

LAYHAM PARISH COUNCIL

DRAFT Minutes of the AGM of the Council held at 7.30pm on
Tuesday 21 May 2019 in the Village Hall

Present: Charlotte Britton (CB)
Jane Cryer - Clerk (JC)
David Pratt (DP)
Sheila Roberts (SR)
Michael Woods - (MW)

In attendance: Gordon Jones, Suffolk CC (GJ)
John Ward, Babergh DC (JW)

Apologies: John Curran (JDC)

19.5.1 ELECTION OF CHAIRMAN AND OFFICERS

It was proposed by SR, seconded by DP and agreed unanimously that Charlotte Britton be elected Chairman for 2019/20. She confirmed she was happy to accept the nomination; the Declaration of Acceptance of Office form was duly signed and CB took the chair. Declaration of Acceptance of Office forms were also signed by councillors: JDC had already returned his form. Register of Interest forms were circulated, to be completed and returned to JC as soon as possible. It was further proposed by DP, seconded by SR and agreed unanimously that Michael Woods be elected Vice-Chairman; he accepted the nomination. SR proposed a vote of thanks to MW, who had been Chairman for the past eight years. It was agreed that JC would send thank-you cards to RG and SL, who had not stood for re-election.

19.5.2 APOLOGIES

Apologies were accepted from JDC.

19.5.3 DECLARATIONS OF INTEREST

None.

19.5.4 PUBLIC FORUM

No parishioners were present.

19.5.5 CO-OPTIONS

JC explained that, following the elections, councils with fewer members than seats had until 24 June to co-opt without giving formal notice and the potential for a by-election to be demanded. It was proposed by MW, seconded by DP and agreed unanimously that JC should contact two parishioners who had put themselves forward for co-option during 2018; she would ask them to respond within one week (it was noted that, of the other two parishioners who had put themselves forward, one was about to move away from the parish and the other was no longer interested).

19.5.6 ADJOURNMENT TO RECEIVE WRITTEN REPORTS FROM OUTSIDE BODIES

19.5.6.1 District Council report

A written report had been circulated prior to the meeting, a copy of which is filed with these minutes. CB congratulated JW on his re-election as councillor for the new Brett Vale ward. Babergh had now reverted to 'no overall control' and JW, who had support to remain as Leader, said he hoped to be able to put together a cross-party administration, effective from the Annual Council Meeting on 22 May. In response to a question from SR, JW said Brexit would not affect the Local Plan or services generally; however, there could be an impact on housing and Babergh would be monitoring the situation closely.

19.5.6.2 County Council report

A written report had been circulated prior to the meeting, a copy of which is filed with these minutes. Following an Ofsted inspection in April, Children's Services had been rated 'outstanding', one of only 6 local authorities out of 152. MW commented that he was pleased to see the search continuing for 'Suffolk's environmental superstars', as part of the Creating the Greenest County Awards. CB said she welcomed the initiative to recruit a network of Champions to help spread the message of support for those experiencing domestic abuse.

19.5.7 MINUTES OF PREVIOUS MEETING

It was proposed by DP, seconded by CB and agreed unanimously that the minutes of the meeting held on Wednesday 27 March 2019 should be accepted as an accurate record, and signed accordingly.

19.5.8 ACTIONS FROM PREVIOUS MEETINGS

Most of the actions were either ongoing or were on the agenda. There were updates on the following:

19.5.8.1 Pavement from Upper Street to Benton Street

With regard to the issue of overgrown vegetation along the pavement, Suffolk Highways had asked the community engineer to liaise with the PC; GJ would chase this and let JC have a name so she could follow up.

19.5.8.2 Speeding

JC had received information from the Clerk to Capel St Mary PC. It was agreed that the Parish Plan working group would discuss this at its next meeting, and speeding would be an agenda item for the June PC meeting; JC would forward the email to CB. GJ said he was due to attend a meeting about automatic number plate recognition systems (ANPR) on 20 June and would report back.

19.5.8.3 Launch of Brett Green defibrillator

It was agreed to re-schedule the photocall for 7pm on Wednesday 26 June; JC would send out invitations. She suggested that it might be more of a 'story' and gain more publicity if the focus was on the fact that this was the fourth defibrillator to be installed in Layham.

19.5.9 FINANCIAL MATTERS

19.5.9.1 RFO's reports

It was proposed by MW, seconded by DP and agreed unanimously that the finance report for 31 March 2019 should be approved. It was further proposed by MW, seconded by CB and agreed unanimously that the finance report for 21 May 2019 should also be approved and payments of £5,216.68 should be authorised. It was noted that the first tranche of the precept for 2019-10 had been received.

19.5.9.2 External audit

It was proposed by CB, seconded by SR and agreed unanimously to certify Layham Parish Council as exempt; the Certificate of Exemption was duly signed by the Chairman and the Clerk/RFO.

19.5.9.3 Removal of tree on Brett Green

MW explained that a Christmas tree planted by a parishioner some years ago had been removed by residents as it was unsightly; however, this had left a large bare patch which the residents proposed to re-seed. He proposed that the Parish Council should pay for the grass seed, up to a maximum of £30; this was seconded by DP and agreed unanimously.

19.5.10 REPORTS FROM COUNCILLORS

19.5.10.1 Clerk's annual review (CONFIDENTIAL)

The report, including recommendations from the working party, was noted. It was proposed by MW, seconded by DP and agreed unanimously that JC should claim one extra hour per month for reading updates on current legislation etc. Councillors noted that JC was to join SALC's training team.

19.5.10.2 Layham Playing Field Management Committee

MW's report was noted. SR commented that most of the trees planted 25 years ago continued to flourish.

19.5.11 PLANNING

19.5.11.1 DC/19/02065 - 7 Old Orchard, Upper Street

Councillors had no objections to the application for the erection of a single storey rear extension with pitched roof.

19.5.11.2 DC/19/01577 - Raworth Lodge, Upper Street

MW had discussed this application with the Tree Officer, who had agreed that it was too late now for the trees to be pollarded; the applicant had agreed to review the situation over the winter.

19.5.11.3 DC/19/00717 - Stows Cottage, Upper Street

There had been no opportunity to respond to this re-consultation; however, Babergh's Heritage Team had raised an issue concerning the position of the garage, and would keep JC informed.

19.5.11.4 DC/19/01942 - Deaves Farm, Potts Lane

Councillors had no objections to the application for change of use of barn to office unit. However, some concern was expressed about the potential number/size of vehicles visiting the property as it was situated on a narrow lane; JC would seek clarification on the type of business proposed.

19.5.12 VILLAGE HALL

19.5.12.1 Community Asset registration

JC had received a request from the VH Committee for the PC to register the VH as a Community Asset. However, DP said he needed to carry out further research concerning the ownership of the hall; the PC did not own the land on which it stood. MW commented that the usual reason for registering a building as a Community Asset was to safeguard it if it was under threat. It was agreed to take no further action at this time; JC would respond to the VH Committee secretary.

19.5.12.2 CIL funding for refurbishment of VH toilets

DP said he had been advised by Babergh that CIL funding could not be used for refurbishment - only for a new build. The VH Committee would discuss other options with Babergh.

19.5.13 CORRESPONDENCE

19.5.13.1 Water Lane

A contractor (IWJS Drainage Specialists) appointed by Anglian Water had visited on 11 May to high pressure jet-wash the sewers. Although the driver said this had been long pre-arranged, no notification had been received by the PC or the residents of Water Lane; in addition, the road had been closed - again, without notification. The lorry had reversed down Water Lane and became stuck. JC would follow up with IWJS / Anglian Water, and the PC would continue to monitor issues with HGVs using Water Lane.

19.5.14 CLERK'S REPORT ON URGENT DECISIONS SINCE THE LAST MEETING

None.

19.5.15 MEETING DATES

19.5.15.1 Next meeting

7.30pm on Wednesday 26 June 2019, in the Village Hall.

19.5.15.2 July and September meeting dates

It was agreed to change the date of the July meeting to **Wednesday 17 July** and the date of the September meeting to **Wednesday 18 September**; JC would circulate an amended list of meetings.

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