**Claybrooke Parva Parish Council**

**Minutes of Council Meeting held on Wednesday 5th  October 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 16 members of the public present.

**2. Apologies for Absence**

 There were not any apologies.

1. **Public Participation**

A great deal of discussion was had by residents stating their distress and anger at the lack of communication about the laying down of gravestones in the Claybrooke Parva cemetery by members of the JBB. NB stated, on behalf of the PC, that it recognized the distress caused to the residents and apologized for it. GH, as Chairman of the JBB, took and answered questions from residents and explained that the action taken was due to the required risk assessment and the reasons for the stones being laid down. GH gave residents a paper detailing the requirements and procedures for the safety measures taken. The residents asked that in future could the risk assessment be communicated so that they could maintain the stones so they did not need to be laid down. All relevant points to be communicated to the PC ‘s JBB representative and feedback would be given at the next meeting.

**All residents left the meeting.**

1. **Disclosure of Personal Interests**

There were none.

1. **Minutes of last meeting held on18th May 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 18th May 2022**

- The school were notified about the Spinney and they replied saying that it did not meet Safeguarding requirements but funds were being raised to make the area usable again. It has been tidied up.

**-** Information was sent to RP about Claybrooke Hall.

**- Registration of Public Right of Way** has been completed and awaiting a response.

**-** Village gates proposal is proving difficult as ground is not even. Other suggestions to be sent to RP. **PN.**

**- Memorial VE Day bench** in place.

- Letter about website put on notice board.

1. **Chairman’s Announcements**

Mr Neil Repton (NR) applied for the position of Parish Councillor. Proposed by NB, seconded by RM, that he be Co-opted with immediate effect**. Resolved**. NR joined the meeting and signed the relevant paperwork.

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

RP explained SHEELA and that it was now being discussed.

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:**
3. Payment to P Nunn expenses. (Printer costs

 June, July, Aug, Sept and Oct ( 5 x 1.99; fuel to attend October

 meeting (1 x 8 x 45p = £3.60; ); stamps £8.16) £ 21.71

1. Payment to Claybrooke Magna PC for joint Jubilee event £250.00
2. Payment to P Nunn for salary Apr- Jun £245.27

4.Payment to HMRC for tax Apr- Jun £61.60

5.Payment to BHIB Ltd- annual insurance premium £252.01

6.Payment to The Gardener – grass cutting x 4 Apr-Jun £324.00

7.Payment to Npower for electricity street lighting Jan-Mar £28.04

8.Payment to Npower for electricity street lighting Apr-Jun £22.47

9.Payment to the Information Commissioner £40.00

10. Payment to P Nunn for salary (Jul-Sept) £245.27

11.Payment to HMRC for tax (Jul-Sept) £61.20

12.Payment to The Gardener (2.5 cuts Jun-Aug) £207.00

13.Payment to David Ogilvie Engineering for VE Day bench £1670.40

1. Payment to DGA Marketing for domain renewal for 2 years £36.00

**Total payments**: £ 3464.97 ( £1223.39 paid in previous months)

**Receipts**

31.05.22 Interest 0.33

12.9.22 Half precept 2524.50

25.5.22 Jubilee grant 250.00

30.6.22 Interest 0.31

29.6.22 VAT refund 628.66

29.7.22 Interest 0.30

31.8.22 Interest 0.34

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

 ii) **Bank Reconciliation**

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

**Balances:**

 c/f at 30.04.22 6657.44

May payments 205.58 6451.86

May Receipts 250.00 6701.86

Outstanding May payments 395.80 6306.06

June payments 558.88 5747.18

June receipts 628.66 6375.84

July payments 1992.00 4383.84

August payments 90.51 **4293.33**

 September receipts 2524.50 6817.83

 September payments 2241.58 4576.25

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

**10. Planning**

 i) **New /Unresolved planning applications**

None

 ii) **Other/ Ongoing planning matters**

 **Enforcement notice for Claybrooke Hall -  Reference: 19/00356/DEVS  Enforcement Notice Reference : EN627** – An inspection is due in November. PN to remind CZ and await report.

 **Spinney View Farm –** Fencing has been erected since last meeting and has been construction so will take off agenda but will monitor.

 **APP/F2415/W/22/3291139** – Mere Meadows – change of use from 1 to 5 traveler pitches. Has been heard by Inspectorate and GH did attend. Disappointed at number of residents who attended. Awaiting result.

**11. Councillor or Other Training**

 No training needs at this time.

**12. Burial Board Update**

 - Due to purchase of new cemetery ,the maintenance costs have increased so there will be around a 2% increase in BB precept next year and another in 2024/25.

**13. Matters Arising**

 **-Village Gates** – will not be carried forward-see earlier section 6. Alternative of flashing speed sign to be sent to RP. **PN**

 - **Public Right of Way – Church Lane- Woodway Lane registration** – awaiting response.

 **- Annual Village Inspection –** to be arranged .**PN/NB**

 **- Memorial to Queen Elizabeth II –** any such memorial to be considered if/when funding is available.

 **14. Correspondence**

 No correspondence received.

**15. AOB**

 **- Donkey Field –** Stiles at each end are having dung placed underneath making it difficult for walkers. LCC to be contacted**. PN**

Meeting ended at 2105

**16. Date of Next Meeting**

The next Parish Council meeting will be held on Wednesday 7th December 2022 at 7.30pm in the School Hall.

To **resolve** that the minutes of the meeting of the Council/committee held on the 5th October 2022, and circulated to all members, be signed as a correct record.

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

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

Date:…………………5th December 2022…………………………………

**Action Point 1:** RP to be sent suggestions for use of Highway monies. **PN**

**Action Point 2:** : Letter about enforcement visit at Claybrooke Hall to be sent to Planning Dept. **PN**

**Action Point 3:** All relevant points raised by residents about their concerns about the laying down of gravestones in the cemetery to be sent to JBB representative**. PN**

**Action Point 4:** Alternative t**o** village gates proposal to be sent to RP. **PN**

**Action Point 5:** Annual village inspection to be arranged. **PN/NB**

**Action Point 6:** Issue of Donkey filed to be notified to LCC. **PN**