



MINUTES OF PARISH COUNCIL MEETING

MONDAY 13th APRIL 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	Absent
	Councillor Mrs M Holmes	Present
	Councillor Mrs S.E. Hughes	Present
	Councillor Mr I.P. Moore	Present
	Councillor Mr P.R. Pyke	Present
	Councillor Mr. B Turner	Absent
In attendance	Clerk & RFO	

2627/001 APOLOGIES - RECEIVE and **APPROVE** apologies for absence. *Apologies were received and accepted from Cllr Mr. B Turner and Cllr Mr. C Chambers, proposed by Cllr Mrs. S Hughes, seconded by Cllr Mrs. M Holmes, agreed by all*

2627/002 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.

2627/003 PUBLIC PARTICIPATION (not exceeding 15 minutes, individuals can speak for a maximum of 3 minutes each)

- a. **RECEIVE** reports from City Councillors – *CCC Cllr Mr. K Bentley attended the meeting and provided an update on various matters including the local elections, devolution progress, 20mph areas and planning.*
- b. **RECEIVE** public comments relating to the agenda or matters for future consideration - **NONE**

2627/004 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. S Bennett, agreed by all.*
- b. **RECEIVE** minutes of the previous Personnel & Finance Approval Committees Meeting *The approved minutes of the previous committees that had meetings were **RECEIVED**.*

2627/005 GOVERNANCE

- **CONSIDER** and **RESOLVE** to **APPROVE** recommendations of the Personnel Committee - **NONE**
- **CONSIDER** and **RESOLVE** to **APPROVE** recommendations of the Finance Approval Committee
 - *The Finance Approval Committee reviewed the Annual Financial Statement and recommend it is signed in the full PC meeting (later on this agenda)*
 - *Standing orders and direct debits were reviewed and approved to continue for the new financial year*
 - *The committee approved BAA Groundcare to continue to cut the grass after a market test to prove value (quotes information contained in the minutes of the committee meeting)*
 - *Terms of Reference were refreshed and accepted.*
- Risk Register review - **CONSIDER** then formulate any resolution deemed necessary, along with any further actions
 - *The risk register was reviewed. It was decided to reject the new risk entered re the cycle race accident as this did not involve the Parish Council, was thus not something within PC control in any way, so it is not a risk the Parish Council can hold on its register.*

- Asset Register - **RESOLVE to APPROVE** *It was **RESOLVED to APPROVE** the asset register, proposed by Cllr Mr. I Moore, seconded by Cllr Mr. P Pyke, agreed by all.*
- Elections - discuss and formulate any resolution and actions deemed necessary. *As previously circulated, there were not enough nominations for councillors to cause an election.*

2627/006 PLANNING

- a. 260529 – 42 Old Forge Road, Two storey side extension and front porch – *The Parish Council decided to object to this application as, along with other recent applications, it is considered by the Parish Council to be over development of the plot.*

2627/007 FINANCE

- a. **RECEIVE** update from Clerk & RFO/Chair Finance Approval Committee – Precept. *The Clerk & RFO reported that the first precept payment had been received. As no elections are required, the budget of £1,500 can be released into general reserves – approval for budget changes will be sought at the next meeting. Payments and bank reconciliation were all completed without issue at the Finance Approval Committee earlier in the day.*
- b. **RESOLVE to APPROVE** the Summary of Annual Accounts (Unaudited) *It was **RESOLVED to APPROVE** the Summary of Annual Accounts (Unaudited), proposed by Cllr Mr. P Pyke, seconded by Cllr Mrs. S Bennett, agreed by all. The Chairman duly signed a physical copy. Cllr Mr. P Pyke requested that thanks be given to the Clerk & RFO for setting up a system that is easy to follow.*

2627/008 PARISH MATTERS – for each item, discuss and formulate any resolution deemed necessary, along with any further actions

- a. Recreation Ground Registration – *The Chairman noted that Ellisons had confirmed the registration of the Recreation Ground as owned by the Parish Council.*
- b. Essex Safer Speed Strategy (comms re New Cut, The Folley and Abberton Road) – *The Clerk & RFO updated the meeting re comms from residents about speeding issues. The Clerk & RFO has developed a response to the Essex Safer Speed Strategy document that was discussed fully. It was **RESOLVED to APPROVE** the submission of this response in the name of the Parish Council, as well as placing the template on the website and other fora in the hope of persuading residents to submit their own signed copies. This whole issue ties in with the upcoming local plan review and the opportunity to comment.*
- c. Malting Green Road pavement (opposite shop through to High Road) – *A resident reported an incident where a child had tripped over a pothole on the pavement on Malting Green Road opposite the shop and fallen into the road. Thankfully, only a minor injury was sustained. This issue had already been logged with Essex Highways fault logging site. CCC Cllr Mr. K Bentley is helping to get the priority of this fix escalated.*
- d. PlayQuip Safety Inspection – *The PlayQuip safety inspection report was discussed. No urgent fix issues were identified. However, it has been decided to remove the swing seats that were identified as in danger of breaking. **ACTION:** Clerk & RFO to see if he can remove or ask PlayQuip to do if special tools are required (along with any other minor adjustments needed while on site).*
- e. S106 Agreements/5 Year Plan Working Party
 - *Given the PlayQuip safety report, investigate if a project can be funded through s106 monies to fix/refresh the items needing attention. **ACTION:** Clerk & RFO to investigate.*
 - *The pond maintenance project can be an early test project for s106 funding (similar to the play equipment maintenance mentioned above). Other projects needing planning permission: Roof and Solar Panels, Malting Green Bollards, Extension of Play Equipment with new items.*
- f. CALC Meeting update – *Minutes of the last meeting were circulated. Cllr Mrs. M A Hughes MBE and Cllr Mr. B Turner will attend the next meeting.*

- g. Multi Sports Court/Allotments Lease – update – *The new lease agreement is still awaited. A tender process is required for the 5-year maintenance programme. ACTION: Clerk & RFO to start tender process.*
- h. Ponds update (s106) – *This is to be treated as a special case under Financial Regulations 5.12 i. as only companies who have the specialist knowledge and certification can be used for sensitive biodiversity work. The Farming and Wildlife Advisory Group (FWAG) have suggested a company be used and have been asked to give evidence of two other comparable projects so the Parish Council can judge value for money. It was RESOLVED to APPROVE the waiving of normal Financial Instructions, invoking clause 5.12 i. allowing no competition to be carried out for this work package of circa £6k plus expenses.*
- i. Newsletter update – *The draft Newsletter had been circulated. It was RESOLVED to APPROVE the draft after some minor changes. ACTION: Clerk & RFO to send to printers.*

2627/009 CLERK & RFO REPORT

- a. Correspondence received/sent – *In addition to other correspondence mentioned above, a letter from a 13-year-old was received requesting that a rugby goal post be erected on the recreation field. This will be investigated alongside the s106 Recreation Ground Project.*
- j. Update on land line/broadband - *NONE*
- b. **REVIEW** action tracker - *NOTED*

2627/010 BRIEF REPORTS OF MEMBERS – matters for forthcoming agenda

- *Cllr Mrs. C Chambers raised the issue of strimming footpaths – the issue is that we don't have insurance to allow councillors to do that work. We would need a local contractor. ACTION: Clerk & RFO to investigate for next meeting.*
- *Cllr Mr. P Pyke informed the meeting that a local resident had complained that the website was not friendly, and they couldn't easily find information. The Parish Council uses the same supplier/package that many councils use and could not be modified easily without incurring costs, both to make a change and then maintain that difference ongoing. Cllr. Mrs. S Bennett suggested creating FAQs and picture 'how to' documents to help residents understand better.*

2627/011 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.

2627/012 Driving on Malting Green - discuss and formulate any resolution and actions deemed necessary

The draft letters were discussed. It was RESOLVED to APPROVE JUST the general letter for circulation to all applicable residents. ACTION: Clerk & RFO to print and distribute.

2627/013 NEXT MEETINGS:

11th May 2026 19:00 – Annual Parish Meeting

11th May 2026 19:30 – Annual Parish Council Meeting

Meeting closed at 21:30