



MINUTES OF PARISH COUNCIL MEETING

MONDAY 11TH NOVEMBER, LAYER VILLAGE HALL, 7:30pm

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	Present
	Councillor Mr P.R. Pyke	Present
	Councillor Mr M Salmon	Present
In attendance	None	

1. **APOLOGIES - RECEIVE** apologies for absence Clerk & RFO absence due to flu was **APPROVED**.
2. **DECLARATIONS OF INTEREST - RECEIVE** declarations of interest relating to the agenda - **None**
3. **PUBLIC PARTICIPATION** (*not exceeding 15 minutes*)
 - a. **RECEIVE** reports from City Councillors
Cllr Andrew Ellis reported that the development requirement for new houses in the Colchester area is 11,949 by 2041, potentially 1,290 per year.
 - b. **RECEIVE** public comments relating to the agenda or matters for future consideration
4. **MINUTES** (previously circulated)
 - a. **APPROVE** minutes of the previous meeting – *for signature by the Chair*
The minutes of the previous meeting were **APPROVED** and duly signed by the Chairman, proposed by Cllr Mr. C Chambers, seconded by Cllr Mr. M Salmon, agreed by all.
 - b. **RECEIVE** minutes of the previous Personnel & Finance Approval Committees Meeting
The minutes of the previous Personnel and Finance Approval Committees were received and noted.
5. **GOVERNANCE**
 - a. **CONSIDER** and **RESOLVE** to **APPROVE** the recommendations of the Personnel Committee
The recommendations of the Personnel Committee were **APPROVED**, proposed by Cllr Ms C Chambers, seconded by Cllr Mrs S Hughes, agreed by all.
 - b. **CONSIDER** and **RESOLVE** to **APPROVE** recommendations of the Finance Approval Committee
The recommendations of the Finance Approval Committee were received noting that the bank reconciliation was approved and that Unity Trust bank accounts were now open and being used.
 - c. **RECEIVE** update on ICO publication scheme report - *Clerk & RFO*
It was noted that the Clerk & RFO has not progressed this issue this month due to the need to resolve issues presented when the new website went live (a major update was required). Progress should be possible in December, so this will be reviewed in January.
 - d. Code of Conduct training - **RECEIVE** update from Clerk & RFO
The Clerk & RFO is awaiting a response from Andrew Weavers, the Colchester City Council monitoring officer. The Clerk and RFO will contact Andrew Weaver again, suggesting dates in January for the training.
 - e. **RECEIVE** and **APPROVE** the assets list for the year 2023/24 and set an appropriate minimum (replacement) value of assets for the asset register – Clerk & RFO
The revised asset list was **RECEIVED** but **NOT APPROVED**. The pump on the heath needs to be included on the asset list.
 - f. **RECEIVE** and **APPROVE** the updated risk register
The updated risk register was **RECEIVED** but **NOT APPROVED**. Cllr Mrs C Chambers to pick up with the Clerk & RFO to make sure all risks are clear.
6. **PLANNING**
Planning applications on the list were discussed and noted.
7. **FINANCE**

- a. Bank switch - **RECEIVE** update from Clerk & RFO
The meeting was advised on the progress with the switch from Lloyds to Unity Trust. The Finance Approval Committee earlier in the evening was largely digital when it came to payments approval as the Unity Trust bank accounts are now open, funds transferred and electronic payments set up.
 - b. **RESOLVE** to **APPROVE** updated budgets for 24/25
The meeting discussed the budgets presented and they were **APPROVED**, proposed by Cllr Mr. P Pyke and seconded by Cllr Mr. M Salmon, agreed by all.
 - c. **RESOLVE** to **APPROVE** budgets and precept calculation for 25/26 (precept calculation may change and need re-approving if any unexpected expenditure prior to submission deadline with Colchester City Council)
The meeting discussed the budgets proposed for the next financial year and the resulting precept. These were both **APPROVED**, proposed by Cllr Mr. P Pyke and seconded by Cllr Mr. M Salmon, agreed by all.
 - d. **RESOLVE** to **APPROVE** grant request for emergency electrical safety work at tennis courts
The emergency work was **APPROVED**, proposed by Cllr Mrs M Holmes, seconded by Cllr Mrs S Bennett, agreed by all. Cllr S Bennett to check with the Clerk & RFO to see if a grant is due from the defibrillator supplier.
ACTION: Clerk & RFO to advise re further funding from defibrillator suppliers.
ACTION: Cllr Mrs M A Hughes MBE will talk to the Walking Football team to see if any further funds are available.
- 8. PARISH MATTERS**
- a. PlayQuip signage – discuss and revise in the light of current constraints, **RESOLVE** to **APPROVE** suggested signage quote from PlayQuip (how many signs and how mounted)
It was **RESOLVED** to **APPROVE** the purchase of one sign to be supplied without the need to mount it on the post or gates. The mounting on the gate will be undertaken by Cllr Mr. I Moore.
 - b. New defibrillator at multi sports courts *Clerk & RFO update*
The new defibrillator is installed, operational and registered.
- 9. CLERK & RFO REPORT**
- a. New web site - **RECEIVE** update from Clerk & RFO
The new website is now fully updated and operational.
 - b. Correspondence received has been circulated in month.
 - c. **REVIEW** action tracker
The action tracker was reviewed.
- 10. BRIEF REPORTS OF MEMBERS** – matters for forthcoming agenda
Cllr I Moore raised the need to increase the charges for hiring the sports courts
The issue of dog waste on the recreation ground was raised. **ACTION:** The Clerk & RFO to investigate whether there is a letter that the council can send/deliver to local residents who are seen on CCTV.
- 11. 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.
- 12. RECEIVE** verbal update on historic personnel issues – Clerk & RFO
Cllr Mrs M A Hughes MBE updated the meeting on the current progress.
- 13. NEXT MEETING** – 9 December 2024 19:30