**Claybrooke Parva Parish Council**

**Minutes of Council Meeting held on Wednesday 26th April 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 13 members of the public present.

**2. Apologies for Absence**

 There were not any apologies.

1. **Chairman’s Announcements**

Many thanks were given to RP for stepping in as temporary Parish Councillor to allow the Parish Council to remain quorate and carry on their business. Also, grateful thanks for all her work and support whilst acting as JBC representative for the Parish.

1. **Public Participation**

 A resident asked whether any questions from residents concerning cemetery matters would be answered by the Parish Council in future. This was confirmed.

1. **Disclosure of Personal Interest**

There were no disclosures.

1. **Minutes of last meeting held on5th April 2023**

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 5th April 2023**

 There were not any matters arising from the previous minutes.

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

RP stated that this would be her last meeting as a temporary Parish Councillor as new councillors would take their places after the election and that the Parish Council would be again quorate.

Fly- tipping has reduced over the District but any issues should be reported through the HDC website. If fly-tipping is on private land it is the responsibility of the landowner not HDC.

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:**

 Payment to P Nunn expense for attendance at meeting £3.60;

 printing paper £4.75 8.35

Payment to P Nunn for additional printing cost 8.00

Payment to LRALC for annual fee 165.08

Payment to A Blackhall to refund for purchase of weed and feed for 25.00

area next to church

Pay Plastikcity Ltd for annual website hosting and SSL certificate) 156.00

**Total payments**: £362.43

 **Receipts**

 3.4.23 Half precept 2524.50

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

 ii) **Bank Reconciliation**

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

**Balances:**

Current Account:

 c/f at 31.03.23 3842.48

 April Payments 148.62 3693.86

 Further April payments 362.43 3331.43

 April receipts 2524.50 5855.93

 **Reserve Account**

 c/f 31.03.23 3743.46

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

**10. Planning**

 i) **New/unresolved planning applications**

 ii) **Other/ Ongoing planning matters**

a) **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 and awaiting approval. RP has been working hard to get information and will contact again.

 b) **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 last inspected.

 **c) 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. Joint Burial Committee Update**

 RP was granted dispensation to speak and vote on matters concerning the Joint Burial Committee by the Parish Council at their meeting on 8th March 2023.

 All documents below have been circulated and read by all Parish Councillors before the meeting.

1. JBC Minutes of 14th and 21st April 2023 – contents noted.
2. To ratify the JBC constitution. Proposed to ratify by NB, seconded by RP. **Resolved.**
3. To ratify the document stating the Roles and Duties of the JBC clerk. Proposed to ratify by NB, seconded by RP. **Resolved.**
4. To ratify the Agreement of Financial Accountability for the JBC. Proposed to ratify by NB, seconded by RP. **Resolved**
5. To agree the Terms of Reference for the JBC. Proposed to agree by NB, seconded by RP. **Resolved.**

**Other Matters Arising**

1. A Memorial Policy has been agreed by the JBC – contents noted and proposed by NB, seconded by RP to agree. **Resolved.**
2. It was agreed at the meeting on 8.3.23 that the current UPC clerk would take overall responsibility for the JBC finances. It was proposed by NB, seconded by RP that the Roles and Duties of the Financial Officer of JBC be ratified. **Resolved.**

**13. Matters Arising**

 - **Public Right of Way –** Church Lane- Woodway Lane registration – have had a response from LCC and ongoing albeit slowly.

 **14. Correspondence**

Have received a letter from a resident. Contents noted.

**15. AOB**

There was not any other business.

 Meeting ended at 2010 and all residents left the meeting.

**17. Date of Next Meeting**

The next Parish Council meeting will be held on Wednesday 17th May 2023 at 7.30pm in the School Hall. This will be preceeded by the Annual Parish Council meeting at 7pm.

To **resolve** that the minutes of the meeting of the Parish Council held on the 26th April 2023, and circulated to all members, be signed as a correct record.

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

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

Date:……………… 17th May 2023…………………………………