

# Claybrooke Magna Parish Council



Minutes of Council Meeting held at the Village Hall on

11th July 2019

## 1. Members Present

Cllr Nick Reseigh, Chair, (NR), Cllr Jan Butcher (JB), Cllr Jo-Ann Allcoat (JA) and Patricia Nunn (PN), Parish Clerk.

**Members of the Public in attendance:** Mr R Deacon , Mr J Truther (JT).

## 2. Apologies for Absence

Apologies received from Cllr Mike Lenihan (ML) and District Councilor Rosita Page (RP).

## 3. Disclosure of Personal Interests

There were no disclosures.

## 4. Formal Announcements from the Chair

There no formal announcements.

## 5. Minutes of last meeting held on 9<sup>th</sup> May 2019, AGM on 9<sup>th</sup> May and Extraordinary Meeting on 15<sup>th</sup> June

Were accepted as an accurate record by Council and signed by NR.

## 6. Matters Arising from Previous Minutes on 9<sup>th</sup> May 2019

- i) This has improved and no outstanding issues.
- ii) This will continue particularly as now have received a resident complaint.
- iii) JB represented the Council at LRLAC AGM on 15.06.19. Report back later in meeting.
- iv) JB lodged a complaint against Planning application 19/00619/ADV and maintaining the condition of the Jubilee tree in that area. The boards are now to be sited opposite Jubilee tree.
- v) The new insurance quote given by Zurich resulted in an increase of £3.39 over the amount agreed at the meeting on 9<sup>th</sup> May. The annual premium increased from £677.46 to £680.85. Agreement was given at the meeting to pay the increase.
- vi) Selectra information to be added to facebook page for resident information. **JA**
- vii) Advertisement for Cllr vacancy was put on notice board.

## 7. Matters Arising from AGM on 9<sup>th</sup> May 2019

- i) The end of year accounts report for 2018/19, Audit report and AGAR exemption form and Outside Bodies' reports and accounts are available on the website.
- ii) Asset schedule had been updated.

**8. Matters Arising from Extraordinary Meeting on 13th June 2019**

- i) A report was sent to the external auditor but have had no response.
- ii) All relevant financial documents are available on the website.
- iii) The Notice of Public Rights and Publication of Annual Governance and Accountability Return are on the notice board.
- iv) All authorised payments were paid.
- v) Councillors' Register of Interest forms to be put on website when returned from HDC. **JA**
- vi) Job Centre link added to website.

**9. Appointment of Members to the Council**

A Parish Councillor vacancy was advertised which resulted in only one application being received from Mr R Deacon.(RD)

NR proposed that Mr R Deacon be co-opted onto the Parish Council and was seconded by JA.

**Unanimously agreed.**

RD signed his acceptance of the offer and was given a Register of Interests form to be completed and sent to HDC.

**10. Matters raised by District/County Councilor**

Communities' Report of 20<sup>th</sup> June 2019, Leader's Report of 24<sup>th</sup> June 2019 and District Report of 9<sup>th</sup> July 2019 from RP noted.

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

**11. Public Participation**

Matters raised by members of the public:

- i) Concern has been raised about the speed of aggregate lorries through the village by JT. JT will provide a video to the Council so that this concern can be raised with HDC/Police. JT also agreed to contact the builders direct. **NR/JB**

**12. Finance**

(i) **To consider and approved for payments and receipts:**

**Payments in the period:**

Clerks expenses	£ 6.49
<i>(Made up of mileage £4.50, printer ink £3.98)</i>	
Payment of 3 month's salary to Clerk	£312.80
Payment to HMRC for clerk's tax	£ 78.00
Donation to MacMillan Cancer support	£ 50.00

ii) **Receipts in the period:**

31.05.19 To reserve account 1 - interest	£1.56
28.06.19 To reserve account 1 - interest	£0.93
31.05.19 To reserve account 2 - interest	£0.38
28.06.19 To reserve account 2 - interest	£0.34

Proposed for acceptance by NR, seconded by JB and unanimously agreed. **Resolved** that the payments are authorised for payment and receipts noted.

ii) **Monthly Budget Report**

Submitted for end of June showing the annual payments and receipts this year and also bank r reconciliations on all 3 accounts up to 30<sup>th</sup> June 2019.

**Balances:**

Current account	£6794.64
Reserve account 1	£6051.59
Reserve account 2	£2230.56

The second half of the precept will be received in September but due to paying the previous clerk's salary in this year and also notice boards and shed, some money has been transferred from reserve accounts to cover the shortfall.

iii) **On Line Banking Facilities**

**NR** to send another mandate to remove old signatories for the cheques.

**13. Planning**

(i) **New /Unresolved planning applications**

**19/00214/COMS** – Land adj. to Seleta Bell St. Under investigation as landscaping not in accordance with approved scheme 18/00702/PCD. Question as to timing of completion of landscaping to be raised. **PN**

**19/00796/FUL** – 3 Holly Tree Walk. Erection of 2 storey side extension and garage conversion. Resubmission. Now accepted.

(ii) **Other/Ongoing Planning Matters**

**19/00215/COUS** – enforcement issue concerning large number of trailers parked on wood yard site. Case closed as no breach found.

**19/00934/FUL** – erection of barn and manure store, Wells Close, Claybrooke Parva. Objection has been raised.

**19/00888/FUL** – erection of 1 dwelling, Wells Close, Claybrooke Parva. Objection has been raised.

**Lutterworth East** – objection to be raised. **JB**

**14. Councillor or Other Training**

None at present

**15. Correspondence**

(i) **Letter from A Costa MP concerning Ullesthorpe PO.** Noted

(ii) **VE Day Celebration 2020** - to be discussed by Village Hall Committee. **ML**

(iii) **Parish Newsletter/HDC Newsletter – noted.** Article to be put in Parish Newsletter concerning village litter picks. **JA**

(iv) **Wells Close, Claybrooke Parva** – developments noted.

(v) **Temporary Traffic Regulation Order** – Public Right of Way Closure, 6 months from 5<sup>th</sup> Aug. Noted.

## 16. Village Hall Update

- i) Chairs are being sourced for the village Hall. Three types are being considered. It was proposed by NR and seconded by JA to donate £1850.00 to the Village Hall Committee for the purchase of the chairs. **Agreed.**
- ii) Last set of curtains has been put up in the main hall.
- iii) The AGM held on 8<sup>th</sup> July 2019 and accounts submitted to Charities commission.
- iv) The hedge on Village Green is now being trimmed as there are no nesting birds.

## 17. Playground Update

- i) The annual inspection is expected before the end of July 2019.
- ii) Were some items in need of repair, i.e. equipment step, pic-nic tables and D ring on swing, which were identified at Village Inspection before this meeting. These to be repaired sourced. **RD/All**

## 18. Any Other Business

- (i) **Auditor Services** – JB proposed, and seconded by NR, to donate £50 to MacMillan Cancer Support in lieu of the auditor services by T Dawes, at his request. **Agreed.**
- (ii) **Annual Village Inspection** – this took place before this meeting. Several matters were raised and will be actioned. **ALL**
- (iii) **Review of Council Documents**- the following documents were reviewed and approved.
  - Publication Scheme Under Freedom of Information Act
  - Data Protection Policy
  - Data Breach Policy
  - Equal Opportunities Policy
  - Council Risk Assessment
- iv) **Harborough Lotto** – to be republicised and poster made. **JA**
- v) **Review of dog and litter bins in Village** – this was reviewed at Village Inspection and views to be related to HDC. **PN**
- vi) **Employment Contract and Job Description for Clerk** – NS proposed that the offer of employment be given to the clerk following the 3 month probation. Seconded by JB. **Agreed.**
- vii) **Report from LRALC AGM** – this was attended by JB who said that it was very interesting and a number of good contacts were made.
- viii) **Wellbeing Event by HDC** – the Village Hall Committee are interested. **PN contacted HDC on 12<sup>th</sup> July 2019.**
- ix) **Section 106 Grant Funding** – this needs to be claimed by 2024 and will involve much work. Nada Hinkin, Parish Liaison Officer, will be attending the meeting September and her advice on how to complete the documentation will be sought. Examples to be sought. **PN**  
Material on s106 funding to be read for September meeting. **ALL**

Meeting ended at 9.20 pm

## 13. Date of Next Meeting

Thursday 12th September 2019 at 7.30pm in Village Hall.

To resolve that the minutes of the meeting of the Council/committee held on the 11<sup>th</sup> July 2019 and circulated to all members, be signed as a correct record.

Signature:..... (Chairman)

Name:.....Nick Reseigh.....

Date:.....12<sup>th</sup> September 2019.....

**Action Point Summary:**

**Action Point 1:** Selectra information to be added to facebook page for resident information. **JA**

**Action Point 2:** Councillors' Register of Interest forms to be put on website as and when returned from HDC. **JA**

**Action Point 3:** **RD** to return the Register of Interest form to HDC.

**Action Point 4:** **NR** to send another mandate to remove old signatories for the cheques

**Action Point 5:** Concern has been raised about the speed of aggregate lorries through the village by JT. JT will provide a video to the Council so that this concern can be raised with HDC/Police. **NR/JB**

**Action Point 6:** 19/00214/COMS – Land adj. to Seleta Bell St. Question as to timing of completion of landscaping to be raised. **PN raised to HDC planning enforcement on 13.7.19**

**Action Point 7:** Lutterworth East – objection to be raised. **JB raised objection on 13.7.19**

**Action Point 8:** VE Day Celebration 2020 to be discussed by Village Hall Committee. **ML**

**Action Point 9:** Article to be put in Parish Newsletter concerning village litter picks. **JA**

**Action Point 10:** Some playground items in need of repair, i.e. equipment step, pic-nic tables and D ring on swing. These to be repaired sourced. **RD/All**

**Action Point 11:** Annual Village Inspection. Matters raised to be actioned. **ALL**

**Action Point 12:** Harborough Lotto to be republicised and poster made. **JA**

**Action Point 13:** Review of dog and litter bins in Village during Village Inspection and views to be related to HDC. **PN**

**Action Point 14:** The Village Hall Committee are interested in a Wellbeing Event by HDC. HDC to be contacted. **PN contacted HDC on 18.7.19**

**Action Point 15:** Section 106 Grant Funding –Examples to be sought. **PN**. Material on s106 funding to be read for September meeting. **ALL**

