



MINUTES OF PARISH COUNCIL MEETING

MONDAY 8th September 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	Absent
	Councillor Mrs S.E. Hughes	Present
	Councillor Mr I.P. Moore	Present
	Councillor Mr P.R. Pyke	Present
In attendance	Clerk & RFO	

2526/47 APOLOGIES - RECEIVE and **APPROVE** apologies for absence – [Cllr Mrs. M Holmes on holiday](#),

2526/48 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 in relation to finance due to occupation/employer. Dispensation given to remain in the meeting.](#)

2526/49 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. A Ellis updated the meeting, including suggesting that the parish council apply to Enovert for grant funding.](#)
- b. **RECEIVE** public comments relating to the agenda or matters for future consideration - **NONE**

2526/50 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 Hughes, seconded by Cllr Mrs. S Bennett, agreed by all.](#)
- b. **RECEIVE** minutes of the previous Personnel & Finance Approval Committees Meeting [The minutes of the previous Personnel and Finance Approval Committees were circulated after the meeting.](#)

2526/51 GOVERNANCE

- a. **CONSIDER** and **RESOLVE** to **APPROVE** recommendations of the Personnel Committee – **NONE** [but noted that meeting frequency/duration will continue unchanged.](#)
- 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 – [It was **RESOLVED** to add a new risk to reflect the danger of reserves running low, proposed by Cllr Mrs. C Chambers, seconded by Cllr. Mr. I Moore, agreed by all. **ACTION:** Clerk & RFO to add risk to register](#)
- 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)

[It was **RESOLVED** to **APPROVE** both policies. **ACTION:** Clerk & RFO to update adoption dates and the web site.](#)

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

No issues raised on any of the above. **ACTION:** Clerk & RFO to file comment.

2526/53 FINANCE

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

The Clerk & RFO updated the meeting that the Finance Approval Committee had no issues raised and all documents signed as normal. The AGAR was advertised on the notice board after the External Auditor completed their work and has now been taken down. The full AGAR continues to be displayed on the web site.

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

Cllr Mrs. S Bennett updated the meeting on working party progress and recommendations. The Clerk & RFO will continue to assist the working party, ensuring actions are captured so that projects can be registered for working up. The Clerk & RFO updated the meeting on the progress with the Malting Green bollards project.

- b. Estuary – notifying about tenants – **No progress**
- c. Denbury – Housing Association/Shared Housing – **No progress**
- d. CALC Meeting update Cllr Mrs. A Hughes MBE updated the meeting
- e. Multi Sports Courts Maintenance (IM) – budget change to redo courts surface. It was **RESOLVED** to **APPROVE** the cleaning of the multi sport surface and the resulting changes to budgets. This required a budget line increase. A paper was presented to the meeting covering this and other minor corrections required to various budget lines. Proposed by Cllr Mrs. S Bennett, seconded by Cllr Mr P. Pyke, agreed by all.
- f. Inscriptions on the cross memorial becoming illegible (PP) – Cllr Mr. I Moore noted that the wooden cross need maintenance – oiling with a suitable oil. **ACTION:** Cllr Mr. I Moore will investigate and propose a suitable option. The writing has always been unclear, and it was decided that it was not possible to improve.
- g. Speeding/antisocial driving - Cllr Mr. P Pyke updated the meeting that a meeting had been arranged between the police chief, CCC Cllr Mr. K Bentley and representatives of the local speed watch and the parish council.
- h. Taxi survey by CCC – After some discussion, a show of hands determine that the Clerk & RFO will fill in the Taxi Survey on behalf of the parish council opting to request black boxes in cabs.

2526/55 CLERK & RFO REPORT

- a. Correspondence received/sent – Precept payment - The Clerk & RFO updated the meeting to say that the second half of the precept has been received. Communications received were circulated in month, in addition a request from Queue and Hollar to use the village hall car park was received. This was discussed and no objections raised. The Clerk & RFO to let Queue and Hollar know as well as Cllr Mr. I Moore making contact.
- b. Tree survey – A tree survey was completed with the Chairman, Clerk & RFO and Bradley Ives. Minor issues were noted with no urgent action required.
- c. Safety Inspections (June, July and August) – The Clerk & RFO has completed safety inspections of defibrillators and the recreation ground equipment. A minor issue was noted – a missing cleat on a swing that will be replaced imminently.
- d. **REVIEW** action tracker – The action tracker was reviewed and noted.

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

- Cllr Mrs. S. Hughes raised the issue of the notice board opposite the shop needing renewing. **ACTION:** Clerk & RFO to research cost and contact CCC Cllr Mr. A Ellis re locality funding or consider an Enovert application.
- Cllr Mr. C Chambers sought an update re driving on the green. The resident in question has not responded further yet. The parish council will need to continue to assert the rules in writing and consider further action, including withdrawal of rights of access.
- Cllr Mr. I Moore reported that motorbikes/e-scooters have been reported in the woods as well as driving dangerously on pavements and roads locally. In addition, during the recent high winds, trees had fallen across paths. The Round Estate will pick up this issue as part of their normal maintenance.

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. [The Clerk & RFO updated the meeting on recent events.](#)

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

Meeting closed 21:20