**Claybrooke Parva Parish Council**

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

**16th October 2019**

1. **Members Present**

Cllr Graham Hart, Chair, (GH), Cllr Carl Fulcher (CF), Cllr Andrew Briggs (AB) and Patricia Nunn (PN), Parish Clerk

District Cllr Rosita Page (RP)

There were 5 members of the public present

**2. Apologies for Absence**

Apologies received from Cllrs Neil Blackhall and David Coventry which were accepted.

1. **Public Participation**

Items raised:

* **Historical board –** could one be erected on village green to show a trail to places of interest in the village? Agreed that N Jenkins (NJ) would contact Historical society for information and would be put on agenda for next meeting.
* **Claybrooke Hall** – Has been an enforcement notice issued by HDC after being contacted by PC covering disposal of waste etc. Also, backfilling pond without recourse to environmental issues so Environmental Agency also looking at soil contamination. Noted that planning application may go into extend conservation area.
* **Entrance into Claybrooke Court Hall** s being wrongly used through decorative gates and over raised kerb rather than actual entrance. **PN** to lodge complaint to HDC.
* **Enforcement notices** – ask HDC if 2 houses in Claybrooke Court have issued**. PN**
* **Separate notice board for planning applications-** hard for those parishioners without computers to access planning information. Expensive to erect a new board but will clear old notices from existing board to make room and endeavor to add any future applications**. GH**
* **Internet communication –** disappointment lodged at some unreasonable responses to HDC communications on social media. Difficult to monitor but noted.

1. **Disclosure of Personal Interests**

There were no disclosures.

1. **Minutes of last meeting held on 10th July 2019**

Proposed by GH and seconded by ABand **resolved** to accept as an accurate record and signed by GH.

1. **Matters Arising from Previous Minutes on 10th July 2019**

* **Condition of highways** – a letter was to be sent to LCC and repairs completed in September.
* **Speed of vehicles in area** **and volume of heavy vehicles** – now Mere Lane re-opened this should reduce but will monitor.
* **AGAR** – final meeting held and all completed.
* **Planning** – 19/00888/FUL application for erection of a dwelling in Wells Close was objected to and HDC refused application on 4.9.19

19/00934/FUL application – erection of barn, menage, stable and manure store was objected to but approved by HDC on 4.4.19

* **Letter** from Mrs Barton was replied to.
* **Redesign of Village green** – the communication with Moulton college has gone cold but will re-establish contact. **NB**
* **Annual litter pick** – date will be set for 2020 and put on agenda for next meeting. Additional litter pickers etc can be obtained from HDC (J Kemp) and will also arrange for rubbish to be collected.
* **Legal Proceedings** – now closed

1. **Chairman’ Announcements**

GH welcomed PN to the meeting having been appointed to positon of Parish Clerk. Thanks were given to Gillian Macarthur for all her hard work during the interim period and her contribution as temporary Parish Clerk.

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

Leaders Report dated 25th September and Position Statement dated 25th September were noted.

RP gave an overview of the the Unitary Policy issued by LCC. It describes the strategy to save money and improve service by eliminating the District Level of authority. This would stop the confusion of who to contact for which service, i.e LCC or HDC, and reduce costs by reducing staff.

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

**9. Finance**

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

**Payments in the period:**

1. Payment to Ireland and Co - audit £240.00
2. Payment to LRLAC – annual fee £122.07
3. Payment to BHIB Insurance £262.03
4. Payment to Information Commissioner £40.00
5. Payment to The Gardener – grass cutting August x £162.00
6. Payment to Eon 01.04.19 – 31.03. – street lighting maintenance £41.52 7. Payment to The Gardener – grass cutting July x 2 £162.00

Total payments: £1029.62

**Receipts in the period:**

There were no receipts

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

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

Submitted for end of September showing also bank reconciliations on both accounts up to 30th September 2019. Signed by GH.

**Balances:**

Current account £3601.28

Reserve account £3720.84

iii) **Banking arrangements** – have been trying to change the mandate with Natwest for several months but are not being very successful. To facilitate cheques being signed and payments paid, proposed by GH and seconded by CF and **resolved** to allow current signatories to continue to sign cheques on behalf of the Parish Council until situation resolved.

Administration of payroll for new Clerk. when payroll completed before it was a cost of £15 per month. Proposed by GH and seconded by AB and **resolved** that Ladywell Accountancy be used at a cost of around £32 per year.

iv) **VAT return** – was completed in August for the previous year and £225.52 paid into account in September.

**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.

19/01116/OUT – erection of one dwelling in Leasowes Rd approved.

**Magna Park** –the proposal was objected to but was approved anyway. Difficult to object to these when feel not being listened to. RP reminded PC that every objection must be specific and not not just general objection so may be some value in objecting to specific details.

1. **Councillor or Other Training**

PN attended Parish Clerk 1,2 and 3 courses in September and October. The cost of the courses and travel to be shared between Claybrooke Magna PC and Cotesbach PC.

Courses for Chairman and Councillors to be found. **PN**

1. **Correspondence**
2. **Police Intercultural Evening –** Unfortunately will not attend but appreciate invitation.
3. **Annual Parish Liaison meeting 6th November-** GH to attend**.**
4. **Community Funding –** offered by HDC for projects that improve the environment, community facilities etc of between £1,000 and £5,000. Have to provide 3 quotes and supporting documents and will refund up to 75% of cost if successful. Projects to be considered.
5. **Community Governance Review**- Neither Claybrooke Parva nor Magna have a wish to amalgamate. Details noted.
6. **Gazeley buying additional land –**Gazeley have purchased more land that was previously owned by DBS. It will involve land between George warehouse towards Lutterworth. Planning application in place for a potential massive development.
7. **Parishioner correspondence –** have received 2 letters and draft replies being drawn up.

**13. Matters Arising**

1. **Arrangements for Christmas** – no events planned.
2. **Remembrance Sunday –** GH will represent Council and lay the wreath. Invoice will be forwarded. Poppies will be put out
3. **Village Inspection review –** carried out on 11th July. All areas have been completed or in progress.
4. **Signing of electronic mail forms-** all 3 councilors signed. Others to complete at next meeting.

v) **Village Snow Warden** – HDC have new opportunity for a volunteer village snow warden in case of bad weather. Notice to be put on notice board and anyone interested should make contact.

1. **AOB**
2. **Planning Considerations book** – well worth a read
3. **Absent Councillors**- Cllrs continue to stay on PC as long as not absent for over 6 months and that apologies are sent and accepted each time.
4. **Exclusion of the Public from the Meeting**

There will be discussion on legal matters.

To pass a resolution in accordance with the Public Bodies (Admissions to Meetings) Act 1960 to exclude public and press for discussions concerning matters protected by legal and professional privilege.

Proposed by GH and seconded by CF and **resolved** to exclude the public from the rest of the meeting.

Meeting ended at 8.30 pm

**18. Date of Next Meeting**

Wednesday 13th November 2019 at 7.30pm in Village Hall.

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

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

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

Date:…………………13th November 2019……………………………………

**Action Points:**

**Action Point 1**: Entrance into Claybrooke Hall houses is being wrongly used through decorative gates. Raise complaint to HDC. **PN**

**Action Point 2:** Ask HDC if enforcement notices have been issued on 2 houses in Claybrooke Court. **PN**

**Action Point 3**: Notice board to be organised to leave more room for planning and other notices**. GH**

**Action Point 4:** The communication with Moulton college about re-design of village green has gone cold but will re-establish contact. **NB**

**Action Point 5:** Courses for Chairman and Councillors to be found. **PN**