



MINUTES OF PARISH COUNCIL MEETING

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

Clerk and Responsible Financial Officer: Mark Large

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	Absent
	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** – Apologies were **APPROVED** from Cllr M Holmes, City Cllr Anrew Ellis and City Cllr Kevin Bentley
2. **DECLARATIONS OF INTEREST - NIL**
3. **MINUTES**
 - a. Minutes of the previous meeting were **APPROVED** and duly signed by the Chair
 - b. Minutes of the previous Personnel Committee Meeting were **RECEIVED**
 - c. Minutes of the previous Finance Approval Committee Meeting were **RECEIVED**
4. **REVIEW ACTION TRACKER** – The action tracker was reviewed in detail and updated.
5. **PUBLIC PARTICIPATION** (*not exceeding 15 minutes*)
 - a. A member of the public attended to raise the issue about school parking. Parents continue to park inconsiderately, in some cases reversing in to drives and throwing up stones from the drives as they attempt to make a speedy exit. **ACTION:** Cllr Mrs. M A Hughes to raise with City Cllrs to see what can be done as this is a recurring and dangerous issue.
 - b. Members of the horse-riding community attended to update the council on their progress re gaining approval of all relevant legally involved parties in gaining access to land for riders and pedestrians so that they can keep off Birch Road. The council thanked them for their update.
6. **GOVERNANCE**
 - a. The Personnel Committee recommended that the Clerk & RFO be awarded a scale point increase as per the employment contract due to passing the Introduction to Local Council Administration exam. It was **RESOLVED** to **APPROVE** this recommendation, accepted by all, proposed by Cllr Mrs. S Bennett, seconded by Cllr Mr. C Chambers.
 - b. There were no recommendations from the Finance Approval Committee.
 - c. RECEIVE update on ICO publication scheme report - It was **RESOLVED** to **APPROVE** the Data Protection Impact Assessment, Data Protection Policy and Equality and Diversity Policy, agreed by all, proposed by Cllr Mr. M Salmon, seconded by Cllr Mrs. C Chambers.
 - d. The council **RECEIVED** an External Audit update from the Clerk & RFO. The External Audit is complete, signed off and appropriately advertised on both the notice board and the web site.
 - e. Code of Conduct training – the council **RECEIVED** an update from the Clerk & RFO that we are awaiting dates from the City Council Monitoring Officer.
 - f. Register of Interests – the council **RECEIVED** an update from the Clerk & RFO that this action is now fully complete.
7. **PLANNING**
 - a. The planning applications were briefly discussed with no decisions required.
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 – the council **RECEIVED** an update from the Clerk & RFO about the current status.

- c. The Clerk notified the council that there had been an extremely minor VAT reclaim error resulting in an overclaim of circa £1. Whilst this is a tiny amount compared to the reclaims paid, it is still an error that the Clerk & RFO must correct with the VAT Office. **ACTION:** Clerk & RFO to contact the VAT Office to resolve.

9. PARISH MATTERS

- a. PlayQuip Safety Inspection – Cllr Mrs. M A Hughes MBE updated the council about a conversation with PlayQuip which has explained the format of the report so that the risk ratings are now more fully understood. The Clerk & RFO noted that the manufacture date for the climbing frame was incorrect and that PlayQuip would correct this and re-issue the report.
- b. PlayQuip signage – it was **RESOLVED** to **APPROVE** the suggested signage as per the quote, accepted by all, proposed by Cllr Mrs. S Bennett and seconded by Cllr Mrs. C Chambers.
- c. School defibrillator/New defibrillator at multi sports courts The Clerk & RFO updated the council that the defibrillator and mounting post had now been received. We now await the quote from TH Electrical re correcting the issue with the electrical panel and issuing a safety certificate so that the defibrillator can be used.
- d. **RESOLVE** to **APPROVE** work required to repair the bus shelter roof/gutter – After a brief discussion, it was decided to keep this issue under review, so this was not approved.
- e. Letter to Malting Green residents: The council **RECEIVED** an update by Cllr Mrs. M a Hughes MBE – this is now complete.
- f. Letter to Malting Green resident re repairs: The council **RECEIVED** an update by Cllr Mrs. M a Hughes MBE – this is now complete.
- g. [Local Safer Streets funding](#) – **RESOLVE** to **APPROVE** application to EALC for road safety measures around the school – if still available. This funding has already been allocated so no longer available.
- h. It was **RESOLVED** 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, agreed by all, proposed by Cllr Mr. I Moore, seconded by Cllr Mr. P Pyke.
- i. It was **RESOLVED** to contact Colchester City Council re lights outside village hall that are defective. Agreed by all, proposed by Cllr Mrs. C Chambers, seconded by Cllr Mrs. S Bennett.
ACTION: Clerk & RFO to contact Colchester City Council Highways Department.

10. CLERK & RFO REPORT

- a. Email migration – the council **RECEIVED** an update from the Clerk & RFO – all completed and working as expected.
- b. New web site - the council **RECEIVED** an update from the Clerk & RFO update from Clerk & RFO, the migration will take place on 15th October 2024
- 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.
It was **RESOLVED** to **APPROVE** emergency action under Health and Safety rules to bring entire cabinet into compliance using local qualified electrical contractor, agreed by all, proposed by Cllr Mr. I Moore, seconded by Cllr Mr. C Chambers.
- d. Correspondence received was distributed during the month.

11. BRIEF REPORTS OF MEMBERS – matters for forthcoming agenda

- a. Cllr Mrs. C Chambers proposed installing an extra bench if funding can be granted by Colchester City Council under their locality budget.
- b. Cllr Mr. C Chambers and Cllr Mr M Salmon raised the issue of ditches and speed limit signs
- c. Cllr Mr. P Pyke reminded the meeting that CCTV maintenance is due this week. The Clerk & RFO will be present to allow access as required.
- d. Cllr Mrs. S Hughes raised some positive feedback about the investment in the playing field
- e. Cllr Mr. I Moore requested that the Clerk & RFO arrange a regular consultation on who had paid for multisport courts usage. As a result of discussions held, the DPIA will need to be updated to

cater for information necessarily held by individual councillors for normal operations. **ACTION:**
Clerk & RFO to update the DPIA accordingly.

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. The council **RECEIVED** a verbal update on historic personnel issues from the Clerk & RFO

14. NEXT MEETING – 11 November 2024 19:30