

CLAYBROOKE PARVA PARISH COUNCIL

All Councillors are hereby summoned to a **Meeting of Claybrooke Parva Parish Council** on
Wednesday 20th December 2023.

The meeting will be held at Claybrooke School at **7.00pm.**

All members of the public and press are welcome to attend.

The business to be transacted at the meeting is as follows:

2312-01 To receive and consider apologies for absence

2312-02 To receive members' declarations of interest

2312-03 To receive and consider members' requests for dispensations

2312-04 Co-option of a Councillor to fill the casual vacancy arising from the resignation of Mr. Hart

2312-05 Co-option of a Councillor to fill the casual vacancy arising from the resignation of Mr. Jenkins

2312-06 To appoint a Vice Chairman for Claybrooke Parva Parish Council

2312-07 To receive a signed Declaration of Acceptance of Office from the Vice Chairman

PUBLIC PARTICIPATION SESSION

2312-08 To adjourn for contributions from other representatives and members of the public

COUNCIL SESSION

2312-09 To approve as accurate the minutes of the extraordinary meeting held on 22nd November 2023

2312-10 Matters arising from the minutes of the extraordinary meeting held on 22nd November 2023

2312-11 Matters arising from District and County Cllr. Rosita Page

2312-12 Financial Matters

- a. To note the bank reconciliation
- b. To consider and approve accounts for payment
- c. To note receipts
- d. To discuss bank account access and bank account signatories
- e. To discuss precept setting
- f. Any other financial matters

2312-13 Planning Matters

- a. To consider planning application 23/01442/FUL
Demolition of existing building (sui generis) and erection of a self-build dwelling
Laurel Bank, Woodway Lane, Claybrooke Parva
- b. To discuss the Options Consultation regarding the SHELAA
- c. Any other planning matters

2312-14 To appoint a Parish Clerk for the role of Proper Officer and Responsible Financial Officer

2312-15 To receive an update and discuss business relating to the Joint Burial Committee

2312-16 To discuss the unresolved minutes of the Extraordinary Meeting held on 27th July 2023

2312-17 To discuss a review of the Standing Orders

2312-18 To discuss councillor or other training

2312-19 To discuss content for a Parish Council newsletter and agree a budget

2312-20 To discuss the use of the Parish Council noticeboard

2312-21 To discuss Christmas cards for residents from the Parish Council

2312-22 To discuss the civility and respect project

2312-23 To receive correspondence and agree any actions

2312-24 To consider items for inclusion on the agenda for the next meeting

2312-25 To confirm the date and time of the next meeting of Claybrooke Parva Parish Council

2312-26 To resolve to discuss items of a confidential nature to be debated in the absence of the press and public. Under the Public Bodies (Admission to the Meetings) Act 1960 (due to the matters being protected by legal and professional privilege).

Signed:

A handwritten signature in black ink, appearing to read 'K Clarke', written in a cursive style.

Mrs. Katherine Clarke

Acting Clerk to the Parish Council

15th December 2023