



Minutes of Council Meeting held on 9th March 2023 at 7.00pm in The Village Hall

Minutes

1. Members Present

Cllr Jo-Ann Allcoat (JA) Acting Chair, Cllr R Deacon (RD), Cllr Mike Lenihan (ML), Cllr Sarah Herald (SH), DCllr R Page (RP) and Patricia Nunn (PN), Parish Clerk.
7 members of the public were present.

2. Apologies for Absence

From Cllr N Reseigh, Chairman (NR). These were accepted.

3. Public Participation

A resident is still concerned about the memorial bench. This will be discussed at the next JBB meeting.

4. Disclosure of Personal Interests

There were none.

5. Formal Announcements from the Chairman

There were not any announcements.

6. Minutes of last meeting held on 9th February 2023

Proposed by JA, and seconded by ML, to accept as an accurate record. **Agreed** and were signed by JA.

7. Matters Arising from Previous Minutes on 9th February 2023

- HDC were contacted about the land adj. to Seleta, Bell St. The land is a public open space and the maintenance is the responsibility of the owner. Will be visited again by HDC in a few weeks.
- **Woodyard access** – Enforcement cannot take any action about the gates being open. The land must be returned to its previous condition by 7.6.23.
- SH was booked on both courses.
- PC is registered with ICO.
- A reply was sent to UPC.
- The UPC clerk is collecting information for generic Terms of Reference for JBB.

8. Matters raised by District/County Councillor

No 8 bus has been re-routed due to roadworks.

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

9. Finance

i) To consider and approve payments and receipts to end of February 2023

Payments

Payment to P Nunn expenses (travel to March meeting 1x 10 x .45= 4.50, printing March – £1.99)	£6.49
Payment to Information Commissioner for annual fee	£35.00
Payment to LRALC for Cemetery mgt. training for Cllr S Herald	£40.00
Payment to Totally Trees for removing 2 trees from green and trimming hedge	£300.00
Payment to P Nunn for salary Jan-Mar	£403.45
Payment to HMRC for tax Jan-Mar	£101.00
Total Payments: £885.94 (£75.00 paid in February)	

Receipts:

13.2.23	Part of Jubilee pathway grant for bond to LCC	£7,000.00
16.2.23	VAT refund	£637.32
31.1.23	Interest account 1	4.27
31.1.23	Interest account 2	5.08
28.2.23	Interest account 1	4.20
28.2.23	Interest account 2	5.01

Proposed by JA, seconded by RD, that the payments be paid and receipts noted. Unanimously **agreed and Resolved.**

ii) Bank Reconciliation

Showing bank reconciliations on all 3 accounts up to 28th February 2023.

Current account

c/f at 31.01.23			11707.42
February payments		158.06	11549.36
February receipts	7,637.32		19186.68
March payments		810.94	18375.74

Reserve Account 1

31.12.22 c/f			6082.39
Interest		8.47	6090.86

Reserve Account 2 (Playground)

31.12.22 c/f			7250.46
Interest		10.09	7260.55

Proposed by RD, seconded by JA, to be accepted. Agreed unanimously and signed by JA. **Resolved.**

iii) **Direct Debit for information Commissioner-** it was proposed by ML, seconded by RD, that this annual payment be paid by direct debit. **Resolved.**

iv) **VAT refund 2022/23** – this has been received.

10. Planning**i) New /Unresolved planning applications**

23/00246/FUL – Claybrooke Lodge- erection of single storey side, rear and porch extension and render - Neutral

ii) Other/ Ongoing planning matters

Land adjacent to Seleta, Bell St. – **see above Item 7**

Woodyard access – indications of use - **see above Item 7**

11. Councillor or Other Training

SH attended Cemetery Management course held by LRALC. Another course scheduled for 14.3.23.

12. Village Hall Update

- Steps ongoing.

- The committee are still deciding the type of flooring.

- Invites to the 100 club will be sent out soon. Cost still is £10 per year. To be advertised on facebook etc. **JA**

13. Playground Update

- Sleepers have been collected and will be put down when the weather improves.

- Have the wood for the notice board.

- Jubilee tree area has had the hedge trimmed behind it.

- Have a new contact for a contractor for the mower service/repair.

2 residents left the meeting

14. Burial Board Update

- **Update of attendance at LRALC training course** – SH said that it was a very interesting and informative course and she was there together with 2 representatives from UPC. Slides from the course will be distributed.

A number of items were discussed about the Parish situation with regards to the cemetery and these will be discussed at the next JBB meeting.

- **Change of name, Governance review etc of JBB** - a number of proposals were discussed with regard to the Burial Board. These included changing of the name from Joint Burial Board to Joint Burial Committee (JBC) to more accurately reflect its relationship with the PCs; review of the JBC's governance including the clerk's responsibilities; changes to the website; review of risk assessments, insurance and terms of reference for the JBC. It was proposed by SH, seconded by JA, that all these proposals be accepted. Unanimously accepted.

Resolved.

- **Financial/ Audit responsibilities** - It was also proposed, by UPC, that their Parish Clerk take responsibility for the financial/audit aspects for all 3 parishes, as she has a financial background. It was proposed by SH that this be accepted, seconded by ML. Unanimously agreed. **Resolved.**

- **Training for JBC clerk and members** – it was proposed by SH, seconded by JA, that all future representatives to the JBC attend the LRALC courses. **Resolved.**

SH would like to meet with the other PC JBC representatives, and the clerk, as soon as possible to discuss all matters raised at this meeting. **Agreed**

15. Matters Arising

- **Jubilee Path update** – The contractor is in process of completing information required by LCC.

- **Election briefing on 7.3.23**- attended by PN. Details of the nomination packs and relevant dates were discussed. Prospective Cllrs will be contacted when nomination packs are available. It was agreed that the Village Hall could be used for candidates of both Magna and Parva for the completion of their packs.

- **Future of CPPC if remains inquorate** - If the CPPC remains inquorate then HDC can call for a Governance review which, after consultation, could result in a merger with Claybrooke Magna PC. 2 residents have expressed their interest in becoming Parish Councillors for CPPC.

16. Correspondence / Village Hall CMPC Postbox

- TTRO received concerning closure of Woodway Lane from 9.3.23 for up to 21 days.

17. AOB

- **Litter pick** – To take place on Saturday 1st April 2023 from 10am. Pickers, hi viz vests and bags will be provided but please bring your own gloves. Everyone welcome.

- **King's Coronation** – A free cream tea will be provided in the Village Hall on Sunday 7th May. It was proposed by ML, seconded by RD, that bunting etc be purchased for the occasion. **Resolved.**

- **Coronation tree**- Are trees available from LCC?. **PN to investigate**

- **Recording at meetings policy** – to be done. **PN**

- **School evacuation** – the Village Hall are willing to be the place when children can go in the event of an evacuation. Details to be finalised with the school. **ML**

Meeting ended at 2010

All residents left the meeting

18. Date of Next Meeting

The next Parish Council meeting will be held on Thursday 13th April 2023 at 7pm in the Village Hall.

To **resolve** that the minutes of the meeting of the Parish Council held on the 9th March 2023, and circulated to all members, be signed as a correct record.

Signature:..... (Chairman)

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

Date:.....13th April 2023.....

Action Point 1: The 100 club To be advertised on facebook etc. **JA**

Action Point 2: LCC to be contacted about a tree to commemorate the coronation. **PN**

Action Point 3: **SH** to ask clerk and other member of JBC to hold a meeting asap.

Action Point 4: Recording at meetings policy . **PN**

Action Point 5 Details to be finalised with the school concerning place of evacuation. **ML**