



MINUTES OF PARISH COUNCIL MEETING

MONDAY 12th JANUARY 2026, 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	Absent
	Councillor Mr I.P. Moore	Present
	Councillor Mr P.R. Pyke	Present
In attendance	Clerk & RFO	

2526/94 APOLOGIES - RECEIVE and **APPROVE** apologies for absence *Apologies received from Cllr Mrs. S Hughes, proposed by Cllr Mr. P Pyke, seconded by Cllr Mrs. M Holmes, agreed by all*

2526/95 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.*

2526/96 PUBLIC PARTICIPATION (not exceeding 15 minutes, individuals can speak for a maximum of 3 minutes each)

- a. **RECEIVE** reports from City Councillors *CCC Mr. K Bentley updated the meeting regarding local plan and reorganisation.*
- b. **RECEIVE** public comments relating to the agenda or matters for future consideration - *NONE*

2526/97 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. M Holmes, 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 committees were RECEIVED.*

2526/98 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 policies:
 - Recruitment and Retention Policy
 - Document retention and Disposal Policy (unable to complete in time, will be represented in February with changes as recommended at last meeting)

*It was RESOLVED to APPROVE the recruitment and Retention Policy presented, noting that, in the next year, the wording could be made more specific to LDLH PC.
The Document retention and Disposal Policy to be brought back to the next meeting, proposed by Cllr Mr. C Chambers, seconded by Cllr Mr. I Moore, agreed by all.*

2526/99 PLANNING

- a. 252726 - Horseshoe Cottage, Church Road - 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 access and replacement of window to French doors to rear elevation. *No objections – ACTION: Clerk & RFO to comment accordingly*

2526/100 FINANCE

- a. **RECEIVE** update from Clerk & RFO/Chair Finance Approval Committee. *The Clerk and RFO updated the meeting that the VAT Reclaim for the last quarter had been submitted, the precept demand had been sent to Colchester City Council.*
- b. Amendment to budgets required – **RESOLVE** to **APPROVE** the following changes:
 - CCTV – Increase from £210 to £500 to cover cost of replacement camera (already happened at a cost of £236) plus training/system review happening in January.

*It was **RESOLVED** to **APPROVE** an increase in budgets of £26 to cover the current overspend pending the quote for a replacement CCTV control unit. A discussion ensued about how many people have access to the CCTV system. **ACTION:** The Clerk & RFO will present a paper to the next meeting covering the issues of adding two more people as well as licensing for the use of CCTV being required or not.*

- c. **RECEIVE** update on budget and precept for 26/27. Discuss and formulate any resolution deemed necessary, along with any further actions. *The updated budget and precept papers for 26/27 had been circulated. After a brief discussion, no further action was required on the budgets, but the risk register entry about reserves level to be reviewed and updated if needed. **ACTION:** The Clerk & RFO to review risk related to reserves levels*

2526/101 PARISH MATTERS – for each item, discuss and formulate any resolution deemed necessary, along with any further actions

- a. Local Plan – *Covered by CCC Mr. K Bentley earlier in the meeting*
- b. S106 Agreements/5 Year Plan Working Party – **RECEIVE** report - Clerk & RFO update on projects – *The Clerk & RFO updated the meeting that he had emailed Yana Saxby, the officer in charge of s106 monies asking what the process is for releasing funding.*
- c. CALC Meeting update *Cllr Mrs. M Holmes updated the meeting on future dates of meetings as well as having sent around a slide pack from the previous meeting.*
Multi Sports Courts Maintenance (IM) – update *The Clerk & RFO along with Cllr M A Hughes MBE and Cllr Ian Moore met Suffolk Tennis Courts at the multi sports courts. The representative from Suffolk Tennis Courts explained the schedule regime for the multi sports courts. **ACTION:** Clerk & RFO to present paper to full PC Meeting re costs of maintenance schedule including remedial action required and the funding options.*
- d. Multi Sports Court/Allotments Lease – update *No further update*
- e. Collapsing pathway on approach to Kingsford Bridge *Work has commenced on repairs.*
- f. CCTV update *Covered above in 100b*
- g. PROW No 3 – footpath The Folley to High Road – *A resident had sent in photos of the closed footpath which is currently flooded and still dug up. The PC will continue to talk to Denbury about plans for completion.*
- h. Ponds update *The ponds in and around Malting Green have a little water in them after recent heavy rain. Cllr Mrs. M A Hughes aims to meet with Farming and Wildlife Advisory Group – Jilly McNaughton*
- i. Trees between The Paddocks and Denbury – *No further update and not something the PC can resolve.*
- j. Broadband update *The Clerk and RFO has researched costs for the various elements and will present a costed options paper to the next meeting*
- k. Dog fouling around the village and green spaces *A discussion was held around the dramatic increase in dog fouling issues around the village. Ideas were discussed such as increased signage, getting the school to design a poster, publicising on social media etc. and asking LDLH*

residents for their views **ACTION:** The Clerk & RFO to research the cost per dog bin (installation and ongoing collection)

2526/102 CLERK & RFO REPORT

- a. Correspondence received/sent *Covered above*
- b. Update on land line/broadband *Covered above*
- c. **REVIEW** action tracker *The action tracker was reviewed*

2526/103 BRIEF REPORTS OF MEMBERS – matters for forthcoming agenda

- *Cllr Mrs. C Chambers raised the issue of potholes on The Folley and Birch Road. **ACTION:** The Clerk & RFO to photograph and submit reports and report to next meeting*
- *Cllr Mrs. S Bennett checked that the community bus advert was still required – it was confirmed as still being needed*
- *Cllr Mr. I Moore notified the meeting of three allotment changes*
- *Cllr Mrs. M Holmes informed the meeting of missing 30mph posts and signs on Malting Green Road, The Folley and near the Water Works. **ACTION:** The Clerk & RFO to report.*

2526/104 NEXT MEETING – 9th February 2026 19:30