LAYER DE LA HAYE **PARISH COUNCIL**

COUNCIL MEETING - 12 FEBRUARY 2024

Minutes of the meeting of Layer de la Haye Parish Council
Monday 12 February 2024, Queen Elizabeth Hall, 7.30pm

		PRESENT
Chair	Councillor Mrs M.A. Hughes MBE	Yes
Vice-chair	Councillor Mrs C Chambers	No
	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	Clerk and four members of the public	

1 31/24 **APOLOGIES** were **RECEIVED** from Councillor Mrs C Chambers. It was agreed to **APPROVE** this absence.

2 32/24 **DECLARATIONS OF INTEREST:** Nil

3 33/24 **PUBLIC PARTICIPATION**

a) Reports from City and County Councillors: Nil

b) Public comments - concerns raised about ditches, Folley area, new development, street light not working. To follow up ditches with Highways and ward councillors, new development to be considered by CCC planning committee.

4 34/24 **GOVERNANCE**

a) **RESOLVED** to appoint internal auditor, proposed Councillor Mrs M Holmes, seconded Councillor Mrs S Bennett and agreed. To confirm arrangements for interim audit in preparation for year-end.

b) Administration of bank accounts and internal control processes - **DEFERRED**

c) **RESOLVED** to appoint a Personnel Committee and Appeals Panel with agreed terms of reference, proposed by Cllr Mrs Holmes, seconded Councillor I Moore and agreed. Committee appointments: Councillor Mrs M.A. Hughes, Cllr Mrs Chambers, Councillor Mrs S Hughes, Councillor P Pyke. Panel appointments: Councillor C. Chambers, Councillor M Salmon, Cllr Mrs Bennett.

d) **RESOLVED** to adopt new Financial regulations, proposed Cllr Pyke, seconded Cllr Mrs Holmes and agreed. Reserves policy to be drafted. New Code of Conduct adopted December 2023 - to update website, follow up training with MO and new register of interests form. Cllr Mrs Bennett booked on new councillor EALC training course.

5 35/24 **FINANCE**

a) RFO report was **RECEIVED** and **NOTED**.

b) Bank reconciliation as at 31 January 2024 was **APPROVED** signed by Councillor I Moore and Cllr Pyke and agreed.

c) Accounts presented for payment were **APPROVED** signed by Cllr Moore and Cllr Pyke and agreed.

d) Quotes for new laptop, cloud data storage, website and email service were **RECEIVED** and **NOTED**.

6 36/24 **PLANNING -** the following applications or decisions presented to Council were **CONSIDERED**:

a) 232674 Layer Hall Farm, CO2 0ET - convert agricultural to residential dwellings - Decision: **APPROVED - NOTED**

b) 232579 Nightingale Corner, The Folley, CO2 0HZ - 2 storey extension. Decision: **REFUSED - NOTED**

c) 240001 Winston House, 54 High Road, CO2 0DT - Application for 2 storey rear extension https://www.colchester.gov.uk/planning-app-details/?id=53e32547-64aa-ee11-be37-000d3ab22ed2 **NO COMMENT**

d) 222654 Barns north of, The Rows Farm, CO2 0EU - Erection of two self-build bespoke designed dwellings in lieu of application 221450 for conversion of 3 agricultural buildings into 2 dwellings. Decision: Appeal **REFUSED - NOTED**

e) 232572 Land east of The Ridings, Malting Green Rd, CO2 0JE - Demolition of Stable building, Erection of 4 Detached Dwellings & Garages - https://www.colchester.gov.uk/planning-app-details/?id=f4790902-0083-ee11-8179-0022489b41c1#ValidationSummaryEntityFormView **NO COMMENT**

f) 232748 Elm Tree Cottage, CO2 0JN - Demolition of existing conservatory, construction of single storey extension. Decision: **APPROVE CONDITIONAL** https://www.colchester.gov.uk/wampd/?id=232748 - **NOTED**

7 37/24 **CLERK'S REPORT** To follow up (1) Folley area concerns. (2) s106 updates. (3) Grant enquiry. (4) CCC tree giveaway.

8 38/24 **OPEN SPACES** (1) To follow up parking issues with school. (2) Agreed to purchase replacement flowering cherry trees. (3) CCTV quotes were considered, to clarify spec requirements. (4) Hedge cutting to be undertaken in the spring.

Three members of the public left the meeting

9 39/24 **PARISH MATTERS:** Follow up (1) Highways - cleaning ditches (2) donation towards tennis court defibrillator (3) street light to CCC (4) Colts football tournaments (5) FOLS summer fete. Memorial chair, Newsletter, 5-year plan - **DEFERRED**.

10 40/24 **BRIEF REPORTS OF MEMBERS:** Nil

11 41/24 **NEXT MEETING** Monday 11 March 2024, Queen Elizabeth hall, 7.30pm. Annual Parish Meeting date to be confirmed.

There being no further business the meeting closed at 21.30.

Reconciliation of Accounts - JANUARY 2024

INCOME

Date	Payor	Description	Net £	VAT £	Gross £
02.01.24	I Moore	Multisport	19.00	0.00	19.00
04.01.24	MJ AK Eden	Football	9.00	0.00	9.00
09.01.24	Lloyds Bank	Reserve Account Interest	11.47	0.00	11.47
11.01.24	S Gould	Astro	9.00	0.00	9.00
19.01.24	I Moore	Community Bus	72.00	0.00	72.00
29.01.24		Football fun day	40.00	0.00	40.00
		Total	**160.47**	**0.00**	**160.47**

EXPENDITURE

Date	Payee	Description	Net £	VAT £	Gross £
15.01.24	M A Hughes	Balance HR INV 45/2023 CHQ 001953	30.00	0.00	30.00
16.01.24	Staff	Salary CHQ 001952	740.08	0.00	740.08
17.01.24	BT Group	Landline DD	31.52	6.30	37.82
24.01.24	Suffolk Tennis Courts	Tennis Courts Refurbishment CHQ 001954	1750.00	350.00	2100.00
25.01.24	S Priestland	Grass cutting (Nov) CHQ 001670	55.00	0.00	55.00
25.01.24	S Priestland	Grass cutting (Dec) CHQ 001951	55.00	0.00	55.00
25.01.24	Community 360 Bus	Community Bus CHQ 001955	40.00	0.00	40.00
29.01.24	EDF Energy	Electricity DD			30.00
		Total	**2701.60**	**356.30**	**3,087.90**

MONTHLY RECONCILLIATION	**DECEMBER**	**JANUARY**	**FEBRUARY**	**MARCH**
Opening Cash Book	**£ 48,983.83**	**£ 46,389.27**	**£ 43,461.84**	*(projected)*
Income	**£ 366.84**	**£ 160.47**	**£ -**	£4,537.17
Expenditure	**£ 2,961.40**	**£ 3,087.90**	**£ -**	£7,428.45
Closing Cash Book Balance	**£ 46,389.27**	**£ 43,461.84**	**£ -**	**£40,570.56**
Reconciled to Bank Statement			*Transfer 25K*	*Year-end*
Lloyds Community Account	**£ 35,284.65**	**£ 32,345.75**	**£ 7,345.75**	[£4,364.17]
Lloyds Reserve Account	**£ 11,104.62**	**£ 11,116.09**	**£ 36,116.09**	[£36,206.39]
Total Closing Bank Statements(B)	**£ 46,389.27**	**£ 43,461.84**	**£ 43,461.84**	**[£40,570.56]**

BUDGET REVIEW 2023/24

EXPENDITURE	Budget	Actual	Balance	Final cost	Budget
Administration		Apr -Jan	01-Feb	*Projection*	*Variance*
Staff Salaries	£8,760.00	£7,252.80	£1,507.20	£10,260.00	-£1,500.00
Working from home allowance	£120.00	£100.00	£20.00	£178.00	-£58.00
PAYE *(employer NIC)*	£0.00	£351.25	-£351.25	£826.00	-£826.00
Payroll Fees	£0.00	£0.00	£0.00	£150.00	-£150.00
Audit Fees (IA, EA)	£195.00	£420.00	-£225.00	£720.00	-£525.00
Insurance	£945.00	£1,046.52	-£101.52	£1,050.00	-£105.00
Professional subscriptions	£830.00	£753.02	£76.98	£760.00	£70.00
HR Services	£0.00	£1,710.00	-£1,710.00	£1,710.00	-£1,710.00
Training	£500.00	£0.00	£500.00	£0.00	£500.00
Travel	£175.00	£0.00	£175.00	£100.00	£75.00
Office - expenses *(stamps, ink, stationery, printing)*	£200.00	£281.46	-£81.46	£350.00	-£150.00
Office - equipment	£100.00	£0.00	£100.00	£1,200.00	-£1,100.00
Telephone *(landline, mobile)*	£500.00	£385.75	£114.25	£455.00	£45.00
EDF Energy	£165.00	£162.00	£3.00	£225.00	-£60.00
Elections	£100.00	£0.00	£100.00	£0.00	£100.00
IT Services/Communications	£0.00	£236.79	-£236.79	£1,260.00	-£1,260.00
VAT	£0.00	£2,903.33	-£2,903.33	£3,600.00	-£3,600.00
Subtotal	**£12,590.00**	**£15,602.92**	**-£3,012.92**	**£22,844.00**	**-£10,254.00**
Outside Spaces					
Grass & hedge cutting	£1,450.00	£1,220.00	£230.00	£1,385.00	£65.00
Grounds maintenance *(incl. trees, pond, pest control)*	£150.00	£0.00	£150.00	£50.00	£100.00
General maintenance *(incl.war memorial)*	£150.00	£0.00	£150.00	£50.00	£100.00
Utilities - allotments, tennis courts (water)	£330.00	£150.00	£180.00	£150.00	£180.00
Defibrillator - replacement costs	£250.00	£318.00	-£68.00	£320.00	-£70.00
Parish Notice Boards & Signage *(incl. CCTV, tel box)*	£1,050.00	£135.00	£915.00	£140.00	£910.00
Heathfields rental	£1,200.00	£0.00	£1,200.00	£0.00	£1,200.00
Subtotal	**£4,580.00**	**£1,823.00**	**£2,757.00**	**£2,095.00**	**£2,485.00**
Play Areas					
Safety Inspections *(weekly, annual)*	£420.00	£350.00	£70.00	£350.00	£70.00
Maintenance	£500.00	£0.00	£500.00	£0.00	£500.00
Multi Sport Court	£2,000.00	£1,750.00	£250.00	£1,750.00	£250.00
New Play Equipment *(capital)*	£2,000.00	£7,680.00	-£5,680.00	£7,680.00	-£5,680.00
Subtotal	**£4,920.00**	**£9,780.00**	**-£4,860.00**	**£9,780.00**	**-£4,860.00**
Street Lights					
Maintenance	£350.00	£388.87	-£38.87	£390.00	-£40.00
Electric Recharge	£0.00	£155.67	-£155.67	£160.00	-£160.00
Subtotal	**£350.00**	**£544.54**	**-£194.54**	**£550.00**	**-£200.00**
Grants					
Grants - Community Bus	£0.00	£440.00	-£440.00	£520.00	-£520.00
Grants - Pinnacle Housing	£0.00	£1,185.00	-£1,185.00	£1,185.00	-£1,185.00
Grants - s137 (RBL)	£75.00	£220.82	-£145.82	£225.00	-£150.00
Grants - other *(Memorial garden, graveyard, strimmer, village hall)*	£650.00	£2,174.27	-£1,524.27	£2,000.00	-£1,350.00
Additional budget allowance	£1,000.00	£0.00	£1,000.00	£0.00	£1,000.00
Subtotal	**£1,725.00**	**£4,020.09**	**-£2,295.09**	**£3,930.00**	**-£2,205.00**
Total Expenditure	**£24,165.00**	**£31,770.55**	**-£7,605.55**	**£39,199.00**	**-£15,034.00**

INCOME	Budget	Received	Outstanding	Projected	Variance
Reserve Account Interest	£2.00	£92.81	[£90.30]	£183.11	£181.11
Multi Sport	£2,000.00	£2,337.60	[TBC]	£2,500.00	£1,000.00
Allotments	£270.00	£225.00	[TBC]	£225.00	-£45.00
Grants - other	£0.00	£500.00	£0.00	£500.00	£500.00
Coronation event	£0.00	£3,484.18	£0.00	£3,484.18	£3,484.18
Community Bus	£0.00	£343.00	[TBC]	£487.00	£487.00
Estuary Housing	£420.00	£0.00	[TBC]	£420.00	£0.00
Revenue & LCTS Grant	*£916.00*	£916.00	£0.00	£916.00	£0.00
EDF Energy Refund	£0.00	£29.67	£0.00	£29.67	£29.67
Insurance claim	£0.00	£7,690.92	£0.00	£7,690.92	£7,690.92
VAT refund	£0.00	£0.00	£2,903.33	£3,600.00	£3,600.00
Subtotal Income	**£3,608.00**	**£15,619.18**	**£2,903.33**	**£20,035.88**	**£16,927.88**
			[2,993.63]		
Precept	*£19,559.00*	£19,559.00	£0.00	£19,559.00	£0.00
Subtotal Precept Income	**£19,559.00**	**£19,559.00**	**£0.00**	**£19,559.00**	**£0.00**
Total Income	**£23,167.00**	**£35,057.71**		**£39,594.88**	

RESERVES		
Reserve Account		**£11,116.09**
Transfer		£25,000.00
Q4 Interest (est.)		£90.30
	Subtotal	**£36,206.39**
General Reserves		**£9,716.09**
(year-end forecast)	**Subtotal**	**£9,716.09**
Earmarked Reserves		
Office Equipment		£2,000.00
Personnel *(incl. HR, FOI requests)*		£2,400.00
Training		£2,000.00
Elections		£1,000.00
Neighbourhood Plan		£1,000.00
Parish notice boards/signage *(incl. CCTV, tel box, road signs)*		£2,000.00
Play Areas *(capital)*		£8,000.00
Multi Sport Court		£2,000.00
Defibrillator *(capital)*		£2,000.00
Community Grants		£4,000.00
	Subtotal	**£26,400.00**
(year-end forecast)	**Total Reserves**	**£36,206.39**

PAYMENTS APPROVED - FEBRUARY		
Staff	Salary & expenses (Jan)	739.92
ex-staff	Final salary & expenses (Jan)	631.22
HMRC	PAYE (incl. 2018-23, Jan 24)	303.13
Northumbrian Water	Water Allotments	75.00
S Priestland	Grass cutting (Jan)	55.00
Page Computers	IT services	96.00
Community 360 Bus	Community Bus	80.00

BUDGET 2024/25

EXPENDITURE		
Administration		
Staff Salaries		£11,500.00
PAYE		£400.00
Pension Contributions		£2,900.00
Payroll Fees		£150.00
Audit Fees		£800.00
Insurance		£1,200.00
Professional subscriptions		£900.00
Travel		£140.00
Office Expenses *(incl. tel/mobile)*		£900.00
Utilities - EDF Energy		£240.00
IT services/comms/CCTV		£1,750.00
	Subtotal	**£20,880.00**
Property and Footpaths		
Grass & hedge cutting		£1,200.00
Grounds maintenance *(incl. trees, pond, pest control)*		£300.00
General maintenance *(incl. war memorial)*		£300.00
Utilities - allotments, tennis courts *(water)*		£200.00
	Subtotal	**£2,000.00**
Play Areas		
Safety Inspections *(weekly/annual)*		£750.00
Maintenance *(incl. multi sport court)*		£1,000.00
	Subtotal	**£1,750.00**
Street Lights		
Maintenance		£450.00
Electric recharge		£200.00
	Subtotal	**£650.00**
	Total Expenditure	**£25,280.00**

INCOME		
LCTS & Revenue Grant		£916.00
Multi Sports		£3,000.00
Allotments		£270.00
Community Bus		£420.00
	Subtotal Income	**£4,606.00**
Precept [£1.36 up 5%]		£20,674.00
	Subtotal Precept Income	**£20,674.00**
	Total Income	**£25,280.00**

RESERVES		
Reserves Account		**£41,214.59**
Transfer (precept)		£10,000.00
Q1/Q2 Interest		£486.54
Transfer (precept)		£10,000.00
Q3/Q4 Interest		£586.14
	Subtotal	**£62,287.27**
General Reserves		**£27,787.27**
(24/25 year-end projection)	**Subtotal**	**£27,787.27**
Earmarked Reserves		
Office Equipment		£2,000.00
Personnel *(incl. HR, FOI requests)*		£2,400.00
Training *(incl. RoSPA)*		£2,000.00
Civic Allowance *(chair's allowance)*		£300.00
Neighbourhood Plan		£1,000.00
Notice boards, signage *(incl. tel box, road signs)*		£1,000.00
CCTV *(capital)*		£3,000.00
Play Areas *(capital)*		£8,000.00
Multi Sport Court		£2,000.00
Defibrillator *(capital)*		£2,000.00
Election costs		£2,000.00
Legal costs		£2,000.00
Community Bus Grant		1,000.00
Pinnacle Housing Grant		2,500.00
Grants - s137 (RBL)		£300.00
Community Grants - other		£3,000.00
	Subtotal	**£34,500.00**
(24/25 year-end projection)	**Total Reserves**	**£62,287.27**