



NOTICE OF PARISH COUNCIL MEETING

Members are duly summonsed to attend

MONDAY 8th September 2025, LAYER VILLAGE HALL, 7:30pm

Clerk and Responsible Financial Officer: Mark Large

2526/47 APOLOGIES - RECEIVE and **APPROVE** apologies for absence

2526/48 DECLARATIONS OF INTEREST - RECEIVE declarations of interest relating to the agenda, **NOTE** decisions of requests for dispensation relating to the agenda

2526/49 PUBLIC PARTICIPATION (*not exceeding 15 minutes, individuals can speak for a maximum of 3 minutes each*)

- a. **RECEIVE** reports from City Councillors
- b. **RECEIVE** public comments relating to the agenda or matters for future consideration

2526/50 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

2526/51 GOVERNANCE

- a. **CONSIDER** and **RESOLVE** to **APPROVE** recommendations of the Personnel Committee
- b. **CONSIDER** and **RESOLVE** to **APPROVE** recommendations of the Finance Approval Committee
- c. Risk Register review - **CONSIDER** then formulate any resolution deemed necessary, along with any further actions
- 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):
 - Recording, filming and photography policy (No updates required)
 - Data Protection Policy (No updates required)

2526/52 PLANNING

- a. 251796 – 63 Old Forge Road - Proposed side extension and new roof to existing front entrance.
- b. Note results of 251351 to 251354 – Layer Fields House

2526/53 FINANCE

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

2526/54 PARISH MATTERS – for each item, discuss and formulate any resolution deemed necessary, along with any further actions

- a. S106 Agreements/5 Year Plan Working Party – **RECEIVE** report
 - List of projects approved for development
 - Have one or two worked up ready should funding opportunities arise (e.g. annual PFCC Community Safety Development Fund)
 - Clerk & RFO update on Malting Green Bollards Project – draft project brief
- b. Estuary – notifying about tenants – LDLH PC meant to be involved in the consultation
- c. Denbury – Housing Association/Shared Housing
- d. CALC Meeting update
- e. Multi Sports Courts Maintenance (IM) – budget change to redo courts surface
- f. Inscriptions on the cross memorial becoming illegible (PP)
- g. Speeding/antisocial driving
- h. Taxi survey by CCC

2526/55 CLERK & RFO REPORT

- a. Correspondence received/sent – Precept payment
- b. Tree survey
- c. Safety Inspections (June, July and August)
- d. **REVIEW** action tracker

2526/56 BRIEF REPORTS OF MEMBERS – matters for forthcoming agenda

2526/57 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.

2526/58 RECEIVE update on historic personnel issues

2526/59 NEXT MEETING – 13th October 2025 19:30