

Claybrooke Magna Parish Council



Minutes of Council Meeting held at the Village Hall on 12th September 2019

1. Members Present

Cllr Nick Reseigh, Chair, (NR), Cllr Jo-Ann Allcoat (JA), Cllr Rob Deacon (RD), Cllr Mike Lenihan (ML) and District Cllr Rosita Page (RP)

Guests Present

Nada Hankin (NH), Parish & Community Facilities Office, Harborough District Council.

There was 1 member of the public present

2. Apologies for Absence

Apologies received from Cllr Jan Butcher (JB) and Patricia Nunn (PN), Parish Clerk and Council **resolved** to accept them.

3. Disclosure of Personal Interests

There were no disclosures.

4. Formal Announcements from the Chair

There were no formal announcements.

5. Review of S106 Funding – Nada Hankin

NR gave an overview of the S106 grant process and the application criteria. Anyone within the Parish can apply for funding. Currently applications can be made twice a year, but this may increase. Applications are available online and in the process of making it easier to download. Applications usually take 12 weeks to process. Could consider match funding from precept.

Resolved to discuss at full committee meeting and then to arrange for NH to visit again to go through the process in more detail etc. - **ALL**

6. Minutes of last meeting held on 11th July 2019

Resolved to accept as an accurate record and signed by NR.

7. Matters Arising from Previous Minutes on 11th July 2019

- i) Selectra information to be added to Facebook page. **JA**
- ii) Register of Interest Forms added to website when received from HDC. **JA RD** to return Register of Interest forms to HDC.
- iii) NR to send another bank mandate. **NR**
- iv) NR has supplied RP with article on police tackling weight restrictions.
- v) PN contacted HDC for an update on land adj. to Seleta, Bell St re: landscaping on 13.7.19 – no reply.
- vi) Objection raised on 13.7.19.
- vii) Village Hall Committee have agreed to participate in the VE Day celebration 2020.
- viii) Village litter pickers – JA to liaise with Brian Fowler to put in village newsletter. JA to email John Kemp as a clipper has broken therefore request if can spare a few more for us and pass to RP. **JA**

- ix) New picnic tables have been installed. Step has been repaired. Need to source a D ring to replace broken one. **RD**
- x) New poster received for Harborough Lotto and to be promoted on Facebook. **JA**
- xi) Litter and dog bins moved. Cost will be an hourly rate. Village green bin still not removed. PN contacted HDC.
- xii) HDC will advise when next Wellbeing Event is being held.

8. Appointment of Members to the Council

No appointments made.

9. Matters raised by District/County Council

RP gave an update on Lutterworth East, the Strategic Growth Plan, the Local Plan and the Leader's Report of 15th July 2019.

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

10. Public Participation

No matters raised.

11. Finance

i) To consider and approved for payments and receipts:

Payments in the period:

Payment to T Dawes for Mower Fuel	£7.65	Paid 18.07.2019
Payment to LRALC for Annual Membership Fees	£210.58	Paid 18.07.2019
Payment to Garlands for Hedge Cutting on Boundaries & Hedges & Village Green Hedges	£250.00	Paid 26.07.2019
Payment to HDC for Annual Green Bin for Village Green	£ 40.00	Paid 31.07.2019
Payment to Coltman Bros. for 2 x Benches	£360.00	Paid 12.08.2019

ii) Receipts in the period:

No receipts.

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

iii) Monthly Budget Report

Submitted for end of August showing the annual payments and receipts this year and also bank reconciliations on all 3 accounts up to 31st August 2019.

Balances:

Current account	£5479.12
Reserve account 1	£6049.10
Reserve account 2	£2229.84

iv) Auditors

PN to confirm who provide our auditor services. **PN**

12. Planning

(i) New /Unresolved planning applications

No new planning applications logged.

(ii) Other/Ongoing Planning Matters

RD advised a notice has been posted by BT to advise a new telegraph pole is to be erected

opposite the entrance to Primrose Place.

13. Councillor or Other Training

PN will be attending Parish Clerk courses on 19th September and 10th October.

14. Correspondence

i) **Zumba** – agreed that Parish Council Website to be kept as ‘portal’ for Council related information. Poster for Zumba to be put on village noticeboard. **JA**

15. Village Hall Update

i) ML showed a sample of the chair that the Village Hall Committee have ordered. Proposed by NR and seconded by RD and **resolved** to pay an amount of £1815.00 + VAT for 25 chairs.

16. Playground Update

i) New tables installed and many thanks given to RD.
ii) Still need to source D ring for swing. **RD**

17. Matters Arising

- i) **Remembrance Sunday** – RD agreed to represent Council and lay the wreath.
- ii) **Mid Year Account Report** to Trevor Dawes - **PN**
- iii) **Review of Annual Village Inspection** – to be reviewed at next meeting. Green Bin has been delivered to the Village Green.
- iv) **Review of Council Documents**- the following documents were reviewed and approved.
 - Bribery Policy
 - Health & Safety Policy
 - Complaints Procedure
 - Training Policy reviewed. Check whether Councillor Training is statutory or recommended and then amend policy accordingly. Could also remove ‘LRLAC’. **PN**It was proposed by NR that the policies are reviewed in 5 years. Seconded by ML, subject to legislative changes. **Resolved**.
- (iv) **Annual Grass Cutting** – possibly one more cut. Currently petrol for lawnmower is stored in Trevor Dawes’ shed. Can this be stored in our shed? **RD**
- (v) **Report from Magna Park Community Liaison Meeting** – this was attended by JA who gave an update on the matters discussed and her visit to the Wayfair warehouse.
- (vi) **NHT Survey** – Review next meeting
- (vii) **Emergency Supply Kit** – To be reviewed at next meeting. **ALL**
- (viii) **Millenium Tree** – RD reported that the tree has been damaged whilst the turf was being laid. RD to advise the level of damage & take photos **RD**
- ix) **Public Footpath Opposite Pig In Muck Public House**. NR & RD explained how overgrown & dangerous the footpath is as it slopes down into the road. Various options to make safe the access to the footpath were discussed. RP suggested contacting Nisha.varia@leics.gov.uk for legal advice on footpaths & send photos – try to establish who is responsible for the footpath access etc. **RD**
- x) **Vineyard Walk** – A resident has raised an issue with a tree overgrown with ivy. Need to find postcode and call Highways on 0116 305 0001 to find out ownership and responsibility i.e. HDC or Highways etc. **JA**

Meeting ended at 9.45pm

18. Date of Next Meeting

Thursday 10th October 2019 at 7.30pm in Village Hall.

To **resolve** that the minutes of the meeting of the Council/committee held on the 12th September and circulated to all members, be signed as a correct record.

Signature:..... (Chairman)

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

Date:.....10th October 2019.....

Action Points:

Action Point 1: To discuss S106 funding at full committee meeting and then to arrange for NH to visit to go through the process in more detail. **ALL**

Action Point 2: Selectra information to be added to Facebook page. **JA**

Action Point 3: Register of Interest Forms added to website when received from HDC. **JA.** RD to return Register of Interest forms to HDC.

Action Point 4: Another bank mandate to be sent. **NR**

Action Point 5: Village litter pickers –liaise with Brian Fowler to put in village newsletter. E mail John Kemp as a clipper has broken therefore request if can spare a few more for us and pass to RP. **JA**

Action Point 6: Need to source a D ring to replace broken one on swing. **RD**

Action Point 7: New poster received for Harborough Lotto and to be promoted on Facebook. **JA**

Action Point 8: Confirm who provide our auditor services. **PN**

Action Point 9: Poster for Zumba to be put on village noticeboard. **JA**

Action Point 10: Mid Year Account Report to Trevor Dawes - **PN**

Action Point 11: Training Policy - check whether Councillor Training is statutory or recommended and then amend policy accordingly. Remove 'LRLAC'. **PN**

Action Point 12: Petrol stored in our shed? **RD**

Action Point 13: NHT Survey to be reviewed. **All**

Action Point 14: Emergency Supply Kit to be reviewed. **ALL**

Action Point 15: Damage to Millenium Tree. Photos to be taken. **RD**

Action Point 16: Establish who is responsible for the footpath access etc. **RD**

Action Point 17: Tree overgrown with ivy. Need to find postcode and call Highways on 0116 305 0001 to find out ownership and responsibility. **JA**