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| **CLAYBROOKE PARVA PARISH COUNCIL** | **PARISH CLERK:** Philippa McCray  27 Coventry Road, Lutterworth. LE17 4RE  **Tel: 01455 552769**  **Email: claybrookeppc@gmail.com**  **W:claybrookeparvaparishcouncil.co.uk** |

**NOTICE OF MEETING**

**Notice is given that the Meeting of CLAYBROOKE PARVA PARISH COUNCIL will be held at the School Hall, Claybrooke Parva on WEDNESDAY 12th September 2018 at 7.30pm and members of the Council are summoned to transact the business shown on the Agenda (see below).**

All meetings of the Council are open to the public and they are welcome to attend. There is a Public Participation item at which members of the public may make comment or ask questions about matters relating to the work of the Council.

*Philippa McCray*

Philippa McCray

Parish Clerk

15th June 2018

**A G E N D A**

1. **Welcome**
2. **Apologies of Absence**
3. **Declaration of Members Interests**
4. **Public Participation (15 minute duration)**

5. **Acceptance of Minutes of Meeting held on 20th June 2018**

6**. Update on County & District Matters**

7. **Finance**

1. To receive and approve the Bank Reconciliation as at 27th August 2018
2. Cheques paid since last meeting:

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| 904 | £105.71 | P.McCray | Salary May 18 |
| 905 | £19.99 | NALC | Local Councils Explained |
| 906 | £36 | N. Jenkins | Replacement Publication |
| 907 | £38.00 | G. Macarthur | Bedding Plants |
| 908 | £13.09 | Eon | Street lighting |
| 909 | £4.00 | HM Registry | Fee for Search |
| 910 | £140.00 | P.McCray | Salary July 18 |
| 931 | £243.00 | The Gardener | Grass Cutting June/July |
| 932 | £100.00 | P.McCray | Salary August 18 |

c) To consider expenditure against budget to date

8. **General Data Protection Regulation**

1. To adopt the following:

* Subject Access Request Policy

1. To resolve to register Claybrooke Parva Parish Council with the Information Commissioner’s Office (ICO) in order to comply with GDPR.

9. **Planning**

1. To consider the following planning application and any received since issuing of the Agenda.

18/01353/FUL – Change of use from parcel of pasture land to form garden, stables, sand school and hard standing.

1. Update: 17/02031/FUL – Change of use of land for siting of caravans to provide 3 No. Gypsy & Traveller pitches and conversion of existing building to day room.

10. **Correspondence**

a) Letter received by email from St. Peter’s Church. (16.08.2018)

b) Letters received by email from resident regarding the proposed location of new Dog Waste bins (11.08.18 & 15.08.18)

c) Letter received by representative of Friends of Claybrooke Parva Green (19.06.18 & 22.06.18) requesting copy of Conveyance of The Green and other issues relating to The Green.

11**. Community Activity/Enhancement**

* + Salt Bins
  + Scarecrow Competition

12. **Environmental Issues**

 a) Village Green

* To resolve to appoint Rich & Carr Solicitors, Lutterworth to act on behalf of Claybrooke Parva Parish Council and instruct them to file Voluntary Registration of the parcel of land previously known as The Green, Claybrooke Parva with HM Land Registry.
* To resolve to appoint the Chairman Claybrooke Parva Parish Council and the Parish Clerk as joint signatories for any/all documentation relating to the Voluntary Registration of the parcel of land previously known as The Green, Claybrooke Parva with HM Land Registry.
* To agree that the value of land previously known as The Green, Claybrooke Parva at a sum no greater than £80,000.

b) Memorial Trees

To resolve to replace the Memorial trees as referred to in Minute 12 of the meeting held on 20th June 2018 and to authorise expenditure for the replacement trees and planting not to exceed £200

13. AOB at Chairman’s discretion

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The next meeting will be on 14th November 2018