

Minutes of Layer de la Haye Parish

Annual Parish Council Meeting

Held on 17th May 2021 at The Queen Elizabeth Village Hall

- Present** Cllr Anne Hughes, Cllr Maggie Holmes, Cllr Ian Moore, Cllr Mike Strain, Cllr Peter Bunting, Cllr Richard Marriage, Cllr Clive Chambers, Parish Clerk Linda Berrett-West, CC Cllr Kevin Bentley and 2 residents
- 21/105** **Election of Chair (sign Declaration of Acceptance of Office)**
Cllr Anne Hughes was proposed by Cllr Mike Strain & seconded by Cllr Ian Moore. Cllr Anne Hughes was elected as chair. Agreed by all councillors present.
- 21/106** **Election of Vice Chair (sign Declaration of Acceptance of Office)**
Cllr Ian Moore was proposed by Cllr Maggie Holmes & seconded by Cllr Richard Marriage. Cllr Ian Moore was elected as vice chair. Agreed by all councillors present.
- 21/107** **Welcome & Apologies for absence**
Cllr Peter Bunting, Cllr Sarah Hughes, CBC Cllr Andrew Ellis, CBC Cllr Jackie Mclean
- 21/108** **Declaration of Members Interests**
Nothing to report
- 21/109** **Public Open Forum**
It has been proposed by some village residents to set up a go fund me page in order to raise money to buy a new piece of play equipment for the recreational field. This would need agreement from the Parish Council who own the recreational field and Cllr Anne Hughes asked if additional details could be supplied before the next Parish Council meeting in June as this would be put onto the agenda for discussion.
Peter Pyke coordinator of the village speed watch team made a request to the Parish Council to fund a Go Pro camera for the purpose of accurate recording of vehicle details. He advised this had been discussed with and approved by the Police and that the cost of purchase would be under £50. It was agreed by all councillors present for Mr Pyke to go ahead and make the purchase up to the value of £50 and to submit an invoice to the clerk for reimbursement.
- 21/110** **To approve the Minutes of the previous Parish Council meeting**
The minutes of the previous Parish Council meeting dated 12th April 2021 were approved. These minutes were signed by the Chairman.
- 21/111** **To receive Reports from County Councillor and Borough Councillors**
CC Cllr Kevin Bentley reflected on the past year and how the pandemic had affected people, jobs and work places. He went on to say how Parish Councils had done an extraordinary job looking after their communities especially the individual care given to residents such as assistance with food shopping, collection of medicines for example through to providing telephone buddies for those who were on their own and isolated. CC Cllr Kevin Bentley reported that the vaccination programme remained on schedule and despite small clusters of infection rates increasing within family environments this was not being replicated amongst the general public.
CC Cllr Kevin Bentley announced that he had been returned as the County Councillor and Borough Councillor in the recent local elections. He had also been elected as the new leader of

Essex County Council a post he would be taking up from 21st May 2021. Cllr Anne Hughes offered on behalf of all Councillors present her congratulations to CC Cllr Kevin Bentley on this new appointment.

CC Cllr Kevin Bentley asked whether there remained an issue with speeding vehicles through the village towards the reservoir which Cllr Ian Moore advised that the problem remained. CC Cllr Kevin Bentley confirmed that he would raise the matter again with the Police but would also enquire with the various departments concerned with matters relating to the highway about the possibility of siting a speed and distance camera along Church Road and an illuminated speed warning sign that is triggered by excessive speed.

Cllr Anne Hughes asked CC Cllr Kevin Bentley whether he had had any notification of the planned works by Anglian water who had written to village residents advising of such works and the need to close Malting Green road for a period of time. CC Cllr Kevin Bentley stated that he knew nothing of this, that Anglian Water would need a permit for any such works and he would need to look into this as a matter of urgency. Cllr Anne Hughes provided a copy of the letter.

CC Cllr Kevin Bentley left the meeting at 8.12pm

21/112 Clerks Report

A request was made by the Clerk to attend the forthcoming Cilca training assessment day for which of fee of £25 would be payable to NALC. This request was agreed by all councillors present.

21/113 Election of Councillors for sub-committees

Parish Council representatives were agreed as follows

Cllr Anne Hughes - Village Hall

Cllr Mike Strain & Cllr Ian Moore - Heatherfields

Cllr Mike Strain & Cllr Ian Moore & Cllr Anne Hughes - Sports Association & Allotments

Cllr Maggie Holmes - Colchester Association of Local Councils

To be confirmed – Internal Finance Auditor

Cllr Richard Marriage - Emergency Planning

To be conformed - Essex Wildlife Trust

Cllr Mike Strain - Transport Representative

Cllr Peter Bunting - Abberton Public Rights of Way Committee

21/114 Membership of Committees

It was agreed by all councillors present to continue with membership of NALC and EALC.

21/115 To review Standing Orders

Proposed: Cllr Richard Marriage, Seconded: Cllr Mike Strain.

The Standing Orders were reviewed and adopted on 17th May 2021.

These were agreed by all councillors present.

21/116 To review Financial Regulations

Proposed: Cllr Maggie Holmes, Seconded: Cllr Clive Chambers.

The Financial Regulations were reviewed with amendments and adopted on 17th May 2021.

These were agreed by all councillors present.

The following amendments to the Financial Regulations were made:

Amendment to Paragraph 11.1 (h) : ~~Removed~~

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 shall apply.

Amendment to Paragraph 11.1 (h) : Adopted

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 shall apply.

21/117 Risk Assessment Financial & Legal

Proposed: Cllr Ian Moore, Seconded: Cllr Brian Turner.

The Parish Councils risk assessment both financial & legal were reviewed and adopted on 17th May 2021.

These were agreed by all councillors present.

21/118 Financial Reserve Policy

Proposed: Cllr Maggie Holmes, Seconded: Cllr Mike Strain.

The Financial Reserve Policy were reviewed and adopted on 17th May 2021.

These were agreed by all councillors present.

21/119 Asset Register

Following the recent inspection by the internal auditor Mrs J Stobart FCCA it was agreed by all councillors present that it would be difficult to undertake a complete a review of the levels of property damage cover prior to the insurance renewal premium being due for payment on 1st June 2021. Cllr Anne Hughes proposed that the premium should be paid with any alterations required in insurance cover to be discussed with Zurich once this assessment had been completed. This was agreed by all councillors present.

21/120 Code of Conduct

Proposed: Cllr Richard Marriage, Seconded: Cllr Brian Turner.

The Parish Councils Code of Conduct was reviewed and adopted on 17th May 2021. This were agreed by all councillors present.

21/121 Disciplinary Procedure

The Parish Councils Disciplinary Procedure was reviewed and adopted on 17th May 2021. This were agreed by all councillors present.

21/122 Annual Governance & Accountability Return for 2020/21 Part 3

The clerk reported that due to income exceeding £25,000 in the year 1st April 2020 to 31st March 2021 it would be necessary for a limited assurance review of our return to be completed by an external auditor.

122.1 - The Annual Internal Audit Report provided by Mrs J Stobart FCCA and circulated to all councillors were reviewed with agreement to adopt all recommendations as stated.

122.2 - Section 1 Annual Government Statement 2020/21 for Layer de la Haye Parish Council was reviewed, signed and dated by the Chair Cllr Anne Hughes and the Clerk Linda Berrett-West

122.3 – Section 2 Accounting Statements 2020/21 was reviewed, signed and dated by the Chair

Cllr Anne Hughes and the Clerk Linda Berrett-West

122.4 - It was agreed by all councillors present to appoint PKF as external auditors to undertake the limited assurance review for the fee of £200

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

The Parish Councils Internal Financial Controls Procedure was reviewed and adopted on 17th May 2021. This was agreed by all councillors present

As part of this review, it was agreed to introduce a specific role for a councillor to evidence these controls every quarter. This will be discussed at the next Parish Council meeting.

21/124 Internal Audit 2021/22

Cllr Anne Hughes proposed Mrs J Stobart FCCA to be appointed as the internal auditor for the financial year 1st April 2021 to 31st March 2022 and to request this audit to take place at the beginning of April 2022. This was agreed by all councillors present.

21/125 CCTV Policy

The Parish Councils CCTV policy was reviewed and adopted on 17th May 2021. This was agreed by all councillors present

21/126 Parish Council Insurance

See Item 21/119

Premium 2021/22 : £797.11 + £96.65 IPT = £892.76

21/127 The General Power of Competence

Currently the Parish Council does not have a qualified clerk and is therefore ineligible to use the GPC (Localism Act 2011 Sections 1 to 8) and must return to identifying whether it has a specific power to act and to use the restricted s137 if there is no specific power available.

The current Parish Clerk is working towards gaining the required CiLCA qualification via Nalc.

21/128 Finance

128.1 Statement of Accounts (Cllr Richard Marriage)

Cllr Richard Marriage confirmed that he would be standing down from his role of temporary RFO which he had held since the previous Clerk had left in June 2020. Cllr Anne Hughes thanked Cllr Richard Marriage for his work during the previous 12 months.

128.2 Receipts for month of April 2021

Bank Interest	£ 0.09
Precept 1st Payment	£ 9178.50
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
Allotment Annual Rent – Alan F	£ 42.00
Multi-Sport Court Hire	£ 6.00
Estuary Housing – Millfields Ground Maintenance	£ 420.00

128.3 To approve payments -

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 Klargest 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

Nothing to report

21/131 RCCE

Nothing to report

21/132 Police

The first police street meet took place on 8th May 2021 and it was generally well accepted by residents and councillors who attended.

21/133 Grass Cutting & Grounds Maintenance

The cutting of the grass had commenced and the recently spilled oil on the basketball court by the contractors Pinnacle had now been cleaned.

21/134 Annual Parish Council Newsletter

This was distributed during the month of April

21/135 Layer Litter Warriors

Cllr Ian Moore reported that Liz Appleby co-ordinator of the Litter Warriors had now placed collecting equipment in a bin at the village hall for any resident to use.

The clerk will be making enquiries with the borough to find out if the collections freighter had been booked to visit the village.

21/136 Solar Farm

Nothing to report

21/137 Going Green

Nothing to report

21/138 Heather fields

Cllr Anne Hughes reported that the pre school had made enquires for use for a forest school but nothing had yet been decided

Cllr Anne Hughes further reported that the owner of The Nest has submitted an application to move the public right of way to run where the current permissive footpath is located. This is found around the left perimeter as you are walking towards the woods.

21/139 Multi-Sport Court / Allotments

Cllr Ian Moore confirmed that all allotment rents had been collected.

21/140 Speed Watch / Speeding

See also **Item 21/109**

Cllr Ian Moore reported that the camera currently in use by the speed watch team cannot be used by the Police for prosecution purposes, it would need to be updated to the same version as used by the Police but these cost around 7k. Cllr Ian Moore further reported that they had been joined by the police during a recent speed watch session and it had proved fruitful with several vehicle drivers being pulled over. Cllr Ian Moore suggested that we speak to CC Cllr Kevin Bentley as to whether the borough would fund a new camera but also as to whether average speed cameras could be put up running between the Fox public house and the Church as speeding on this stretch of road was causing concern.

Parish Council have agreed to fund a Go-Pro camera up to the value of £50 to be used by the speed watch team.

21/141 **Play Area / Recreational Ground**

Cllr Ian Moore reported that there had been a minor problem between the Layer Colts football team and Run Layer 5 who commenced their run from the recreational field which unfortunately clashed with the start of the first scheduled football game. It was agreed that Run Layer 5 must be advised in future of needing to use the recreational field.

21/142 **The Cross**

Nothing to report

21/143 **Church / Church Road**

Nothing to report

21/144 **Malting Green**

The clerk is to make enquiries for the replacement of the finger post on Malting Green. Cllr Sarah Hughes will provide details of the company previously used.

21/145 **Village Hall**

Nothing to report

21/146 **Village Lights**

Nothing to report

21/147 **County Broadband**

Nothing to report

21/148 **School / Parking**

Nothing to report

21/149 **Information Exchange**

Cllr Anne Hughes – Nothing to report

Cllr Maggie Holmes - Reported that Historical England had responded to the council's interest to register the pump as a historical site and would provide further details as this progressed. Also reported that the footpath sign on the recreation field still needs replacing.

Cllr Ian Moore – Suggested running a scarecrow competition in conjunction with the forthcoming band concert planned 11th July 2021. Also, a request had been made by the band to be able to use chairs, facilities and parking at the village Hall. A suggestion to have a collection and splitting the proceeds between the village and a local group had also been suggested. Cllr Anne Hughes asked Cllr Ian Moore to make contact with the band leader Mr Barnes to confirm all details/requirements and to report these at Junes Parish Council meeting.

Cllr Mike Strain – Nothing to report

Cllr Richard Marriage – Nothing to report

Cllr Clive Chambers – advised that he had spoken to Mr Williams regarding a member of his staff parking on the grass verge on the high road and to request for this to stop.

21/150 To confirm date and time of next meeting

14th June 2021 at 8pm at the Queen Elizabeth Village Hall

The meeting closed at 21.05pm