LAYER DE LA HAYE PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING

MONDAY 10TH FEBRUARY 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	Absent
	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	Absent
In attendance	None	

1. **APOLOGIES - RECEIVE** apologies for absence. The absence of Cllr Mrs. Sue Bennett was **RECEIVED** and duly approved. Cllr Mr. M Salmon had resigned in month with immediate effect.
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 attended to update on the local plan revisions, pointing the Clerk & RFO to information that could be used as a news article to alert local residents. The Chairman asked City Cllr Mr. A Ellis to help regarding the street lights that had been reported multiple times as not working and have yet to be repaired.
   ACTION: Clerk & RFO to put news article on website regarding revised planning options.
   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 **RECEIVED**, **APPROVED** and duly signed by the Chairman.
   b. **RECEIVE** minutes of the previous Personnel & Finance Approval Committees Meeting. Minutes of the previous Personnel and Finance Approval Committees were **RECEIVED.** It was noted that the Personnel Committee minutes were still draft as the Personnel Committee this month had been cancelled.
5. **GOVERNANCE**
   a. **CONSIDER** and **RESOLVE** to **APPROVE** recommendations of the Personnel Committee - **NONE**
   b. **CONSIDER** and **RESOLVE** to **APPROVE** recommendations of the Finance Approval Committee – The Chair reported that membership of the committee had been discussed and the decision was to not change the membership for the moment.
   c. **RESOLVE** to **APPROVE** the following policies, schemes and procedures:
      i. Retention and Disposal Policy
      ii. FOI Publication Scheme
      iii. Complaints Procedure
      iv. Vexatious Complaints Policy
      v. Email acceptable use policy
      vi. Gifts and Hospitality Policy
      vii. Staff Recruitment Policy

   It was **RESOLVED** to **APPROVE** all the above policies.

   ACTION: Clerk & RFO to publish approved documents on website.

   d. **RECEIVE** and discuss the risk register, then formulate any resolution deemed necessary, along with any further actions required. The risk register was **RECEVIED**, no changes required.
6. **PLANNING**
   a. 250157 – 77 High Road - Removal of existing conservatory with the construction of a single storey side extension. Replacement windows to existing property. – No issues
   b. 250219 – 56 Malting Green Road – No issues

c. 242572 – Land next to the Ridings – The Parish Council expresses concern that the proposed splay at the end of the drive encroaches on land owned by a neighbouring property. **ACTION:** Clerk & RFO to submit comments on planning website.

7. **FINANCE**

Note: Cllr Mrs. C Chambers declared an interest for this topic and was given dispensation to stay for the topic as this was to be a summary statement by the Clerk & RFO, not a discussion.

a. **RECEIVE** update from Clerk & RFO/Chair Finance Approval Committee The committee **RECEIVED** an update from the Clerk & RFO that all payees had been approved, the budget and cashbook had been approved and that outstanding receipts from a VAT Reclaim and Estuary Housing were due.

8. **PARISH MATTERS**

a. **RESOLVE** to **APPROVE** sign for display at multi sports courts. It was **RESOLVED** to **APPROVE** the sign for the multi sports court. **ACTION:** Clerk & RFO to print out, laminate and supply to Cllr Mr. I Moore to affix.

b. **CONSIDER** and discuss Bank holiday picnic event, then formulate any resolution deemed necessary, along with any further actions required. The subcommittee members reported on progress. No resolution or further actions required at this point in time.

c. Driving on Malting Green – update. The Clerk & RFO updated the meeting that the resident has now received the letter but has not yet responded. The resident continues to damage the green in spite of the letter request them not to do so. If no response is received and the behavior continues, additional action may be required. A second resident has requested the ability to make repairs to their access route. The same letter will be supplied to the second resident. **ACTION:** Clerk and RFO to deliver letter re access route repairs to second resident.

d. Genesis – Oak tree at Heatherfields – update. The permission granted to pollard the oak tree clearly states that the owner must be consulted. The work has been delayed until that occurs.

e. **CONSIDER** and discuss Enovert Grant application, then formulate any resolution deemed necessary, along with any further actions required. This was **CONSIDERED** and councillors are asked to think of ideas to be submitted. **ACTION:** All councillors to forward ideas to Clerk & RFO.

f. Police, Fire and Crime Commissioner update – Following the announcement of extra funding, the PCSO posts are no longer under threat.

g. News Letter – this will be finalised ready for sign off at the March meeting.

h. Easter Egg Hunt – FOLS will comply with all the requirements in order to run this event.

9. **CLERK & RFO REPORT**

a. Correspondence received/sent – Letters to two residents discussed above

b. **REVIEW** action tracker. Action tracker reviewed and updated.

10. **BRIEF REPORTS OF MEMBERS** – matters for forthcoming agenda

a. Cllr Mr. C Chambers asked about digging in the woods – the Chairman confirmed that The Round Estate had been made aware, and this was a matter for them as owners.

b. Cllr. Mr. I Moore – pet fatality in the woods was discussed **ACTION:** Chairman to write to The Round Estate asking for permission to have a working party to clear the woods of dangerous branches from fallen trees that might endanger pets. Also, two people shooting pigeons in the woods – these were officially allowed at this time of year so no action required. Multi sports courts maintenance will be due in the next financial year, although the condition of the courts is currently very good.

c. Cllr Mrs. M Holmes noted that the Enovert grants would require a small % of local contribution, either from the parish council or local business.

d. Rear garden extending into Round Estate land – **ACTION:** Chairman to write to Round Estate to inform them of encroachment onto their land

e. Genesis Housing – **ACTION:** Chairman to write to Genesis Housing to once again ask them to enforce basic standards of cleanliness from their tenant.

11. **PERSONNEL MATTERS** - **RESOLVE** 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.

12. **CONSIDER** and discuss recent internal correspondence, then formulate any resolution deemed necessary, along with any further actions required. The resignation of Cllr Mr. Myles Slamon was

discussed. It was with great sadness the resignation was accepted. The Chairman will write to Mr M. Salmon. **ACTION:** Chairman to write to Mr M. Salmon.

13. **RECEIVE** update on historic personnel issues. **CONSIDER** and discuss question raised by Cllr P Pyke, then formulate any resolution deemed necessary, along with any further actions required
    The Clerk & RFO updated the meeting that we still await news. Re Cllr Mr. P Pyke's question, action on that subject is currently on hold.
14. **NEXT MEETING –** 10th March 2025 19:30