



MINUTES OF PARISH COUNCIL MEETING

Members are duly summonsed to attend

MONDAY 14th July 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	Absent
	Councillor Mrs M Holmes	Present
	Councillor Mrs S.E. Hughes	Absent
	Councillor Mr I.P. Moore	Present
	Councillor Mr P.R. Pyke	Present
In attendance	Clerk & RFO	

2526/36 APOLOGIES - RECEIVE and **APPROVE** apologies for absence. Apologies were received from Cllr Mrs. S Hughes and Cllr Mr. C Chambers. **These were APPROVED**, proposed by Cllr. Mr. I Moore, seconded by Cllr Mrs. S Bennett, agreed by all.

2526/37 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 declared interests based on employment and being a school governor. Dispensation to remain was granted as per Standing Orders.

2526/38 PUBLIC PARTICIPATION (not exceeding 15 minutes, individuals can speak for a maximum of 3 minutes each)

- a. **RECEIVE** reports from City Councillors CCC - Cllr Mr. K Bentley updated the meeting regarding various issues and sought information re ongoing issues (e.g. speeding and anti-social behavior at the reservoir) as well as devolution and local plan impacts as a result of recent government decisions (not to widen the A12 or allocate any further roads funding in our immediate region).
- b. **RECEIVE** public comments relating to the agenda or matters for future consideration. Communications were received by email from three residents relating to various issues. The poor driving etiquette of workers at the development on The Folley was raised directly with them by the residents as well as the Clerk & RFO. The Clerk & RFO was assured that drivers had been identified and reprimanded. Comments re state of pavements (potholes, general look disrepair) were passed on to CCC Cllr Mr. K Bentley. Further communications continue re driving/parking on Malting Green. Applications for locality budgets were invited – a dog waste bin on the High Road was suggested. **ACTION:** Clerk & RFO to email CCC Cllr Mr. K Bentley a list of all the issues raised.

2526/39 MINUTES (previously circulated)

- a. **APPROVE** minutes of the previous meeting – for signature by the Chair. **The minutes were APPROVED** and duly signed by the Chairman, proposed by Cllr Mrs. C Chambers, seconded by Cllr Mr. P Pyke, agreed by all.
- b. **RECEIVE** minutes of the previous Personnel & Finance Approval Committees Meeting. **Minutes of the previous meetings were RECEIVED.**

2526/40 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 - **NONE**

- c. Risk Register review - **CONSIDER** then formulate any resolution deemed necessary, along with any further actions. The risk register was **CONSIDERED**, Cllr Mrs. C Chambers requested a minor change to the new risk tabled which will be implemented by the Clerk & RFO.
- d. 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):
 - Code of Conduct (No updates required)
 - Disciplinary and Grievance Procedure (No updates required)
 It was **RESOLVED** to **APPROVE** both policies, proposed by Cllr Mrs. M Holmes, seconded by Cllr Mr. P Pyke, agreed by all.

2526/41 PLANNING - All planning applications were discussed in addition to 251428 which appeared latterly (Proposed single storey rear extension – 138 High Road). No objection to any, although it was noted that Layer Fields House were all retrospective.

- a. 251351 - Layer Fields House, Fields Farm Road - The replacement of the pre-existing rear extension with a glazed extension. The laying of a formal patio area to the rear of the house. The removal of a non- original alcove and reinstatement of an internal doorway. Architrave and door (Retrospective)
- b. 251352 - Layer Fields House, Fields Farm Road - The application scheme comprises - The replacement of the pre-existing rear extension with a glazed extension. The laying of a formal patio area to the rear of the house (Retrospective). The removal of a non- original alcove and reinstatement of an interna...
- c. 251353 - Layer Fields House, Fields Farm Road - The addition of full height glazing and doors to the south and east elevations of the rear outrigger (retrospective). The replacement of single pane casement windows to the lean-to extension with multi-paned casement windows more in keeping with the property
- d. 251354 - Layer Fields House, Fields Farm Road - The addition of full height glazing and doors to the south and east elevations of the rear outrigger (retrospective). The replacement of single pane casement windows to the lean-to extension with multi-paned casement windows more in keeping with the property
- e. 251409 - Layer De La Haye Primary School Notification for - Installation of two air source heat pumps and replacement of building fabrics comprising new cladding, flat roof finishes and windows and doors

2526/42 FINANCE

- a. **RECEIVE** update from Clerk & RFO/Chair Finance Approval Committee. Cllr Mrs. M Holmes reported that the Finance Approval Committee met earlier in the day, was quorate, approved payments for the month as well as receiving the monthly cashbook report and bank reconciliations.
- b. **RESOLVE** to **APPROVE** the increase in budgets for play equipment maintenance and staff hours increase. It was **RESOLVED** to **APPROVE** the budget increases, proposed by Cllr Mrs. S Bennett, seconded by Cllr Mr. I Moore, agreed by all.

2526/43 PARISH MATTERS

- a. Registering Land – **RESOLVE** to **APPROVE** appointing Ellisons to register two parcels of land – Recreation Ground and The Cross in the name of Layer de la Haye Parish Council. Also, appoint 2 contacts for the Land Registry. It was **RESOLVED** to **APPROVE** the appointment of Ellisons in this matter, proposed by Cllr Mrs. C Chambers, seconded by Cllr. Mrs M Holmes, agreed by all
- b. Driving on Malting Green – update re resident continuing to drive on green - discuss and formulate any resolution deemed necessary, along with any further actions. An update was given, no further action at this time.

- 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. An update was given, no further action at this time.
- d. Denbury – Housing Association/Shared Housing. **CONSIDER** then formulate any resolution deemed necessary, along with any further actions. An update was given, no further action at this time.
- e. CALC Meeting update – Cllr Mrs. M Holmes. An update was given, no further action at this time.
- f. Maintenance of new hedging around solar farm site (PP) - discuss and formulate any resolution deemed necessary, along with any further actions. An update was given, no further action at this time.
- g. Purchase 2 large no parking on the green signs for the village green (PP) - discuss and formulate any resolution deemed necessary, along with any further actions. This will not be actioned until after posts have been deployed to protect the green, at which point this will be reviewed.
- h. Could we print off notices to put under windscreen wipers? (PP) - discuss and formulate any resolution deemed necessary, along with any further actions. This was not approved.
- i. Dog waste bins – High Road to The Folley footpath - discuss and formulate any resolution deemed necessary, along with any further actions As above – apply to the locality budget via CCC Cllr Mr. K Bentley (action above)
- j. Salt Bag Partnership 2025/2026 - discuss and formulate any resolution deemed necessary, along with any further actions On review, the PC has plenty of salt in stock.
- k. PC 5 year plan 23 to 28 - discuss and formulate any resolution deemed necessary, along with any further actions. As agreed at the previous meeting, a working party will commence work in September looking at the plan. A new plan will be constructed, informed by s106 projects currently listed. **ACTION:** Clerk & RFO to extract proposed projects from the existing s106 agreements and circulate.
- l. New defibrillator in the north of the village – perhaps at the Donkey and Buskin - discuss and formulate any resolution deemed necessary, along with any further actions. The member of the public who suggested the new defibrillator will need to fund raise to cover the purchase and maintenance of the new device. At that point a location can be discussed.

2526/44 CLERK & RFO REPORT

- a. Correspondence received/sent – All discussed above.
- b. **REVIEW** action tracker – Four actions remaining as 'In Progress'

2526/45 BRIEF REPORTS OF MEMBERS – matters for forthcoming agenda

- a. Cllr Mrs. C Chambers asked that s106 agreements be on the next agenda (for planning)

2526/46 NEXT MEETING – It was decided not to meet in August unless an emergency owing to the number of absences forecast. The next meeting will be held on 8th Sep 25.