



NOTICE OF ANNUAL PARISH COUNCIL MEETING

Members are duly summoned to attend
MONDAY 13 MAY 2024, QUEEN ELIZABETH HALL, 7.30pm

08.05.24 *Karen Elliott*. Clerk and Proper Officer to the Council

AGENDA

1 ELECTION OF CHAIR

- a) **RESOLVE** election of chair to the council
- b) **RECEIVE** declaration of acceptance of office

2 ELECTION OF VICE-CHAIR

- a) **RESOLVE** election of vice-chair to the council
- b) **RECEIVE** declaration of acceptance of office

3 APOLOGIES

- a) **RECEIVE** apologies for absence - *received in writing by the clerk prior to the meeting*
- b) **NOTE** decisions to accept apologies for absence.

4 DECLARATIONS OF INTEREST

- a) **RECEIVE** declarations of interest relating to the agenda - *received in writing by the clerk prior to the meeting*
- b) **NOTE** decisions of requests for dispensation relating to the agenda.

5 MINUTES

- a) **APPROVE** minutes of the meeting of the council held on 08 April 2024 as a true record - *for signature by the chair*
- b) **RECEIVE** minutes of the meetings of the personnel committee held on 08 April and 29 April 2024
- c) **CONSIDER** recommendations of the personnel committee

6 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.

Members of public may make representations, answer questions and give evidence at a meeting they are entitled to attend, shall direct comments to the chair and not speak for more than 3 minutes. A question shall not require a response nor start debate. Matters will be considered in accordance with the agenda.

7 GOVERNANCE

- a) **RESOLVE** to confirm members' register of interests are published and up to date.
- b) **RESOLVE** to confirm members' commitment to abide by the LGA Model Councillor Code of Conduct and adopt the Civility and respect Pledge from the National Association of Local Council's charter.
- c) **RESOLVE** to adopt new Standing Orders (previously circulated)
- d) **REVIEW** following policies and procedures:
 - 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/media;
- e) **RESOLVE** to readopt the terms of reference for the personnel committee.
- f) **RESOLVE** appointment of four members to the personnel committee, and three members to the appeals panel.
- g) **RESOLVE** appointment of two (non-bank signatory) members with specific responsibility for independent bank reconciliation and payment checks.
- h) **RESOLVE** appointment of two (non-bank signatory) members to complete regular internal control reports.
- i) **RESOLVE** appointment of two members to complete ICO publication scheme report.
- j) **RESOLVE** to approve ongoing membership of professional bodies:
 - k) Essex Association of Local Councils (EALC) & National Association of Local Councils (NALC)
 - l) Society of Local Council Clerks (SLCC)
 - m) Rural Community Council of Essex (RCCE)
- n) **RESOLVE** to approve ongoing arrangements with CCC for provision and maintenance of parish street lighting and dog bins
- o) **REVIEW**
 - i. inventory of land and assets including buildings, IT and office equipment;
 - ii. arrangements for insurance cover in respect of all insured risks;
- p) **RESOLVE** bank account administration - RFO registration
- q) **RECEIVE** Internal control review actions.
- r) **RECEIVE** ICO publication review actions.
- s) **RECEIVE** Business continuity and IT report:
 - i. Parish Online gov.uk domain, website, emails – update
 - ii. Microshade VSM data security - update
- t) **RESOLVE** Councillor training and governance:
 - i. training schedule for 2024/25
 - ii. new code of conduct training with MO - agree date
 - iii. submit new register of interests within 28 days to MO and hard copy to clerk - update
- u) **REVIEW** Allotment agreement terms and conditions



- 8 PLANNING - CONSIDER** the following applications or decisions presented to Council for comment:
- a) 240451 Nightingale Corner, The Folley, CO2 0HZ construction of a part two storey part single storey extension. **DECISION: APPROVE CONDITIONAL** <https://www.colchester.gov.uk/wampd/?id=240451>
 - b) 240809 1 Greate House Farm Rd Proposed single storey rear extension. Relocation of front door. Complaint received from member of the public, building without planning permission <https://www.colchester.gov.uk/wampd/?id=240809>
 - c) 321600 Denbury Homes clarification requested from a member of the public on the status of the application decision
 - d) 232579 Nightingale Corner
 - e) CCC Local Plan Review update - settlement boundary, site meeting
- 9 FINANCE**
- a) **RECEIVE** RFO report (previously circulated) – 2024/25 budget review, VAT reclaim, transfer £30,000 to Reserve account.
 - b) **RECEIVE** and **CONFIRM** bank reconciliation for month ended 30 April 2024 - *for signature by 2 members.*
 - c) **RECEIVE** and **APPROVE** accounts for payment - *for signature by 2 members.*
- 10 PARISH MATTERS**
- i. Site visit to Water Company
 - ii. Open spaces, parish maintenance - *Councillor C.C. Chambers*
 - iii. Allotments, multi sports courts - *Councillor I.P. Moore*
 - iv. Friends of Layer School - *Cllr Mrs Chambers*
 - v. Highways: potholes/road works meeting with developers and highway engineers - *Cllr Mrs M.A. Hughes*
 - vi. CCTV update - *Councillor P Pyke*
 - vii. Community Constabulary pilot scheme update
 - viii. Newsletter update - *Cllr Mrs S.E. Hughes*
 - ix. Play areas, 5-year plan, D Day - *Councillor Mrs M Holmes*
- 10 CLERK'S REPORT** - correspondence received.
- 12 BRIEF REPORTS OF MEMBERS** - matters for forthcoming agenda.
- 13 NEXT MEETING** - set dates for council meetings June 2024-April 2025: 2nd Monday monthly, Layer village hall, 7.30pm. Annual Parish Assembly 2025 to confirm date, time, format.
- 14 PERSONNEL MATTERS - RESOLVE** pursuant to s1(2) Public Bodied Act 1960 for public and press to leave the meeting due to the confidential nature of business to be transacted.
- CONSIDER** outstanding issues relating to previous employee - complaint.

Close of meeting