**Claybrooke Parva Parish Council**

**Minutes of Council Meeting held at the School Hall on**

**13th November 2019**

1. **Members Present**

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

District Cllr Rosita Page (RP)

There were 7 members of the public present including Nicholas Jenkins (NJ)

**2. Apologies for Absence**

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

1. **Public Participation**

Items raised:

* **Flower pots by village signs –** the planting of the pots and mowing of the area were looked after by Gillian MacArthur and her husband but they have now moved from the village. Volunteers are requested to continue this**.** Palmers to be contacted to see if will continue to donate flowers. This item to be added to the agenda for the next meeting **PN**
* **A5** – another accident occurred last night with 1 casualty. This item will be discussed later in the meeting.

1. **Disclosure of Personal Interests**

There were no disclosures.

1. **Minutes of last meeting held on 16th October 2019**

Two changes to the draft minutes.

* The snow warden initiative is run by LCC and not HDC
* The resolution from the confidential section of the last meeting was not added. This to be rectified.

Proposed by GH and seconded by DC and **resolved** **to** accept as an accurate record, with the amendments noted above, and signed by GH.

1. **Matters Arising from Previous Minutes on 16th October 2019**

* **Entrance to Claybrooke Hall** – Planning application 17/00436/FUL. HDC were contacted and a reply received on 21.10.19 sating that the application was approved to widen the gates for vehicles but only as a secondary access with the existing driveway to be retained. A dropped kerb will need planning permission but unlikely to be refused.
* **Enforcement notices for 2 houses by the Hall -**  enforcement notices have not been issued.
* **Notice board –** has been re-organised to allow an area for planning applications and other information to be attached.
* **Redesign of Village green** – the communication with Moulton college has gone cold and NB asks if names of qualified persons who could help with this could be forwarded to the Parish Council. Once this has been completed, an outline plan will be distributed to parishioners for their thoughts.
* **Training courses** – courses have been arranged – see later item.

1. **Chairman’ Announcements**

There were not any announcements.

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

* Annual budget talks are starting at both Councils and likely to be an increase on household bills.
* Code of Conduct being revised and will be issued to Parish clerks.
* Unitary proposal was to be debated on 1st December but postponed until after General Election.
* Fly tipping has reduced by 27% probably due to increased prosecutions.
* LCC now 60% carbon neutral and HDC c40%.
* RsPCA may contact the Parish Council about concerns over fireworks and negative effects on animal welfare.
* Gritting routes now on LCC website.

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

1. **Finance**

Thanks were given by GH, on behalf of the Parish Council, to Mr I Robertson and Mrs G MacArthur for their support in continuing to sign cheques until the new Natwest mandate sorted.

i) **To consider and approve payments and receipts:**

**Payments in the period:**

1. Payment to Claybrooke Parva Primary school - room hire 2018/19 £ 96.00
2. Payment to the Gardener – grass cutting September x 2 £162.00
3. Payment to P Nunn for expenses (mileage, stamps, stationery, monthly printing cost) £ 25.59
4. Payment to Eon – March –Sept electricity charges £ 48.34
5. Payment to Royal British Legion – Poppy wreath + £3.00 donation £ 20.00
6. The Gardener – grass cutting October x 2 £162.00

**Total payments: £513.93**

It was proposed by GH, seconded by NB and **resolved** to pay a £3.00 donation to the Royal British legion.

**Receipts in the period:**

Interest to Reserve account (Sept and Oct) £ 1.26

Wayleaves (Western Electricity) £ 4.60

**Total receipts: £ 5.86**

Proposed by GH and seconded by NBand **Resolved** that the payments to be paid and receipts noted.

ii) **Monthly Finance Report and Bank Reconciliation**

Submitted for end of October showing bank reconciliations on both accounts. Signed by GH.

**Balances:**

Current account £2571.66

Reserve account £3722.10

iii) **6 monthly bank reconciliation** – this was noted as accurate and signed by GH

iv) **Banking facilities** – Still ongoing but hope to have completed mandate for current Councillors by next week.

**10. Planning**

(i) **New /Unresolved planning applications**

No new planning applications logged.

(ii) **Other/Ongoing Planning Matters**

Apart from those mentioned in matters arising from previous minutes.

**17/00436/FUL** – widening of access gates to Hall for vehicular access. Existing driveway to be retained.

1. **Councillor or Other Training**

Courses have been arranged for GH to attend Chairman’s training on 15.1.20. Also, NB and AB will attend Councillors’ course on 22.1.20.

1. **Matters Arising**
2. **Historical Board for Village – NJ** has 2 prospective interested parties to make the board and will inform the Council when more information is available. The Historical Society may also be interested in offering some funds. Possible site by the Church**.**
3. **Date of Litter Pick 2020 –** will wait until date known for HDClitter pick
4. **Joint Burial Board Committee Representative –** the minutes of last Burial boards meeting were received. It was proposed by GH, seconded by DC and **resolved** that Andrew Briggs be the Parish Council representative at the Joint Burial Board meetings.
5. **Adoption of Documents** - It was proposed by GH, seconded by DC and **resolved** that the following documents should be adopted by the Parish Council:

* Standing Orders
* Financial Regulations
* Code of Conduct

1. **Statement of Community Involvement** – noted and **GH** will reply to HDC, when received, on behalf of the Parish Council during the consultation period of 20.11.19 and 8.1.20. **RP** to send a link.
2. **Fatal A5 Accident on 20th October 2019 –** The Parish Council would like to formally offer their condolences to family and friends for their loss.

Much discussion was had about the safety of the A5 as there have been 3 more accidents since. The A5 is governed by Highways England who are responsible to the Government Minister. The only person who could affect any decision is the local MP, Alberto Costa, with whom local Parish Councils and RP have been in contact. RP has been on the A5 Partnership for a number of years and their work has produced the decision to add road markings and signage in that area of the A5. Unfortunately, due to the forthcoming General Election, MPs cannot be contacted until after the election. The next A5 Partnership meeting is scheduled for 18th February 2020 and RP will let the Council know if the public can attend. After that meeting, RP suggested that it would be useful for Parish Councils to formulate an action plan and contact their local MP and the Minister.

1. **Re-design of Village green – see item in matter arising from previous minutes**
2. **S106 Monies Review-** PN attended a meeting with Nada Hinkin from HDC on 12.11.19. Some monies have been set aside for
3. **Temporary traffic Regulations `order –**  2 days’ road closures in Ullesthorpe and Ashby Parva from 26th November. Noted
4. **Joint Burial Board –**Letter that annual fee will not change for next year**.** Noted
5. **E mail from parishioners** – concerning A5 accident – replied to.
6. **General Election Notice**- to be posted on Notice Board
7. **Planning Application** – 19/00250/OUT on Lutterworth East Proposal noted.

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1. **AOB**
2. **Claybrooke Hall – NJ** to get officer’s report to get further information on the gates.
3. **Community Issues** - Discussion was opened by GH concerning the continuing correspondence between the Council and some parishioners about historical matters concerning the Council, past Councillors and employees. GH stated that this Parish Council are comparatively new and were not party to the historical issues. The Council have replied to all correspondence received, in an endeavor to resolve the issues, and would like to understand what can be done to improve the relationship and move on. Parishioners commented that they felt that the Community had broken down and suggested that getting to know the Councillors would help. It was agreed that Christmas cards would be sent out to every household with details of the Councillors and also of the Sumer event they hoped to arrange.

Although, mentioned in AOB, but due to the time scales and the next meeting would be in January 2020, it was **resolved** to purchased Christmas cards for distribution throughout the village. **PN**

Meeting ended at 9.05 pm

**18. Date of Next Meeting**

Wednesday 15th January 2020 at 7.30pm in Village Hall.

To **resolve** that the minutes of the meeting of the Council/committee held on the 13th November 2019, and circulated to all members, be signed as a correct record.

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

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

Date:…………………15th January 2020……………………………………

**Action Points:**

**Action Point 1**: Palmers to be contacted about donating flower for pots by village signs. **PN**

**Action Point 2:** Notice to be put on notice board asking for volunteers to look after flowers and area by village signs. **GH**

**Action Point 3**: Update of historical Village board to be provided at next meeting. **NJ**

**Action Point 4:** Date for HDC litter pick to be sought. **PN**

**Action Point 5: GH** will reply on behalf of the Parish Councilto the Statement of Community Involvement during the consultation period of 20.11.19 and 8.1.20.

Action Point 6: Purchase of Christmas cards. **PN**

**Action Point 7:** Further information to be obtained about planning application for access gates to Claybrooke Hal**l. NJ**