Claybrooke Parva Parish Council

Minutes of the Parish Council Meeting held on Wednesday 28th October 2026 at 7.00pm in Claybrooke Parva School Hall

Sincere condolences were offered to the family of Cllr R Herald who sadly passed away recently. Mrs Herald had been a Councillor for 4 years and was a valued member of the Parish Council. A minutes silence was offered in remembrance.

1. **Members Present**
   Cllr Fay Briggs (FB) (Chair), Cllr Neil Blackhall (NB) (Vice- Chair,) Cllr Ray Middlemas (RM), DCllr R Page and Patricia Nunn (PN), Parish Clerk.
   There were no members 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 Annual Parish Council meeting held on 20th May 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 approve as accurate the minutes of last Parish Council meeting held on 20th May 2026**
   It was proposed by FB, seconded by NB, that the minutes be approved as accurate. Agreed unanimously.
   Resolved. They were signed by FB.

8. **To consider matters arising from previous minutes on 20th May 2026**
   All matters arising from the previous meeting have been actioned.

9. **To consider matters raised by the District/County Councillor**
   RP gave an update on the Government Planning protocol and answered questions concerning G/T sites in the area.
   RP provides regular email updates and information prior to the Parish Council meeting and all matters were noted.

10. **To discuss and agree Financial Matters**
    To approve expenditure and note receipts up to September 2026
    Payment to P Nunn for expenses. Travel to October meeting
    45px 8 = £3.60; printing costs for June, July, Aug and Sept –
    2.99 4 = 11.96; book of stamps £7.28) 22.84

Payment to CPPC reserve account	3000.00
Payment to Zurich Municipal	241.00
Payment to Fay Briggs for upgrade of old email.	3.49
Payment to The Gardener for 2 cuts, in April and May	172.00
Payment to Cuttlefish for new website/email	120.32
Payment to P Nunn for salary April-Jun	397.80
Payment to Npower for street lighting Apr-June	19.81
Payment to The Gardener for 3 cuts, in June and July	258.00
Payment for annual fee to Information Commissioner	52.00
Payment to P Nunn for salary Jul-Sept	424.20
Payment to The Gardener for 3 cuts, Aug- Oct.	258.00

Paid by cheque no.1243 on 16th October 2026

Total payments: £4969.46

Receipts

29.5.26.	Interest	2.63
30.6.26	Interest	4.93
31.7.26	Interest	4.98
9.9.26	Half precept	2860.50
28.8.26	Interest	4.50
30.9.26	Interest	5.31

Proposed by FB, seconded by RM, that all expenditure be approved and receipts noted. Agreed unanimously. **Resolved.**

ii) **To note the Bank Reconciliation to September 2026**

c/f at 30.4.26			7879.25
May transfer to reserves		3000.00	4879.25
May payments		117.58	4761.67
Additional May payment		156.00	4605.67
Further May payments		241.00	4364.67
June payments		693.61	3671.06
July payments		19.81	3651.25
August payments		258.00	3393 .25
September payments		476.20	2917.05
September receipts	2860.50		**5777.55**
October payments		280.84	5496.71
Reserve Account			
c/f 30.4.26			3889.43
Transfer from current account	3000.00		6889.43
Interest	22.35		**6911.78**

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

iii) **To approve annual pay increase for the clerk backdated to 1.4.26**

It was proposed by FB, seconded by NB, that the increase be awarded and backdated to 1.4.26. Agreed unanimously. **Resolved**

11. Planning Matters

i) **To consider any new planning applications**

26/01123/DDD - for work to dead/dying trees – Claybrooke House – approved 5.8.26

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 **and Listed Building Enforcement Notice No. LBEN628 –** Alterations to the building. Final letters served.

24/00164/COMS –Spinney View Farm – monitoring possible environmental breaches.

24/00452/VAC – Cream Cottage- erection of car port with metal roofing- final letters served

25/00955/OUT – Erection of 9 self-build houses at Wells Close. Appeal lodged to Planning Inspector 1.7.26

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

26/00765/FUL – development for storage and offices on land south of George House, Coventry Road, Lutterworth – objected

26/00611/FUL – Woodway Lane/A5 Watling St- there 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. Went to Planning Committee 17.11.26

12. To discuss Councillor or other training

No training needs identified at this time.

13. To receive and update and discuss business relating to the Joint Burial Committee and to approve the minutes of the meeting of 28th August 2026; to approve the increase in cemetery fees

The next meeting in November.

FB proposed that the minutes of the meeting held on 25th August 2026 be approved, seconded by NB. Agreed unanimously. **Resolved**

FB proposed that the increase in cemetery fees, as per the JBC recommendation, be approved. This was seconded by NB. Agreed unanimously. **Resolved**

An application for a Rural Grant has been approved by the JBC, for the restoration of the bier house.

The cemetery continues to be maintained to an acceptable standard.

14. To discuss funding from the Ward Members/Rural grants

This is available through HDC for those projects fulfilling the criteria. Much of RP's grant is being used to help fund the church's heating system.

15. To approve spend for Remembrance Day wreath

It was proposed by FB, that a wreath be purchased. This was seconded by RM and Agreed unanimously. **Resolved.** The wreath to be laid by FB.

16. To receive any correspondence and agree actions

Received a letter from LCC regarding the Notice of making an Order for Green Lane. The Inspector is now considering the objections raised.

A TTRO was received concerning maintenance works by BT on Green Lane on 24th September.

17. Any other business

Older residents are encouraged to register with the Priority Services Register for their utilities so, in the event of an issue/disturbance, they will be higher on the priority list.

18. Date of the Next Meeting

The next Parish Council meeting will be held on Wednesday 2nd December 2026 at 7.00pm in Claybrooke Parva School Hall.

The meeting was closed by FB at 2000.

To **resolve** that the minutes of the meeting of the Parish Council held on the 28th October 2026, and circulated to all members, be signed as a correct record.

Signature:…….. (Chairman)

Name:……Fay Briggs……

Date:…… 2nd December 2026……

Matters Arising: