



NOTICE OF PARISH COUNCIL MEETING

Members are duly summonsed to attend

MONDAY 14TH OCTOBER, LAYER VILLAGE HALL, 7:30pm

Clerk and Responsible Financial Officer: Mark Large

1. **APOLOGIES - RECEIVE** apologies for absence
2. **DECLARATIONS OF INTEREST - RECEIVE** declarations of interest relating to the agenda
3. **MINUTES** (previously circulated)
 - a. **APPROVE** minutes of the PC Meeting 9 Sep 24 – *for signature by the Chair*
 - b. **RECEIVE** minutes of the Personnel & Finance Approval Committees Meeting 9 Sep 24
4. **REVIEW ACTION TRACKER**
5. **PUBLIC PARTICIPATION** (*not exceeding 15 minutes*)
 - a. **RECEIVE** reports from City Councillors
 - b. **RECEIVE** public comments relating to the agenda or matters for future consideration
6. **GOVERNANCE**
 - a. **CONSIDER** and **RESOLVE** to approve the recommendations of the Personnel Committee (ILCA)
 - b. **CONSIDER** and **RESOLVE** to approve recommendations of the Finance Approval Committee
 - c. **RECEIVE** update on ICO publication scheme report - *Clerk & RFO*
 - i. **RESOLVE** to **APPROVE** Data Protection Impact Assessment
 - ii. **RESOLVE** to **APPROVE** Data Protection Policy
 - iii. **RESOLVE** to **APPROVE** Equality and Diversity Policy
 - d. **RECEIVE** External Audit update *Clerk & RFO*
 - e. Code of Conduct training - **RECEIVE** update from Clerk & RFO
 - f. Register of Interests - **RECEIVE** update from Clerk & RFO
7. **PLANNING**
 - a. 241468 - 3 Woodfield End, single story extension to the rear
 - b. 241499 – Lazenby Lodge 6 Oaks End -Hip to gable to roof, and 4m single story rear extension
 - c. 241913 – Malting Green Road – Single-story rear extension etc.
 - d. 241929 – Change of use – chapel/workshop Birch Road
 - e. 241860 and 232572 – Land east of the ridings
 - f. 222654 – Spotted this one was not yet closed – agricultural buildings to dwellings – appeal
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 – Ongoing action
 - b. Bank switch - **RECEIVE** update from Clerk & RFO
9. **PARISH MATTERS**
 - a. PlayQuip Safety Inspection – *Cllr Mrs M A Hughes MBE*
 - b. PlayQuip signage – **RESOLVE** to **APPROVE** suggested signage quote from PlayQuip
 - c. School defibrillator/New defibrillator at multi sports courts *Clerk & RFO update*
 - d. **RESOLVE** to **APPROVE** work required to repair the bus shelter roof/gutter – *Cllr Mr C Chambers*
 - e. **RECEIVE** update on distribution of letter to all residents adjacent to Malting Green
 - f. **RECEIVE** update on distribution of letter to resident re repair of access over Malting Green
 - g. [Local Safer Streets funding](#) – **RESOLVE** to **APPROVE** application to EALC for road safety measures around the school – if still available
 - h. **RESOLVE** to **APPROVE** holding a talk in the village hall on Fraud and Scam Protection for residents of the village, publicised on the parish council web site and through Secret Layer.
 - i. **RESOLVE** to contact Colchester City Council re lights outside village hall that are defective
10. **CLERK & RFO REPORT**
 - a. Email migration – **RECEIVE** update from Clerk & RFO
 - b. New web site - **RECEIVE** update from Clerk & RFO
 - c. Safety inspection of multisport courts – major issue with electrical cabinet
 - i. No current electrical safety certificate

- ii. Entire cabinet sitting on a rotten wooden base, held in place by armored electricity supply cable.

RESOLVE to **APPROVE** emergency action under Health and Safety rules to bring entire cabinet into compliance using local qualified electrical contractor.

- d. Correspondence received

11. BRIEF REPORTS OF MEMBERS – matters for forthcoming agenda

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 verbal update on historic personnel issues – Clerk & RFO

14. NEXT MEETING – 11 November 2024 19:30