CLAYBROOKE PARVA PARISH COUNCIL

Minutes of the Meeting of Claybrooke Parva Parish Council held on 10 July 2019 in the School Hall, Claybrooke Parva commencing at 7.30p.m.

In attendance:

Councillor Hart (incoming Chairman) Councillors: Blackhall, Briggs and Futcher.

Officers: R. Ellis (Harborough District Council), S. Mortimer (Harborough District Council),

E. O'Neill (Harborough District Council) and V. Wenham Harborough District Council).

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| **Minute Number** | **Item** |
| 19/20  16 | **Election of Chairman**  Nominations were invited for the election of Chairman of the Council for the remainder of the 2019/20 year. |
|  | Councillor Hart was nominated by Councillor Blackhall and seconded by Councillor Briggs. There being no further nominations, it was |
|  | RESOLVED that: Councillor Hart be elected Chairman of the Council for the |
|  | remainder of the 2019/20 year. |
|  | Councillor Hart took the Chair for the remainder of the meeting. Councillor Hart thanked those in attendance and remarked that it was pleasing to note Claybrooke Parva Parish Council was now enjoying that a full compliment of councillors following the recent elections. |
| 19/20 | **Apologies for Absence** |
| 17 | An apology for absence was received from Councillor Coventry. |
| 19/20 | **Declarations of Members Interests** |
| 18 | None received. |
| 19/20 | **Minutes**  It was proposed by Councillor Blackhall, seconded by Councillor Futcher and  RESOLVED that: the Minutes of the Meeting of Claybrooke Parva Parish Council held on 2 March 2019 be approved as a true record. |
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| 19/20 | **Public Participation** |
| 20 | The Chairman invited the public to raise issues of interest. The Chairman stated |
|  | that a maximum of 15 minutes were allocated for this agenda item. |
|  | The following items of public interest were noted: |

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| **Minute Number** | **Item** |
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| 19/20  21 | **Appointment of Parish Clerk** |
|  | It was proposed by the Chairman, seconded by Councillor Blackhall and: |
|  | RESOLVED that G. Macarthur be appointed interim Parish Clerk for the remainder of the 2019/20 year subject to obtaining a contract of employment and agreement of a salary. |
| 19/20 | **Banking Arrangements** |
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|  | It was proposed by the Chairman, seconded by Councillor Briggs and |
|  | RESOLVED that: all Councillors be named as signatories to the Parish Council's |
|  | bank accounts . |
| 19/20  23 | **Financial Matters** |
|  | 1. The Chairman reported that two invoices had been for the provision of gardening services to cover the period April to June 2019. The invoices were for the amounts: £243 and £163. 2. The Chairman reported that DGA marketing had been paid £150 to cover the cost of services for the year. 3. R. Ellis advised that the Annual Governance and Accountability Return (AGAR) deadline had passed but that the Council's auditors had   extended the deadline until 29 July 2019. R. Ellis advised that the |

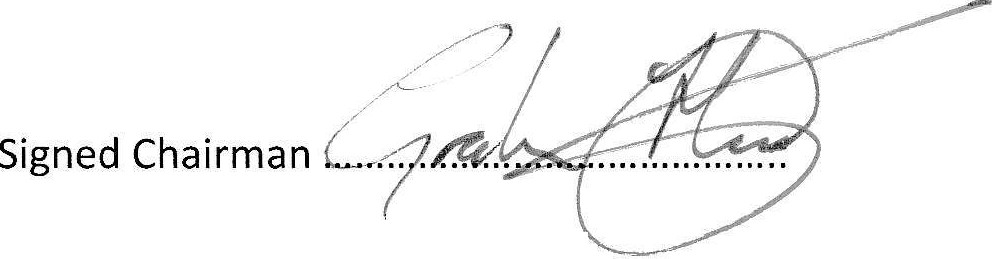
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| **Question/ Comment** | **Response** |
| The Council is currently subject to legal action against it. Why have the details of this not been reported to the Council? When will the public and Parish Council receive details of the outcome? | This is an ongoing legal matter so it would be inappropriate to discuss the details.  The outcome of the legal proceedings will be reported once the matter has been resolved. |
| If those in the public gallery have information relevant to debates during Parish Council meetings will they be given an opportunity to contribute? | The Parish Council will examine its public participation to find the most appropriate means of accommodating this. |
| The condition of the Highways in the area is of great concern. What can be done? | We will draft a letter, setting out the concerns, and send it to Leicestershire County Council, via  District Councillor Page. |
| The speed of vehicles in the area is  an issue as is the volume of heavy vehicles . | This will be an agenda item at the next meeting. |
| A local resident volunteers to undertake the weeding of the village green. Is the Parish Council happy for  this to continue? | Yes. The Parish Council and residents are grateful for this service. |

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| **Minute Number** | **Item** |
|  | auditors had asked to be kept up to date with progress until the final submission of the return.  It was proposed by the Chairman, seconded by Councillor Briggs and  RESOLVED that: an extraordinary meeting of the Council be arranged as soon as possible to resolve the matter of the AGAR return. |
| 19/20  24 | **Councillor Training**  The Parish Council noted the following from V. Wenham:   1. All Declarations of Acceptance of Office forms had been received from the new Parish Council Members. 2. The Leicestershire and Rutland Association of Local Councils is a useful source of advice and training for Parish Councils. |
| 19/20  25 | **Parish Council Website**  It was proposed by the Chairman, seconded by Councillor Briggs and  RESOLVED that: Councillor Futcher take on responsibility for the administration of the Parish Council's website.  It was noted that the previous administrator had offered to support this transition. The Parish Council thanked the previous administrator for this. |
| 19/20  26 | **Planning Applications**   1. Re. Planning application 19/00888/FUL:   It was proposed by the Chairman, seconded by Councillor Blackhall and RESOLVED that the Parish Council object to this application.   1. Re. Planning application 19/00934/FUL:   It was proposed by the Chairman, seconded by Councillor Blackhall and RESOLVED that the Parish Council object to this application.  It was noted that when commenting on a planning application it is possible to request that one's personal details (name, address etc.) not be published on the District Council's website. To do this, correspondence should be marked 'Keep Safe'. |
| 19/20  27 | **Correspondence**  A request for information, under the Freedom of Information Act 2000, had been received from Mrs. Barton. The correspondence stated concerns around a recent audit and a previous Parish Clerk.  It was proposed by the Chairman, seconded by Councillor Blackhall and RESOVED that: the contents of the correspondence be noted. |

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| **Minute Number** | **Item** |
| 19/20 | **Report of the District Councillor** |
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|  | District Councillor Page made the following remarks:   1. She enjoys attending Parish Council meetings and will attend Claybrooke Parish Council meetings as often as she can. Councillor Page requested that her place be moved up the agenda in order to avoid clashes with other meetings which she attends. 2. It is useful if Parish Councillors forward their email addresses to   Councillor Page. This enables her to contact individuals easily and |
|  | keep them up to date.   1. It might be useful if a representative of Claybrooke Parva Parish Council attended the Magna Park Liaison group. 2. Leicestershire County Council Highways can be contacted via this telephone number: 0116 30500001. 3. Discussions on social media about ongoing legal, planning matters can be counterproductive. |
| 19/20  29 | **Any Other Business** |
|  | The following points were noted: |
|  | 1. There are multiple planning applications on the site at Wells Close. It is useful to read the contents of all of them. 2. There are concerns about land contamination and the suitability of the site at Wells Close. The Chair stated that these issues would be   included in the Parish Council's list of concerns when it voices its objections. |
|  | 1. Councillor Page agreed to investigate whether or not an appropriate licence is in place for the transporting of materials to and from the Wells Close site. 2. The village green, which the Parish Council owns, could benefit from improved amenity through, perhaps, horticultural redesign. Moulton College has expressed an interest in providing horticultural advice.   The Chair stated that this matter would be considered at a future |
|  | meeting of the Parish Council (matters to be approved include design and budget).lt was noted that the Land Registry should be contacted to ascertain which, if any, restrictions apply to the village green.   1. It might be useful to invite residents of surrounding areas to future meetings of the Parish Council should there be a point of particular interest to them on an agenda. 2. There continues to be a local interest in volunteer litter picking. The annual litter pick did not take place last year as the Parish Council was not in operation. 3. The Chair and Parish Council thanked the staff of Harborough District |
|  | Council for their assistance and support before and throughout this meeting. |

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| **Minute Number** | **Item** |
| 19/20 | **Public Bodies (Admission to Meetings) Act 1960** |
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|  | It was proposed by the Chairman, seconded by Councillor Briggs and |
|  | RESOVLED that: the public and press be excluded for the remainder of the |
|  | meeting. |
| 19/20 | The Parish Council discussed the matter of ongoing legal action against |
| 31 | Claybrooke Parva Parish Council. It was noted that the matter would soon be |
|  | coming to a conclusion and that the Parish Council would be advised of the |
|  | outcome as soon as information became available. |
| 19/20  32 | **Date of Next Meetings** |
|  | It was proposed by the Chairman, seconded by Councillor Briggs and RESOLVED that: the press and public be readmitted for the remainder of the meeting. |
|  | It was proposed by the Chairman, seconded by Councillor Futcher and RESOLVED that: meetings of the Parish Council be scheduled to take place on |
|  | 18 July 2019 at 7.30pm and 25 September 2019 at 7.30pm. |

The meeting ended at 9.03p.m



Dated ................................................ ................

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PLEASE NOTE THESE MINUTES WERE REVISED BY HDC AFTER THE PARISH COUNCIL MEETING ON 18TH JULY 2019 AT WHICH THE ORIGINAL SET WERE APPROVED AND SIGNED. 2 ITEMS HIGHLIGHTED IN RED WERE OMMITTED FROM THE ORIGINAL SIGNED MINUTES.

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Officers: R. Ellis (Harborough District Council), S. Mortimer (Harborough District Council),

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| 19/20  17 | **Apologies for Absence**  An apology for absence was received from Councillor Coventry. |
| 19/20  18 | **Declarations of Members Interests**  None received. |
| 19/20  19 | **Minutes**  It was proposed by Councillor Blackhall, seconded by Councillor Futcher and  RESOLVED that: the Minutes of the Meeting of Claybrooke Parva Parish Council held on 2 March 2019 be approved as a true record. |
| 19/20  20 | **Public Participation**  The Chairman invited the public to raise issues of interest. The Chairman stated that a maximum of 15 minutes were allocated for this agenda item. |

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|  | The following items of public interest were noted:  **Question/ Comment Response**  The Council is currently subject to This is an ongoing legal matter so it legal action against it. Why have the would be inappropriate to discuss the details of this not been reported to the details.  Council? When will the public and  Parish Council receive details of the The outcome of the legal proceedings outcome? will be reported once the matter has  been resolved.  If those in the public gallery have The Parish Council will examine its information relevant to debates during public participation arrangements to Parish Council meetings will they be find the most appropriate means of given an opportunity to contribute? accommodating this.  The condition of the Highways in the We will draft a letter, setting out the area is of great concern. What can be concerns, and send it to  done? Leicestershire County Council, via District Councillor Page.  The speed of vehicles in the area is This will be an agenda item at the next an issue as is the volume of heavy meeting.  vehicles.  A local resident volunteers to Yes. The Parish Council and residents undertake the weeding of the village are grateful for this service.  green. Is the Parish Council happy for this to continue? |
| 19/20  21 | **Appointment of Parish Clerk**  It was proposed by the Chairman, seconded by Councillor Blackhall and:  RESOLVED that   1. G. Macarthur be appointed interim Parish Clerk for the remainder of the 2019/20 year subject to obtaining a contract of employment and agreement of a salary. 2. Details of recruitment proposals for a permanent clerk including be brought back to a subsequent meeting for approval |
| 19/20  22 | **Banking Arrangements**  It was proposed by the Chairman, seconded by Councillor Briggs and  RESOLVED that: all Councillors be named as signatories to the Parish Council’s bank accounts. |
| 19/20  23 | **Financial Matters** |



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| **Minute Number** | **Item** |
|  | 1. The Chairman reported that two invoices had been for the provision of gardening services (The Gardener) to cover the period April to June 2019. The invoices were for the amounts: £243 and £163. 2. The Chairman reported that DGA marketing had been paid £150 to cover the cost of services for the year. 3. R. Ellis advised that the Annual Governance and Accountability Return (AGAR) deadline had passed but that the Council’s external auditors had extended the deadline until 29 July 2019. R. Ellis advised that the auditors had asked to be kept up to date with progress until the final submission of the return.   It was proposed by the Chairman, seconded by Councillor Briggs and  RESOLVED that: an extraordinary meeting of the Council be arranged as soon as possible to resolve the matter of the AGAR return. |
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| **Minute Number** | **Item** |
|  | received from Mrs. Barton. The correspondence stated concerns around a recent audit and payments made.  It was proposed by the Chairman, seconded by Councillor Blackhall and RESOVED that: the contents of the correspondence be noted and that a response be provided to the requestor within the statutory period for response. |
| 19/20  28 | **Report of the District Councillor**  District Councillor Page made the following remarks:   1. She enjoys attending Parish Council meetings and will attend Claybrooke Parish Council meetings as often as she can. Councillor Page requested that her place be moved up the agenda in order to avoid clashes with other meetings which she attends. 2. It is useful if Parish Councillors forward their email addresses to Councillor Page. This enables her to contact individuals easily and keep them up to date. 3. It might be useful if a representative of Claybrooke Parva Parish Council attended the Magna Park Liaison group. 4. Leicestershire County Council Highways can be contacted via this telephone number: 0116 30500001. 5. Discussions on social media about ongoing legal, planning matters can be counterproductive. |
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| **Minute Number** | **Item** |
|  | not in operation.  (vii) The Chair and Parish Council thanked the staff of Harborough District Council for their assistance and support before and throughout this meeting. |
| 19/20 | **Public Bodies (Admission to Meetings Act 1960)** |
| 30 |  |
|  | It was proposed by the Chairman, seconded by Councillor Briggs and |
|  | RESOVLED that: the public and press be excluded for the remainder of the |
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| 19/20  32 | **Date of Next Meetings** |
|  | It was proposed by the Chairman, seconded by Councillor Briggs and RESOLVED that: the press and public be readmitted for the remainder of the meeting. |
|  | It was proposed by the Chairman, seconded by Councillor Futcher and RESOLVED that: meetings of the Parish Council be scheduled to take place on 18 July 2019 at 7.30pm and 25 September 2019 at 7.30pm. |



The meeting ended at 9.03p.m.