

## Claybrooke Parva Parish Council

### Minutes of Council Meeting held on Wednesday 15<sup>th</sup> May 2024 at 8.80pm in Claybrooke Parva School Hall

#### 1. Members Present

Cllr Fay Briggs (FB) (Chairman), Cllr Neil Blackhall (NB) Vice- Chairman , Cllr Ray Middlemas (RM), DCllr Rosita Page (RP) and Patricia Nunn (PN), Parish Clerk  
There were 3 members of the public present.

#### 2. Apologies for Absence

Apologies were received from Cllr Rita Herald which were accepted.

#### 3. Public Participation Session

- The use of the church toilet was discussed, unfortunately, the inclusion for public use is not included on any plans.
- Various PC policy and procedures were discussed.
- It was reported that strong smells are coming from the fires on Spinney View Farm and these have been reported to the EA.

#### 4. Disclosure of Personal Interests

There were no disclosures.

#### 5. Members Requests for Dispensation

RM has dispensation to speak and vote on matters of the Joint Burial Committee.

#### 6. Top approve as accurate the minutes of last meeting held on 6<sup>th</sup> March 2024

A query was raised and a proposal to defer the approval of the minutes to the next PC meeting was proposed by FB, seconded by NB. Agreed unanimously. **Resolved.**

#### 7. To consider matters arising from previous minutes on 6<sup>th</sup> March 2024

All matters from the previous meeting have been actioned or to be discussed at this meeting.

#### 8. To consider matters raised by the District/County Councillor

RP provides regular email updates and information prior to the meeting of the Parish Council and all matters have been noted.

#### 9. Financial Matters

##### i) To approve expenditure and note receipts for end of March, April and May 2024

##### Expenditure and receipts to 31.3.24

Payment to N Blackhall for refund for purchase of refuse sacks for the village litter pick	3.00
Payment to Joint Burial Committee for annual donation	400.00
Payment to Ullesthorpe Parish Council for refund of legal fees resulting from issues with former Joint Burial Board	787.50
Payment to Claybrooke Magna Parish Council for refund of legal fees resulting from issues with former Joint Burial Board	87.50
Payment to P Nunn for salary Jan- Mar	366.30

Payment to P Nunn for expenses. Travel for village inspection 45px 8 = £3.60; purchase of stamps £6.00 )	9.60
Payment to The Gardener – one cut in March	81.00
<b>Total expenditure:</b> £1,734.90 (£466.40 paid in March)	

**Receipts**

29.02.24	Interest	4.36
20.02.24	VAT refund 2023/24	49.71
28.3.24	Interest	4.22

**Expenditure and receipts for April and May 2024**

Payment to AEH Accountancy for annual payroll fee	144.00
Payment to P Nunn for expenses. Travel to May meeting 45px 8 = £3.60; printing costs for April and May £2.99 x 2 £5.98 )	9.58
Payment to LRALC Ltd for LRALC/NALC annual fee	262.07
Payment to Npower for electricity Jan-Mar	41.53
<b>Total expenditure:</b> £457.18 (£447.60 paid in April)	

**Receipts**

10.4.24	Half precept	2777.00
30.4.24	Interest	4.97

Proposed by FB, seconded by NB, that all expenditure be approved and receipts noted. Agreed unanimously. **Resolved.**

ii) **To note the Bank Reconciliation to the end of March and April 2024**

Shows bank reconciliations on both accounts.

**Current Account to end of March 2024:**

c/f at 3.12.23		5276.24
February receipts	49.71	5325.95
March payments	59.58	5266.37
Additional March payments	466.40	<b>4799.97</b>
<i>Outstanding March payments (Burial Committee and UPC)</i>	<i>1268.50</i>	<i>3531.47</i>
<i>Outstanding October payments ( Laptop refund)</i>	<i>159.99</i>	<i>3371.48</i>

**Reserve Account**

c/f 31.01.24		3785.17
Interest	8.58	<b>3793.75</b>

**Current Account to end of April 2024:**

c/f at 31.3.24		4799.97
April payments	447.60	4352.37
April receipts	2777.00	<b>7129.37</b>
<i>May payments</i>	<i>9.58</i>	<i>7119.79</i>
<i>Outstanding October payments ( Laptop refund;)</i>	<i>159.99</i>	<i>6959.80</i>
<i>Outstanding January payments (school hire)</i>	<i>132. 00</i>	<i>6827.80</i>
<i>Outstanding March and April payments – the gardener, repayment to UPC and Burial Committee annual donation)</i>	<i>1268.50</i>	<i>5559.30</i>

**Reserve Account**

c/f 31.03.24		3793.75
Interest	4.97	<b>3798.72</b>

Proposed by RM, seconded by NB, that all receipts noted. Agreed unanimously. **Resolved.**

- iii) **The annual accounts report for 2023/24** was presented to all Cllrs before the meeting. FB proposed that this be approved, seconded by NB, agreed unanimously. **Resolved.**
- iv) **The Annual Governance Statement for 2023/24** was presented to all Cllrs before the meeting. FB proposed that this be approved, seconded by NB, agreed unanimously. **Resolved.**
- v) **The Accounting Statements for 2023/24** were presented to all Cllrs before the meeting. NB proposed that these be approved, seconded by RM, agreed unanimously. **Resolved.**
- vi) **The Internal Audit report for 2023/24** was presented to all Cllrs before the meeting. FB proposed that this be approved, seconded by NB, agreed unanimously. **Resolved.**
- vii) **The Certificate of Exemption for 2023/24** was presented to all Cllrs before the meeting. FB proposed that this be approved, seconded by NB, agreed unanimously. **Resolved.**
- viii) **The Notice of Public Rights and Publication for 2023/24** was presented to all Cllrs before the meeting. FB proposed that this be approved, seconded by NB, agreed unanimously. **Resolved.**  
The publication period will be from 2.6.24 to 12.7.24.  
There were no other financial matters.

## 10. Planning

### i) To consider any new planning applications

**24/00452/VAC - Cream Cottage, Main Road** - Creation of new site access and erection of carport (Variation of condition 6 (Permitted Plans) of (20/00515/FUL), to use tile effect metal roofing sheets instead of clay tiles – Retrospective - objected

### ii) To consider any other/ ongoing planning matters

- a) **Enforcement notice for Claybrooke Hall, Reference: 19/00356/DEVS Enforcement Notice Reference : EN627.** Haha/extension of garden enforcement . HDC intended to enter the property on 13<sup>th</sup> March. No further reports. To be contacted again. **PN/RP**
- b) **Spinney View Farm-** HDC are monitoring the site and disruption notices have been placed on fences. Water samples to be collected. EA also been informed.

## 11. To discuss Councillor or other training

No training needs identified at this time.

## 12. To receive and update and discuss business relating to the Joint Burial Committee

The last meeting was held on 7<sup>th</sup> May 2024.

The following recommendations are requested to be approved:

- i) It was proposed by FB, seconded by NB, that the JBC should consult the draining consultants of the new cemetery for advice about drainage solutions for that area and obtain quotes as necessary. Unanimously agreed. **Resolved.**
- ii) It was proposed by FB, seconded by NB, that the JBC clerk should obtain a quote for hedge cutting of the east boundary of the old cemetery and south boundary of the new cemetery. Unanimously agreed. **Resolved.**
- The new bank account is now set up. The acting JBC clerk will contact the bank to discuss transfer of the existing account to the new one.
- A JBC member will be attending a course for Safety Inspection of Memorials in Burial Grounds as soon as a place becomes available.
- A contractor has been appointed to mow both cemeteries on a 3 month trial period. The trial starts in May until the end of July. The cost will be £550 per cut for 2 cuts per month. This cost is slightly less than the previous cost as the contractor is not VAT registered.
- A new website is being set up at a cost of £11.99 per month. [www.claybrookecemetery.org.uk](http://www.claybrookecemetery.org.uk)
- There is £400 s106 money available for the cemetery which will be applied for to contribute to the cost of a new notice board.
- Next meeting of JBC will be on 11<sup>th</sup> June 2024.

**13. To discuss the public right of way registration - Church Lane – Woodway Lane**  
Nothing to report.

**14. To discuss the swimming pool at the school**  
The school representative explained the Trust had decided that the use of the pool would be discontinued due to its limited use due to the canopy design, and increasing maintenance costs.

**15. To discuss and approve the spending for the hedge cutting on the green**  
Quotes are being obtained to cut back the hedge surrounding the green. It was suggested that Sykes trust may be able to help with trimming the top. **PN** to contact them.

**16. To receive any correspondence and agree actions**  
None received

**17. Any other business**  
Tickets are available for the Choral Society event at the church on 6<sup>th</sup> July at 7.30pm.

**18. Date of Next Meeting**  
The next Parish Council meeting will be held on Wednesday 4<sup>th</sup> September 2024 at 7.00pm in Claybrooke Parva School Hall.

The meeting was closed by the Chairman at 2045.

To **resolve** that the minutes of the meeting of the Parish Council held on the 15<sup>th</sup> May 2024, and circulated to all members, be signed as a correct record.

Signature:..... (Chairman)

Name:.....Fay Briggs.....

Date:..... 4<sup>th</sup> September 2024.....