LAYER DE LA HAYE PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING

MONDAY 13TH JANUARY 2025, LAYER VILLAGE HALL, 7:30pm

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	Present
	Councillor Mr I.P. Moore	Present
	Councillor Mr P.R. Pyke	Present
	Councillor Mr M Salmon	Present
In attendance	None	

1. **APOLOGIES - RECEIVE** apologies for absence - **NONE**
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
   - City Cllr Mr. A Ellis – Updated the meeting regarding Denbury planning, locality budget and also received requests for help regarding lights not working in New Cut and The High Road, long term build-up of rubbish at a property in New Cut.
   - City Cllr Mr. K Bentley – Updated the meeting regarding devolution proposals from the current government and Colchester City Council position.
   - Both were advised of local issues: Parking issues outside the school at peak times, lights not working in New Cut and The High Road, long term build-up of rubbish at a property in New Cut.
   ACTION: Clerk & RFO to forward details of the maintenance call to both, as well as the invoices for signage and electrical work at the multi sports courts.
   b. **RECEIVE** public comments relating to the agenda or matters for future consideration - **NONE**
4. **MINUTES** (previously circulated)
   a. **APPROVE** minutes of the previous meeting – *for signature by the Chair*
   The minutes of the previous meeting were **APPROVED** and duly sighed by the Chairman, proposed by Cllr Mr. C Chamber, seconded by Cllr Mrs. M Holmes.
   b. **RECEIVE** minutes of the previous Personnel & Finance Approval Committees Meeting
   The minutes of the previous meetings were **RECEIVED**
5. **GOVERNANCE**
   a. **CONSIDER** and **RESOLVE** to **APPROVE** the recommendations of the Personnel Committee
   The Chair of the personnel Committee reported the discussion regarding membership after the previous meeting was unable to be quorate. The meeting was asked if there were any volunteers to join the Personnel Committee. None were forthcoming. It was note that, should the situation occur again, decisions would be passed to the main Parish Council meeting for approval if required and that the nature and frequency of the meetings would be reviewed.
   b. **CONSIDER** and **RESOLVE** to **APPROVE** recommendations of the Finance Approval Committee
   There were no recommendations resulting from the meeting.
   c. **RESOLVE** to **APPROVE** the following policies:
      i. CCTV Usage Policy (previous policy with minor update to mention GDPR)
      It was **RESOLVED** to **APPROVE** the CCTV policy, proposed by Cllr Mr. P Pyke, seconded by Cllr Mr. I Moore.
      ii. Scheme of Delegation
      It was **RESOLVED** to **APPROVE** the Scheme of Delegation, proposed by Cllr Mrs. M Holmes, seconded by Cllr Mrs. S Hughes.
      iii. Health and Safety Policy (previous policy needs re-approving)

It was **RESOLVED** to **APPROVE** the CCTV policy with a minor modification, listing the Clerk & RFO as the Safety Officer, proposed by Cllr Mrs. C Chambers, seconded by Cllr Mrs S Bennett.

iv. Latest NALC Financial Regulations (Cllr M Holmes reviewed and updated)

It was **RESOLVED** to **APPROVE** the NALC Financial Regulations policy, proposed by Cllr Mrs. S Bennett, seconded by Cllr Mr. C Chambers.

v. Records retention Policy (previous policy, no changes, needs re-approving)

The Records Retention Policy tabled was **NOT APPROVED.** The tabled document was a Schedule of Record Retention and needs a surrounding policy as well as further consistency checking.

d. **RECEIVE** and discuss the risk register, then formulate any resolution deemed necessary, along with any further actions required

The Risk Register was **RECEIVED** and reviewed, with changes required at the last meeting being **APPROVED.** No further action required other than monitoring each meeting.

6. PLANNING

a. 242379 – 1 Les Bois - Proposed single storey rear and first floor side extensions and widening of existing hard standing

b. 242631 – Rows Farm – Conversion of 2 barns to self-build dwellings

Both planning applications were discussed and no objections raised, but a request for 242631 weather boarding to be black or dark brown. **ACTION:** The Clerk & RFO to comment on the planning applications accordingly

7. FINANCE

a. **RECEIVE** update from Clerk & RFO/Chair Finance Approval Committee

The Finance Committee approved all payments.

8. PARISH MATTERS

a. Discuss speed on Layer Road past the school, then formulate any resolution deemed necessary, along with any further actions required

This was raised with City Cllr Mr. K Bently and City Cllr Mr. A Ellis.

b. CALC Update from Cllr Mrs. M Holmes, discuss then formulate any resolution deemed necessary, along with any further actions required

Cllr. Mrs. M Holmes updated the meeting regarding discussions held about loss of public footpaths and 2020 vote to request 20mph across Colchester with local consultation over which roads to be impacted.

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

Whilst there will be no extra bank holiday, and existing bank holiday will double up for this celebration. It was **RESOLVED** to **APPROVE** the setting up of a sub committee to consider and plan events to mark the occasion, membership to include Cllr Mrs. M A Hughes MBE, Cllr Mrs. S Bennett and Cllr Mrs C Chambers. Members of the public will be asked to get involved as appropriate.

d. Love Your Bus Grant Funding, discuss then formulate any resolution deemed necessary, along with any further actions required

Due to the complexity and short timescales, this will not be pursued.

e. New Cut – rubbish build up in a property front garden, discuss then formulate any resolution deemed necessary, along with any further actions required

This was raised with City Cllr Mr. K Bently and City Cllr Mr. A Ellis, as well as Genesis who manage the property – if Genesis do not respond and resolve, the City Cllrs will engage.

f. Driving on Malting Green, discuss then formulate any resolution deemed necessary, along with any further actions required

The Clerk and RFO briefed the meeting regarding three separate issues including residents driving on the green near access routes to their property as well as lorries from the Denbury development parking at the green forcing vehicles to drive over the green to get past them. It was noted that posts will in the future be placed around the green to stop cars from being able to drive on the green. One resident has been written to and acknowledged their part in the issue. The other resident will be written to.

ACTION: Cllr Mrs. M A Hughes MBE to speak to the Denbury foreman about lorries waiting/parking on roads through Malting Green.

ACTION: Clerk & RFO to write letter to resident regarding driving on the green

g. Discuss Multi Sports Courts, then formulate any resolution deemed necessary, along with any further actions required

Cllr Mr. I Moore reported that salt was purchased for users of the multi sports courts to use when the surface is icy. This led to a discussion about risks. A sign will be placed at the courts stating that user use the courts at their own risk.

ACTION: Clerk & RFO to source appropriate wording and produce laminated sign

Cllr Mr. I Moore also informed the meeting that the petrol leaf blower purchased a few years ago was no longer functioning and that repair was at least as much as a more modern replacement. It was **RESOLVED** to **APPROVE** the purchase of a new battery-operated leaf blower at an estimated cost of £60, proposed by Cllr Mrs. S Bennett and seconded by Cllr Mrs. S Hughes.

9. CLERK & RFO REPORT

a. Correspondence received/sent

The Clerk & RFO reported the following correspondence:

- Call from resident of Bolls Lane requesting strimming of undergrowth either side of bridle/footpath from Bolls Lane to New Cut. Cllrs reported that this had just been completed by a third party. Also requested was for the Round Estate to be asked to clear ditches near/around Ardley's garden. Cllr Mrs. M A Hughes MBE and Cllr Mr. I Moore will walk the path to check
- Letter to Genesis re rubbish build up at house and Parish Council ability to nominate new residents
- Letter to a resident and response re driving on Malting Green
- Letter to Estuary Housing re invoice for grounds maintenance to be reimbursed at cost by Estuary Housing

b. **REVIEW** action tracker

The action tracker was reviewed.

10. BRIEF REPORTS OF MEMBERS – matters for forthcoming agenda

Cllr Mr. I Moore asked if defibrillator training should be considered. The meeting decided that the units issued full instructions at the time of emergency usage so having councillors trained would not add value

Cllr Mr. M Salmon reported that traffic lights would be installed outside his house whilst a power pole is moved

Cllr Mr. P Pyke reported about a recent car meet at Abberton Reservoir which the police attended but were unaware of the PSPO in place. Once informed, they spoke to the organisers to instruct them to break up the meeting.

11. NEXT MEETING – 10th February 2025 19:30

The meeting closed at 21:15