**Claybrooke Parva Parish Council**

**Minutes of Council Meeting held on Wednesday 7th December 2022 at 7.30pm in the School Hall**

1. **Members Present**

 Cllr Neil Blackhall (NB), Chair , Cllr Graham Hart (GH), Cllr Ray Middlemas (RM), Cllr Neil Repton (NR) and Patricia Nunn (PN), Parish Clerk

There were 8 members of the public present.

**2. Apologies for Absence**

 Apologies from DCllr Rosita Page (RP). These were accepted.

1. **Public Participation**

Residents were still very distressed at the actions of the burial board especially concerning a memorial bench. The PC apologised for this distress but stated that moves had been made by the JBB to improve communications by developing a website open to all; documents will also be posted on the notice board once erected. The notice board was to be erected sooner but the posts were stolen. Also, 21 days notice will be given of any laying down of gravestones in the future. This notice period was given for the larger headstones, in need of laying down, which has now expired so work will commence as soon as practicable. The risk assessment will be carried out annually and notice of this will also be given. It was asked what the relationship of the PC to JBB was and was explained that each PC has 1 representative on the board who is delegated to act on their behalf in burial matters. Several questions were raised by residents which will be sent to the JBB by the PC and answers will be given at the next meeting.

It was asked if a mirror or other safety item could be placed on the corner of Main Road and Church Lane due to recent damage to property by speeding vehicles. **PN**

**All residents left the meeting.**

1. **Disclosure of Personal Interests**

There were none.

1. **Minutes of last meeting held on5th October 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 5th October 2022**

- RP was sent letter about possible use of her Highways fund as alternative to the village gates.

- HDC planning enforcement was contacted about their visit to Claybrooke Hall.

- The points raised at the meeting by the residents concerning the JBB was forwarded to the JBB representative.

- The annual village inspection was carried out.

- The issue over the donkey field was passed to LCC and a response given that their visit showed not undue amounts of dung. This to be monitored.

1. **Chairman’s Announcements**

GH has stepped down from his position as Vice-Chairman. No elections would occur for this position as elections will happen at the Annual Parish Council Meeting after the Parish Council elections in May 2023.

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

Nov and Dec ( 2 x 1.99 = 3.98 ; fuel to attend December 13.02

 meeting (1 x 8 x 45p = £3.60; stamps £5.44)

1. Payment to Npower for electricity Jul-Sept. 20.76
2. Payment to Eon for annual street lighting maintenance 41.52
3. Payment to the Gardener for 2 cuts in September and October 162.00
4. Payment to Royal British Legion for Remembrance Day wreath 25.00

**Total payments**: £ 262.30 (£224.28 paid in Oct/Nov)

**Receipts**

30.09.22 Interest 0.67

31.10.22 Interest 1.22

30.11.22 Interest 2.15

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

 ii) **Bank Reconciliation**

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

**Balances:**

 c/f at 31.08.22

September receipts 2524.50 6817.83

September payments 2183.87 4633.96

October payments 83.99 4549.97

November payments 162.00 **4387.97**

Outstanding September payments 36.00 4351.97

(DGA)

December payments 38.02 2241.58 4576.25

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

 **iii)2023/24 Budget**

The draft budget was discussed in detail. It was proposed by NR, seconded by NB, that the precept level remain the same as 2022/23. **Resolved.**

**iv) Precept 2023/24**

Proposed by NB, seconded by GH, that the precept will be £5049.00 for 2023/24. **Resolved**

**v) Signatory on Bank Account**

It was proposed by NB, seconded by GH, that NR be added as a signatory on the bank account. **PN Resolved.**

**vi) Clerk’s 2022/23 Pay Award**

The salary for clerks has been agreed nationally. PN’s hourly rate will increase by £1 per hour in line with this ,together with back pay to 1.4.22. It was proposed by NB, seconded by GH, that this award be granted**. Resolved.**

**vii) Change of external Auditor**

PKF Littlejohn have been replaced by Moores as the AGAR external auditor. **Noted.**

**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 was due in November but the owners were absent. Another visit is planned for 13.12.22..

 **Spinney View Farm –** Much work and numbers of vehicles/caravans have been going to Spinney View Farm recently and concern has been raised as to whether this conforms with the planning conditions. CZ was contacted and she will be visiting site on 13.12.22.

 **APP/F2415/W/22/3291139** – Mere Meadows – the appeal has been allowed to change of use from 1 to 5 traveler pitches.

**11. Councillor or Other Training**

 No training needs at this time.

**12. Burial Board Update**

 - 2023/24 Annual fee has been set at £302.40 which is less than last year due to some adjustments relating to numbers of population. The budget includes an amount for accrual for the following year when the fee is expected to increase.

 - There have been a number of thefts at the cemetery including signs and posts for the notice board. CCTV has been installed to protect the cemetery assets.

 - The new website has been launched to provide information on the burial Board and also help with communication. The new notice board will also provide some communication for those not able to access the website.

 - Some areas of the old and new cemetery , currently not used will be wildflowered which is hoped to improve the cemetery and also reduce maintenance costs.

**13. Matters Arising**

 **- Traffic Sign** – will not be progressed as too expensive to purchase and maintain.

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

 **- Annual Village Inspection –** was carried out on 16.10.22. New road line markings were carried out and a repair to end of Western Drive.

 **- Parish Election Costs–** these have been provided by HDC for the Parish/District elections in May 2023. **Noted.**

 **14. Correspondence**

 The A5 Soar Brook Culvert will be closed during the night and some weekends from 24.2.23 until the end of March to clear vegetation and repair the drainage system/safety barrier.

**15. AOB**

 **- Accident damage –** Do the Police contact LCC when there is an accident causing damage so that recompense can be made from drivers’ insurance rather than out of public purse. **PN**

Meeting ended at 2150

**16. Date of Next Meeting**

The next Parish Council meeting will be held on Wednesday 1stth March 2023 at 7.30pm in the School Hall.

To **resolve** that the minutes of the meeting of the Council/committee held on the 7th December 2022, and circulated to all members, be signed as a correct record.

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

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

Date:……………… 1st March 2023…………………………………

**Action Point 1:** Add NR to signatories for bank. **PN**

**Action Point 2:** : Ask LCC whether a mirror or other safety item could be placed on the corner of Main Road and Church Lane due to recent damage to property by speeding vehicles.

**Action Point 3:** Ask if Police contact LCC when there is an accident causing damage so that recompense can be made from drivers’ insurance rather than out of public purse. **PN**

**Action Point 4:** Letter to be sent to JBB asking the residents’ questions raised at the meeting**. PN**