



ANNUAL COUNCIL MEETING 13 MAY 2024

Minutes of the annual meeting of Laver de la Haye Parish Council
held on Monday 13 May 2024, Queen Elizabeth Hall, 7.30pm.

		PRESENT
Chair	Councillor Mrs M.A. Hughes MBE	Yes
Vice-chair	Councillor Mrs C Chambers	Yes
	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	Locum clerk, 4 members of public	

1 ELECTION OF CHAIR

- a) On the proposal of Councillor Mrs C Chambers, seconded by Councillor Mrs M Holmes, it was **RESOLVED** to elect Councillor Mrs M.A. Hughes as Chair of the Parish Council, term of office to May 2025, agreed by all.
- b) The declaration of acceptance of office was duly signed by Cllr Mrs M.A. Hughes.

2 ELECTION OF VICE-CHAIR

- a) On the proposal of Cllr Mrs M.A. Hughes, seconded by Cllr Mrs M Holmes, it was **RESOLVED** to elect Cllr Mrs C Chambers as Vice Chair of the Parish Council, term of office to May 2025, agreed by all.
- b) The declaration of acceptance of office was duly signed by Cllr Mrs Chambers.

3 APOLOGIES were received from Councillor M Salmon who was delayed arriving. On proposal of Cllr Mrs Chambers, seconded by Councillor I.P. Moore, it was resolved to **APPROVE** this absence, agreed by all.

4 DECLARATIONS OF INTEREST: NIL

5 MINUTES

- a) On proposal of Cllr Mrs Holmes, seconded by Councillor Mrs S.E. Hughes, it was **RESOLVED** to **APPROVE** the minutes of the meeting of the council held 08 April 2024 as a true record, all agreed, and duly signed by the chair.
- b) Minutes of the personnel committee meetings held on 08 April and 29 April 2024 were **RECEIVED** and **NOTED**.

6 PUBLIC PARTICIPATION: NIL

7 GOVERNANCE

- a) Members' register of interests were **RECEIVED** from Cllr Mrs Chambers.
- b) On the proposal of Cllr Mrs Holmes, seconded by Cllr Mrs S.E. Hughes, all members **RESOLVED** to confirm their 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, agreed by all.
- c) **RESOLVE** to adopt new Standing Orders (previously circulated) - deferred
- d) **REVIEW** following policies and procedures: - deferred
 - 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 and media;
- e) It was **RESOLVED** to re-adopt the Terms of Reference for the Personnel Committee without amendment, on the proposal of Cllr Chambers, seconded by Cllr Mrs Chambers, all agreed.
- f) **RESOLVED** appointment of Cllr Mrs Chambers, Cllr Mrs M.A. Hughes, Cllr Mrs S.E. Hughes and Cllr Pyke to the Personnel Committee, and appointment of Councillor Mrs S Bennett, Councillor C.C. Chambers and Councillor M Salmon to the Appeals Panel, proposed Cllr Pyke, seconded Cllr Mrs Holmes and agreed.
- g) **RESOLVED** appointment of Cllr Mrs Chambers and Cllr Pyke as non-bank signatory members with specific responsibility for independent bank reconciliation and payment checks, all agreed.
- h) **RESOLVED** appointment of Cllr Mrs Chambers and Cllr Pyke as non-bank signatory members to complete regular internal control reports, all agreed.
- i) **RESOLVED** appointment of Cllr Mrs S.E. Hughes and Cllr Mrs Chambers to complete ICO publication scheme report, all agreed.

Councillor M Salmon arrived 19.52

- j) On the proposal of Cllr C.C. Chambers, seconded by Cllr Mrs Chambers, it was **RESOLVED** to **APPROVE** ongoing membership of professional bodies: Essex Association of Local Councils (EALC), National Association of Local Councils (NALC), Society of Local Council Clerks (SLCC), Rural Community Council of Essex (RCCE), all agreed.
- k) **RESOLVED** to **APPROVE** ongoing arrangements with Colchester City Council for provision and maintenance of parish street lighting and dog bins, proposed Cllr Mrs Bennett, seconded Cllr Mrs Holmes and agreed.



l) REVIEW

- i. inventory of land and assets including buildings, IT and office equipment - deferred
- ii. arrangements for insurance cover in respect of all insured risks - deferred

m) **RESOLVE** bank account administration - deferred

n) **RECEIVE** Internal control review actions - deferred

o) **RECEIVE** ICO publication review actions - deferred

p) **RECEIVE** Business continuity and IT report:

- i. Parish Online gov.uk domain, website, emails - all ready to go live, to hand over to new clerk.
- ii. Data security - the clerk had registered with Microshade VSM under Financial Regulations 4.5 (copied below) to safeguard Council data (on a memory stick) due to laptop breakdown which had to be sent away for repair.
4.5 In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of council which in the clerk's judgement is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £300. The Clerk shall report such action to the chair as soon as possible and to council as soon as practicable thereafter.

q) **RESOLVE** Councillor training and governance:

- i. training schedule for 2024/25 - deferred
- ii. new code of conduct training with MO - deferred
- iii. submit new register of interests within 28 days to MO and hard copy to clerk - **NOTED**

r) **REVIEW** Allotment agreement terms and conditions - deferred

8 PLANNING - the following applications or decisions presented to Council were **CONSIDERED**:

- 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> - **NOTED**
- b) 240809 1 Greate House Farm Rd Proposed single storey rear extension. Relocation of front door. Complaint from member of public, building without planning permission <https://www.colchester.gov.uk/wampd/?id=240809> - to follow up
- c) 321600 Denbury Homes clarification requested from member of public on the status of the application decision - to follow up.
- d) 232579 Nightingale Corner: awaiting decision.
- e) CCC Local Plan Review update - settlement boundary - site meeting arranged.

9 FINANCE

- a) RFO report (previously circulated) was **RECEIVED** and **NOTED**.
- b) Bank reconciliation for the month ended 30 April 2024 was unable to be approved as the reserves account bank statement had not been received - deferred.
- c) The following payments were **APPROVED**, all agreed, countersigned by Cllr Mrs Chambers and Cllr Pyke.

Staff	Salary, holiday pay & office allowance (May)	1668.20
HMRC	PAYE (May)	497.60
Essex Pension Fund	Pension contributions (May)	693.95
Staff	Office & travel expenses	65.49
S Priestland	Grass cutting (Apr)	55.00
Community 360	Community Bus (Apr) INV 752024 1048599	80.00
BAA Groundcare Ltd	Grass cut (April)	465.00
Colchester Borough Council	Streetlight recharge Q2	145.30
RJ Electrical (Essex) Ltd	CCTV installation	2642.49
Lloyds Bank	Internal transfer to Reserves Account	10,000.00

The following payments were not approved:

Microshade Business Consultants Ltd	Migration to Hosted Solution & VSM Share	90.00
Microshade Business Consultants Ltd	Annual fee hosted application service & VSM	496.44

10 PARISH MATTERS

- a) Cllr Mrs M.A. Hughes reported on recent site visit to Water Company.
- b) Open spaces - NIL, parish maintenance - NIL
- c) Allotments - NIL, multi sports courts - NIL
- d) Friends of Layer School - NIL
- e) Highways: potholes/road works meeting with developers/highway engineers - Cllr Mrs M.A. Hughes to follow up.
- f) CCTV update - Cllr Pyke reported problems with the monitor, to consider purchase of new monitor.
- g) Community Constabulary pilot scheme update - NIL
- h) The annual newsletter had been distributed throughout the parish.
- i) Play areas - NIL, 5-year plan - NIL, D Day - to consider options for flag.

11 CLERK'S REPORT - correspondence received.



12 BRIEF REPORTS OF MEMBERS - NIL

- 13 NEXT MEETING** - it was agreed to set future dates for meetings of the council to be held on the second Monday monthly at Laver village hall commencing at 7.30pm. The date of the Annual Parish Assembly 2025 to be confirmed.
Members of the public left the meeting

- 14 PERSONNEL MATTERS - RESOLVED** pursuant to s1(2) Public Bodied Act 1960 for the public and press to leave the meeting due to the confidential nature of the business to be transacted, proposed by Cllr Mrs Chambers, seconded by Cllr Pyke and agreed.

a) Update relating to a historic complaint was **RECEIVED** and **NOTED**.

There being no further business, the meeting closed at 21.40.