**Claybrooke Parva Parish Council**

**Minutes of Council Meeting held on Wednesday 18th May 2022 at 7.30pm in the School Hall**

1. **Members Present**

 Cllr Neil Blackhall (NB), Chair , Cllr Graham Hart Vice Chair (GH), Cllr Ray Middlemas (RM), DCllr Rosita Page (RP) and Patricia Nunn (PN), Parish Clerk

There were 7 members of the public present.

**2. Apologies for Absence**

 There were not any apologies.

1. **Public Participation**

- Use of village green- no plans to develop the green any further as the precept not sufficient for this. Any future ideas would have to rely on external funding as the clearance did.

- Could the school spinney be cleared. The school to be contacted and also asked if there is an annual report available. **PN**

- Could the next litter pick not be on a Sunday. Nearer the time, residents will be asked if Saturday or Sundays are preferred.

- A new resident to Parva expressed an interest in joining the Parish Council. This to be reviewed at the next meeting.

1. **Disclosure of Personal Interests**

There were none.

1. **Minutes of last meeting held on2nd March 2022**

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

1. **Matters Arising from Previous Minutes on 2nd March 2022**

- A notice for co-option was posted but no applicants came forward.

**-** A meeting with Planning Director was requested but refused. – see later Item 10.

**-** Received a reply about use of Spinney View Farm – noted**.**

- Thepointing of village green wall was investigated and OK.

**-** The village green clearance has begun – completion next week.

**-** Registration of Public Right of Way to be completed**. PN**

**-** Village gates proposal has been withdrawn as too expensive but may be re-instead for coming year as RP has a new Highways fund. Information to be sent to RP with costs for gates and removal of old village sign. **PN**

- Information about Jubilee lighting of beacon was passed to the owner.

**-** Litter pick poster completed.

1. **Chairman’s Announcements**

There were not any announcements.

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

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

1. **Finance**
2. **Payments and receipts:**  **(**NB registered an interest as will receive a cheque for litter pick waste bags)

 Payment to P Nunn expenses. (Printer costs

May (1.99; fuel to attend May meeting (1 x 8 x 45p = £3.60;

Copier paper £3.99); £8.58

 Payment to N Blackhall for litter pick bags £5.00

 Payment of annual precept to Burial Board £352.00

 Payment to LRLAC for annual fee for LRLAC/NALC membership £145.80

 Payment to PlastikCity for annual website fee £156.00

 Payment to The Gardener for March mowing x1 £81.00

 Payment to AEH for annual payroll fee 2021/22 £96.00

 Payment to AEH for annual audit fee 2021/22 £96.00

 Payment to T Livieng for hard standing for bench and clearing green £1668.00

**Total payments**: £ 2608.38 ( pd in April £589.00)

 **Receipts**

 30.04.22 Interest 0.26

 11.4.22 Half precept 2524.50

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

 ii) **Bank Reconciliation**

Submitted for end of January 2022 showing bank reconciliations on both accounts.

**Balances:**

Current account £6657.44

Reserve account £3727.31

Proposed by GH, seconded by NB, to be approved**. Resolved.**

iii) **Approval of Annual Accounts Report 2021/22 –** proposed by NB, seconded by GH. **Resolved**

iv) **Approval of Annual Governance Statement 2021/22-** proposed by GH, seconded by NB. **Resolved**

v) **Approval of Accounting Statements 2021/22 -** proposed by GH, seconded by NB. **Resolved**

vi) **Approval of Certificate of Exemption 2021/22-**  proposed by GH, seconded by NB. **Resolved**

 vii) **Exercise of Public Rights 2021/22–** dates of 13.6.21- 22.7.21proposed by NB, seconded by GH. **Resolved**

viii) **Approval of audit report 2021/22 -** proposed by NB, seconded by GH. **Resolved**

**10. Planning**

 i) **New /Unresolved planning applications**

**22/00075/FUL –** Woodway House – erection of outbuilding for storage- Outbuilding has been moved so as to not obstruct footpath.

 ii) **Other/ Ongoing planning matters**

 **Enforcement notice for Claybrooke Hall -  Reference: 19/00356/DEVS  Enforcement Notice Reference : EN627** – Appeals Inspector has reported and an enforcement order placed for both internal and external issues. No site visit was arranged in the New Year and the PC were told the haha would be looked at together with internal enforcement in November 2022. Information to be sent to RP for further investigation. **GH**

 **APP/F2415/W/22/3291139** – Mere Meadows – change of use from 1 to 5 traveler pitches. Will be heard by Inspectorate and will take into account comments by residents made in writing. Can attend meeting and speak. GH to attend.

**11. Councillor or Other Training**

 No training needs at this time.

**12. Burial Board Update**

 - MH has now retired and new clerk in post.

 - There have been 4 burials since March with a further 4 booked in so extension will be used.

 - The concerns over the drainage in the extension are being looked into and no burials will take place in those areas until resolved.

 - A maintenance plan being developed.

**13. Matters Arising**

 **-Re-Design of Village Green** – work has started to be completed next week. Memorial bench to be purchased. **PN**

 **- Road signs –** new Highways Fund be allocated so details to be sent to RP.

 - **Public Right of Way – Church Lane- Woodway Lane registration** – this to be progressed. **PN**

 **- Queens Platinum Jubilee event** – a joint event between Claybrooke Parva and Magna will be held in the church on 4th June 2022 from 2-5pm. A free cream tea will be offered to residents with jubilee mugs/pin badges available for the children. Dianne Thorp will be representing the village at a joint meeting with Claybrooke Magna.

 **- Website –** the new website is now up and running. A notice to be placed on notice board informing residents about it. **PN**

 **14. Correspondence**

 No correspondence received.

**15. AOB**

 **- Potholes –** a resident has reported potholes to LCC at end of Western Drive and by bridge on Ullesthorpe Road. To be completed in 5 days.

- Extra lighting in Claybrooke Magna installed as a requirement for the entrance junction from new houses.

 **-** A proposal for an electric car club has been put to Claybrooke Magna PC. They are investigating and will keep this PC informed.

Meeting ended at 2040

**16. Date of Next Meeting**

The next Parish Council meeting will be held on Wednesday 5th October 2022 at 7.30pm in the School Hall.

To **resolve** that the minutes of the meeting of the Council/committee held on the 18th May 2022, and circulated to all members, be signed as a correct record.

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

Name:……………Neil Blackhall…………………………………………

Date:…………………5th October 2022…………………………………

**Action Point 1:** The school to be contacted about the spinney tidy up and also asked if there is an annual report available. **PN**

**Action Point 2:** : Information to be sent to RP about enforcement matters at Claybrooke Hall. **GH**

**Action Point 3:** Public Right of Way. To be registered as a restricted byway (non-vehicular pathway). **PN**

**Action Point 4:** Village gates proposal - Information to be sent to RP. **PN**

**Action Point 5:** Memorial bench to be purchased. **PN**

**Action Point 6:** Notice to be put up informing about newly updated website. **PN**