**CLAYBROOKE PARVA PARISH COUNCIL**

Minutes of the Meeting of Claybrooke Parva Parish Council held on 18th January 2018 in the School Hall, Claybrooke Parva commencing at 7.30 p.m.

In attendance: Councillor R. Harrop (Chair) [RH], Councillor C. Allen [CA],

Councillor G. Macarthur [GM], Councillor S. Milnes [SM], P. McCray (Parish Clerk) [PM]

District Councillor R. Page and 1 member of the public attended

| **Minute Number** | **Item** | **Action** |
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| 18/01 | **Welcome**  RH welcomed District Councillor R. Page to the meeting and introduced the Parish Clerk P. McCray. |  |
| 18/02 | **Apologies for Absence**  Apology received from Councillor I. Robertson. |  |
| 18/03 | **Declaration of Members Interests**  No Declaration of Members Interests were made. |  |
| 18/04 | **Election of Vice Chairman**  It was moved by Councillor Harrop and seconded by Councillor Allen and:  RESOLVED that Councillor Milnes be elected Vice Chairman with immediate effect. |  |
| 18/05 | **Matters Arising**  Update on F of I requests – RH reported the matter was on hold. | **RH** |
| 18/06 | **Approval of Minutes of Meeting held on 6th December 2017**  Minute 17/48 Line 3 ‘remainer’ to be amended to ‘remainder’  Subject to the amendment it was moved by Councillor Harrop, seconded by Councillor Macarthur and:  RESOLVED that: Minutes of the Meeting of Claybrooke Parva Parish Council held on 6 December 2017 be approved as a true record and signed by the Chairman. |  |
| 18/07 | **Public Participation**  **Abandoned Vehicle**  Concern was expressed that the abandoned/derelict fire engine on Woodway Lane remained in situ. John Kemp (HDC) to be approached.  **Overgrown trees**  Concern was expressed about overhanging trees/brambles near school. Councillor Harrop to approach the school to determine responsibility for pruning. | **PM**  **RH** |
| 18/08 | **County & District Matters**  District Councillor Page reported the main topic of the moment being the Strategic Growth Plan.  District Councillor Page suggested that the Parish Council look to refurbish Green Lane with bat and bird boxes. It was noted that the Parish Council used to maintain the Lane which was used and enjoyed by local residents. Councillor Allen to investigate. | **CA** |
| 18/09 | **Finance**  The Chairman advised that he and Councillor Milnes were now cheque signatories for the Council’s Bank Account.  It was moved by Councillor Harrop and seconded by Councillor Milnes that Councillors Allen, Macarthur and Robertson become additional cheque signatories and:  RESOLVED that: Councillor C. Allen, Councillor G. Macarthur and Councillor I. Robertson become additional cheque signatories.  It was moved by Councillor Harrop and seconded by Councillor Allen that the Parish Clerk be authorised to access and manage the Council’s online bank account and  RESOLVED that: Philippa McCray (Parish Clerk) be named as responsible for accessing and managing the Council’s online bank account.  **Transparency Fund** - The Chairman advised that the application to the Transparency Fund for Smaller Authorities had been successful and the sum of £1378.90 duly received. The grant would be used to purchase a laptop, printer and associated software for use by the clerk.  **Budgets** - The Chairman advised that the Council had discussed the precept and implications of additional costs in the year 18/19. The Members had agreed a budget for 2018/19 and agreed to set a precept for 2018/19 at the sum of £4,200. Reserves would be used to fund any budget deficit.  It was moved by Councillor Harrop and seconded by Councillor Macarthur and:  RESOLVED that: The precept for 2018/19 be set at £4,200 |  |
| 18/10 | **Planning Applications**  No Planning Applications to consider |  |
| 18/11 | **Correspondence**  The Chairman advised that the address of the newly appointed Parish Clerk was now in the public domain and all correspondence would be redirected accordingly. |  |
| 18/12 | **Community Activity/Enhancement**  **Annual Litter Pick** to take place on Sunday 25th March. Councillor Milnes offered to design a flyer promoting the event and other Parish Council news.  **First World War Centenary Bench**. The Chairman suggested a bench be purchased for the village green to mark the centenary of the end of the First World War. It was agreed to seek the views of village residents. The Parish Clerk to investigate costs of providing a bench.  **Defribulator**. The Chairman advised that consideration was being given to the purchase of a defribulator for the village. The Parish Clerk was asked to investigate costs, suitable location and possibility of funding by HDC Community Grant and to report back at the next meeting. | **SM**  **PM**  **PM** |
| 18/13 | **AOB**  Councillor Milnes suggested the purchase of a salt bin for use of residents given the recent adverse weather conditions. It was agreed that SM should investigate costs and possible location.  It was noted that the Parish Clerk would seek quotations for the provision of grass cutting and ground maintenance ahead of the renewal of the existing contract.  It was noted that the Parish Clerk would seek quotations for Public Liability and Asset Insurance with effect from April 1st 2018  It was acknowledged that Nicholas Jenkins had cleared the drainage culverts in Church Lane.  It was noted that Woodway Lane required ‘patching’ to road surface. Parish Clerk to advise HDC | **SM**  **PM**  **PM**  **PM** |
| 18/14 | **Dates of Future Meetings**  Wednesday 14th March  Wednesday 9th May  Wednesday 11th July  Wednesday 12th September (TBC)  Wednesday 14th November (TBC)  All meetings to be held in the School Hall, Claybrooke Parva unless advised otherwise. |  |

The meeting ended at 8.53 p.m.

Signed……………………………………………………………………………………………………………..Date…………………………..