**Claybrooke Parva Parish Council**

**Minutes of Council Meeting held on Wednesday 8th July 2020 at 7.30 over zoom due to coronavirus pandemic.**

1. **Members Present**

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

There were 0 members of the public present.

**2. Apologies for Absence**

Apologies received from Cllr Graham Hart and Cllr Carl Fulcher (CF) which were accepted by **resolution** proposed by NB and seconded by AB.

1. **Public Participation**

No items were raised.

1. **Disclosure of Personal Interests**

There were no disclosures.

1. **Minutes of last meeting held on15th January 2020**

Proposed by NB and seconded by DC and **resolved** **to** accept as an accurate record and to be signed after the meeting by NB.

1. **Matters Arising from Previous Minutes on 15th January 2020**

* **Trees and potholes along Woodway Lane -** were reported and LCC attended
* **Litter pick –** equipment was received from HDC.
* **Summer event –** has been postponed until lock down lifted.
* **Asset register –** was produced. Light outside G MacArthur’s house is property of PC**.**
* **PC documents –** the bank does not hold any documents for the PC. Deeds for the village green have been found.

1. **Matters raised by District Councillor**

* It is hoped that Lutterworth tip will be open mid- August.

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

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

**Payments 2019/20**

1. To LRLAC- Training of Councillors x2 in January 80.00
2. To Joint Burial Board. Annual precept 2020/21 249.00
3. To P Nunn (3 month Salary Jan- Mar) 234.50
4. To HMRC – (3 month tax, P Nunn) 58.60
5. To Ladywell Accountancy – Annual fee 47.00
6. The Gardener – cut on 10.03.20 81.00
7. To P Nunn expenses – stamps £7.32 and printing

Costs Feb and March 2020 @ £1.99 per month 11.30

**Total March Payments: £761.40 ( £329.00 paid in February = £432.40)**

**Payments 2020/21**

1. Annual fee for LRLAC and NALC 126.77
2. Payment to DGA for annual website cost 180.00
3. Payment to Eon for electricity charges to end

of March 2020 16.24

**NOTE – In January overpaid Eon by 10p and has been refunded**

1. Expenses P Nunn. Envelopes £1.60, printing costs 7.57

(April/May/June) 3 x £1.99 per month

1. Payment to P Nunn for Apr- Jun salary 239.30
2. Payment to HMRC. Tax for Apr- Jun 59.80
3. Payment to Pwh Accountancy – audit of accounts 96.00
4. Payment to LRLAC – G Hart training 40.00
5. Payment to the Gardener ( 4 visits Apr- Jun) 324.00
6. Payment to BHIB for annual insurance 241.26
7. Payment to EON for quarterly street lighting 16.34

**Total payments: £1347.28**

**Receipts**

31.03.20Interest (reserve account) £0.65

30.04.20Interest (reserve account) £0.61

08.04.20 half year precept £2505.00

31.05.20Interest (reserve account) £0.59

30.06.20 Interest (reserve account) £0.03

**Total receipts 2506.8**

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

ii) **Bank Reconciliation**

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

**Balances:**

Current account £3417.01

Reserve account £3726.42

1. **End of year 2019/20 accounts report –** proposed by NB, seconded by DC, to be approved**. Resolved.**
2. **Certificate of Exemption** **2020/21 -** proposed by NB, seconded by DC, to be approved**. Resolved.**
3. **Accounting Statements 2019/20 -** proposed by NB, seconded by DC, to be approved**. Resolved.**
4. **Annual Governance Statement 2019/20 -** proposed by NB, seconded by DC, to be approved**. Resolved.**
5. **Internal Audit Report 2019/20 -** proposed by NB, seconded by DC, to be approved**. Resolved.**
6. **Date for Exercise of Public Rights 2019/20 -** proposed by NB, seconded by DC, that the date be published on the website to commence 30th July and end 4th September 2020. **Resolved.**

**9. Planning**

i) **New /Unresolved planning applications**

**20/00205/FUL** – The Leasowes, Main Road, - erection of dwelling and access. Objected

20.02.20

**20/00516/LBC and 20/00515/FUL** – Cream Cottage. Main Street – New site access and cart store. No objection

**20/00605/FUL** – Woodway Lane, Claybrooke Parva- erection of stable block, agricultural storage and extension to stable yard. – Objected. Date not yet set for Planning Committee. Not scheduled for July meeting but may be in September.

**R20/0259** by Rugby BC - Provision of lorry park etc on Lutterworth Road. Individual objections have been sent.

ii) **Other/ Ongoing planning matters**

**Woodway Lane** – **Enforcement notice** for unauthorised ground works served on 17.4.20. 20/00121/DEVH

**Claybrooke Hall** - **Enforcement Notice** served in June 2020 to put back to existing condition- remove fencing ; cease use of extended garden

**19/00250/OUT** – Lutterworth East. Application to be heard at July meeting.

1. **Councillor or Other Training**

GH virtually attended Chairman’s training in June. Details of next courses to be forwarded to AB.

1. **Matters Arising**
2. **Village Green –** have found someone interested in doing corner where overgrown. Need to decide if want it grassed or some kind of bench memorial. To be kept on minutes for next meeting.
3. **Summer event –** postponed due to pandemic**.**
4. **Adoption of Documents –** the following documents were proposed by NB to be adopted. Seconded by AB. **Resolved.**

Training Policy, Complaints Procedure, Data Breach Policy, Data Protection Policy and Emergency Plan.

1. **Updated website-** thanks to CF for updating the website**.**
2. **Coronavirus update–** many thanks to all the parish volunteers who have been, and are still, helping vulnerable residents during this difficult time**.**
3. **Review of all current policies and procedures-** all current policies have been reviewed without any change. Proposed by NB and seconded by AB that these are accepted**. Resolved.**
4. **Annual Parish meeting and Annual Parish Council meeting –** proposed by NB that these are postponed until next year due to the pandemic. Seconded by AB. **Resolved.**
5. **Litter pick –** the litter pick on 15th March went very well and thanks are given by the PC to all those who attended in very inclement weather.

**13. Correspondence**

There was not any correspondence.

1. **AOB**
2. **Annual Insurance** – the PC will be staying with BHIB but on a 3 year term to avail themselves of a fixed cost over 3 years and a discounted price.

Meeting ended at 8.30pm

**15. Date of Next Meeting**

Wednesday 7th October 2020. 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 8th July 2020, and circulated to all members, be signed as a correct record.

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

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

Date:…………………10th July 2020…………………………………

**Action Points:**