



MINUTES OF PARISH COUNCIL MEETING

MONDAY 13th October 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	Absent
	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	

2526/60 APOLOGIES - RECEIVE and **APPROVE** apologies for absence – [Cllr Mrs S Bennett away](#), apologies **APPROVED**, proposed by [Cllr Mrs. C Chambers](#) and seconded by [Cllr Mr. P Pyke](#), agreed by all

2526/61 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.](#)

2526/62 PUBLIC PARTICIPATION (*not exceeding 15 minutes, individuals can speak for a maximum of 3 minutes each*)

- RECEIVE** reports from City Councillors - [CCC Cllr Mr. K Bentley updated the meeting, including New Cut pavement progress, meeting with Divisional Commander M Sparks.](#)
- RECEIVE** public comments relating to the agenda or matters for future consideration - **NONE**

2526/63 MINUTES (previously circulated)

- 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.](#)
- 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.](#)

2526/64 GOVERNANCE

- CONSIDER** and **RESOLVE** to **APPROVE** recommendations of the Personnel Committee - **NONE**
- CONSIDER** and **RESOLVE** to **APPROVE** recommendations of the Finance Approval Committee - **NONE**
- 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.](#)
- 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):
 - Equality Policy (No updates required)
 - Sickness and Absence Policy (New)

[It was **RESOLVED** to **APPROVE** both policies. Cllr Mrs. C Chambers asked that the policies of other councils be checked to see if equality issues are dealt with by their policies. **ACTION:** Clerk & RFO to perform check, update and represent if required.](#)

2526/65 PLANNING

- None as at 7th Oct 25

2526/66 FINANCE

- a. **RECEIVE** update from Clerk & RFO/Chair Finance Approval Committee The Clerk & RFO updated the meeting that the latest VAT reclaim had been submitted as well as budget setting needing to start at the next meeting.

2526/67 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

A discussion was held around a longlist of projects – none to be ruled out, all added to the list for consideration. The working part on the Recreation Ground S106 project had met and generated a list of items to be considered. The Clerk & RFO presented a supplier briefing document that will be sent to any interested suppliers. It was **RESOVLED** to **APPROVE** this approach. The procurement method was also discussed. **ACTION:** The Clerk and RFO will seek advice from neighbouring councils to learn from their experience and knowledge of requirements.

- b. School – Christmas Carols on The Cross – 11th December 25 at 15:45 – It was noted that approval was granted after confirmation of public liability insurance.
- c. Denbury – Housing Association/Shared Housing – No further update
- d. CALC Meeting update - No further update
- e. Multi Sports Courts Maintenance (IM) – It was confirmed, following a month delay due to other work the Clerk & RFO needed to carry out, that the parish council **RESOLVED** to **APPROVE** the order for cleaning of the courts by Suffolk Tennis Courts who have the specialist equipment. According to Financial Regulations, the Clerk and RFO will week two further estimates before pacing the order.
- f. Speeding/antisocial driving and 20 is Plenty Cllr. Mr. P Pyke updated the meeting re speeding issues and the meeting with the Divisional Police Commander who will support the placing of a speed camera. The best location was suggested to be near the Church, catching offenders in both directions if at all possible.
- g. Collapsing pathway on approach to Kingsford Bridge. Cllr Mrs. M Holmes updated the meeting regarding the pavement issues form the south side of Kingsford Bridge all the way up to The Folley. In particular, a large piece of pavement by the bridge has been undermined and is about to fall into the river. The Clerk & RFO has raised an Essex Highways ticket. CCC Cllr. Kevin Bently will also raise with Essex Highways.
- h. CCTV The Chairman updated the meeting re the faulty camera which the Clerk & RFO has reported to the maintenance company. It will be replaced ASAP. Cllr Mr. I Moore raised the issue of access while the Clerk & RFO is absent. The Chairman stated that she had the password and the police or maintenance company equally could access the system in an emergency.

2526/68 CLERK & RFO REPORT

- a. Correspondence received/sent – Resident asking when the mobile signal will improve was supplied details of the relevant planning permissions which will give her the information on who is involved and to contact for updates.
- b. Budget Planning Will commence in November
- c. **REVIEW** action tracker The action tracker was reviewed and accepted as accurate.

2526/69 BRIEF REPORTS OF MEMBERS – matters for forthcoming agenda

Chairman: Craig wants to hold fitness session on the recreation field on 22nd Feb 2026. **ACTION:** Clerk & RFO to send Craig the rules re field and hall hire

Mrs. C Chambers: Raised the Footpath 3 delays and if the tress will be replanted. **ACTION:** Clerk & RFO to put notice on the web site re new dates for completion

Mr. I Moore – Community360 not responding to request for invoices, also need to get strimmer back from Myles Salmon **ACTION:** Clerk & RFO to arrange with MS.

Mr. C. Chambers – When will recreation field hedges be cut – Chairman stated that this is being organised for the near future.

Mr. P Pyke – Can we investigate replacing the gate and fencing to the woods at the end of the unmade road next to the village hall and can we use S106 money? **ACTION:** Clerk & RFO to investigate and report back

2526/70 NEXT MEETING – 10th November 2025 19:30