

# **CLAYBROOKE PARVA (CPPC): MINUTES OF COUNCIL MEETING HELD WEDNESDAY 4 OCTOBER 2023 AT CLAYBROOKE SCHOOL 7.30pm**

## **1. Members Present**

Councillor Graham Hart (chair), Councillor Fay Briggs, Councillor Rita Herald, Councillor Nicholas Jenkins, Councillor Ray Middlemas. Jan Butcher, Parish Clerk.

## **2. Apologies**

None

## **3. Disclosure of Personal Interests**

None received

## **4. Chairman's Announcement**

In view of public attendance, the Chair ordered a public participation session in line with CPPC Standing Orders.

## **5. Public Participation**

A number of queries were raised in connection with Claybrooke cemetery; its appearance and legality of operation. In addition, a query was raised regarding the recording of the meeting by the Chair and FOI issues.

## **6. Approval of Minutes of Extraordinary Meeting 26 July 2023**

The minutes were not resolved.

## **7. To Consider and Resolve CPPC Codes, Standards & Procedures**

The following documents were resolved, subject to the amendments specified:

- a) Code of Conduct 2023 – no amendments
- b) Code of Conduct Guidance Notes 2023 – no amendments
- c) Standing Orders 2023 – removal of item h and amendment to meeting start time of 7.30pm

Additionally, it was resolved that Councillor Jenkins would contact NALC regarding the need for an administrative tidy up of the model document.

d) Financial Regulations 2023 – amendment of budgetary limit on page 8 to £500 in line with the Scheme of Delegation document

e) Complaints Procedure- no amendments

f) Risk Assessment 2023 – inclusion of confirmation this is a living document and will change over time

g) Information Publication Scheme – clerk email address to be corrected and Burial Ground entry on final page to be amended to read to be resolved

h) Scheme of Delegation – item 1b, to include in line with due process as set out in Standing Orders; item 3b to include response to be circulated to Councillors before submission

i) Gifts and Hospitality Policy and Register – no amendments

### **8. Banking and Accounting Matters Resolutions**

a) Council noted issues regarding the update on bank mandate and the insufficiency of current signatories.

b) It was resolved to continue banking provision with existing the cheque payment procedure.

c) Bank account values were noted along with relevant caveats resulting from lack of access to the account.

d) It was resolved that the former clerk and chair of CPPC be invited to sign cheques with the current Chair on a temporary basis until bank account update effected and gain their agreement in writing.

e) It was resolved that AEH Accountancy be appointed as CPPC internal auditor for the current financial year.

### **9. Consider Financial Report and Resolve Payment to Creditors**

a) The Clerk's Financial report was resolved. The Council noted concerns expressed by the Clerk regarding procedural compliance and gaps; Clerk to provide more detail before the next meeting.

Note: Councillor Herald left the room at 20.39 and returned at 20.43

b) Council resolved the following payments:

The Gardener - mowing, 4 invoices - £729.00

Npower – street light electricity - £17.46

Eon – street lights – maintenance - £52.80

BHIB – insurance - £276.89

Amazon – clerk laptop - £159.99 to reimburse Councillor Hart

ICO – data protection fee - £40.00 to reimburse Clerk

LRALC -clerk training - £50.00

Not resolved:

Anthony Collins – legal fee - £1,200.00

Joint Burial Board – annual fee - £302.04

Councillor Hart requested his objections to the decisions in relation to the Anthony Collins and Joint Burial Board invoices were recorded.

### **10. Consider New/Ongoing Claybrooke Parva Planning Matters**

a) 04/09/23- ref 20/00515/FUL – Cream Cottage carport. Councillor Hart disclosed a personal interest and left the room at 21.05. Council agreed Councillor Jenkins would chair this matter.

Resolved that the Council was neutral in respect of the application. Councillor Hart returned to the room at 21.15 and took back chair role.

b) 15/12/22 – ref 22/00460/FUL – Watling House – Council noted HDC update: bat survey requested, not submitted.

c) 17/06/21- ref 21/01126/PDC – The Leasowes – Council noted HDC update: formal decision not issued due to an oversight, case closed.

d) 13/10/12 – ref 20/01579/ART – Wells Close Council noted HDC update: Article 4 Direction Approved, case closed.

### **11. Consider New/Ongoing Claybrooke Parva Planning Enforcements**

a) 20/6/23 – ref 23/00200/DEVH – Spinney View Farm – Council noted HDC update: a planning enforcement notice was served on the 14.07.2023 for the unauthorised bund and engineering works. Recipients of the notice have not appealed, and a retrospective application not received. Compliance with the notice is due on the 14.10.2023. The notice requires the following steps:

- a. Remove the bund and any materials/soil used to create the bund from the area of land shaded blue on the Plan
- b. Return the Land to its former condition by levelling and cultivating with grass seed

A compliance check will be completed w/c 16 October 2023. Failure to comply is likely to result in injunctive action. Officer will also use this visit (accompanied by police) to check the position on the land generally.

b) 28/04/23 – ref 23/00129/COMS – Spinney View Farm – as above

c) 06/04/23- ref 13/00112 – Cream Cottage – see 10a above.

d) 20/12/22 ref 22/00428/DEVS – 5 Claybrooke Court – Council noted case is now closed

e) 06/12/22 – ref 22/00424/DEVS – Spinney View - as above

f) 19/00356/DEVS – Claybrooke Hall – Council noted HDC update: a date is being sought with the Magistrates Court for a warrant hearing to allow officers access to Claybrooke Hall.

### **12. Other Planning Matters**

a) Registration of Green Lane public right of way – Council noted case still with LCC.

b) Magna Park temporarily closed public footpaths – Council noted LCC update: the developer's representative has advised the new routes for public rights of way are due to open on or before 24 October 2023. LCC will arrange to walk them but any snagging issues will rely on cooperation of the developers to fix as there is no certification process required to complete the diversion.

### **13. Councillor or Other Training**

Council noted Councillors Herald, Middlemas and Briggs have received training from LRALC, at no cost. The Clerk has attended 2 LRALC training events. It was resolved the clerk would book Councillor Jenkins on to the earliest suitable LRALC event.

#### **14. Inspection of Village Assets**

It was resolved that Councillor Jenkins and the clerk would carry out the annual inspection.

#### **15. Consider and Resolve Administration of PC Notice Board.**

Resolved that Councillor Middlemas would take on the role.

#### **16. Consider Correspondence Received**

None

#### **17. Consider Arrangements for PC Remembrance Day Attendance**

Resolved to purchase a wreath and for Councillor Briggs to represent the PC at the church service.

#### **18.AOB**

Magna Park Liaison Group: no formal decision could be taken regarding PC representation under this item. It was agreed Councillor Briggs would attend the next meeting on 17 October to learn about the group which will enable the PC to make a resolution about future representation.

#### **19. Date of Next Meeting**

Resolved to hold at the School Hall on 6<sup>th</sup> December 2023 at 7.30pm.

#### **20. To pass resolution in accordance with the Public Bodies (Admissions to meetings) Act 1960 to exclude public and press for discussions concerning matters protected by legal and professional privilege.**

The resolution was passed and the public left the meeting

Note: Councillors Herald and Middlemass left the meeting at 21.34 at the start of this item and declined copies of the report.

The remaining council received a report from Councillor Jenkins. It was agreed time was needed to read and digest the contents and any further resolutions on the matter be deferred.

The meeting closed at 21.45