



	<b>Present</b> Stephen Jarman (SJ, Chair), P Furey (PF), Paula Sargeant (PS), Martin Round (MR) and the clerk. District Councillor Paul Wood and two members of the public were in attendance.	<b>Action</b>
22/96	<b>Welcome</b> The Chair welcomed all to the meeting.	
22/97	<b>Apologies and Reasons for Absence</b> No apologies had been received. Councillors Maggs and Sweet were absent.	
22/98	<b>Declarations of Interest</b> There were no declarations of interest made.	
22/99	<b>Notes of the last Parish Council meeting</b> The notes of the annual meeting held on 4 <sup>th</sup> May 2022 were accepted as a true and accurate record, proposed by PF, seconded by MR and accepted unanimously. The notes of the extraordinary meeting held on Wednesday 1 <sup>st</sup> June will be approved at the meeting in July.	
22/100 22/100-1 22/100-2  22/100-3  22/100-4	<b>Update on Agreed Actions from the Minutes</b> Footpath at the community park- still under review. Common Land- seating/litter bins still to be considered and meeting with a resident who expressed an interest in tidying the area to be arranged. Electric Charging Point- clerk to meet a representative from a company, village hall committee will also be involved. Correspondence with the school and LCC about the use of the muga and car park- a meeting has been arranged with the school for Tuesday June 14 <sup>th</sup> . SF, AM and the clerk to attend.	Clerk  Clerk  Clerk
22/101 22/101-1  22/101-2  22/101-3  22/101-4  22/101-5	<b>Clerk's Report</b> The clerk's written report had been circulated prior to the meeting and is attached to these minutes. The written report was APPROVED. The following decisions were made: Operational Inspections- RESOLVED- there will be 3 quarterly operational inspections and 1 safety inspection report (previously carried out by ROSPA) which will now be carried out by Rynat Inspections. Community Park footpath- RESOLVED to engage with a civil engineer for advice. Community Park telephone bookings- RESOLVED to review at July meeting.	



22/102	<b>Councillors Reports</b> None received.	
22/103	<b>County Councillor/District Councillor Reports</b> District Cllr Wood	
22/103-1	There is a new chair of the Planning Committee	
22/103-2	Offices at the rear (only) of the SKDC office on St Peter's Hill are to be sold and council offices to be relocated.	
22/104	<b>Community Park</b>	
22/104-1	The handover document from John Freeman had been circulated to all councillors prior to the meeting.	
22/104-2	Councillors would like to see the current application which is being prepared for the pavilion to the Football Foundation. Clerk will write a formal letter to JF requesting this information. PS is prepared to discuss and contact JF.	
22/105	<b>Nomination of councillor to undertake work of proper officer and responsible financial officer (RFO) when clerk absent.</b>	
22/105-1	RESOLVED- PF- Proper officer RESOLVED- PS- RFO.	
22/106	<b>Village Hall</b>	
22/106-1	Decorating and refurbishment was on schedule, the next phase is refurbishing the library.	
22/107	<b>Cemetery</b> Clerk queried the charging of business rates to cemeteries which she had seen mentioned by other clerks. Further investigations to be made.	Clerk
22/108	<b>Financial Matters</b>	Clerk
22/108-ii	a) Annual Governance and Accountability Return 2021/22: i Parish Council Annual Internal Audit Report- approved	
22/108-iii	ii Annual Governance Statement (section 1) for 2021/22- approved iii Accounting Statements (section 2) for 2021/22- approved	
22/108-2	iv End of Year Accounts and Audit Requirements- submission of public rights- commencing 13 <sup>th</sup> June- noted. b) Clerks salary review- AGREED clerk's salary will move 2 points on the scale range to 9 (increased from 7) Proposed PF, seconded PS, approved unanimously..	
22/109	<b>Revision of Policies</b>	
22/109-1	Standing Orders- RESOLVED to adopt.	
22/109-2	Councillors' Code of Conduct- RESOLVED to adopt. PF advised that any new councillors must accept existing policies on acceptance of office and in particular as 2023 is an election year any	





	policies will need to be reviewed prior to May 2023.	
22/110 22/110-1	<p><b>Planning Applications and Results</b></p> <p>Applications-</p> <p>S22/0943- demolition of lobby and garage- erection of single storey extension and detached garage- 4 Rectory Lane- no comments had been made available for submission to SKDC.</p> <p>S22/1047- single storey rear extension and conversion of garage to habitable room- 9 Osterfen Lane - no comments had been made available for submission to SKDC.</p> <p>S22/1046- demolition of single storey projection and garage outbuildings and erection of single storey extension, along with alterations to raised terracing and steps, addition of two air source heat pumps- 2 Main Street- no comments had been made available for submission to SKDC.</p>	
22/110-2	<p>Results-</p> <p>S22/0667-Approval of Prior Notification Details- temporary change of use for a maximum of 2 years of agricultural shed to store red phone boxes inside building- 32 Main Street.</p> <p>S22/0535- Change of use of land from equestrian to domestic use(C3) and relocate menage to former agricultural land- Ashgrove Hough Lane- approved 30 May</p>	
22/111 22/111-1	<p><b>Highway and Footpath Matters</b></p> <p>Pot hole on Broadfen Lane to be reported.</p>	
22/112 22/112-1	<p><b>Correspondence</b></p> <p>E mail regarding the quantity of trees planted at the park- clerk will advise trees planted by volunteers and will be monitored.</p>	
22/112-2	<p>Active Holidays for Kids-resident had enquired whether 2 children she was looking after inthe summer holidays would be eligible for the scheme. It was noted this was primarily for children attending Claypole school but any vacancies on specific days would be advertised further.</p>	
22/112-3	<p>Neighbourhood Plan- correspondence between various parties dated 12<sup>th</sup> April had been received and replied to. Two further letters have been received dated 7<sup>th</sup> June from Sills &amp; Betteridge, one of these being a Freedom of Information Request. These will be passed to the Steering Committee of the NHP for comment. Additionally a Subject Access Request has been received by email from the clients' solicitors. The clerk will seek permission for this to also be passed to the NHP committee for comment.</p>	Clerk
22/112-4	<p>Use of MUGA by the school- a request for use of the muga from June 6<sup>th</sup> to 22<sup>nd</sup> July had been received totalling 14+ hours. In the absence of any other bookings during these times it was agreed that these were allowable.</p>	



Claypole Parish Council

Minutes of the meeting held on Wednesday 8<sup>th</sup> June 2022 at 7.00pm in the village hall.

22/113	<b>Chairpersons closing statements</b> SJ thanked everybody for their attendance at the meeting. The meeting closed at 9.15pm  Signed.....  Chairperson  Date.....	
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Public Forum 6.45-7.00pm

Members of the public- there was a general discussion about the provision of a pavilion and future maintenance requirements of the building and also of the pitches.



## Clerk's report – June 2022

1 Inspections- We need to have the annual inspection - that is the only one that we REALLY need as far as rules say. The regulations say we need an annual inspection and then a suitable programme for ongoing inspection which we are doing. The last operational inspection picked up a few minor points but nothing needing urgent attention. Do we proceed with the operational inspections?

2 Cemetery- there is a delay in the delivery of the information lectern. I thought it had been ordered, it hadn't but it has now. Delivery to be confirmed.

3 Electric charging point at village hall or the community park- ongoing.

4 Active Holidays for Kids- they would like to be paid on the last day of the entire event to help with their cash flow.

5 Correspondence with the school regarding use of muga and the car park- ongoing.

6 Vacancies on the Council- there are now three vacancies and the council is in a position to co-opt all of these vacancies. No election has been requested. The vacancies will be advertised again.

7 Platinum jubilee celebrations- a programme of events have been produced and these have been publicised throughout the village. A big thank you to Alice Maggs, Paula Sargeant and Claire Simmonds for all their work on this.

8 Community park footpath- I have one quotation from FA Landscapes and this is for £1200 to scrape the loose chippings from the footpath and to put it on the glebe land.

9 Community Park website -the phone for people to make bookings at the community park- The best and only way to activate this is to have the account in the name of the PC (2 business proofs required to set up), unlimited calls and texts- £11 per month by DD. I am not sure if the phone line is required but open to discussion on this.

10 Street naming- I have had an email from a person with close family links to Claypole suggesting that the new development off Doddington Lane be named after his family. Street? I suggested that he contact SKDC who I am sure will in due course contact the council on this matter.

11 Request for bench at community park  
I have asked Sam Wallis for the specification before approval is given.

### Decisions required:

Operational Inspections- does the council proceed with quarterly inspections?

Community Park footpath- how should this issue be resolved?

Community Park bookings- should the council proceed with a phone in its own name?