**Claybrooke Parva Parish Council**

**Minutes of Council Meeting held on Wednesday 8th March 2023 at 7.30pm in the School Hall**

1. **Members Present**

 Cllr Neil Blackhall (NB), Chair , Cllr Ray Middlemas (RM), DCllr R Page (RP) and Patricia Nunn (PN), Parish Clerk

There were 19 members of the public present.

**2. Apologies for Absence**

 There were not any apologies.

 Before the meeting could continue a resident stated his intention to video the meeting. A number of residents stated their wish not to be recorded. The resident stated that he felt the meeting could not go ahead as RP should not be appointed due to an investigation being carried out at HDC. RP was unaware of such an investigation. It was confirmed that a Cllr is able to continue in their duties during an investigation is concluded and HDC has officially made an order making RP a temporary Parish Councillor at Claybrooke Parva. Any issues can be taken up with the JHDC Monitoring officer. **The meeting continued.**

1. **Chairman’s Announcements**

**Resignation of Parish Councillors** – since the last meeting both G Hart (GH) and N Repton (NR) have resigned as Parish Councillors. The PC offered their thanks to both for their efforts over the time of their tenure, especially to GH who has been a Councillor for a number of years.

**Appointment of DCllr R Page as Parish Councillor** - in view of the above resignations, the Parish Council was left inquorate. Under an Order made under section 9(1) of the Local Government Act 1972, HDC appointed RP to act as a Parish Councillor until the Parish Council is quorate again after which her appointment will cease.

**Future of CPPC if remains Inquorate** – there are 5 positions available on the PC, 2 already being filled. To be sustainable the PC needs more people to come forward to fill those positions at the elections in May 2023. If the PC remains inquorate then HDC can call for a Governance review which, after consultation, could result in a merger with Claybrooke Magna PC. 2 residents expressed their interest in becoming Parish Councillors.

1. **Public Participation**
* A resident said they had received a reply from the JBB but later section 12 should deal with this.
* Concern was shown at the speed of vehicles going to the church via Church Lane. LCC will be asked about possible solutions. **PN**
* A resident informed the meeting that the item to be discussed in the closed section of the meeting concerned defamation of character.
* A number of questions were posed by 2 residents to the Chairman about the meeting of Councillors of the three parishes on 30th January 2023. It was stressed that the meeting was not a Parish Council meeting but a working party of Councillors from all three parishes to discuss issues affecting them all. No decisions were made at this meeting.

There were some more questions but the Public participation time had lapsed.

1. **Disclosure of Personal Interests**

There were none.

1. **Minutes of last meeting held on7th December 2022**

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

1. **Matters Arising from Previous Minutes on 7th December 2022**

- NR was not added to the bank signatory list due to his resignation.

- LCC were contacted about the possibility of a mirror on bend by Church Lane. LCC to investigate but cannot guarantee the outcome.

- LCC are informed of accidents if Police are involved. If the report contains vehicle details, LCC will attempt to recover any damage costs.

- A letter was sent to the JBB.

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.

 HDC will not be raising their portion of the Council tax for next year but there will be increases from other areas like the Police, fire and LCC.

1. **Finance**
2. **Payments and receipts:**

 Payment to P Nunn expenses. (Printer costs 11.42

 Jan, Feb and March ( 3 x 1.99 = 5.97 ; fuel to attend March

 meeting (1 x 8 x 45p = £3.60; envelopes £1.85)

 Payment to P Nunn for salary Oct- Dec 316.76

 Payment to HMRC for tax Oct- Dec 79.20

Payment to Npower for electricity Oct-Dec 17.01

 Payment to A Blackhall to refund purchase of bin bags for 5.50

litter pick

 Payment to P Nunn for salary Jan-Mar 268.90

 Payment to HMRC for tax Jan-Mar 67.40

**Total payments**: £ 766.19 ( £395.96 paid in December; £17.01 pd in January)

**Receipts**

31.12.22 Interest 2.45

31.1.23 Interest 2.62

28.2.23 Interest 2.58

21.2.23 VAT refund 2022/23 294.72

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

 ii) **Bank Reconciliation**

Submitted for end of February 2023 showing bank reconciliations on both accounts.

**Balances:**

Current Account:

 c/f at 30.11.22 4387.97

 Outstanding September payment (DGA) 36.00 4351.97

 December payments 408.98 3942.99

 January Payments 42.01 3900.98

 ( Incl. British Legion invoiced in December)

 February receipts 294.72 **4195.70**

 March Payments 356.22 3839.48

 **Reserve Account**

 c/f 30.11.22 3732.63

Interest 7.65 **3740.28**

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

**10. Planning**

 i) **New/unresolved planning applications**

**22/02030/TCA-** work to trees at the Belfry- completed

 ii) **Other/ Ongoing planning matters**

Enforcement notice for Claybrooke Hall **Reference: 19/00356/DEVS  Enforcement Notice Reference : EN627.** Haha/extension of garden enforcement . HDC have applied for a warrant to gain access.

 **22/00460/FUL –** Watling House – awaiting bat survey

 **Spinney View Farm-** HDC enforcement have given the owner 4 months to remove the static caravans as not causing significant harm to the amenity. No unauthorised activity has been witnessed when inspected.

 **R20/0259** – Land to rear of Cross in Hand for HGV facility- went to public enquiry on 10.1.23. No result as yet.

**11. Councillor or Other Training**

 No training needs at this time.

**12. Burial Board Update**

 - Having taken legal advice, the PC understand that when a Councillor resigns from the PC, they also resign from any other posts they may hold. Also, the PC can change their representative at any time. Consequently, it is agreed that GH is no longer the JBB representative for Claybrooke Parva PC.

 - It was proposed by NB, seconded by RM that RP be appointed as the JBB representative for Claybrooke Parva PC. **Resolved** Dispensation for RP to speak and vote on JBB matters was proposed by NB and seconded by RM. **Resolved** and dispensation was granted.

 - **Correspondence from UPC and CMPC** – a number of proposals were put forward by Claybrooke Magna and Ullesthorpe PCs with regard to the Burial Board. These included changing of the name from Joint Burial Board to Joint Burial Committee (JBC) to more accurately reflect its relationship with the PCs; review of the JBC’s governance including the clerk’s responsibilities; training for the clerk and members; changes to the website and terms of reference for the JBC. It was also proposed, by UPC ,that their Parish Clerk take responsibility for the financial/audit aspects as has a financial background. It was proposed by NB, seconded by RP that all these proposals be accepted. RM abstained from voting. **Resolved**.

 - RP would like to meet with the other PC JBC representatives, JCB clerk and Parish Council clerks, as soon as possible to discuss all matters raised at this meeting. **Agreed.** She hoped that better communication to all three parishes would result.

 RP also sent sympathies to all residents who have been affected by the past actions of JBB and hoped that the PC representatives and clerk would work together and that an acceptable way forward would be found. An update will be given at the next meeting.

**13. Matters Arising**

 **- Lutterworth Area Community Fund-** open again and ideas welcome to benefit the community.

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

 **- Weed removal at corner of village green-** this was cleared and seeded last year but due to the hot summer a lot of weeds have grown. It was proposed by NB hat the area given weed and feed. Seconded by RM. **Resolved.**

 **- Method of voting in elections –** a photo ID will be required when voting from this year. All photo ID accepted even expired ones, as long as photo still up to date. If no ID is available , residents can get a certificate from HDC.

 **- Election Briefing by HDC on 7.3.23 –** attended by PN. Details of the nomination packs and relevant dates were discussed. Prospective Cllrs will be contacted when nomination packs are available.

 **- Litter pick 12.3.23–** Hopefully will be better weather. Equipment, bags and high viz vests will be provided but please bring your own gloves.

 **-** **Possible greenways funding** – UPC have s106 funding for pathways. May be considered by JBC but will have to ask UPC if they agree.

 **14. Correspondence**

 Three e mails have been received from a resident. Matters noted.

**15. AOB**

There was no other business.

Meeting ended at 2035 and all residents left the meeting.

**16. Date of Next Meeting**

The next Parish Council meeting will be held on Wednesday 5th April 2023 at 7.30pm in the School Hall.

In the closed section of the meeting a resident’s letter was discussed and a reply was sent.

To **resolve** that the minutes of the meeting of the Council/committee held on the 8th March 2023, and circulated to all members, be signed as a correct record.

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

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

Date:……………… 5th April 2023…………………………………

**Action Point 1:** LCC will be asked about possible solutions of speeding in Church Lane. **PN**