



NOTICE OF PARISH COUNCIL MEETING

MONDAY 9th June 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	Absent
In attendance	Clerk & RFO	

2526/25 APOLOGIES - RECEIVE and **APPROVE** apologies for absence - Cllr Mr. P Pyke offered apologies, these were accepted, proposed by Cllr Mr. C Chambers, seconded by Cllr Mr. I Moore, all agreed.

2526/26 DECLARATIONS OF INTEREST - RECEIVE declarations of interest relating to the agenda, **NOTE** decisions of requests for dispensation relating to the agenda. Cllr Mrs. C Chambers noted an interest due to her employer being HMRC. This is noted and dispensation granted to stay for the whole meeting.

2526/27 PUBLIC PARTICIPATION (*not exceeding 15 minutes, individuals can speak for a maximum of 3 minutes each*)

- a. **RECEIVE** reports from City Councillors - **NONE**
- b. **RECEIVE** public comments relating to the agenda or matters for future consideration - **NONE**

2526/28 MINUTES (previously circulated)

- a. **APPROVE** minutes of the previous meeting – *for signature by the Chair* The minutes of the previous meeting were **APPROVED**, proposed by Cllr Mrs. S Bennett, seconded by Cllr Mrs. M Holmes, agreed by all.
- b. **RECEIVE** minutes of the previous Personnel & Finance Approval Committees Meeting. The minutes of the previous Finance Approval and Personnel committees were **RECEIVED**.

2526/29 GOVERNANCE

- a. **CONSIDER** and **RESOLVE** to **APPROVE** recommendations of the Personnel Committee. As the personnel committee was not quorate, recommendations were made to the full parish council meeting to **APPROVE** the minutes of the previous Personnel Committee as well as **APPROVE** the increase in hours of the Clerk & RFO by 2 hours. It was **RESOLVED** that both items were **APPROVED**, proposed by Cllr Mrs. S Hughes, seconded by Cllr Mrs. M Holmes, agreed by all.
- b. **CONSIDER** and **RESOLVE** to **APPROVE** recommendations of the Finance Approval Committee. The Finance committee recommended an increase to the MultiPay Card limit from £100 to £720 (agreeing with Financial Regulations). It was **RESOLVED** to **APPROVE** the increase in limit proposed by Cllr Mrs. S Bennett, seconded by Cllr Mr. I Moore, agreed by all.
- c. Rolling policy review – as part of the new approach of rolling policy and procedure reviews, **RESOLVE** to **APPROVE** the following without change (previously adopted Feb 25):
 - Complaints Procedure
 - Vexatious Complaints Policy

It was **RESOLVED** to **APPROVE** both items, proposed by Cllr Mr. C Chambers, seconded by Cllr Mrs. S Bennett, agreed by all.

2526/30 PLANNING

- a. **NONE**

2526/31 FINANCE

- a. **RECEIVE** update from Clerk & RFO/Chair Finance Approval Committee. The Clerk & RFO reported that the External Audit had been submitted to PKF LittleJohn at the earliest opportunity. All the AGAR forms are on the web site for public viewing in addition to the notice of public rights as well as on the notice board. The Clerk & RFO has also updated the cashbook to show the state of general reserves so as to aid councillors in making decisions re affordability.

2526/32 PARISH MATTERS

- a. PlayQuip repairs - **CONSIDER** then formulate any resolution deemed necessary, along with any further actions. These were **CONSIDERED** and, as the PlayQuip notification states, not being necessary repairs these will be considered if and when a safety inspection registers them as a risk.
- b. Driving on Malting Green – update re resident continuing to drive on green - **CONSIDER** and discuss and formulate any resolution deemed necessary, along with any further actions. The Clerk & RFO and Chairman updated the meeting, conversations are ongoing.
- c. Estuary – notifying about tenants – LDLH PC meant to be involved in the consultation. **CONSIDER** then formulate any resolution deemed necessary, along with any further actions. Following the response from Estuary Housing, the Clerk and RFO will send a firm response in reply insisting that the original agreement be upheld both in letter and spirit.
- d. Denbury – Housing Association/Shared Housing. **CONSIDER** then formulate any resolution deemed necessary, along with any further actions. Denbury Housing have responded, and urgent action is required to make contact with the housing association re advertising of homes that should be in consultation with LDLH PC – no consultation has taken place and yet houses are being advertised for shared ownership. Continue to the existing action, MAH and ML to contact housing association re shared ownership housing, Seven Developments re blocking of ditch and ask city Cllrs to engage re all issues.
- e. CALC Meeting update – Cllr Mrs. M Holmes. Cllr Mrs M. Holmes updated the meeting.

2526/33 CLERK & RFO REPORT

- a. Correspondence received/sent – Communications with Ellisons have been commenced re retrieving documents held by them.
- b. **REVIEW** action tracker. The action tracker was **REVIEWED** with progress noted on the ICO Action final requirements. The Risk Register was also discussed – a new risk had been added to address the issues of infrastructure to support building of new houses as well as changes without notification to the village boundary.

2526/34 BRIEF REPORTS OF MEMBERS – matters for forthcoming agenda

Cllr I Moore raised issues about Community 360 and community bus invoicing which is behind schedule, noted that New Cut had been marked out for repair, that the footpath outside the school was in a terrible state of repair making life hard for parents with pushchairs, also the hedge encroaching over the footpath from the next-door property.

ACTION: Clerk & RFO to write to CCC Cllr Mr. K Benley re footpath repairs.

Cllr Mr. C Chambers raised the issue of the ditch bank opposite the entrance to the Denbury development. This is being addressed between the property owner and Denbury.

2526/35 NEXT MEETING – 14th July 2025 19:30

Meeting closed at 20:35