



## MINUTES OF PARISH COUNCIL MEETING

MONDAY 9<sup>TH</sup> SEPTEMBER, LAYER VILLAGE HALL, 7:30pm

Clerk and Responsible Financial Officer: Mark Large

|               |                                 |         |
|---------------|---------------------------------|---------|
| Chair         | Councillor Mrs M. A. Hughes MBE | Present |
| Vice Chair    | Councillor Mrs C Chambers       | Present |
|               | Councillor Mrs S Bennett        | Present |
|               | Councillor Mr C. Chambers       | Present |
|               | Councillor Mrs M Holmes         | Present |
|               | Councillor Mrs S.E. Hughes      | Present |
|               | Councillor Mr I.P. Moore        | Absent  |
|               | Councillor Mr P.R. Pyke         | Present |
|               | Councillor Mr M Salmon          | Present |
| In attendance | None                            |         |

1. **APOLOGIES** – Apologies were **APPROVED** from Cllr Ian Moore and City Cllr Kevin Bentley
2. **DECLARATIONS OF INTEREST - NIL**
3. **MINUTES**
  - a. Minutes of the PC Meeting 5 Aug 24 were **APPROVED** and duly signed by the Chair
  - b. Minutes of the Personnel Committee Meeting 5 Aug 24 were **RECEIVED**
  - c. Minutes of the Finance Approval Committee Meeting 5 Aug 24 were **RECEIVED**
4. **REVIEW ACTION TRACKER** – The action tracker was reviewed in detail and updated. Specific notes:
  - a. City Cllr Andrew Ellis was present during the action tracker review and recommended that, for the Code of Conduct training requirements, the Clerk & RFO contact Andrew Weaver. (20/6/24 5f)
  - b. Supply of the new defibrillator was discussed. Funding has been identified and the location of the new defibrillator clarified. Cllr Mrs. M A Hughes MBE to get written permission from the Water Works who own the land.
  - c. Internal audit action to be closed (20/6/24 7h)
  - d. Kingsford Bridge road safety action closed (20/6/24 8i)
  - e. Options to change bank action closed (5/8/24 4)
  - f. All other actions updated – see action tracker.
5. **PUBLIC PARTICIPATION** (*not exceeding 15 minutes*)
  - a. City Cllr Andrew Ellis reported that, as a result of the policies of the new government, villages were likely to come under increasing pressure to accept more new houses. Layer de la Haye has accepted more recently than was originally planned, whilst other communities have not, so this fact will be used in arguing against further development.
  - b. City Cllr Andrew Ellis was present during the action tracker review and recommended that, for the Code of Conduct training requirements, the Clerk & RFO contact Andrew Weaver.
  - c. No members of the public attended
6. **GOVERNANCE**
  - a. There were no recommendations from the Personnel Committee
  - b. The Finance Approval Committee recommended a change of bank provider. It was **RESOLVED** to accept this recommendation, proposed by Cllr Mrs. S Bennett, seconded by Cllr Mr. M Salmon, agreed by all.
  - c. The council **RECEIVED** an update on ICO publication scheme progress from the Clerk & RFO.
  - d. The council **RECEIVED** an update on communications with the External Auditors from the Clerk & RFO. One minor correction was required and republication of the corrected form on the council web site. Whilst the Senior Partner has yet to sign off the audit, the junior partner has indicated that there are no outstanding queries regarding the audit.
  - e. Remaining Cllrs to fill in Register of Interests at the meeting – Out of 3 needing to be completed, 2 Cllrs have filled theirs in, one remaining to do on return from holiday.

## 7. PLANNING

- a. No new planning applications needed discussing, applications 241499 and 241468 were discussed at the previous meeting and no new updates were required.

## 8. FINANCE

- a. **CONFIRM** the assets list for the year 2023/24 and set an appropriate minimum (replacement) value of assets for the asset register. The Clerk and RFO confirmed that the new laptop has been added to the asset register. Now that PlayQuip have completed their work, the new benches and picnic table etc. will need to be added. The work on the asset register is ongoing, held up by other urgent matters and vacation.

## 9. PARISH MATTERS

- a. Local Plan – this was covered by City Cllr Andrew Ellis in section 5.
- b. PlayQuip Safety Inspection – Cllr Mrs. M A Hughes MBE updated the meeting that this review was still in progress.
- c. PlayQuip installation – Cllr Mrs. M Holmes updated the meeting that this work was now complete. All congratulated Cllr Mrs. M Holmes for her effort in managing the relationship with and work of PlayQuip. The results are very pleasing.
- d. Signage for playground – **ACTION:** Clerk & RFO to contact Clerk & RFO of Birch to investigate their experience of purchasing and installing signage and report back to the next meeting.
- e. A plaque is to be sourced and placed on the new coronation bench. **ACTION:** Cllr Mrs. M A Hughes MBE to advise on wording, Clerk & RFO to bring proposal to next meeting for approval.
- f. School defibrillator/New defibrillator at multi sports courts *Clerk & RFO update* As recorded in the action list, multiple attempts at contacting the registration authority have met with no response. The new defibrillator was discussed in detail as part of the action tracker. It has previously been resolved to purchase the new defibrillator once funding had been positively confirmed, which it now has been.
- g. It was **RESOLVED** to investigate the positioning of a dog waste bin on the footpath between the High Road and The Folley, at the High Road end.
- h. It was **RESOLVED** to approve Locality Budget applications for the benches installed by PlayQuip as well as the possibility of CCC supplied safety signage.
- i. It was **RESOLVED** to approve emergency repair work to the bus shelter roof/gutter which is leaking badly. Cllr Mr. C Chambers to carry out the work.
- j. Cllrs reported back on the road safety meeting with city Cllr Mr. K Bentley – it took place with the resident who raised the issue in a car due to the rain. Cllrs did attend the site but were not included in the meeting.
- k. It was **RESOLVED** to approve letter for distributing to all residents adjacent to Malting Green.
- l. It was **RESOLVED** to approve letter to resident re repair of access over Malting Green.
- m. Cllrs asked that thanks be minuted to Cllr Mrs. M A Hughes MBE and her husband for watering the coronation avenue trees during the recent hot spell.
- n. Community360 – An annual membership fee of £30 needs to be paid, but despite multiple contacts, Community360 have not supplied an invoice. Community360 want this to be paid over the phone and the council has no facility to do this. To prevent the council losing its membership and thus the benefit of bus services, it may be necessary for Cllr Mr. I Moore to pay this and seek reimbursement. All agreed that this exception would be acceptable.

## 10. CLERK & RFO REPORT

- a. ParishOnline, Mr. Page Computers – It was **RESOLVED** to approve £200 + VAT for Parish Online to refresh the new web site with all the new documents added to the old site since new site create. The Clerk & RFO updated the meeting about how the transfer of email accounts will occur, and the new web site updated and made live.
- b. Correspondence received has been distributed during the month.

## 11. BRIEF REPORTS OF MEMBERS – matters for forthcoming agenda

- a. Cllr Mrs. S Bennett and Cllr Mr. M Salmon raised the request from the Fox Pub to place a Christmas tree on The Cross briefly for a carol service and minced pies (supplied by The Fox). Practicalities were discussed including ensuring no clash with other events planned.
- b. Cllr Mrs. C Chambers asked that the Solar Farm impact be added to the next agenda. City Cllr Mr. K Bentley has agreed to walk the route to see the damage left behind after the cable laying works.
- c. Cllr Mrs. M A Hughes MBE raised the following
  - A request to use the Layer de la Haye village logo on the label of a local wine producer.
  - A local fitness instructor has requested to use the playing field for 2 hours on a specific date. Donations are made to local charities.
  - Residents are complaining about the noise from the water works – this is being pursued.
  - A site manager for Denbury Homes has been appointed and is very responsive.

**12. PERSONNEL MATTERS – RESOLVE** pursuant to s1(2) Public Bodies Act 1960 for the public and press to leave the meeting due to the confidential nature of the business to be transacted.

**13. RECEIVE** – Cllrs Mrs M A Hughes MBE and the Clerk & RFO updated the meeting.

**14. NEXT MEETING** – 14 October 2024 19:30