

Claybrooke Parva Parish Council

Minutes of the Parish Council Meeting held on Wednesday 20th May 2026 at 7.00pm in Claybrooke Parva School Hall

The Annual Parish Council meeting was held before this meeting. This meeting started at 7.20pm

1. Members Present

Cllr Fay Briggs (FB) (Chair), Cllr Neil Blackhall (NB) (Vice- Chair,) Cllr Ray Middlemas (RM), Cllr Rita Herald (RH) , DCllr R Page and Patricia Nunn (PN), Parish Clerk.

There was 1 member of the public present.

2. Apologies for Absence

No apologies were received.

3. To receive and consider any disclosures of personal interest

There were not any disclosures.

4. To receive members' request for dispensation

RM has dispensation to speak and vote on matters of the Joint Burial Committee.

5. Public Participation Session

No matters were raised.

6. To approve as accurate the minutes of last Parish Council meeting held on 4th March 2026

It was proposed by FB, seconded by NB, that the minutes be approved as accurate. Agreed unanimously.

Resolved. They were signed by FB.

7. To consider matters arising from previous minutes on 4th March 2026

All matters arising from the previous meeting have been actioned.

8. To consider matters raised by the District/County Councillor

Potholes and fly-tipping were discussed. particularly in relation to Woodway Lane.

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

RP left the meeting at 8.10pm.

9. Financial Matters

To approve expenditure and note receipts up to the 31st March 2026

Payment to The Royal British legion for Remembrance Day wreath	20.00
Payment to The Royal British Legion for annual donation	10.00
Payment to P Nunn for salary Jan-March	397.80

Total payments: £427.80

Receipts

10.2.26	VAT refund	84.85
27.02.26	Interest	2.83

To approve expenditure and note receipts up to May 2026

Payment to P Nunn for expenses. Travel to March meeting	
45px 8 = £3.60; printing costs for April and May 2.99 x 2 = £5.98)	9.58
Payment to The Gardener for one cut in March	86.00
Payment to AEH Accountancy for annual payroll fee	168.00
Payment to Joint Burial Committee for annual donation	468.00
Payment to LRALC for annual fee	267.81
Payment to Plastikcity for annual website hosting fee	156.00
Payment to AEH Accountancy for annual audit fee	108.00

Total payments: £1155.39 (£989.81 paid in April; £165.58 paid in May)

Receipts

31.03.26	Interest	3.00
1.4.26	Half precept	2860.50
30.4.26	Interest	2.72

Proposed by FB, seconded by NB, that all expenditure be approved and receipts noted.

Agreed unanimously. **Resolved.**

ii) To note the Bank Reconciliation to May 2026

c/f at 31.3.26		6460.84
March payments	24.48	6436.36
Additional March payments	427.80	6008.56
April receipts	2860.50	8869.06
April payments	989.81	7879.25

Reserve Account

c/f 31.01.26		3883.71
Interest	5.72	3889.43

Proposed by FB, seconded by RM, that bank reconciliation be agreed. Agreed unanimously. **Resolved.**

iii) To discuss moving some monies into the reserve account

It was agreed that £3000 be moved from the current account to the reserve account and that village projects be discussed at the next meeting.

iv) To approve the Annual accounts report 2025/2026

It was proposed by FB, seconded by NB, that the accounting statements be approved. Agreed unanimously. **Resolved.**

v) To approve the Annual Governance Statement 2025/2026

It was proposed by NB, seconded by RH, that the Annual Governance statement be approved. Agreed unanimously. **Resolved.**

vi) To approve the Accounting Statements 2025/2026

It was proposed by NB, seconded by RM, that the Accounting statements be approved. Agreed unanimously. **Resolved**

vii) To approve the internal audit report 2025/2026

It was proposed by RH, seconded by RM, that the Annual Internal audit be approved. Agreed unanimously. **Resolved**

viii) To approve the Certificate of Exemption 2025/2026

It was proposed by FB, seconded by RH, that the Certificate of Exemption be approved. Agreed unanimously. **Resolved**

ix) To approve the Exercise of Public Rights for accounts ending 31st March 2026

It was proposed by NB, seconded by RM, that the Certificate of Exemption be approved. Agreed unanimously. **Resolved**

10. Planning**i) To consider any new planning applications**

26/00401/FUL – for solar panels on the garage roof of Cream Cottage – neutral with conditions

26/00335/TCA – to fell an oak tree on Main Road – neutral with provision to re-plant. Now

approved.

26/00574/OUT - storage and distribution etc at Mere Lane, Magna Park – agreed to object

26/00611/FUL - this is an updated application but does affect the injunction already in place. The new application is attempting to address two of the three reasons for initial refusal, e.g. highways and flooding.

ii) **To consider any other/ ongoing planning matters**

Enforcement notice for Claybrooke Hall, Reference: 19/00356/DEVS Enforcement Notice

Reference: EN627. Haha/extension of garden enforcement . Also, **Listed Building Enforcement Notice (LBEN) No. LBEN628** – the HDC legal team have now been instructed.

24/00452/VAC - Cream Cottage, Main Road - Cream Cottage- the HDC legal team have now been instructed.

24/00164/COMS – Enforcement Notice Spinney View Farm – HDC regularly monitors the site.

11. To discuss Councillor or other training

No training needs identified at this time.

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

The next meeting in in August.

RM proposed that the accounts and minutes of the meeting held on 31st March 2026 be approved , seconded by RH. Agreed unanimously. **Resolved**

13. To discuss and agree domain provision

A new .gov.uk domain has been agreed by the Parish Council, operated by Cuttlefish. This is to make the site more secure and in line with legislative requirements. The new site will be claybrookeparvaparishcouncil.gov.uk and will be operational in the next few weeks. The PC email will also change to .gov.uk and this will be notified when completed.

14. To receive any correspondence and agree actions

No correspondence has been received.

17. Any other business

Grateful thanks are extended to members of the PC and other residents who helped with the litter pick.

New speed signs have been placed through the village.

Residents have asked if dog poo bag dispensers could be placed around the village. The PC do not feel it is their responsibility to offer this facility as it is dog owners' responsibility to provide these. Dispensers could only be sited in a fixed place which may not be of use for dog owners. Please also note the HDC the Public Space Protection Oder which allows for dog owners to be fined if they do not clear up or have with them the means to clear up dog faeces.

18. Date of the Next Meeting

The next Parish Council meeting will be held on Wednesday 16th September 2026 at 7.00pm in Claybrooke Parva School Hall.

The meeting was closed by FB at 2030.

To **resolve** that the minutes of the meeting of the Parish Council held on the 20th May 2026, and circulated to all members, be signed as a correct record.

Signature:..... (Chairman)

Name:.....Fay Briggs.....

Date:..... 16th September 2026.....

Matters Arising: