

## Claybrooke Parva Parish Council

### Minutes of the Parish Council Meeting held on Wednesday 21st May 2025 in Claybrooke Parva School Hall

The meeting commenced at 1920 hrs after the Annual Parish Council meeting.

**1. Members Present**

Cllr Fay Briggs (FB) (Chairman), Cllr Neil Blackhall (NB) Vice- Chairman , Cllr Ray Middlemas (RM), Cllr Rita Herald (RH) and Patricia Nunn (PN), Parish Clerk.

There was 1 member of the public present.

**2. Apologies for Absence**

Apologies were received from DCllr R Page which were accepted.

**3. To receive and consider any disclosures of personal interest**

There were not any disclosures.

**4. To members' dispensation**

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

**5. Public Participation Session**

No matters were raised.

**6. To approve as accurate the minutes of last meeting held on 5<sup>th</sup> March 2025**

It was proposed by FB, seconded by NB, that the minutes be approved as accurate. Agreed unanimously. **Resolved.** They were signed by FB.

**7. To consider matters arising from previous minutes on 5<sup>th</sup> March 2025**

The widening of the junction between Woodway Lane and the A5 was raised with LCC but no response has been received. The matter has been raised again.

All other matters arising from the previous meeting have been actioned.

**8. To consider any 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. To discuss and agree and financial matters**

**To approve expenditure and note receipts for end of March 2025**

Payment to A Blackhall for purchase of bins bags for litter pick	4.77
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Payment to P A Nunn for salary Jan-Mar	385.50
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**Total payments:** £390.27

**Receipts**

28.02.25	Interest	3.68
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25.2.25	VAT refund	81.76
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31.3.25	Interest	4.08
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**Expenditure and receipts for April and May 2025**

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 AEH for annual payroll costs 2024/25	156.00
Payment to The Gardener for 1 cut at end of March 2025	81.00
Payment to LRALC for annual fee	267.51
Payment to AEH Consultancy for annual audit fee	96.00
Payment to Plastikcity for annual invoice and SSL certificate	156.00
Payment to the joint Burial Committee for annual donation 2025/26	444.00

**Total payments:** £1210.09 ( £237.00 paid in April)

**Receipts**

30.4.25 Interest	3.86
9.4.25 Precept	2860.50

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

ii) **To note the Bank Reconciliation to 31<sup>st</sup> March 2025 and to 30<sup>th</sup> April 2025****Current Account to end of March 2025:**

c/f at 28.02.25		4880.80
February credits	81.76	4962.56
March payment	12.57	4949.99
Additional March payments	390.27	<b>4559.72</b>

**Reserve Account**

c/f 28.02.25		3839.36
Interest	7.76	<b>3847.12</b>

**Current Account to end of April 2025:**

c/f at 31.03.25		<b>4559.72</b>
April receipt	2860.50	7420.22
April payments	237.00	<b>7183.22</b>
<i>Outstanding April payment (LRALC)</i>	<i>267.51</i>	<i>6915.71</i>
<i>May payments</i>	<i>973.09</i>	<i>5942.62</i>

**Reserve Account**

c/f 31.03.25		3847.12
Interest	3.86	<b>3850.98</b>

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

- iii) **The annual accounts report for 2024/25** 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 2024/25** 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 2024/25** were presented to all Cllrs before the meeting. NB proposed that these be approved, seconded by RH, agreed unanimously. **Resolved.**
- vi) **The Internal Audit report for 2024/25** 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. RH proposed that this be approved, seconded by FB, agreed unanimously. **Resolved.**
- viii) **The Notice of Public Rights and Publication for 2023/24** was presented to all Cllrs before the meeting. RM proposed that this be approved, seconded by NB, agreed unanimously. **Resolved.**  
The publication period will be from 2.6.25 to 14.7.25.

## 10. Planning

### i) To consider any new planning applications

**25/00494/OUT- Spinney View Farm** – erection of a dwelling with associated access – self-build- now withdrawn.

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

**Enforcement notice for Claybrooke Hall, Reference: 19/00356/DEVS Enforcement Notice**

**Reference: EN627.** Haha/extension of garden enforcement . Also, **Listed Building Enforcement Notice No. LBEN628** – Alterations to the building. The building was entered by warrant in March. Legal proceedings are now being pursued by HDC with an injunctive order for non-compliance with the Council's Listed Building Notice.

**24/00452/VAC - Cream Cottage, Main Road** - Cream Cottage- erection of car port with metal roofing- the appeal lodged to Secretary of State was refused 7.4.25.

**24/00164/COMS** – Spinney View Farm – FB to arrange a meeting with the new enforcement officer for Spinney View Farm to clarify the position going forward.

## 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

- An application has been put forward put forward to the LACF (Lutterworth Area Community Fund) for the replacement of the notice board and refurbishment of the gates.
- The contract for mowing of the cemeteries started in May – He was delayed in April due to mechanical failure of the mower so 2 cuts will occur in May to make up for the missed one in April.
- Land registry and banking issues are ongoing.
- 2 burials have been booked for May and June. Also, the erection of a memorial stone has been applied for in the Garden of Remembrance.

## 13. To discuss the new HDC Local Plan consultation

The PC submitted their response including comments on Spinney View Farm, the proposed extension of Magna Park and general comments on the plan response form.

## 14. To discuss and agree support for the funding application by the church for internal improvements

It was proposed by FB, seconded by RH, that the PC should support the s106 application by the church for improvements to lighting, boiler, toilet and kitchen facilities. Agreed unanimously. **Resolved.**

## 15. To receive any correspondence and agree actions

All correspondence has been dealt with. No new correspondence received.

## 16. Any other business

- The PC would like to offer their thanks to all those who volunteered at the recent litter pick.
- The wooden village sign to be looked at for any necessary repairs/refurbishment.
- There are a number of events coming up:

Coffee mornings are held on the last Thursday of every month at Claybrooke village hall – 10.30-12.30

McMillan coffee morning at the Claybrooke village hall on 26<sup>th</sup> September from 9.00 – 12.00.

The Village fete will be held in the church on Sunday 29<sup>th</sup> June from 2.00 -4.30

The midsummer choral concert will be held on Saturday 5<sup>th</sup> July at 7.30pm at the church

The PC agreed that the area in front of the church could be used for disabled visitors unless inclement weather when parking could damage the area.

**It is with great sadness that the Parish Council learnt of the recent passing of Geoff Scrine. Sincere condolences are given to his wife, Pam, and his family. Geoff served on the Parish Council for many years and grateful thanks are given for his past service.**

**17. Date of Next Meeting**

The next Parish Council meeting will be held on Wednesday 3<sup>rd</sup> September 2025 at 7.00pm in Claybrooke Parva School Hall.

The meeting was closed by the Chairman at 1945.

To **resolve** that the minutes of the meeting of the Parish Council held on the 21st May 2025, and circulated to all members, be signed as a correct record.

Signature:..... (Chairman)

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

Date:..... 3<sup>rd</sup> September 2025.....

**Matters Arising:**

1. A meeting to be arranged with the new enforcement officer for Spinney View farm to clarify the position going forward. **FB**
2. The widening of the junction between Woodway Lane and the A5 update.**PN**