LAYER DE LA HAYE PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING

MONDAY 9TH DECEMBER, 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	Present
	Councillor Mrs S.E. Hughes	Absent
	Councillor Mr I.P. Moore	Present
	Councillor Mr P.R. Pyke	Absent
	Councillor Mr M Salmon	Present
In attendance	None	

1. **APOLOGIES - RECEIVE** apologies for absence – *Apologies were received from Cllr Mrs. S Hughes and Cllr Mr. P Pyke and **APPROVED**, proposed by Cllr Mr. M Salmon, seconded by Cllr Mrs. M Holmes.*
2. **DECLARATIONS OF INTEREST - RECEIVE** declarations of interest relating to the agenda - **NONE**
3. **PUBLIC PARTICIPATION** *(not exceeding 15 minutes)*
   a. **RECEIVE** reports from City Councillors – *Cllr Mr. A. Ellis attended and updated the meeting on various matters from Colchester City Council*
   b. **RECEIVE** public comments relating to the agenda or matters for future consideration – *A member of the public attended the meeting to raise the issue of water pouring onto The Folley from the public footpath. Residents are justifiably concerned by the water running across and down the road, and the way it freezes during cold snaps turning the road into a skating rink. Proposals were suggested at the meeting for how to alleviate the symptoms, rather than the cause. These were not costed and no funding has yet been identified.*
4. **MINUTES** (previously circulated)
   a. **APPROVE** minutes of the previous meeting – *The minutes of the previous meeting were **APPROVED**, proposed by Cllr Mr. C Chambers and seconded by Cllr Mr. I Moore and duly signed by the Chair*
   b. **RECEIVE** minutes of the previous Personnel & Finance Approval Committees Meeting – *The minutes of these meetings were not previously circulated, they were circulated during the meeting.*
5. **GOVERNANCE**
   a. **CONSIDER** and **RESOLVE** to **APPROVE** the recommendations of the Personnel Committee - *The Personnel Committee recommended an amendment to the Clerk & RFO contract to allow more time before the CILCA course needs to be started. The Personnel Committee was not quorate so could not make this resolution. The full parish council meeting **APPROVED** this change, proposed by Cllr Mrs. C Chambers, seconded by Cllr Mrs. S Bennett. The amendment document was duly signed by the Chair of the Personnel Committee and the Clerk & RFO during the meeting.*
   b. **CONSIDER** and **RESOLVE** to **APPROVE** recommendations of the Finance Approval Committee – *No recommendations*
   c. **RECEIVE** update on ICO publication scheme report – *The Clerk & RFO gave a brief update using the action tracker. Progress had been made but there are still quite a few polices and procedures that need updating or drafting. Councillors volunteered to help in this process. **ACTION:** The Clerk & RFO will circulate a list of the remaining policies/procedures needing to be resolved so that Councillors can assist in the completion of this requirement.*
   d. Code of Conduct training - **RECEIVE** update from Clerk & RFO – *The Clerk & RFO confirmed that training is booked for Monday 27th January at 18:30 for all those who can attend. The Clerk and RFO will talk to the Monitoring Officer about an additional date for those that cannot attend.*

e. **RECEIVE** and discuss the assets list for the year 2023/24, then formulate a resolution to approve the asset list, along with any further actions required. *The asset list was discussed and reviewed. It was decided to **RESOLVE** to **APPROVE** the asset list, proposed by Cllr Mrs. M Holmes, seconded by Cllr Mr. M Salmon.*

f. **RECEIVE** and discuss original format risk register versus new format risk register, then formulate a resolution to approve one of the risk registers, along with any further actions required. *The risk register was discussed and reviewed with suggestions for further development made by councillors and accepted by the Clerk & RFO. After discussion, it was decided that the new risk register was fit to be approved, so it was **RESOLVED** to **APPROVE** the new risk register, proposed by Cllr Mrs. C Chambers, seconded by Cllr Mrs. S Bennett. It was also requested that the risk register become a standing agenda item in future meetings.*

g. **RECEIVE** and **APPROVE** the updated DPIA - *The Data Protection Impact Assessment was reviewed and **APPROVED**, proposed by Cllr Mrs. M Holmes, seconded by Cllr Mr. I Moore.*

h. **RECEIVE** and **APPROVE** the latest NALC Financial Regulations – *The NALC Financial Regulations were introduced by the Clerk & RFO. After discussion, it was agreed to carry out further checks before adopting them due to the significance of some of the changes. **ACTION:** Cllr Mrs. M Holmes will review the key sections of the document, comparing to the existing Financial Regulations and present any recommendations to the next meeting, at which this resolution will be re tabled.*

6. PLANNING

a. Currently no new applications...

7. FINANCE

a. Bank switch - **RECEIVE** update from Clerk & RFO – *The Clerk & RFO updated the meeting that the new bank account was now running successfully and that Finance Approval Committees were now digital. The Clerk & RFO also notified the meeting that, in compiling the new risk register, a risk re banking failure was part of the register (risk 5). The idea of keeping Lloyds Bank accounts open was discussed as an option to keep funds in a separate institution as a safeguard. After detailed discussion, it was decided that the risk was very low and thus there was no need to keep Lloyds accounts open. These accounts will be closed as originally planned once it was clear that no further transactions were occurring at Lloyds and at the latest, by financial year end. This minute is to note the discussion of the risk and agreement that it is a low risk.*

8. PARISH MATTERS

a. Cllr Mrs. M Holmes reported that she had attended the CALC meeting and will report back at the next meeting

b. Cllr Mr. I Moore reported that a fallen tree was blocking the public footpath adjacent to the village hall. **ACTION:** Cllr Mrs. M A Hughes to contact the Round Estate who own the land the tree has fallen over the path from

c. Cllr Mrs. S Bennett also reported a fallen bush/part of hedge just over the LDLH boundary, above the bridge on the way up to Clarice House. Whilst this was outside the boundary, it is causing a significant danger to traffic. **ACTION:** Clerk & RFO to contact the borough.

d. Cllr Mr. C Chambers reported digging in the Round Estate land (not land rented by the parish council). **ACTION:** Cllr Mrs. M A Hughes to contact the Round Estate who own the land

e. Cllr Mrs. C Chambers raised the extra bank holiday next year marking 80 years since the end of World War 2. The council will discuss putting on events on the day.

9. CLERK & RFO REPORT

a. New web site - **RECEIVE** update from Clerk & RFO - *The Clerk & RFO showed the new web site and the key pages. It was agreed that the new web site work was complete and now business as usual.*

b. PlayQuip Signage - **RECEIVE** update from Clerk & RFO – *the Clerk & RFO picked up the sign from PlayQuip and it was shown at the meeting. **ACTION:** Cllr Mr. I Moore will look at the options for putting it up and report back.*

c. Correspondence received *was distributed during the month*

d. **REVIEW** action tracker *The action tracker was reviewed and updated.*

10. BRIEF REPORTS OF MEMBERS – matters for forthcoming agenda

11. **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.
12. **RECEIVE** verbal update on historic personnel issues – Clerk & RFO – Cllr Mrs. M a Huges MBE and *the Clerk & RFO updated the meeting on the latest position*.
13. **NEXT MEETING –** 13th January 2025 19:30