



Claybrooke Parva Parish Council

Minutes of the Parish Council Meeting held on Wednesday 17th September 2025 at 7.00pm in Claybrooke Parva School Hall

1. Members Present

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

There were 5 members of the public present.

2. Apologies for Absence

No apologies were received.

3. To receive and consider any disclosures of personal interest

There were not any disclosures.

4. To receive members' request for dispensation

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

5. Public Participation Session

- There were some questions for the JBC from residents and these will be answered.
- An individual attended the meeting to explain his proposal for Wells Close on Woodway Lane. He is proposing to submit a planning application for 9 houses.

6. To approve as accurate the minutes of last Annual Parish Council meeting held on 21st May 2025

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

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8. To consider matters arising from previous minutes on 21st May 2025

All matters arising from the previous meeting have been actioned.

9. To consider matters raised by the District/County Councillor

RP provided information on the Local Plan and fly-tipping in the area. Extra resources are being put in place by HDC in an attempt to reduce the problem.

RP has awarded £ 3000 of her District Councillor Ward Grant to St.Peters church Claybrooke Parva
RP provides regular email updates and information prior to the meeting of the Parish Council and all matters have been noted.

RP left the meeting at 1955.

10. Financial Matters

To approve expenditure and note receipts up to the end of August 2025

Payment to P Nunn for expenses. Travel to September meeting

45px 8 = £3.60; printing costs for June, July, Aug and Sept

2.99 x 4 = £ 11.96; stamps £6.96, envelopes £2.50)

25.02

Payment to Zurich Municipal for annual insurance	241.00
Payment to P Nunn for salary Apr-Jun	385.50
Payment to The Gardener for 4 cuts April-June	344.00
Payment to The Information Commissioner for annual data protection fee renewal	52.00
Payment to The Gardener for 4 cuts June-August	344.00

Total payments: £1391.52 (£970.50 paid in June; £396.00 paid in August)

Receipts

30.5.25	Interest	3.48
30.6.25	interest	3.60
31.7.25	Interest	3.53
29.8.25	Interest	3.22

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

ii) **To note the Bank Reconciliation to 31st August 2025**

Current Account

c/f at 30.05.25		7183.22
Outstanding April payment (LRALC)	267.51	6915.71
May payments	105.58	6810.13
Outstanding May payments (Plastikcity,JBC)	600.00	6210.13
June payments	970.50	5239.63
August payments	396.00	4843.63
September payments	25.02	4818.61

Reserve Account

c/f 30.04.25		3850.98
Interest	13.83	3864.81

Proposed by RM, seconded by NB, that bank reconciliation be agreed. Agreed unanimously. **Resolved.**

iii) **To discuss transferring money to the reserve account**

This to be considered at the March 2026 meeting when end of year accounts are known..

iv) **To agree the Clerk's pay award 2025/26**

It was proposed by FB, seconded by NB, that the award be made in line with the Local Government Services Pay Agreement 2025/26 backdated to 1st April 2025. Agreed unanimously. **Resolved.**

v) **To discuss on line banking**

This was discussed but more information to be gathered.

11. Planning

i) **To consider any new planning applications**

25/00970/OUT – Spinney View Farm – erection of a dwelling – previously withdrawn in April. Objected 11.8.25

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. Awaiting a response from HDC.

24/00452/VAC - Cream Cottage, Main Road - Cream Cottage- the date for the alterations to the car port to be carried out is 16.10.25.

24/00164/COMS – Enforcement Notice Spinney View Farm – allegation that conditions of number of caravans and layout not being complied with – under investigation. Also investigating possible environmental breaches. Awaiting a response from HDC.

12. To discuss Councillor or other training

No training needs identified at this time.

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

The last meeting was held on 2nd September. The minutes have been forwarded to all Councillors prior to the meeting and would ask the PC to approve them. NB proposed, seconded by FB, that these were noted and approved.

The application to the LACF (Lutterworth Area Community Fund) for the replacement of the notice board and refurbishment of the gates were successful. Once the money is received the gates will be refurbished and notice board ordered.

The Committee requests the PC to approve the use of the PC website for JBC information going forward to save costs of a stand alone website for the JBC. It was proposed by NB, seconded by FB, that this be approved and that the Claybrooke Parva website to be the lead website. Other PC websites to be directed to Claybrooke Parva PC website. **Agreed unanimously. Resolved.**

2 water butts have been purchased and sited at the back of the bier house to make water can filling easier for those visiting the cemetery.

There was a report of rabbits in the new cemetery but this has been investigated and no rabbits have been found.

A Freedom of Information request has been received which will be answered.

14. To approve purchase of a Remembrance wreath and who will attend the church

It was proposed by FB, seconded by RH, that one wreath be purchased to be laid by FB. **Agreed unanimously. Resolved.**

15. To discuss the proposed speed reduction and speed calming measures within the village

This was discussed and the comments of the PC to be forwarded to LCC. **PN**

16. To receive any correspondence and agree actions

A TTRO has been received concerning a BT pole renewal on Green Lane for one day on 9th October 2025.

Positive feedback for the tarmac renewal around the school have been received.

17. Any other business

A McMillan coffee morning is to be held at Claybrooke Village Hall on 26th September from 9-12 .

18. Date of the Next Meeting

The next Parish Council meeting will be held on Wednesday 3rd December 2025 at 7.00pm in Claybrooke Parva School Hall.

The meeting was closed by the Chairman at 2020.

To **resolve** that the minutes of the meeting of the Parish Council held on the 17th September 2025, and circulated to all members, be signed as a correct record.

Signature:..... (Chairman)

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

Date:..... 3rd December 2025.....

Matters Arising:

- 1. Comments on speed reduction measures to be forwarded to LCC. PPN