

Claybrooke Magna Parish Council



Minutes of Council Meeting held on 23rd May 2024 at 7.30pm in the Village Hall

1. Members Present

Cllr R Deacon (RD), Cllr M Lenihan (ML), Cllr S Herald - vice-chairman (SH), Cllr J Allcoat (JA), and Patricia Nunn (PN), Parish Clerk.

1 member of the public were present.

2. To receive any apologies for absence

Apologies were received from Cllr R Kimberley (RK) which were accepted. DCLlr R Page (RP) sent apologies but did attend the end of the meeting.

In the chairman's absence SH, vice-chairman, chaired the meeting.

3. Public Participation session

No matters raised.

4. To receive and consider any disclosures of personal interest

No interests were disclosed.

5. To receive members requests for dispensations

Dispensations have been agreed for SH to speak and vote on JBC matters and for ML to speak and vote on village hall matters.

6. To approve as accurate the minutes of last meeting held on 11th April 2024

The minutes of last meeting proposed to be approved as accurate by ML and seconded by RD. Unanimously agreed. **Resolved.** These were signed by SH.

7. To consider any matters arising from the previous minutes on 11th April 2024

- Information to be collected on alternative village signs – ongoing ML
- The dead elm tree on Primrose Place has been removed.

All other matters from the previous meeting have been actioned or to be discussed at this meeting.

8. To receive any matters raised by the District/County Councillor

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

9. Financial Matters

i) To note any receipt and approve any payments in May 2024

Payments

Payment to P Nunn expenses (travel to May meeting	
10 45p= 4.50; Printing costs May - 2.99; Printer paper £4.75)	12.24
Payment to J West for 3 mowing cuts (2xApr;1 x May)	120.00
Payment to David Pearce or electrical work at the village hall	1437.29

Total Payments: £1569.53

Receipts:

10.4.24	Half precept	6004.00
30.4.24	Interest Reserve account 1	8.10
30.4.24	Interest Reserve account 2	12.31

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

ii) **To not the bank reconciliation up to 30th April 2024**

Current account to 30.4.24

c/f 31.3.24		15107.58
April payments	1238.88	13868.70
April receipts	6004.00	19872.70
May payments	1569.53	18303.17
Outstanding payments in February (Burial C'ee)	1116.72	17850.36

Reserve Account 1

31.03.24 c/f		6177.93
Interest	8.10	6186.03

Reserve Account 2 (Playground)

31.03.24 c/f		9390.62
Interest	12.31	9402.93

Proposed by ML ,seconded by JA, that the reconciliation be approved. Unanimously agreed. **Resolved**

- iii) **To approve the annual accounts report for 2023/24.** This was presented to all Cllrs before the meeting. ML proposed that this be approved, seconded by RD and agreed unanimously. **Resolved.**
- iv) **To approve the Annual Governance Statement for 2023/24** This was presented to all Cllrs before the meeting. SH proposed that this be approved, seconded by JA and agreed unanimously. **Resolved.**
- v) **To approve the Accounting Statements for 2023/24.** These were presented to all Cllrs before the meeting. ML proposed that these be approved, seconded by JA and agreed unanimously. **Resolved.**
- vi) **To approve the Internal Audit report for 2023/24** This was presented to all Cllrs before the meeting. SH proposed that this be approved, seconded by RD and agreed unanimously. **Resolved.**
- vii) **To approve the Certificate of Exemption for 2023/24** . This was presented to all Cllrs before the meeting. RD proposed that this be approved, seconded by SH and agreed unanimously. **Resolved.**
- viii) **To approve the Notice of Public Rights and Publication for 2023/24** . This was presented to all Cllrs before the meeting. RD proposed that this be approved, seconded by SH and agreed unanimously. **Resolved.** The publication period will be from 2.6.24 to 12.7.24.
- ix) **Other financial matters** – It was proposed by JA, seconded by SH, that £2000 be transferred from the current account to the reserve 2 (playground) account to ensure there are funds in the future to replace/repair the playground equipment. Agreed unanimously. **Resolved.**

10. Planning Matters

i) **New /Unresolved planning applications**

None

ii) **Other/ Ongoing planning matters**

Land Adj to Seleta, Bell St – The land has been cleared so the case is closed.

11. To discuss Councillor or other training needs

No training needs identified.

12. To receive an update and requests from the Village Hall Committee

- The two front windows are letting in water causing some damp issues.
- The ivy has been removed from the walls which has left the pointing in need of repair. A specialist contractor will be sought.

13. To discuss any matters relating to the playground

No matters raised.

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

At the last meeting of the Joint Burial Committee the following recommendations were agreed to be presented to the three Parish Councils at their next meetings.

1. It was proposed by RD, seconded by JA, that the JBC members/clerks should consult the draining consultants of the new cemetery for advice about drainage solutions for that area. Agreed unanimously.

Resolved.

2. It was proposed by JA, seconded by ML, that the JBC clerk should obtain a quote for hedge cutting of the east boundary of the old cemetery and south boundary of the new cemetery. Agreed unanimously.

Resolved.

The new bank account is now set up. The acting JBC clerk will contact the bank to discuss transfer of the existing account to the new one.

A JBC member will be attending a course for Safety Inspection of Memorials in Buraia grounds as soon as a place becomes available.

A contractor has been appointed to mow both cemeteries on a 3 month trial period. The trial starts in May until the end of July. The cost will be £550 per cut for 2 cuts per month. This cost is slightly less than the previous cost as the contractor is not VAT registered.

A new website is being set up at a cost of £11.99 per month.

There is £400 s106 money available for the cemetery which will be applied for to contribute to the cost of a new notice board.

15. To discuss matters relating to the proposed Jubilee pathway

The PC were successful in obtaining a grant from MPCF for the outstanding balance for the pathway. **PN** to chase start date.

16. To discuss matters to the D Day landings event on 6th June 2024

The school have poppy tapestries to display. Unfortunately the scouts are unable to attend as it is a school day.

17. To receive any correspondence/postbox and agree actions

Have received two requests from outside organisations to put their details on the CMPC website but it was felt that the content was not relevant to PC information.

18. AOB

- A response to HDC's Emerging Economic Development Strategy to be sent. **PN**
- The Choral Society are holding an event at the church on 6th July.

Many thanks are given to the outgoing chairman, Rob Deacon, for all his hard work over the past year.

19. Date of Next Meeting

The next Parish Council meeting will be held on Thursday 18th July 2024 at 7pm in the Village Hall.

The meeting ended at 2030 hrs

To **resolve** that the minutes of the meeting of the Parish Council held on the 23rd May 2024, and circulated to all members, be signed as a correct record.

Signature:..... (Chairman)

Name:.....

Date:.....18th July 2024.....

Matters arising

- 1: LCC to be contacted re start date for Jubilee pathway. **PN**.
- 2: Response to HDC’s Emerging Economic Development Strategy to be sent. **PN**
- 3: Look for alternative village signs. **ML**