

**NOTICE OF PARISH COUNCIL MEETING****Members are duly summonsed to attend****MONDAY 9th FEBRUARY 2026, LAYER VILLAGE HALL, 7:30pm**

Clerk and Responsible Financial Officer: Mark Large

2526/105 APOLOGIES - RECEIVE and **APPROVE** apologies for absence**2526/106 DECLARATIONS OF INTEREST - RECEIVE** declarations of interest relating to the agenda, **NOTE** decisions of requests for dispensation relating to the agenda**2526/107 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

2526/108 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

2526/109 GOVERNANCE

- **CONSIDER** and **RESOLVE** to **APPROVE** recommendations of the Personnel Committee
- **CONSIDER** and **RESOLVE** to **APPROVE** recommendations of the Finance Approval Committee
- Risk Register review - **CONSIDER** then formulate any resolution deemed necessary, along with any further actions
- Rolling policy review – as part of the new approach of rolling policy and procedure reviews, **RESOLVE** to **APPROVE** the following policies:
 - Email Acceptable Use Policy
 - Hospitality and Gifts Policy
 - Document retention and Disposal Policy (unable to complete in time, will be represented in March)

2526/110 PLANNING

- a. 260058 (response filed) - Single storey front extension for w.c. facilities

2526/111 FINANCE

- a. **RECEIVE** update from Clerk & RFO/Chair Finance Approval Committee
- b. Amendment to budgets required – **RESOLVE** to **APPROVE** the following changes:
 - CCTV budget – increase by £800 for new CCTV control box and all work involved in commissioning and training – transfer from Legal Fees so no impact on reserves
 - Multi Sports Courts budget – increase by £7,600 from reserves
 - Office Equipment budget – increase by £440 – transfer from IT Services so no impact on reserves
 - PAYE budget – increase by £200 to cover PAYE on overtime, transfer from overtime budget, no impact on reserves

2526/112 PARISH MATTERS – for each item, discuss and formulate any resolution deemed necessary, along with any further actions

- a. Co-option of Parish Councillor
- b. CCTV update
- c. S106 Agreements/5 Year Plan Working Party – **RECEIVE** report - Clerk & RFO update on projects
- d. CALC Meeting update

- e. Multi Sports Courts Maintenance – update
- f. Multi Sports Court/Allotments Lease - update
- g. Collapsing pathway on approach to Kingsford Bridge
- h. Footpaths near school (both sides)
- i. Layer Easter Egg Hunt
- j. School parking/crossing/attendant
- k. PROW No 3 – footpath The Folley to High Road
- l. Ponds update
- m. Dog fouling around the village and green spaces

2526/113 CLERK & RFO REPORT

- a. Correspondence received/sent
- n. Update on land line/broadband
- b. **REVIEW** action tracker

2526/114 BRIEF REPORTS OF MEMBERS – matters for forthcoming agenda

2526/115 NEXT MEETING – 9th March 2026 19:30