



MINUTES OF PARISH COUNCIL MEETING

MONDAY 10th November 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	Present
In attendance	Clerk & RFO	

2526/71 APOLOGIES - RECEIVE and **APPROVE** apologies for absence. **NONE**

2526/72 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.**

2526/73 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**

2526/74 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. M Holmes, agreed by all.**
- b. **RECEIVE** minutes of the previous Personnel & Finance Approval Committees Meeting **The minutes of the previous Finance Approval Committees were RECEIVED (no Personnel Committee).**

2526/75 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 - **It was RESOLVED to APPROVE the risk register as presented.**
- 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):
 - Document Retention and Disposal Policy**The Document Retention and Disposal Policy was discussed and it was RESOLVED to NOT APPROVE the policy as further updates were required in relation to electronic media. ACTION: Clerk & RFO to update and bring back to next meeting.**

2526/76 PLANNING

- a. **252332** – Horseshoe Cottage, Church Road, Application for a lawful development certificate for proposed conversion of existing garage into garden annex, replacement of garage door opening to window to front elevation, enlargement of entrance door on side elevation to accommodate future wheelchair use – **No issues**
- b. **252246** - Yorznmyne, Abberton Road - Garage conversion and replacement garage. - **No issues**

2526/77 FINANCE

- a. **RECEIVE** update from Clerk & RFO/Chair Finance Approval Committee It was noted that the Finance Approval Committee was completed without issue and that the finances were all in order. The Clerk & RFO had also repaid the £0.20 overpayment (technical reasons) so that all was now in order.

2526/78 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 projects

The Chairman notified the meeting that both she and the Clerk & RFO had met The Tollgate Partnership to discuss progress against the prior s106 agreement and seek information about what other investment the village might need.

- b. Denbury – Housing Association/Shared Housing – No update
- c. CALC Meeting update – No update
- d. Multi Sports Courts Maintenance (IM) – update – The Clerk & RFO noted that the grant funding had been received from Colchester City Councillors to buy new nets and posts for the tennis courts. **ACTION:** Clerk & RFO to order.
- e. Speeding/antisocial driving – The Clerk & RFO updated the committee regarding the meeting held on Friday 7th November between Michelle Sparks, Divisional Commander of Rural Engagement Team, CCC Cllr Kevin Bentley, Mark Jones, Cllr Mrs. Anne Hughes MBE and the Clerk & RFO. Michelle was shown the substation location next to the church with speeds recoded of passing vehicles to demonstrate the speeding issue. Michelle was also show the reservoir area where car/motorbike meets regularly happen. Michelle offered support to CCC and LDLH PC in respect of counter measures to reduce antisocial driving. **ACTION:** Clerk & RFO to write to Michelle to thank her for attending, also lay out the request for a camera via SERP, enclosing the data supplied by Mark Jones, CC KB and AE. KB to find latest speed survey data or arrange for a new one at that site.
- f. Collapsing pathway on approach to Kingsford Bridge – Although the repair job is marked as complete, it is not obvious what, if anything, has been done. **ACTION:** Clerk & RFO to chase Essex Highways to discuss
- g. CCTV update – The supplier has received the replacement camera which is due to be fitted imminently.
- h. Village Hall disabled bays – The issue of non disabled users parking in disabled bays was discussed. There have been numerous complaints about blue badge holders being unable to park in the designated bays. It was **RESOLVED** that the line marking be refreshed and that signage be placed on the posts to make clear that the bays were for blue badge holders only at any time. Funding would be via s106 money or other grant money, so the PC will need to wait for funding availability.
- i. Pavement in New Cut/road safety – A resident had raised an issue about the safety of walking along New Cut with small children to preschool/school during the morning drop off and evening pick up. Whilst cars were not illegally parked for the most part, the lack of considerate driving coupled with pedestrians with small children walking in the road is a real danger. This is not an issue that the Parish Council can directly impact, but it was **RESOLVED** to write to both schools as well as putting a notice on the PC web site and Secret Layer to ask car drivers to park and drive considerately. It was noted that a route across the playing field is available but during inclement

- weather, boots etc. will need to be worn. **ACTIONS:** Clerk & RFO to prepare notice for publication and write to both schools asking them to ask their parents to take note.
- j. Remembrance Day contribution – It was **RESOLVED** to **APPROVE** a donation of £100 to the Royal British Legion as in previous years. It was also **RESOLVED** to **APPROVE** the increase in budget to cover this payment.
- k. PlayQuip Inspection Report – The PlayQuip inspection report was noted. Along with confirming the action of the Clerk & RFO along with the Chairman to immediately take out of service the item of play equipment condemned in the report.

2526/79 CLERK & RFO REPORT

- a. Correspondence received/sent – The Clerk & RFO informed the meeting of new SAPP updates that LDLH PC are mostly compliant with. The exception was the explicit need to have an IT Policy. Whilst the content of the IT Policy is mostly covered in other policies, a separate IT Policy will be presented to the next meeting for approval to make LDLH PC compliant with the latest guidance.
- b. Multi Sports Courts lease – The Chairman confirmed that she and the Clerk & RFO had met with a representative from the leasing agent Savills to discuss the renewal of the lease.
- c. Budget Planning – The draft budget was discussed, noting that approval will be required at the December meeting. Various updates were requested at the meeting to reduce expenditure where possible. **ACTION:** All Cllrs to forward any further comments to the Clerk & RFO in the next two weeks to allow the final proposed budget to be prepared for the next full PC meeting. The subject of internal auditor was raised and noted that it is good practice to change internal auditors every three to four years.
- d. **REVIEW** action tracker The action tracker was **REVIEWED** and noted.

2526/80 BRIEF REPORTS OF MEMBERS – matters for forthcoming agenda

- The under usage of the Community360 bus was discussed
- Catering arrangements for the December meeting were discussed – each to bring festive nibbles
- Theft by children from the Village Shop was raised

2526/81 PERSONNEL MATTERS - RESOLVE pursuant to s1(2) Public Bodies Act 1960 for the public and press to leave the meeting due to the confidential nature of the business to be transacted.

- a. Sign papers – The authority paper was signed.

2526/82 NEXT MEETING – 8th December 2025 19:30