CLAYBROOKE PARVA PARISH COUNCIL

Minutes of the Meeting of Claybrooke Parva Parish Council held on 6 December 2017 in the School Hall, Claybrooke Parva commencing at 7.45p.m.

In attendance:

Councillor Harrop (incoming Chairman)

Councillors: S. Milnes and R. Page

Officers: R. Ellis (Harborough District Council), S. Mortimer (Harborough District Council) and E. O’Neill (Harborough District Council)

| **Minute Number** | **Item** |
| --- | --- |
| 17/48 | **Election of Chairman**  Nominations were invited for the election of Chairman of the Council for the remainer of the 2017/18 year.  Councillor Harrop was nominated by Councillor Page and seconded by Councillor Milnes. There being no further nominations, it was  RESOLVED that: Councillor Harrop be elected Chairman of the Council for the remainder of the 2017/18 year. |
| 17/49 | **Apologies for Absence**  None received. |
| 17/50 | **Minutes**  It was moved by Councillor Page, seconded by Councillor Milnes and  RESOLVED that: the Minutes of the Meeting of Claybrooke Parva Parish Council held on 6 September be approved as a true record and signed by the Chairman. |
| 17/51 | **Declarations of Members Interests**  None received. |
| 17/52 | **Matters Arising**  The minutes of the meeting held on 6 September 2017 stated that there were seven outstanding Freedom of Information requests to the Council. The Chairman stated that he would provide an update on outstanding Freedom of Information requests at the Council’s next meeting. |
| 17/53 | **Co-Option of Councillors**  It was moved by Councillor Page, seconded by Councillor Milnes and  RESOLVED that:   1. Carol Allen be co-opted on to Claybrooke Parva Parish Council with effect from the next meeting of the Council. 2. Ian Robertson be co-opted on to Claybrooke Parva Parish with effect from the next meeting of the Council. 3. Gillian Macarthur be co-opted on to Claybrooke Parva Parish with effect from the next meeting of the Council. |
| 17/54 | **Finance**  The Chairman advised the meeting that there was a need to name a person as responsible for accessing the Council’s online bank account.  It was moved by Councillor Harrop, seconded by Councillor Milnes and  RESOLVED that: Councillor Harrop be named the person responsible for accessing and managing the Council’s online bank account.  RESOLVED that authorised signatories in the current mandate for the Councils’ online banking be changed in accordance with sections 5 and 6 of the current mandate and will continue as amended. |
| 17/55 | **Transparency funding**  The Chairman outlined the reasons for the need to apply for Transparency funding. Members noted that, should the application be successful, the Council would benefit by being able to purchase I.T. equipment, maintain its website and obtain ‘.gov.uk’ email addresses.  Members requested that:   1. the Chairman provide further details of the sums of money involved at its next meeting. 2. consideration be given to the procurement of a mobile phone for use by the new Clerk. |
| 17/56 | **District and County Matters**  Councillor Page read the following statement:  “Cllr. Page has been in regular contact via phone and email throughout the month with the Councillors and the Clerk updating and advising on issues concerning the Parish Council and assisting with any concerns the Parish Council have raised.” |
| 17/57 | **Correspondence**  The Chairman advised the meeting that all correspondence had been redirected to him following the departure of the previous Clerk. |
| 17/58 | **Planning Matters**  It was moved by Councillor Page, seconded by Councillor Milnes and  RESOLVED that: a standard agenda item for ‘Planning Matters’ be included on all future agenda items.  Councillor Page reminded the meeting that anyone wishing to speak at the Extraordinary District Council meeting on 11 December 2017 would need to register by 12.30p.m. on 8 December 2017. The meeting was due to be held at Bruntingthorpe Proving Ground to consider planning application 15/01531/OUT. |
| 17/59 | **Public Participation**  Abandoned Vehicle  The meeting was advised that there was an abandoned vehicle on Wells Close. The Chairman agreed to pursue the matter via the District Council.  Overgrown Trees  The meeting was advised that nearby trees were causing an obstruction to the highway at the junction of Woodway Lane and Main Road. The Chairman stated that the new Clerk would look into the matter. |
| 17/60 | **Dates of Future Meetings**  The Chairman stated that he would circulate details of future meetings to Parish Councillors by email. |
| 17/61 | **Any other business**  Standing Orders  The Chairman stated that the following items would be considered at a future date:   * Review of Standing Orders * Review of Council Constitution * Review of Declarations of Members’ Interests |
| 17/62 | **Appointment of Clerk**  It was moved by Councillor Harrop, seconded by Councillor Milnes and  RESOLVED that: Philippa McCray be appointed clerk to the Council, subject to agreement of employment terms and conditions.  The chairman stated that the Council would be provided with an update on the appointment of the clerk, employment terms and conditions and employment start date at its next meeting. |

The meeting ended at 8.35p.m.