

Layer de la Haye Parish Council

TO: All Councillors

You are hereby summoned to attend the Annual Parish Council Meeting of Layer de la Haye Parish Council, which will be conducted online via Zoom (subject to change following High Court Ruling on 28th April 2021) at 8:00 p.m. on Monday 10th May 2021, this meeting will be open to members of the public and to members of the press who are welcome to join the link provided for the purpose of transacting the following business:

Parish Clerk; Linda Berrett-West
Email ; layerclerk@hotmail.com
Office ; 01206 734657

AGENDA

- 21/105 Election of Chair for 2021-22**
To elect the Chair of the Council for 2021-22, and for the Declaration of Acceptance of Office to be signed.
- 21/106 Election of Vice-Chair for 2021-22**
To appoint the Vice-Chair of the Council for 2021-22, and for the Declaration of Acceptance of Office to be signed.
- 21/107 Welcome and Apologies for Absence**
- 21/108 Declaration of Interest**
- 21/109 Public Open Forum (Maximum 15 minutes / 3 minutes per person)**
- 21/110 To approve the minutes of the last meeting 12th April 2021**
- 21/111 County Councillor and Borough Councillors Reports**
111.1 County Cllr Kevin Bentley
111.2 Borough Cllrs Andrew Ellis and Jackie Mclean
- 21/112 Clerks Report**
Cilca Qualification to regain Power of Competence
- 21/113 Election of Councillors for sub-committees**
To review and agree Parish Council representatives
Village Hall
Heatherfields
Sports Association & Allotments
Colchester Association of Local Councils

Finance – RFO Position
Emergency Planning
Essex Wildlife Trust
Transport Representative
Abberton Public Rights of Way Committee

21/114 Membership of Committees
To review and agree membership of Committees

21/115 To review Standing Orders
To review & adopt for year 2021/22
Standing Orders need to be amended to include reference to the Public Contracts Regulations 2015.

21/116 To review Financial Regulations
To review & adopt for year 2021/22

Financial Regulations July 2020

Amendment from:

When it is to enter into a contract of less than £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £60,000 and above £500 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

Amendment to Paragraph 11.1 (h)

When it is to enter into a contract of less than £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5000 and above £500 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

Amendment recommended by Jan Stobart (Internal Audit Report 2021)

21/117 Risk Assessment Financial & Legal
To review & adopt for year 2021/22
Attention must be paid to delivering mitigating actions once review is complete.

21/118 Financial Reserve Policy
To review & adopt for year 2021/22

21/119 Asset Register
An assessment of replacement costs of assets is undertaken to review the levels of property damage cover in time for the insurance renewal in June 2021.

21/120 Code of Conduct
To review & adopt for year 2021/22

21/121 Disciplinary Procedure

To review & adopt for year 2021/22

21/122 Annual Governance & Accountability Return for 2020/21 Part 2

To review, agree & sign the following parts of the AGAR return:-

122.1 Certificate of Exemption 2020/21 Part 2

122.2 Section 1 Annual Government Statement 2020/21 for Layer de la Haye Parish Council

122.3 Section 2 Accounting Statements 2020/21

21/123 Review Effectiveness of Current System of Internal Financial Control

To review & adopt for the year 2021/22.

Cash book audit trail to be revised to include correct reporting of VAT and reporting of income from Multi-Sports Court.

Introduction of a specific role for a councillor to evidence the controls as agreed on either a quarterly or monthly basis.

21/124 Internal Audit 2021/22

To appoint an internal auditor and agree when this audit should take place.

21/125 CCTV Policy

To review & adopt for year 2021/22

21/126 Parish Council Insurance

To review the Parish Council's Insurance against the Asset Register and Operational Financial Risk Register before renewing our current policy with Zurich Municipal

• Premium 2021/22 : £797.11 + £96.65 IPT = £892.76 (Previous year 2020/21 £950.66)

21/127 The General Power of Competence

Review criteria for eligibility a) Elected Councillors b) Qualified Clerk

If a Parish Council loses its qualified clerk or has insufficient elected councillors, then it must record its ineligibility to use the GPC (Localism Act 2011 Sections 1 to 8) at the next relevant annual meeting of the council (after ordinary election) and must return to identifying whether it has a specific power to act and use the restricted s137 if there is no specific power available.

21/128 Finance

128.1 Statement of accounts (Richard Marriage)

128.2 Receipts for month of April 2021

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|---|----------|
| Donation from Run Layer 5 | £ 500.00 |
| Multi-Sport Court – Tennis | £ 121.00 |
| Multi-Sport Court – Walking Football | £ 60.00 |
| Allotment Annual Rent – Read | £ 42.00 |
| Allotment Annual Rent – Drury | £ 42.00 |
| Donation Layer Colts | £ 60.00 |
| Allotment Annual Rent – Matthews | £ 42.00 |
| Allotment Annual Rent - Griggs | £ 42.00 |
| Multi-Sport Court Hire | £ 6.00 |
| Estuary Housing – Millfields Ground Maintenance | £ 420.00 |

128.3 To approve payments -

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| 1767 - Priestland / Grass Cut at the Cross | £ 45.00 |
| 1768 - Clerks Salary / Linda Berrett-West | £ 417.67 |
| 1769 - Clerk working from home | £ 10.00 |
| 1770 - BT account | £ 34.57 |
| 1771 – Janet E Stobart / Internal Audit | £ 185.00 |

21/129 Planning

129.1 New planning applications received

- 210840 – Garden House, 59 Malting Green Road, single storey rear extension with study, utility room and converting garage into a lobby and third bedroom with en-suite. Building of a single storey double garage with pitched roof. PC No objections
- 211033 – Chestnut Farm Cattery, Abberton Road, Replacement of existing old septic tank with new Klargester Bio Disc Waste water treatment plant
- 211075 – 3 Waterworks Close, Church Road, Beneath garden cellar with access via new outbuilding. PC No objections
- 211037 – Brooklands, 149a High Road, Side extension to create garden/bike store, extension to lengthen the single garage and insertion of bi-fold doors to the rear elevation of the house. PC No objections
- 210849 – Lyncombe, Church Road, rear & side single storey extension, front two storey extension and room in roof to north replacing existing trussed roof. Erection of two bay detached garage. PC have made various comments regarding removal of trees & landscaping of site

129.2 Planning applications already seen by the Parish Council

- 210835 - Abberton Cottage, CO20LB, Demolition of outbuilding, erection of new extension to provide utility, fitness and home office ancillary accommodation. PC No Objections
- 210829 – 132 High Road, Application to vary condition 2 following grant of planning permission 182328. PC No Objections
- 210823 – Annexe, the kiln, Application for a Lawful Development Certificate for existing use: to confirm the building has been continuously used as a single dwelling house for more than four years. PC Objected
- 210745 – Lairdanite, Abberton Road, Application for a lawful development for proposed removal of existing single brick and tile garage. Extension of existing gravel driveway into middle of the garden area. The future installation of timber framed and clad garage at the end of the driveway. PC Commented
- 202695 – Land to West of village and adjoining Birch Road, the construction and operation of a solar photovoltaic farm. PC no objections
- 202462 – Nightingale Corner, Formation of entrance into field and erection of a permanent gate. PC no objections but commented for agricultural use

129.3 Planning application decisions received since last meeting

- 210307 – Stonewell Cottage – Approved
- 210268 – 18 Winstree Close – Refused
- 210453 – 3 Waterworks Close – Approved
- 210592 – The Follies - Approved

21/130 Tollgate Partnership

21/131 RCCE

- 21/132 Police**
First street meet was held on 8th May between 10am – 11am
- 21/133 Grass Cutting & Grounds Maintenance**
We must keep a close eye on Malting Green and the mowing which has now commenced.
Oil left on basketball court
- 21/134 Annual Parish Council Newsletter**
Distributed during April.
- 21/135 Layer Litter Warriors**
Village coordinator has advised that Colchester Borough Council are reducing supplies.
Would the Parish Council consider funding some grabbers and bags that could be located at the village hall?
- 21/136 Solar Farm**
- 21/137 Going Green**
- 21/138 Heather Fields**
Forest Schools
- 21/139 Multi Sports Courts / Allotments**
- 21/140 Speed Watch / Speeding**
- 21/141 Play Area / Recreational Ground**
Layer Colts have resumed playing football on the recreational field. Condition of field to be monitored. Mend hole under swing.
- 21/142 The Cross**
- 21/143 Church / Church Road**
- 21/144 Malting Green**
- 21/145 Village Hall**
Stage 3 of Government roadmap re-opening fully village halls. Covid guidelines and risk assessment.
- 21/146 Village Lights**
- 21/147 County Broadband**
- 21/148 School / Parking**
Police & parking outside the school
- 21/149 Information Exchange**
- 21/150 To confirm date and time of next meeting.**
Monday 14th June 2021 at 8pm

