

# Claybrooke Magna Parish Council



## MINUTES OF ANNUAL GENERAL MEETING

held on Thursday 9<sup>th</sup> May 2019

at 7.30 pm in the Village Hall

- 1. In attendance:** Councillor Nick Reseigh, Chair, (NR), Councillor Jan Butcher (JB), Cllr Jo-Ann Allcoat (JA) and Patricia Nunn (PN), Parish Clerk.

Also in attendance Mr R Deacon (RD), member of the public.

- 2. Apologies for Absence**

Apologies received from Councillor Councillor Mike Lenihan (ML), District Councillor Rosita Page (RP)

- 3. Election of Chairman and Vice Chairman to the Council**

The current Chair and vice chair, NR and RD, stood down from their positions.

NS was proposed for Chair by JB and agreed unanimously. **So duly elected.**

JB was proposed for Vice Chair by NR and agreed unanimously. **So duly elected.**

- 4. Receipt of Declaration of Acceptance of Office by members**

NR, JB and JA signed the forms. ML signed his form before leaving for holiday. All forms to be kept by PN.

- 5. Disclosure of Interests Forms**

These forms, together with expenses forms, will be sent by all Cllrs to HDC by 13<sup>th</sup> May 2019.

- 6. Review of Parish's ability to meet criteria to qualify to exercise power of well being**

This to be investigated and reviewed at next meeting.

- 7. Consideration of Public Participation at Council Meetings**

Members of the public are always welcome at the meetings. Dates and place of meetings are published on the website and facebook. The Council will continue to encourage public participation at Parish Council meetings.

- 8. Parish Council Annual Report**

The Annual Report was presented to the Council by NR, detailing what has been achieved in the Parish during the past year and will be available on the website. The Chair particularly commended JA for all her work to ensure communication with the Parish residents on the website and facebook on Council matters; JB for all her work on the finance since the last clerk left the Council's employ; ML for all his work on the Village Hall Committee and RD for his commitment to the playground development and maintenance. Everyone's efforts are greatly appreciated.

- 9. Finance**

- i) Financial Annual Report and Accounts**

An end of year report was presented to the Council by JB detailing the payments, remittances and bank reconciliations for the year 2018/19. Still to be finalized, after which will be published on the website for public inspection. **JA**

An extraordinary Council meeting has been arranged for 13<sup>th</sup> June 2019 for the accounts to be signed off.

ii) **Auditors report**

The auditor appointed is Mr Trevor Dawes and a meeting has been arranged for 10<sup>th</sup> May for him to audit the accounts. He will then prepare an audit report which will form part of the annual return and will be available for public inspection. **JA**

ii) **Exemption from AGAR**

This allows the Parish Council not to submit the accounts to an external auditor as it does not meet the criteria.

It was **RESOLVED** that the Council have certified their exemption form AGAR. The exemption form was signed and will be available on the website. **JA**

iv) It was agreed that the annual accounts of the Burial Board will be published on the website **JA**

v) **Asset Schedule**

Being updated. To be reviewed at next next Parish Council meeting. **JB**

**10. Review of Code of Conduct/ Financial Regulations**

Reviewed and **agreed**. To be further reviewed later in the year.

**11. Review of Standing Orders**

Reviewed and **agreed**. To be further reviewed later in the year.

**12. Outside Bodies' Reports**

i) **Burial Board**

Report and accounts presented to meeting. They do hope to acquire more land this year.

ii) **Marc Smith Charity**

This offers education grants for the community. Report and accounts were not available for the meeting but were sent after.

ii) **Alderman Newton Charity**

This offers education grants for the community. Report and accounts were not available for the meeting but were sent after.

iii) **Magna Park Liaison Group**

A verbal update was given by JB. The Group was formed to enable the local community to raise concerns and issues about the development. It was agreed to continue participating, but this may be reviewed in the future.

iv) **Village Hall Committee**

A report was presented to the meeting on what had been achieved in the past year.

All reports and accounts will be published on the website. **JA**

**13. Training for Councilors**

The Council will review training as required.

**14. Dates for Council meetings for the next year**

These were provided to the meeting.

In addition, there will be an extraordinary meeting held on 13th June 2019 in the Village Hall at 7.30, to finalise and sign off the 2018/19 accounts.

**15. Any Other Business**

There was no other business

The meeting ended at 2030.

## Claybrooke Magna Parish Council Report 2018/19

A challenging year: not least due to two changes of personnel in the key role of clerk. The inevitable disruption impacted on the continuity of administration but the Council is delighted to have been able to appoint a clerk by the year end, who, although new to the role is already proving to be a valuable member of the team.

Much time was spent in reviewing, commenting upon and objecting to the Harborough District Local Plan; specifically in relation to the designation of “the Claybrookes” as a Selected Rural Village with the consequential increased scale of development and the significant extension of Magna Park. Whilst not being averse to reasonable and proportionate development, in both these cases the Parish Council was of the opinion that the detrimental effects of the developments on the local environment and community far outweighed any likely benefit. Unfortunately Harborough District Council did not accept local views and the Plan has been accepted – future generations will have to live with the long term impacts and will judge whether HDC made the right decision.

To help prioritise spending, Councillors agreed an asset replacement schedule during the year. Accordingly we purchased a secure storage unit for maintenance equipment plus submitted the first payment towards a new Parish Notice Board which will vastly improve our ability to advertise Council news to the community.

Business as usual included managing the playground and village green, organizing the annual litter pick which involved several willing volunteers helping to keep our village tidy and supporting the Village Hall with their refurbishment programme. The Council also supported the continuing care and management of the Burial Ground and provided representatives to the local Alderman Newton and Marc Smith charities together with the Magna Park Community Liaison Group. Our website, and particularly, our Facebook page, are building our online presence and are enabling improved and timely communication with our residents.

Throughout the year we responded to a range of concerns. As an example, we arranged for police attendance at a public Council meeting as a result of heightened worries about thefts in the local area. We also worked closely with our District Councillor, Rosita Page, on a variety of issues affecting our community such as planning applications and enforcement matters. We look forward to continuing so to do in the coming year.

**Annual report from Claybrooke Joint Burial Board** to the Parishes of Ullesthorpe, Claybrooke Magna and Claybrooke Parva. Year ending 31<sup>st</sup> March 2019.

During the year Mr R. Harrop resigned from the Board as Claybrooke Parva representative and his place has been filled by Cllr. Gillian MacArthur.

The Board continue to meet on a regular basis and include site visits to the cemetery. The Clerk visits on a regular weekly basis and on occasions of interments or headstone replacements.

The replacement grass cutting contractor performed successfully last year and it was agreed to extend his contract for 2019/20. This work started in March and a bi-weekly cut will take place through the season. In addition, they have undertaken to clear all the dead branches and debris that has accumulated throughout the winter and make good any fence repairs.

During the summer the Board promoted a volunteer working party weekend to check on all headstones and monuments to ensure they were firmly secured and complied with the current health and safety regulations. Unfortunately, only two volunteers turned up which made the task more difficult but over the weekend we managed to check every memorial stone in the cemetery and there is no additional work necessary to comply with the required standard.

During the year there has been nine interments into the cemetery and disposal of five cremated remains. Eight new memorial stones have been permitted onto existing graves. Residents of the three parishes continue to reserve selected spots in the cemetery. Currently 60 are reserved and a further seven in the Garden of Remembrance.

There have been several enquires for people trying to trace their relatives' graves, this has involved minimum work and no charge has been made.

Looking to the future there are 24 readily available plots and with forward planning a further 58 could be created for future use. In the Garden of Remembrance there is ample space with 52 ashes plots available.

However, the Board will still need to extend the Cemetery at a later date, and they continue to look for ways of acquiring more land to achieve this.

Although an article was put on the front page of the church newsletter in February asking people to remove the soiled Christmas wreaths they had left on individuals graves this obviously had no affect and it has been necessary to go around collecting these wreaths and disposing of them.

Although there has been a small increase in population in all three parishes, the Board decided that the precept should remain unchanged from last years and invoices have now been sent out. The Fees and Charges have all been increased from the 1<sup>st</sup> April to keep in line with current trends.

The Board are endeavouring to trace the Burial Register pre 1922 which appears to have been mislaid in County Records or National Archives Offices. All normal enquiries have failed to locate the register and a gentleman from Ullesthorpe has volunteered to take on the task of finding this register.

The Burial Board consists of:

Mrs L Chamberlain (Chairman)

Mrs J. Butcher

Mr R. Harrop (*until December 2018*)

Mrs G. MacArthur (*from January 2019*)

Mr M. C. Howell (Clerk to the Board)



## Annual Report for Marc Smith Charity 2018

The Trustees have met in February, June and August. The two main meetings were in June and August when grants and awards are considered.

In June the Trustees consider applications for Clothing grants for children leaving the primary schools and moving to upper schools. In 2018 there were 11 applications for clothing grants, they were all approved. The grant of £60.00 was increased to £65.00 for 2018. The total amount given for Clothing grants in 2018 was £715.00.

At the August meeting there were 10 applications for Further Education grants. Each first time applicant has to attend the meeting and explain their needs to the Trustees. There were four first time applicants. If a course continues for one or two further years, they do not need to attend again, but must write to the Trustees before the August meeting and confirm that they are still on the course. The Trustees awarded a total of £3000.00 in Further Education grants in 2018.

It was not felt necessary to hold any other meetings. The application to register the school land with the Land Registry has been completed. The Land is now registered and under the guardianship of a Charity Commission Custodian. This was completed in January 2018.

John Howard has retired from the Trustees and his place has been taken by Mrs Jo-Ann Allcoat from Claybrooke Magna.

Mrs Clairs Wheatley Marc Smith rep on School Governors at Claybrooke Parva School has also resigned from the Trustees, but at present has not been replaced.

Trevor Dawes (Chairman) Permanent Trustee (Claybrooke Magna)

Michael Caley - Permanent Trustee (Claybrooke Parva)

Simon Smith - Rep for Ullesthorpe

Alison Cave - Rep for Ullesthorpe

Jo-Ann Allcoat - Rep for Claybrooke Magna

Jan Butcher - Rep for Claybrooke Magna

Zoe Ridley - Rep for Claybrooke Parva

Diana Jones Clerk to the Trustees

# The Marc Smith Charity

Registered No 1045965

## TRUSTEES

J.Allcoat

J Butcher

M Caley

A Cave

T Dawes (Chairman)

Z Ridley

S Smith

## TRUSTEES' REPORT

The Trustees present their Report and Accounts for the Year ended 31st December 2018.

## OBJECTS OF THE CHARITY

The main objects of the Charity are the promotion of education:-

- (a) in providing special benefits for two local schools.
- (b) in promoting the education of persons under 25 years of age in or near the area who are in need of financial assistance.

## PRINCIPAL ADDRESS

Secretary: Mrs Diana Jones  
21 Highcroft  
Husbands Bosworth  
Lutterworth  
Leicestershire  
LE17 6LF

The Trustees' report was approved by the Board of Trustees on 2019.

Signed on behalf of the Trustees

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MARC SMITH CHARITY			PAYMENTS			2018				
Date 2018	Cheque No	Name	g Grant	F.Ed Grant	School Grant	Insurance	General Admin	Property Repairs	Bank	Total £
23 January	868	BGi Insurance Co				79.70				79.70
5 April	869	Allotment Council					12.00			12.00
3 July	872	Sarah Willdig	65.00							65.00
4 July	877	Rebecca Gibbs	65.00							65.00
4 July	879	Aimee Ward	65.00							65.00
6 July	871	Stephanie Ventress	65.00							65.00
6 July	876	Claire Blunt	65.00							65.00
11 July	873	Emily Clarke	65.00							65.00
11 July	878	Matthew Hodgson	65.00							65.00
25 July	874	Michelle Blockley	65.00							65.00
27 July	880	Hayley Tomkins	65.00							65.00
3 August	875	Mr & Mrs Edgley	65.00							65.00
20 August	870	Mr W Fantham					3325.00			3325.00
4 September	882	Clerks Salary and Expenses					361.52			361.52
11 September	881	Claire Wooley	65.00							65.00
11 September	887	Freddie MacArthur		300.00						300.00
12 September	886	Sam Harbour		300.00						300.00
13 September	884	Imogen Williams		300.00						300.00
21 September	885	Rachel Fisher		300.00						300.00
21 September	889	Emma Ridley		300.00						300.00
24 September	890	Perry Appleton Insurance Co				245.25				245.25
26 September	888	Elizabeth Cunningham		300.00						300.00
28 September		Unpaid Item Fee (Cheque 870)							40.00	40.00
9 October	883	Mrs Keegan School House Repairs						100.00		100.00
31 October	891	Annie McAllister		300.00						300.00
31 October	892	Molly McAllister		300.00						300.00
31 October	893	Charlotte Long		300.00						300.00
30 November		Safe Custody Charge							25.00	25.00
28 October	894	Alan Wilkinson		300.00						300.00
			<b>715.00</b>	<b>3000.00</b>	<b>0.00</b>	<b>324.95</b>	<b>3698.52</b>	<b>100.00</b>	<b>65.00</b>	<b>7903.47</b>



MARC SMITH CHARITY		RECEIPTS		2018	
Date	Item	House Rent	Interest	Other	
<b>Brought Forward:</b>				21252.16	
<b>Current Account 20110987:</b>					
<b>Reserve Account 3544265:</b>					
10 January 2018	Rent	663.00			
31 January 2018	Interest		0.28		
7 February 2018	Rent	748.00			
28 February 2018	Interest		0.24		
7 March 2018	Rent	748.00			
29 March 2018	Interest		0.19		
10 April 2018	Rent	354.00			
30 April 2018	Interest		0.22		
4 May 2018	Rent	748.00			
31 May 2018	Interest		0.25		
8 June 2018	Rent	748.00			
29 June 2018	Interest		0.26		
11 July 2018	Rent	748.00			
31 July 2018	Interest		0.32		
3 August 2018	Rent	682.00			
31 August 2018	Interest		0.32		
5 September 2018	Rent	748.00			
28 September 2018	Interest		0.15		
8 October 2018	Rent	748.00			
31 October 2018	Interest		0.48		
7 November 2018	Rent	748.00			
30 November 2018	Interest		0.60		
12 December 2018	Rent	236.67			
12 December 2018	Rent	236.67			
31 December 2018	Interest		0.70		
<b>Market Harborough Building Society 09.00.16284.04</b>					
23 March 2018	Rent from Allotments			40.00	
30 June 2018	Interest		73.66		
<b>Totals</b>		<b>8156.34</b>	<b>77.67</b>	<b>40.00</b>	
<b>TOTAL RECEIPTS</b>				<b>8274.01</b>	
<b>Plus Balance B/fwd</b>				<b>21252.16</b>	
				<b>29526.17</b>	
<b>BANK RECONCILIATION</b>					
	Balance B/fwd	21252.16			
	Add Receipts	8274.01			
	Less Payments	7903.47			
	<b>Total</b>			<b>21622.70</b>	
Represented by					
31.12.18	Current Account	2804.43			
31.12.18	Reserve Account	4,284.56			
31.12.18	MH Building Society	14,833.71			
	Less unrepresented cheque 894	300.00			
	<b>Balance C/fwd:</b>			<b>21622.70</b>	

## Alderman Newton Financial Statement 2018/19

### Income & Expenditure Report:

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Income Received (Alderman Newton Grant) 5,778

Resources Brought Forward from previous year 780

**Total Available Resource for year 6,558**

### Payments Made:

Awards – total 4,969

Expenses – total 188

**Total Payments 5,157**

**Resource Available at year end 1,401**

## CLAYBROOKE MAGNA VILLAGE HALL REPORT 2018/2019

The Village Hall has been a central part of the village for well in excess of 120 years. Initially, it was a place for education and social activities, mainly for local villagers. It is now, however, a well-used and well-supported part of the local community attracting people from further afield.

I am very glad to be able to report that the Hall continues to attract a wide range of both regular users and a constant array of casual users.

All of the activities that take place ensure that the Hall continues to serve an important purpose in the local community and is an asset to the village, and its residents, to be used and enjoyed by all.

During the year, the Village Hall Committee took the decision to change the curtains in the man hall and the small meeting room, to compliment the re-decoration that had been undertaken during the year. These were expensive items which could not have been purchased without the £2,000 contribution from our very supportive Parish Council, towards the overall costs which approached £3,000.

The Village Hall Committee would like to record its grateful thanks for the financial assistance provided by the Parish Council during this past year.