



NOTICE OF PARISH COUNCIL MEETING

Members are duly summoned to attend

MONDAY 10 JUNE 2024, LAYER VILLAGE HALL, 7.30pm

Clerk and Proper Officer to the Council

AGENDA

1 APOLOGIES

- a) **RECEIVE** apologies for absence

2 DECLARATIONS OF INTEREST

- a) **RECEIVE** declarations of interest relating to the agenda

3 MINUTES

- a) **APPROVE** minutes (previously circulated) of the meeting of council held 13 May 2024 - *for signature by the chair*
- b) **RECEIVE** minutes of the meeting of the personnel committee held on 20 May 2024
- c) **CONSIDER** recommendations of the personnel committee

4 PUBLIC PARTICIPATION (shall not exceed 15 minutes)

- a) **RECEIVE** reports from City and County Councillors.
- b) **RECEIVE** public comments relating to the agenda or matters for future consideration.

5 GOVERNANCE

- a) **RESOLVE** to adopt new Standing Orders (previously circulated)
- b) **REVIEW** following policies and procedures (previously deferred) (Ongoing review to be completed by year end)
 - i. Complaints Procedure
 - ii. Publication Scheme for requests made under the Freedom of Information Act 2000
 - iii. Data Retention Policy
 - iv. Policy for dealing with the press and media
 - v. Allotment agreement terms and conditions
- c) **RECEIVE** ICO publication scheme report from councillors responsible for freedom of information control - *Councillor Mrs S Hughes, Councillor Mrs C Chambers*
- d) **RECEIVE** Business continuity and IT update: gov.uk domain, website, emails, data security - *Clerk*
- e) **RECEIVE** NALC The Good Councillor's Guide 2024 new edition
- f) **RECEIVE** 2024/25 councillor training schedule, chair/vice chair modules, new code of conduct training with MO. Councillor training bursary of up to 75% available.
- g) Register of Interests

6 PLANNING - **CONSIDER** the following applications or decisions presented to Council for comment:

- a) 202462 Nightingale Corner, The Folley, CO2 0HZ - Formation of an access and erection of gate.
DECISION: REFUSE
- b) 240809 Barns north of, Rows Farm, Church Road, Layer De La Haye Colchester CO2 0EU - Application for prior approval for the conversion of two agricultural buildings into two dwellings – Awaiting decision
- c) 241084 Water Works, Church Road, Layer De La Haye - Application for approval of details reserved by condition 4, 5 and 13 230364 – Awaiting decision
- d) CCC Local Plan Review update - settlement boundary, site meeting
- e) The government has announced farmers will be able to convert their unused buildings into new homes and shops due to new planning laws. Permitted development rights provide more freedoms to develop without applying for planning permission. The government is extending these rights to give farmers greater freedoms to diversify and convert agricultural buildings to commercial uses, as well as up to 10 homes, without needing to submit a planning application. These rules are subject to space and natural light conditions, to ensure homes are suitable.

7 FINANCE

- a) **RECEIVE** finance report (previously circulated) - 2024/25 budget review, transfer £10,000 to Reserve account.
- b) **RECEIVE** and **CONFIRM** bank reconciliation for the months of April & May 2024 - *for signature by 2 members*.
- c) **RECEIVE** and **APPROVE** accounts for payment - *for signature by 2 members*.
- d) **RECEIVE** report from Councillors responsible for Internal Financial Control - *Cllr Mrs Chambers, Councillor Pyke*
- e) **RESOLVE** bank account administration, signatories, registration of the Responsible Financial Officer.
- f) **CONSIDER** and **APPROVE** the Statement of Accounts and Reconciliation for the year ending 31 March 2024 - *for signature by the chair*
- g) **CONFIRM** the assets list for the year 2023/24 and set an appropriate minimum (replacement) value of assets for the asset register
- h) **RECEIVE** and **REVIEW** the report from the Internal Auditor and **NOTE** recommendations
- i) **CONSIDER** 2023/24 AGAR for submission to the External Auditor
 - i. Section 1: Annual Governance Statement - **CONSIDER** questions and **RESPOND** accordingly, any 'No' responses to be accompanied by written statement (text agreed by council) - *for signature by the chair*
 - ii. Section 2: Accounting Statements - **CONSIDER** and **AGREE** the statement figures - *for signature by the chair*



- j) **NOTE** the dates for the Notice of Public Rights
- k) **RECEIVE** the Insurance renewal conformation for 2024/25
- l) **RECEIVE** public liability certificates for 2024/25 from contractors

8 PARISH MATTERS

- a) CCC Have Your Say campaign to 17 July 2024
- b) Bluetongue Virus - Department for the Environment, Food & Rural Affairs
- c) Essex Highways Winter salt bag partnership scheme closing date 22 July 2024
- d) ECC launches new updated Climate Advice Packs for Residents, Businesses, Schools, Early years and childcare settings and has an 'Easy Read' Climate Advice Pack. Visit www.ealc.gov.uk/ecc-climate-action
- e) Open spaces, parish maintenance, bus shelter roof/guttering repairs - *Councillors I Moore & M Salmon*
- f) Defibrillator - *Councillor Mrs. M. A Hughes MBE*
- g) Friends of Layer School - *Cllr Mrs Chambers*
- h) Highways: potholes/road works meeting with developers and highway engineers - *Cllr M.A. Hughes MBE*
- i) Layer Road bridge area road safety, Malting Green
- j) Recreation ground gates and equipment
- k) Horses – routes through village/Solar Farm *Cllr M.A. Hughes MBE*
- l) Malting Green *Cllr M.A. Hughes MBE*

9 CLERK'S REPORT - correspondence received, office supplies, printer, laptop, monitor, shredder, Amazon business account proposal and appropriate controls.

10 BRIEF REPORTS OF MEMBERS - matters for forthcoming agenda.

11 NEXT MEETING - to confirm 08 July 2024, Layer Village Hall, 7.30pm

Close of meeting