

**NOTICE OF PARISH COUNCIL MEETING****Members are duly summonsed to attend****MONDAY 13TH JANUARY 2025, 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. **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
4. **MINUTES** (previously circulated)
 - a. **APPROVE** minutes of the previous meeting – *for signature by the Chair*
 - b. **RECEIVE** minutes of the previous Personnel & Finance Approval Committees Meeting
5. **GOVERNANCE**
 - a. **CONSIDER** and **RESOLVE** to **APPROVE** the recommendations of the Personnel Committee
 - b. **CONSIDER** and **RESOLVE** to **APPROVE** recommendations of the Finance Approval Committee
 - c. **RESOLVE** to **APPROVE** the following policies:
 - i. CCTV Usage Policy (previous policy with minor update to mention GDPR)
 - ii. Scheme of Delegation
 - iii. Health and Safety Policy (previous policy needs re-approving)
 - iv. Latest NALC Financial Regulations (Cllr M Holmes reviewed and updated)
 - v. Records retention Policy (previous policy, no changes, needs re-approving)
 - d. **RECEIVE** and discuss the risk register, then formulate any resolution deemed necessary, along with any further actions required
6. **PLANNING**
 - a. 242379 – 1 Les Bois - Proposed single storey rear and first floor side extensions and widening of existing hard standing
7. **FINANCE**
 - a. **RECEIVE** update from Clerk & RFO/Chair Finance Approval Committee
8. **PARISH MATTERS**
 - a. Discuss speed on Layer Road past the school, then formulate any resolution deemed necessary, along with any further actions required
 - b. CALC Update from Cllr Mrs. M Holmes, discuss then formulate any resolution deemed necessary, along with any further actions required
 - c. Extra bank holiday for 80th Anniversary of end of World War 2, discuss potential events then formulate any resolution deemed necessary, along with any further actions required
 - d. Love Your Bus Grant Funding, discuss then formulate any resolution deemed necessary, along with any further actions required
 - e. New Cut – rubbish build up in a property front garden, discuss then formulate any resolution deemed necessary, along with any further actions required
 - f. Driving on Malting Green, discuss then formulate any resolution deemed necessary, along with any further actions required
 - g. Discuss Multi Sports Courts, then formulate any resolution deemed necessary, along with any further actions required
9. **CLERK & RFO REPORT**
 - a. Correspondence received/sent
 - b. **REVIEW** action tracker
10. **BRIEF REPORTS OF MEMBERS** – matters for forthcoming agenda
11. **NEXT MEETING** – 10th February 2025 19:30