



COUNCIL MEETING 08 APRIL 2024

Minutes of the meeting of Layer de la Haye Parish Council
held on Monday 08 April 2024, Queen Elizabeth Hall.

		PRESENT
Chair	Councillor Mrs M.A. Hughes MBE	Yes
Vice-chair	Councillor Mrs C Chambers	Yes
	Councillor Mrs S Bennett	Yes
	Councillor C.C. Chambers	Yes
	Councillor Mrs M Holmes	Yes
	Councillor Mrs S.E. Hughes	Yes
	Councillor I.P. Moore	Yes
	Councillor P.R. Pyke	Yes
	Councillor M Salmon	Yes
In attendance	Locum clerk, County Councillor K Bentley, 2 members of public	

The meeting commenced 7.35pm

1 59/24 APOLOGIES

RECEIVE apologies for absence: NIL

NOTE decisions to accept apologies for absence: NIL

2 60/24 DECLARATIONS OF INTEREST

RECEIVE declarations of interest relating to the agenda: NIL

NOTE decisions of requests for dispensation relating to the agenda: NIL

3 61/24 MINUTES

a) On proposal of Councillor Mrs C Chambers, seconded Councillor M Salmon, it was **RESOLVED** to **APPROVE** minutes of the meeting of the council held on Monday 25 March 2024 as a true record, agreed by all and duly signed by the chair.

b) **APPROVE** minutes of the meeting of the council held on 11 December 2023 - **DEFERRED**

c) minutes of the meeting of the personnel committee held Monday 11 March 2024 were **RECEIVED** and **NOTED**

4 62/24 PUBLIC PARTICIPATION (shall not exceed 15 minutes)

a) **RECEIVE** reports from Ward Councillors. Cllr Bentley reported on Stepping Stones playground meeting with planning, thanked all for supporting the day. Folley progress establishing who owns which land. New financial year £6K locality budget open, County councillor 12K budget. Pothole crews getting out, priority Layer de la Haye parish, roads schedule micro-surfaced every 5 years, completely re-surfaced every 10 years. Chair raised Local Plan site meeting and Kingsford bridge. A member of public mentioned road damage due to solar development traffic. Cllr Bentley will follow up with Councillor A. Ellis. Cllr Bentley clarified Minerals plan doesn't affect Layer de la Haye parish, different to CCC local plan.

b) **RECEIVE** public comments relating to the agenda or matters for future consideration. A member of the public passed some government literature relating to ID required to vote.

5 63/24 GOVERNANCE

a) **RESOLVE** bank account administration:

i. Councillor Mrs S Bennett is now registered with the bank, awaiting confirmation email. It was agreed by all that council instructions to register the clerk/RFO as bank account administrator must be implemented as previously resolved.

ii. **CONSIDER** switch to Unity Trust online banking - on proposal of Cllr Mrs Chambers, seconded Cllr Salmon, it was **RESOLVED** not to switch to Unity Trust bank, agreed by all.

b) Internal control statement and report were **RECEIVED** and **NOTED**. Final report to be completed by Cllr Mrs Chambers. Clerk to receive copy of up-to-date Asset register; clerk to check records for VAT number; Standing orders to be reviewed and signed off at May meeting, proposed by Councillor Mrs S.E. Hughes, seconded Cllr Mrs Bennett and agreed.

c) ICO model publication report was **RECEIVED** and **NOTED** - template to be completed by Cllr Mrs S.E. Hughes and Cllr Mrs Chambers. **RESOLVED** to defer to May meeting on proposal of Cllr Mrs Chambers, seconded Cllr Mrs Bennett, and agreed.

d) **RESOLVE** Business continuity and IT:

i. It was **RESOLVED** to **APPROVE** Parish Online gov.uk domain, website and emails package, on proposal of Cllr Salmon, seconded Councillor P.R. Pyke and agreed. It was **RESOLVED** to register new gov.uk domain LDLH or layerdelahaye-pc, proposed by Cllr Salmon, seconded by Cllr Mrs Bennett, all agreed.

ii. Microshade Cloud data storage and security - **DEFERRED** on proposal of Cllr Mrs Chambers, seconded by Cllr Mrs S.E. Hughes, all agreed.



- e) **RESOLVE** Councillor training and governance:
 - i. training schedule for 2024/25 was **RECEIVED** and **NOTED**. It was **RESOLVED** for Cllr Mrs S.E. Hughes to attend councillor training on proposal of Cllr Salmon, seconded Councillor Mrs M Holmes, all agreed.
 - ii. On Proposal of Cllr Mrs Chambers, seconded by Cllr Mrs Holmes, it was **RESOLVED** for all members to attend new code of conduct training with the Monitoring Officer (MO), agreed by all, date to be arranged.
 - iii. **RECEIVED** and **NOTED** - new register of interest forms which must be submitted within 28 days to the MO and hard copy retained by the clerk.
- f) Clerk to receive Allotment agreement terms and conditions, Asset Register, Insurance policy documents - for review at May annual council meeting.
- g) **CONSIDER** council structure - it was **RESOLVED** to adopt council structure with working parties as required for community facilities, proposed Cllr Salmon, seconded Cllr Mrs Chambers and agreed.

6 64/24 **FINANCE**

- a) **RECEIVED** RFO report (previously circulated) - end of year budget review, VAT reclaim, internal funds transfer.
- b) Bank reconciliation for month ended 31 March 2024 was **APPROVED**. It was **RESOLVED** to transfer £30,000 from the community to reserves account on proposal of Cllr Salmon, seconded by Cllr Mrs S.E. Hughes and agreed. It was **RESOLVED** not to appoint members with specific responsibility for bank reconciliation and payment checks on proposal of Councillor C.C. Chambers, seconded Cllr Salmon, all agreed.
- c) Accounts presented for payment were **APPROVED** on proposal of Cllr Mrs C Chambers, seconded by Cllr Pyke, all agreed.
- d) It was **RESOLVED** to **APPROVE** quotes and invoices presented for Parish Online, laptop, Prunus trees, grass cutting, and £162.80 newsletter printing proposed by Cllr Mrs Holmes, seconded by Cllr Salmon, all agreed.

7 65/24 **PLANNING - CONSIDER** the following applications or decisions presented to Council for comment:

- a) 240297 Land at Rye Farm, CO2 0JL Cornerstone application for prior notification of proposed telecommunications code systems operators siting of a telecommunications base station comprising a 21m high lightweight lattice mast, with 3 antennas - www.colchester.gov.uk/wampd/?id=240297 **DECISION: PRIOR APPROVAL REQUIRED (APPROVED)**
- b) 240001 Winston House, 54 High Rd, CO2 0DT - Two storey rear extension. www.colchester.gov.uk/wampd/?id=240001 **DECISION: APPROVE CONDITIONAL**
- c) CCC Local Plan Review - update provided by Cllr Bentley.

8 66/24 **CLERK'S REPORT** - correspondence received - Kids Fest support, meeting on 10 April.

9 67/24 **PARISH MATTERS**

- i. Open spaces - it was **RESOLVED** to **APPROVE** 2024/25 Grounds maintenance contract and commission a Parish Tree Survey to include potential tree felling on proposal of Cllr Salmon, seconded Cllr Mrs Chambers, all agreed.
- ii. Allotments, multi sports courts, free benches - Councillor I.P. Moore to follow up.
- iii. Friends of Layer School - Cllr Mrs Chambers reported successful easter egg hunt event raised £9,200 for Forest school.
- iv. Highways: potholes/road works meeting developers/highway engineers - Cllr Mrs M.A. Hughes is liaising with Cllr Bentley.
- v. CCTV - Cllr Pyke reported site visit and risk assessment will take place next week.
- vi. Community Constabulary pilot scheme - awaiting further news.
- vii. Newsletter - Cllr Mrs S.E. Hughes reported printing was being arranged.
- viii. 5-year plan - Cllr Mrs Holmes reported woodland fire safety presentation, bee friendly project, seeds and flowers. Rainbow picnic benches. Defibrillator locality to be determined. Dog bin cost £6 per month. Malting green lawn repaired. Cllr Mrs S.E. Hughes to establish council costs.
- ix. Play area - Cllr Mrs Holmes reported meeting with PlayQuip - inclusive roundabout, 5-14 play space, zip wire, metal gates. Quote also received from School scape. It was **RESOLVED** to purchase D Day flag on proposal of Cllr Mrs Chambers, seconded Cllr Mrs S.E. Hughes and agreed by all.

10 68/24 **BRIEF REPORTS OF MEMBERS** matters for forthcoming agenda. Malting Green chalet entrance, lease agreement, Millfields, potholes, Solar farm hedging, permissive bridal/footpaths, dogs mess on recreation ground, community bus capacity.

11 69/24 **NEXT MEETING** - Annual meeting of the council to be held Monday 13 May 2024, Queen Elizabeth Hall, 7.30pm, preceded by the Annual Parish Meeting commencing at 7pm.

12 70/24 **PERSONNEL MATTERS - RESOLVED** pursuant to s1(2) Public Bodied Act 1960 for the public and press to leave the meeting due to the confidential nature of business to be transacted, proposed Councillor I Moore, seconded Cllr Pyke and agreed.

Correspondence relating to previous employee was **RECEIVED** and **NOTED**.

There being no further business, the meeting closed at 21.55.