

*Meeting originally scheduled for 06.12.23, postponed until 20.12.23.*

**Minutes of the Meeting of Claybrooke Parva Parish Council held at 7.00pm on Wednesday 20<sup>th</sup>  
December 2023 at Claybrooke Parva School Hall**

Parish Councillors present: Cllr. Faye Briggs, Cllr. Ray Middlemas and Cllr. Rita Herald. Cllr. Blackhall was co-opted as a councillor under agenda item 2312-04 and was present at the meeting. Also in attendance was Mrs. Katherine Clarke acting as Parish Clerk and three members of the public.

**2312-01 To receive and consider apologies for absence**

Apologies for absence were received from County and District Cllr. Rosita Page.

**2312-02 To receive members' declarations of interest**

Cllr. Middlemas and Cllr. Briggs declared interests in agenda item 2312-13.

Cllr. Middlemas and Cllr. Briggs declared interests in matters relating to the Joint Burial Committee.

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

Cllr. Middlemas and Cllr. Briggs requested a dispensation to vote on matters relating to the Joint Burial Committee, **agreed** unanimously. **Resolved.**

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

The Parish Council have received an expression of interest in the casual vacancy from Mr. Neil Blackhall. Cllr. Briggs **proposed** co-opting Mr. Blackhall to fill the casual vacancy, Cllr. Herald **seconded** the proposal and Cllr. Middlemas **agreed**. Cllr. Briggs invited Mr. Blackhall to be co-opted, Cllr. Blackhall accepted the invitation and signed a Declaration of Acceptance of Office. **Resolved.**

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

Harborough District Council have confirmed that a co-option can fill the vacancy, no expressions of interest have been received. Cllr. Briggs **proposed** that the casual vacancy is reviewed at the next meeting of the Parish Council, Cllr. Herald **seconded** the proposal, all **agreed**. **Resolved.**

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

Cllr. Briggs **proposed** appointing Cllr. Blackhall as Vice Chairman, Cllr. Herald **seconded** the proposal and Cllr. Middlemas **agreed**. Cllr. Blackhall accepted the position. **Resolved.**

**2312-07 To receive the appointed Vice-Chairman's signed Declaration of Acceptance of Office**

Cllr. Blackhall signed a Declaration of Acceptance of Office for the role of Vice Chairman.

**PUBLIC PARTICIPATION SESSION**

**2312-08 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. **Resolved.**

- A resident asked for an update regarding the cemetery, the Parish Council advised that the matter is on the agenda.
- A resident asked if there will be another display of old village photos and memories like the one held at the school approximately 10 years ago. Following discussion between the Parish Council and the residents present, it was thought that there could be an opportunity to do a display to coincide with the 80<sup>th</sup> anniversary of D-Day on 6<sup>th</sup> June 2024.

**COUNCIL SESSION**

**2312-09 To approve as accurate the minutes of the extraordinary meeting held on 22<sup>nd</sup> Nov. 2023**

Cllr. Middlemas **proposed** approving as accurate the minutes of the extraordinary meeting held on 22<sup>nd</sup> November 2023 as accurate, Cllr. Herald **seconded** the proposal. Cllr. Briggs **agreed**. Cllr. Blackhall

abstained from voting as although he had been present at the meeting, he was present as a member of the public. **Resolved.**

#### **2312-10 Matters arising from the minutes of the extraordinary meeting held on 22<sup>nd</sup> Nov. 2023**

No matters arising that are not covered on the agenda.

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

Cllr. Page has been in regular contact via phone and email throughout the month with the Councillors and the temporary Clerk updating and advising on issues concerning Claybrooke Parva Parish Council and assisting with any concerns Claybrooke Parva Parish Council have raised.

#### **2312-12 Financial Matters**

##### **a. To note the bank reconciliation**

Cllr. Briggs advised that there have been no transactions on the bank account.

##### **a. To consider and approve accounts for payment**

Cllr. Briggs **proposed** payment of the following accounts, the Parish Council **agreed** unanimously: *Royal British Legion Poppy Appeal – wreath and donation - £25.00. Resolved.*

*J Butcher – clerk expenses - £14.00. Resolved.*

##### **b. To note receipts**

No receipts to report.

##### **c. To discuss bank account access and bank account signatories**

Cllr. Briggs **proposed** that once a new clerk is appointed, they should contact the bank and then the Parish Council can agree who should be signatories, the Parish Council **agreed unanimously**. It was noted that a new chequebook will be required as soon as possible. **Resolved.**

##### **d. To discuss precept setting**

The deadline for the submission of the precept requirement to Harborough District Council is 26<sup>th</sup> January 2024. The Parish Council **agreed unanimously** that this will be dealt with at the Parish Council meeting to be held in January 2024. **Resolved.**

##### **e. Any other financial matters**

It was noted that there is a disputed invoice to be discussed under agenda item 2312-26.

#### **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

*Notification only, the application was not considered by the Parish Council as Harborough District Council granted approval on 6<sup>th</sup> December 2023.*

##### **b. To discuss the Options Consultation regarding the SHELAA**

Harborough District Council will be holding an Issues and Options Consultation regarding the new Local Plan between Jan. and Feb. 2024. The Parish Council will review documentation relating to the consultation to enable an informed discussion at the Parish Council meeting in January 2024.

##### **c. Any other planning matters**

- The Parish Council has received an update regarding Spinney View Farm which will be discussed at the Parish Council meeting in January 2024.
- The Parish Council will request an update regarding enforcement action at Claybrooke Hall.

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

One application has been received from Mrs. Patricia Nunn who previously held the position. Cllr. Briggs **proposed** offering the position to Mrs. Nunn, starting 1<sup>st</sup> January 2024, with the same Terms and Conditions as before and the rate of pay adjusted to comply with the latest NALC pay scales, Cllr. Blackhall **seconded** the proposal, all **agreed**. It was noted that an interview and references are not

required as all of the Parish Council have worked with Mrs. Nunn previously. Cllr. Middlemas and Cllr. Blackhall both declared that they would be happy to provide references. **Resolved.**

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

Cllr. Middlemas brought matters raised by the Joint Burial Committee for ratification by the three Parish Councils:

1. The Joint Burial Committee representatives and clerks should open a new bank account with NatWest as soon as possible to allow the Joint Burial Committee to operate. Cllr. Middlemas **proposed**, Cllr Herald **seconded**, all **agreed. Resolved.**
2. The RFO for the Joint Burial Committee should consult with NatWest to facilitate the monies being held in the former Joint Burial Board bank account to be transferred into the new account of the Joint Burial Committee as soon as possible. Cllr. Middlemas **proposed**, Cllr. Briggs **seconded**, all **agreed. Resolved.**
3. The three Parish Councils to pay their pre-arranged 2023/24 contribution into the new account. Cllr. Middlemas **proposed**, Cllr. Briggs **seconded**, all **agreed. Resolved.**
4. The Joint Burial Committee should contact stonemasons, qualified to ICCM standards, to obtain quotes for a new risk assessment. Cllr. Middlemas **proposed**, Cllr. Briggs **seconded**, all **agreed. Resolved.**
5. The interim Joint Burial Committee Clerk should write to Mrs. Bennett and Mrs. Herald apologising for their treatment by the former Joint Burial Board concerning a memorial bench that has now been located. Cllr. Middlemas **proposed**, Cllr. Briggs **seconded**, all **agreed. Resolved.**
6. The interim Joint Burial Committee Clerk should obtain quotes for new insurance as soon as possible. Cllr. Middlemas **proposed**, Cllr. Blackhall **seconded**, all **agreed. Resolved.**
7. That there will be no compensation, as requested by a stonemason, to a family over the delay in siting a memorial headstone by the former Joint Burial Board and the distress caused. The delay and distress was caused by individuals acting without authority and has now been resolved. Cllr. Middlemas **proposed**, Cllr. Briggs **seconded**, all **agreed. Resolved.**

Additional points noted:

1. It has been requested that the three Parish Councils add the new email and phone details for the Joint Burial Committee to their websites.
2. The Joint Burial Committee intends to respond to a Freedom of Information Request by a resident of Claybrooke Parva as vexatious. There will be no further correspondence by the Joint Burial Committee or the Parish Councils considered on this matter.
3. The provisional date for the next meeting of the Joint Burial Committee is 16<sup>th</sup> January 2024, time and location to be confirmed.

#### **2312-16 To discuss the unresolved minutes of the extraordinary meeting held on 27<sup>th</sup> July 2023**

It was noted that there are no objections to resolving approval of the draft minutes of the section of the meeting open to the public. The objections are regarding the notes accompanying the draft minutes for the closed confidential session. Cllr. Briggs **proposed** resolving approval of the minutes with acknowledgment that the notes for the closed confidential session are disputed and remain disputed, Cllr. Middlemas **seconded** the proposal. **Resolved.**

#### **2312-17 To discuss a review of the Standing Orders**

The Parish Council **agreed** unanimously that it would be prudent to review the current version of the Standing Orders. The matter will be discussed at the meeting in January 2024. **Resolved.**

**2312-18 To discuss councillor or other training**

Cllr. Briggs advised that she thought it would be prudent to attend the Chairman training course offered by LRALC at a cost of £50.00. Cllr. Blackhall **proposed** approving Cllr. Briggs to attend the course, Cllr. Herald **seconded** the proposal. **Resolved.**

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

It was **agreed** unanimously to bring content to the Parish Council meeting in January 2024 and the Parish Council will then decide if they want to proceed with a newsletter. If they decide to proceed, a budget will be agreed. Content ideas so far include: Joint Burial Committee update, Spinney View Farm update, forthcoming meeting dates, ideas for D-Day 80<sup>th</sup> Anniversary and the noticeboard. **Resolved.**

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

The Parish Council **agreed** unanimously that they were happy with noticeboard usage. **Resolved.**

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

The Parish Council had hoped to be able to send Christmas cards to all residents. However, meeting time constraints mean it is not possible in 2023. It was **agreed** unanimously that the Parish Council will revisit the idea in 2024. **Resolved.**

**2312-22 To discuss the Civility and Respect Project**

Cllr. Briggs advised that NALC would like all councils to be part of their Civility and Respect Project. Cllr. Briggs will circulate a copy of the document demonstrating the core values of the project. Cllr. Briggs asked the Parish Council to review the document so that at the Parish Council meeting in January 2024, the Parish Council can decide if they wish to participate.

**2312-23 To receive correspondence and agree any actions**

Cllr. Briggs advised that the Parish Council has received multiple emails from one resident, with multiple contexts and one Freedom of Information Request. It was **agreed** unanimously that Cllr. Briggs should contact the Information Commissioner's Office for advice and that if required, due to time limits, Cllr. Briggs should respond. If a response due to time limits is not required, the new Clerk should be asked to draft responses in due course. **Resolved.**

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

Updates on any outstanding agenda items above.

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

The date and time of the next meeting of Claybrooke Parva Parish Council is 7.00pm on Wednesday 17<sup>th</sup> January 2024 at Claybrooke Parva School Hall.

**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 Meetings) Act 1960 (due to the matters being protected by legal and professional privilege)**

Cllr. Briggs **proposed** closing the meeting to press and public to discuss matters protected by legal and professional privilege, Cllr. Herald **seconded** the proposal, all **agreed. Resolved.**

*Cllr. Briggs closed the meeting to press and public at 8.24pm. At this point in the meeting three members of the public left. The Parish Council continued the meeting in a private session.*

*Cllr. Briggs closed the private session at 8.34pm.*