**Claybrooke Parva Parish Council**

**Minutes of Council Meeting held on Wednesday 10th March 2021 at 7.30.**

**The The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel meetings) (England and Wales) Regulations came into force on 4th April 2020. Accordingly, due to the current situation, this meeting was held remotely over zoom and phone.**

1. **Members Present**

Cllr Neil Blackhall (NB), Vice Chair (Acting Chair), Cllr David Coventry (DC), Cllr Andrew Briggs (AB), and Patricia Nunn (PN), Parish Clerk

There were 0 members of the public present.

**2. Apologies for Absence**

Apologies received from Cllrs Graham Hart and Carl Futcher and District and County Cllr Rosita Page (RP) which were accepted by **resolution** proposed by NB and seconded by AB.

1. **Public Participation**

No items were raised.

1. **Disclosure of Personal Interests**

- Cllr D Coventry disclosed an interest in the planning application20/01962/LBC as he is a neighbour.

- Cllr C Futcher declared a pecuniary interest in the burial board item about the procurement of land.

Neither Cllr will take part in discussions on these items and will leave the meeting at these points.

1. **Minutes of last meeting held on11th November 2021**

Proposed by NB and seconded by DC and **resolved** **to** accept as an accurate record and to be signed after the meeting by NB. No recording was made of this meeting.

1. **Matters Arising from Previous Minutes on 11th November 2021**

- Land to be considered for the cemetery to be discussed in item 12.

- Resident’s views were sought in the Xmas card/letter. Only one view came forward and that was agreement to a bench for VE Day memorial . An alternative of the village green was suggested.

- Christmas cards and newsletter were sent to all residents.

- Noise levels at Claybrooke Hall. This is not a problem at the moment but will be monitored.

- Overhanging branches on Woodway Lane. HDC were contacted but it was not their responsibility but that of the school. The school were contacted. The area to be checked to see if branches have been cut. **DC**

1. **Chairman’s Announcements**

Cllr G Hart has announced that, due to work and family commitments, he will not be seeking re-election of Chairman to the PC in May but still wishes to continue as a Parish Cllr.

Cllrs to consider if they wish to take over and will be discussed at the Annual Parish Meeting in May.

1. **Matters raised by District/County Councillor**

RP provides regular email updates and information prior to the meeting of the Parish Council and all matters have been noted.

1. **Finance**
2. **Payments and receipts:**

**Payments**

1. Payment to Eon 9electricity from Oct -Dec) 16.52

2. Payment to the Gardener ( October cut) 81.00

1. Payment to P Nunn for purchase of Christmas cards 15.00
2. Payment to P Nunn for expenses (Printer costs Nov,

Dec, Jan, Feb and Mar – 5x1.99 = 9.95) 9.95

1. Payment to DGA Marketing for annual hosting fee 180.00
2. Payment to P Nunn for 3 month salary (Jan-Mar) 241.00
3. Payment to HMRC for 3 month tax (Jan- Mar) 60.20

**Total payments in March: £491.15**

(Eon and The Gardener paid in January: P Nunn (Xmas cards paid in November) = £112.52)

**Receipts**

30.11.20Interest (reserve account) £0.03

31.12.20 Interest (reserve account) £0.03

29.01.21 Interest (reserve account) £0.03

26.02.21 Interest (reserve account) £0.03

**Total receipts £ 0.12**

Proposed by NB and seconded by DCand **Resolved** that the payments to be paid and receipts noted.

ii) **Bank Reconciliation**

Submitted for end of February 2021 showing bank reconciliations on both accounts. To be signed by NB.

**Balances:**

Current account £3460.03

Reserve account £3726.66

Proposed by NB, seconded by DC, to be approved**. Resolved.**

1. **Change of payroll service provider–** the current provider has informed the clerk that they would not be continuing with their service after 31.3.21. Quotes were sought from 3 alternative providers and the most cost effective was Pwh in Lutterworth. The annual cost will increase to £100 per year from £35 but Pwh offered the most competitive quote. It was proposed by NB and seconded by AB that Pwh be the new provider from 1.4.21. **Resolved.**

**10. Planning**

i) **New /Unresolved planning applications**

Cllr D Coventry left the meeting

**20/01962/LBC** – removal of underground brick culvert – Claybrooke Hall – objected Feb 2021. Approved by Planning Committee on24.2.21 subject to monitoring of archaeological conditions.

Cllr D Coventry re-joined the meeting

**20/01783/FUL** - Mere Lane - more traveler pitches - deferred at January 2021 Planning committee

**20/00294/**FUL – Claybrooke Hall – erection of gates, boundary wall and bin store. Council objected 24.2.21 due to other outstanding matters still not resolved

ii) **Other/ Ongoing planning matters**

**Wells Close** – decision of Planning Committee 2.3.21 to confirm Article 4 Direction which removes a specific permitted development right so any landowner would now need to obtain planning permission for temporary structures and buildings.

**Enforcement issues** – DC to put together a list of outstanding enforcement issues and then PN will contact HDC for clarification. In particular the enforcement issue of replacing the haha at Claybrooke Hall which has not yet been completed.

**11. Councillor or Other Training**

AB/CF will wait until can actually attend, not virtually. To be discussed at next meeting.

**12. Burial Board Update**

Cllr C Futcher gave his apologies before the meeting.

**-** The Burial Board, subject to contract and planning consent, have acquired half an acre of land adjacent to the existing cemetery. It is likely that this land will cover the number of burials for the next 100 years.

- Although some money has been made available for the purchase of land from s106 and Burial Board funds, it is likely that the 3 parishes will have to contribute some funds for the purchase of the land.

**13. Matters Arising**

1. **Re-Design of Village Green** – Carry over to next meeting to see if pandemic allows.
2. **Re-design of website-** CF has offered to create a new website from 2022 and host it in place of the current provider. It will allow a more user friendly approach and be more tailored to the need of the PC and the community at no extra cost. It was proposed by NB and seconded by DC for CF to take over the website from 2022. **Resolved.**
3. **Donation to Claybrooke and Ullesthorpe Scout Group –** correspondence has been received from the local Scout Group requesting a donation as the pandemic has left them short of funds. The Scout Group is an integral part of the community and plays an important role for village’s younger people. It was proposed by DC and seconded by AB that a donation of £100 be given. **Resolved.**
4. **Ullesthorpe Golf club** – **lorries through the village** – concerns have been raised by a number of residents about the weight, number and speed of lorries going through the village. These concerns have been raised with HDC. A new concern is that the current one way system , used for the road repairs at Frolesworth, will be made permanent for the next 2 years. This would change the authorised route. Also, lorries are using Woodway Lane from the A5 which again is contrary to the plan. RP to be contacted in particular reminding HDC that the village is part of a conservation area. **PN**
5. **Approval of B Fowler as Alderman Newton trustee for 2021/22.**– This was proposed by NB and seconded by DC. **Resolved.**
6. **Litter pick** – Litter picking equipment has been ordered from HDC to be shared with Claybrooke Magna. When the equipment is received, and if able, volunteers for the litter pick will be asked for.

**14. Correspondence**

- The PC were sad to hear of the news that Michael Caley had died. Their sincere condolences are sent to his family and friends.

- Correspondence was received concerning the bridge on Claybrooke Road – it was last inspected in August 2020 on a 2 yearly cycle. The bridge is in fair condition with only minor maintenance work outstanding. There has been little to no deterioration to the structure over the last 10 years.

1. **AOB**

There was no other business

Meeting ended at 2040

**15. Date of Next Meeting**

Annual Parish Meeting and Parish Council meeting on Wednesday 17th May 2021 at 7.30pm either in the School Hall or by zoom.

To **resolve** that the minutes of the meeting of the Council/committee held on the 10th March 2021, and circulated to all members, be signed as a correct record.

Signature:…………………………………………………………………………….. (Chairman)

Name:……………Graham Hart………………………………………………….

Date:…………………17th May 2021…………………………………

**Action Point 1:** Overhanging brancheson Woodway Lane by the junction to be checked that cut. **DC**.

**Action Point 2:** **DC** to put together a list of outstanding enforcement issues and then **PN** will contact HDC for clarification. In particular about haha at Claybrooke Hall.

**Action Point 3**: **Ullesthorpe Golf club** – **lorries through the village** – RP to be contacted about the current one way system , used for the road repairs at Frolesworth, possibly being made permanent for the next 2 years. Also, lorries are using Woodway Lane from the A5 which again is contrary to the plan. RP to be contacted in particular reminding HDC that the village is part of a conservation area. **PN**