**Claybrooke Parva Parish Council**

**Minutes of Council Meeting held at the School Hall on Wednesday 15th January 2020**

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

There were 4 members of the public present including Nicholas Jenkins (NJ)

**2. Apologies for Absence**

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

1. **Public Participation**

Items raised:

* **Claybrooke Hall gates –** NJ happy to liaise on behalf of the PC on this.
* **Stolen wood** – wood has been stolen from Claybrooke House. Noted
* **Trees along Woodway Lane** – low branches over road and overgrown. To be reported to Highways.**PN**
* **Potholes and missing tarmac on Woodway Lane -** To be reported to Highways.**PN**
* **Planning notice on Notice board** – this was discussed and DC will text parishioner with any details of new applications.
1. **Disclosure of Personal Interests**

 There were no disclosures.

1. **Minutes of last meeting held on 13th November 2019**

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

1. **Matters Arising from Previous Minutes on 13th November 2019**
* **Plants for Village sign boxes –** to be supplied by Palmers again
* **Volunteers to plant boxes –** none received.
* **Litter pick –** is arranged for March
* **Statement of Community Involvement –** GH to complete by end of January.
* **Christmas cards –** distributed to all parishioners.
1. **Chairman’ Announcements**

GH received an e mail from Lord Willy Bach, Leicestershire Police and Crime Commissioner, outlining the Police budget situation. GH completed the survey but will also be writing to Lord Bach to express views on the reduction of policing since 2010.

1. **Matters raised by District Councillor**

 RP sent in reports concerning Midland Connect and A5 meeting on 9th January 2020. Both noted.

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

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

 **Payments:**

Payment to P Nunn for stationery and mileage 16.89

Salary P Nunn (3 months, Oct, Nov and Dec 234.50

Payment to HMRC (P Nunn tax – 3 months) 58.60

Payment to E.on for electricity 1.10.9 – 31.12.19 16.62

**Total payments: £326.61**

**Receipts**

29.11.19 Interest (reserve account) 0.59

31.12.19 Interest (reserve account) 0.65

 **Total receipts: £1.24**

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

ii) **Bank Reconciliation**

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

**Balances:**

Current account £2062.33

Reserve account £3723.34

1. **Budget Approval**

 The budget for 2020/21 was finalised in December. It was proposed by GH and seconded by NB that this budget be accepted**.**  **Resolved**

 iv) **Precept 2020/21**

It was proposed by GH, and seconded by NB that the 2020/21 precept be set at £4950 in linewith the budget. **Resolved.**

1. **Auditor for Accounts**

It was proposed by GH, and seconded by NB, that the auditor for PC accounts going forward will be Pwh of Lutterworth, as a more cost effective option. They are independent and competent and audit accounts for other parishes. **Resolved**.

**10. Planning**

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

**19/01790/CLU** - Wells Close, Woodway lane – certificate of lawfulness for existing land for siting of residential caravans.

 This was to be heard at committee on 14th January but the applicant withdrew the application before the meeting. Still open to resubmission in the future.

 Thanks are given to all parishioners, Cllrs and RP who contributed, and also Christin Zaccharia and her team, at HDC.

 **19/01841/CPD** - Spinney View Farm – Discharge of conditions. PC objected to application on 6th December.

**19/01857/PDN -** Spinney View Farm – change of use. PC objected to application on 6th December.

 The PC have also issued a complaint that the HDC case officer had been coaching the applicant. This has been registered but no response as yet.

 The PC also issued a complaint that a bucket was being used as toilet facilities and very near to the stream.

 **19/01871/FUL** – Change of use from pasture to garden- Claybrooke Hall. PC objected on 9th December. This application was refused by HDC.

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

 Apart from those mentioned in matters arising from previous minutes.

 **17/00436/FUL** –access gates to Hall. GH wrote to HDC on 13th January about concerns over the gates, pond and removal of trees at Claybrooke Hall. HDC Planning Enforcement Team are meeting to discuss the issues and will give an update when received.

 **19/00250/OUT** – Lutterworth East. Decision postponed to march/April 2020.

1. **Councillor or Other Training**

GH could not attend the Chairman’s course this week as was cancelled by LRLAC. New date to be arranged. DC will attend next week’s Councillor training in place of AB.

1. **Matters Arising**
2. **Historical Board for Village – NJ** will report back when has more information.
3. **Date of Litter Pick 2020** – will be on 15th March 2020 at 10am. J Kemp at HDC to be contacted to arrange equipment and collection of full bags. **PN**
4. **Statement of Community Involvement** – noted and **GH** will reply to HDC on behalf of the Parish Council during the consultation period of 20.11.19 and 8.1.20. **RP** to send a link.
5. **A5 Safety Issues –** A letter was sent to A Costa MP and a response was received acknowledging the PC’s concern. Have received, via NJ, accident statistics for the area but not very helpful. RP attended a meeting on 9th January with Highways England and is attending another in February to which it is hoped A Costa will attend. There is also a meeting in Claybrooke Magna Village Hall on 20th January by the Claybrooke Safety Campaign Group.
6. **Re-design of Village green –** Still looking for people with expertise. Suggested that the village considers what is needed.
7. **Summer event –** the idea is to generate some community spirit. The March newsletter will tell parishioners of the event and asking what they would like.

Church, school and Claybrooke Magna to be contacted to ask if want to be involved. **GH**

Set up a working group to help organize and consider things like insurance and costs**.** Jenny, **NB** and **AB** nominated, others can be added.

1. **Grass cutting contract** – decided to stay with The Gardener for 2020/21.
2. **Asset register**- needs to be produced. Suggest have Village Walk round to ascertain all assets in March. Check ownership of light outside G MacArthur’s old house.**PN**
3. **Adoption of Documents** - It was proposed by GH, seconded by NB and **resolved** that the following documents should be adopted by the Parish Council:
* Asset register Policy
* Equal Opportunities Policy
* Risk Assessment
* Health and Safety Policy
1. **Revised Code of Conduct –** Issued by HDC and CPPC policynow includes section on respect and will be reviewed annually. Proposed by GH, seconded by NB to accept it for all Cllrs and officers. **Resolved** so to do.
2. **Dates on next meetings –** these will be set at the Annual Parish Council meeting in May. The number of meetings will be reduced to 4 per year unless extraordinary circumstances arise.

**13. Correspondence**

1. **Magna Park Community Liaison group –** next meeting 20th January 2020. GH and DC to attend and report back at the next meeting.
2. **AOB**
3. **Parish Council Documents** – the Natwest bank may be holding some documents for the PC. PN to investigate.

Meeting ended at 8.50pm

**15. Date of Next Meeting**

Wednesday 20th May 2020. 7pm in the School Hall for Parish meeting, 7.30pm for Annual Parish Council meeting with Parish Council meeting to follow.

To **resolve** that the minutes of the meeting of the Council/committee held on the 15th January 2020, and circulated to all members, be signed as a correct record.

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

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

Date:…………………20th May 2020…………………………………

**Action Points:**

**Action Point 1**: Trees along Woodway Lane – low branches over road and overgrown. To be reported to Highways. **PN**

**Action Point 2**: Potholes and missing tarmac on Woodway Lane **-** To be reported to Highways.**PN**

**Action Point 3**: Statement of Community Involvement to be completed by end of January. **GH**

**Action Point 4**: Policing situation response to Lord Bach be completed. **GH**

**Action Point 5**: J Kemp at HDC to be contacted to arrange equipment and collection of full bags for litter pick. **PN**

**Action Point 6:** Gazeley to be contacted to see if can help with redesign of village green. **NB**

**Action Point 7:** Church, school and Claybrooke Magna to be contacted to ask if want to be involved in summer event. **GH**

**Action Point 8:** Set up a working group to help organize the summer event and consider things like insurance and costs**.** Jenny**, NB and AB** nominated, others can be added.

**Action Point 9:** Asset register to be produced after Village Walk round in March. Check ownership of light outside G MacArthur’s old house. **PN**

**Action Point 10:**– Investigate which documents the Natwest bank may be holding.  **PN**