



MINUTES OF PARISH COUNCIL MEETING

MONDAY 9th MARCH 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	Present
	Councillor Mr I.P. Moore	Present
	Councillor Mr P.R. Pyke	Present
In attendance	Clerk & RFO	

2526/116 APOLOGIES - RECEIVE and **APPROVE** apologies for absence - **NONE**

2526/117 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*
- *Cllr Mr. C Chambers in relation to a pecuniary interest relating to discussion about driving on Malting Green*
- *Cllr Mrs. M A Hughes MBE regarding family interest in Mill Lane in relation to a planning application that refers to Mill Lane*

Dispensation given to all to remain in the meeting.

2526/118 PUBLIC PARTICIPATION (not exceeding 15 minutes, individuals can speak for a maximum of 3 minutes each)

- RECEIVE** reports from City Councillors – **NONE** (although an email update was supplied by CCC Mr. K Bentley that was not seen until after the meeting)
- RECEIVE** public comments relating to the agenda or matters for future consideration - **NONE**

2526/119 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. S Bennett, agreed by all.*
- RECEIVE** minutes of the previous Personnel & Finance Approval Committees Meeting *The approved minutes of the previous committees that had meetings were **RECEIVED**.*

2526/120 GOVERNANCE

- **CONSIDER** and **RESOLVE** to **APPROVE** recommendations of the Personnel Committee –
 - *The Personnel Committee considered the employment contract of the Clerk & RFO – no adjustment required.*
 - *Cllr Mr. B Turner will join the Personnel Committee.*
- **CONSIDER** and **RESOLVE** to **APPROVE** recommendations of the Finance Approval Committee –
 - *The Finance Approval Committee considered the filing of planning applications in relation to s106 projects. It was decided **NOT TO RECOMMEND** this. Planning applications will be submitted in the new financial year, thus a change in budgets this financial year will not be required.*
 - *The Statement of Internal Control was discussed in detail and it was **RECOMMENDED** that the full Parish Council meeting approves this statement.*

- Risk Register review - **CONSIDER** then formulate any resolution deemed necessary, along with any further actions - *The risk register was presented. A new risk 30 regarding a tree fallen and leaning across a footpath was accepted.*
- Asset Register – *The asset register was discussed.*
- Internal Statement of Control - *The Internal Statement of Control was discussed, **APPROVED**, and signed.*
- Assertion 10 Compliance – *The Clerk & RFO presented a brief document detailing compliance with the new assertion 10.*
- Rolling policy review – as part of the new approach of rolling policy and procedure reviews, **RESOLVE** to **APPROVE** the following policies:
 - Document retention and Disposal Policy
 - CCTV Policy

It was **RESOLVED** to **APPROVE** both policies, proposed by Cllr Mrs. S Bennett, seconded by Cllr Mr. I Moore, agreed by all.

- Elections – *The Clerk & RFO updated councillors regarding the upcoming parish council elections*

2526/121 PLANNING

- 260335 - Lake View, Abberton Road - Demolition of existing bungalow and associates out building and erection of 2 x 3 bedroom residential dwellings and associated parking/ landscaping – *This application was discussed and a response filed at the meeting (object).*

2526/122 FINANCE

- RECEIVE** update from Clerk & RFO/Chair Finance Approval Committee – *No additional updates*
- Amendment to budgets required – **RESOLVE** to **APPROVE** the following changes:
 - Office Equip. – increase by £150 – transfer from IT Services (no impact on reserves)
 - CCTV – increase by £20.89 from general reserves to cover additional time taken to install
 - General Maintenance – Parish – increase by £120 to cover emergency tree surgery

It was **RESOLVED** to **APPROVE** the budget changes, proposed by Cllr Mrs. S Hughes, seconded by Cllr Mr. P Pyke, agreed by all.

2526/123 PARISH MATTERS – for each item, discuss and formulate any resolution deemed necessary, along with any further actions

- CCTV update – *The Clerk & RFO updated the meeting about the completion of the CCTV work with the new system now in place and fully working. The self-assessment form has now been completed and training for a level 2 CCTV qualification will now be booked so that registration can be completed.*
- S106 Agreements/5 Year Plan Working Party – **RECEIVE** report - Clerk & RFO update on projects
 - Planning Permission Applications

Planning permission applications will be submitted next Financial Year so no budget adjustments are required this financial year. The Clerk & RFO will initially manage the projects with a monitor kept on the working time required. The bench and tree for the recreation ground are to be prioritised.

- CALC Meeting update – *Cllr Mrs. M Holmes updated the meeting about discussions, including s106 funding issues, police presentation on parking and speed and checking pension providers.*
- Multi Sports Courts Maintenance – update – *The Clerk & RFO reported that the work to do the emergency clean had started.*
- Multi Sports Court/Allotments Lease – update – *No further update*
- PROW No 3 – footpath The Folley to High Road – *No further update*

- g. Ponds update – *The Clerk & RFO has received a quoted from FWAG for the management side of the work. Estimates for the clearance work to be supplied to determine what procurement route is required if any.*
- h. News letter update – *Cllr Mrs. S Hughes updated the meeting.*
- i. Speed survey results - *Cllr Mr. P Pyke updated the meeting.*

2526/124 CLERK & RFO REPORT

- a. Correspondence received/sent – *The Clerk & RFO received two communications about local affordable housing, both were directed to Colchester City Council housing department as the Parish Council has no local housing under its control.*
- j. Update on land line/broadband – *No further update*
- b. **REVIEW** action tracker - *the action tracker was reviewed and accepted.*

2526/125 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.

2526/126 Driving on Malting Green – letters to distribute, will be shown at meeting – *The draft letters were discussed and changes are required, these will be brought to the next meeting.*

2526/125 BRIEF REPORTS OF MEMBERS – matters for forthcoming agenda

- *Cllr Mr. P Pyke raised the issue of blue speeding signs – **ACTION:** Clerk & RFO to email Commander Sparks*
- *Cllr Mrs. C Chambers checked if anything further required in relation to the Easter Egg Hunt*
- *Cllr Mr. I Moore notified the meeting that the hall roof needs cleaning to prevent repeated down pipe blockage due to moss build up*

2526/126 NEXT MEETING – 13th April 2026 19:30

Meeting closed at 21:30