

**Minutes of the Extraordinary Meeting of Claybrooke Parva Parish Council held at 7.30pm on
Wednesday 22nd November 2023 at Claybrooke School**

Parish Councillors present: Cllr. Faye Briggs, Cllr. Ray Middlemas and Cllr. Rita Herald.

Also in attendance was County and District Cllr. Rosita Page and eight members of the public.

As there is no Clerk in position LRALC have advised that the first item of business must be the appointment of a Councillor to preside over the meeting until a chairman is appointed.

EM-001 To appoint a Councillor to preside over the meeting until a chairman is appointed

It was **proposed** by Cllr. Herald to appoint Cllr. Briggs to preside over the meeting until a chairman is appointed, Cllr. Middlemas **seconded** the proposal. Cllr. Briggs **agreed**. **Resolved**.

EM-002 To appoint a Chairman to Claybrooke Parva Parish Council

It was **proposed** by Cllr. Herald to appoint Cllr. Briggs as Chairman, Cllr. Middlemas **seconded** the proposal. Cllr. Briggs **agreed**. **Resolved**.

EM-003 To receive the appointed Chairman's signed Declaration of Acceptance of Office

Cllr. Briggs signed a Declaration of Acceptance of Office as Chairman to Claybrooke Parva Parish Council. As there is no Proper Officer in position, the declaration was counter-signed by Cllr. Herald as a member of the council.

As appointed Chairman, Cllr. Briggs continued to preside over the meeting.

EM-004 To consider temporary arrangements for a Proper Officer to Claybrooke Parva Parish Council

In the absence of a Proper Officer, Cllr. Briggs **proposed** asking the Clerk to Ullesthorpe Parish Council (Kat Clarke) to act as Proper Officer for the duration of the meeting, Cllr. Herald **seconded** the proposal. Cllr. Middlemas **agreed**. Cllr. Briggs asked the Clerk, present as a member of the public if they would be willing to assist, the Clerk **agreed** and proceeded to record the minutes. **Resolved**.

EM-005 To receive and consider apologies for absence

- No apologies for absence received.
- It was noted that Cllr. Jenkins has advised his fellow councillors that he has resigned with immediate effect prior to the meeting. The Parish Council **agreed** unanimously to accept his resignation and begin the process of posting a notice to advise electors and advising the Monitoring Officer.

EM-006 To receive members' declarations of interest

No declarations of interest received.

EM-007 To receive and consider members' requests for dispensations

No requests for dispensations received.

EM-008 To appoint a Vice-Chairman to Claybrooke Parva Parish Council

It was **agreed** unanimously to defer the appointment of a Vice-Chairman to Claybrooke Parva Parish Council until the meeting scheduled for 6th December 2023.

EM-009 To receive the appointed Vice-Chairman's signed Declaration of Acceptance of Office

Due to agenda item EM-008 being deferred until the meeting scheduled for 6th December 2023, agenda item EM-009 also needs to be deferred.

PUBLIC PARTICIPATION SESSION

EM-010 To adjourn the meeting for contributions from other representatives and members of the public

It was **agreed** unanimously to temporarily adjourn the meeting for contributions from other representatives and members of the public, once any contributions have been received the council session will resume.

- A member of the public thanked everyone for the work they undertake to actively maintain and protect community assets to provide good services for residents and make sure things are done correctly.
- Cllr. Page stated that it has been a very tough period and that everyone is sorry for all the distress that has been caused, it is hoped things can move forward. Cllr. Briggs thanked Cllr. Page for her assistance.
- A member of the public advised that they were gravely concerned at the last meeting to witness the presentation of a substantial invoice for legal advice that had not been sanctioned by the Parish Council, as payment of the invoice was not authorised the member of the public asked what the current situation is. Cllr. Briggs advised that the situation is ongoing and an update will be provided once available.
- A member of the public encouraged the Parish Council to take up any training opportunities available to them.
- Cllr. Page asked the Parish Council to consider writing a letter of thanks to LRALC for the support they have provided.

COUNCIL SESSION

EM-011 To approve as accurate the minutes of the meeting held on 4th October 2023

Cllr. Briggs **proposed** approving as accurate the minutes of the meeting held on 4th October 2023, Cllr. Middlemas **seconded** the proposal. Cllr. Herald **agreed. Resolved.**

EM-012 Matters arising from the minutes of the meeting held on 4th October 2023

It was **agreed** unanimously to defer the matters arising from the meeting held on 4th October 2023 to the meeting scheduled for 6th December 2023.

EM-013 To appoint a representative to Claybrooke Joint Burial Committee

Cllr. Herald **proposed** appointing Cllr. Middlemas as the Claybrooke Parva Parish Council representative to Claybrooke Joint Burial Committee, Cllr. Briggs **seconded** the proposal. Cllr. Middlemas **agreed. Resolved.**

EM-014 To appoint a substitute representative to Claybrooke Joint Burial Committee

Cllr. Herald **proposed** appointing Cllr. Briggs as the Claybrooke Parva Parish Council substitute representative to Claybrooke Joint Burial Committee, Cllr. Middlemas **seconded** the proposal. Cllr. Briggs **agreed. Resolved.**

EM-015 To agree the appointment process for a Proper Officer and Responsible Financial Officer

A notice advising that there is a vacancy for the position of Parish Clerk has been posted. It was **agreed** unanimously that the terms and conditions of employment should remain the same as the previous clerk, although it was noted that the annual NALC pay increase has been announced, this will need to be applied. Cllr. Briggs **proposed** that the UPC Clerk, if willing, will arrange and clerk the meeting scheduled for 6th December 2023, at said meeting the Parish Council can consider candidates and appoint. Cllr. Herald **seconded** the proposal. Cllr. Middlemas **agreed.** The UPC Clerk **agreed** to arrange and clerk the meeting scheduled for 6th December 2023. **Resolved.**

EM-016 To agree the process for the for co-option to fill the casual vacancy

Following the resignation of Mr. Hart in October 2023, the Monitoring Officer at Harborough District Council (HDC) was contacted and a notice was posted advising that the vacancy will be filled by election if any ten Local Government Electors submit a written request to HDC by 3rd November 2023. The Monitoring Officer has confirmed that they have not received any requests and the Parish Council is now able to co-opt a candidate to fill the casual vacancy. The Parish Council is aware of one expression of interest, it was **agreed** unanimously, that this will be considered at the meeting scheduled for 6th December 2023.

EM-017 To consider items for inclusion on the agenda for the next meeting

- Routine recurring agenda items.
- Updates on agenda items above, as required.
- HDC Options Consultation re. Local Plan.
- Casual vacancies.
- Closed session to discuss unresolved payment.
- Unresolved minutes from Extraordinary Meeting held on Wednesday 26th July 2023.
- Precept setting.
- A review of the Standing Orders.
- Content for a Parish Council newsletter.
- Update from the Joint Burial Committee.
- Review of the validity of resolutions passed after the 4th May 2023 election.

EM-018 To confirm the date and time of the next meeting

The date and time of the next meeting of Claybrooke Parva Parish Council is 7.30pm on Wednesday 6th December 2023 at Claybrooke School.

Cllr. Briggs thanked all those in attendance and closed the meeting at 8.23pm.

APPROVED AS ACCURATE ON 20.12.23.