

Clavering Parish Council

Minutes of an Extraordinary Meeting of the Council held in the Clavering Village Hall, Hill Green on Wednesday 26th April 2023 at 7:30pm

The Meeting was recorded as there was no Clerk in attendance and the minutes have been typed from said recording.

In Attendance: Cllr Barrow,
Cllr Clayton, (V Chair)
Cllr Couchman,
Cllr Gill, (Chair)
Cllr Ryan,
Cllr Stanford.

1. Chairman Welcome

2. Apologies for Absence

No apologies were given

3. Declaration of Interest - To declare any Disclosable Pecuniary Interests, Other Registerable Interests or Non- Registerable Interests (known under previous Code of Conduct as Disclosable Pecuniary Interests, Personal Interests or Personal and Prejudicial interests).

No interests were given.

4. Public Participation Session

No members of the public were present.

5. To Approve the Minutes of the Previous Ex-Ordinary Meeting

The minutes of the Meeting held on 17th April 2023 had been previously circulated to Councillors. Minutes approved **P:** Cllr Clayton, **S:** Cllr Barrow, 2 abstentions, approval carried.

6. Planning To be commented on:

Planning Reference	Address	Proposal	Decision
UTT/23/0942/HHF	Skylarks Wicken Rd	Erection of Double Garage	Cllrs were not opposed to the development.

7. Finance

Proposal to approve claim of Minutes Clerk for attending 27th March meeting and works arising.

	Detail	Amount	Total	VAT
2107	Mrs Amanda Brown (Clerking) 27 th March - 7 ½ hrs plus travel	£187 £15.80	£202.80	No VAT

P: Cllr Clayton, **S:** Cllr Stanford, **In Fav:** Unanimous.

8. Items for Next Agenda

No items were suggested.

9. Close of Meeting to the Public

To resolve that the public are excluded under the Public Bodies (Admission to Meetings) Act 1960 and in accordance with Standing Orders 19(a) and 16 pursuant to 3(d) as the matters under discussion concern Employment. **P:** Cllr Gill, **S:** Cllr Clayton, **In Fav:** Unanimous.

9.1 Cllrs formally received and accepted the resignation of Mr Hogbin and approved the submitted time sheet. The P45 has been received from the pay roll company along with the sum for wages owed.

P: Cllr Clayton, **S:** Cllr Stanford, **In Fav:** Unanimous.

9.2 Mrs Amanda Brown has agreed to Locum as Clerk for the Parish for a period of three months. Cllrs are asked to agree the terms and to formally appoint Mrs Amanda Brown as Locum Clerk to Clavering Parish Council. The contract will state working up to 41 hours per month, plus the working from home allowance and travel expenses. Mrs Brown has agreed to submit monthly timesheets for the hours worked. Proposal to be agreed with the contract starting 1st May 2023 – **P:** Cllr Ryan, **S:** Cllr Gill, **In Fav:** Unanimous.

9.3 Mr Ian Brown has agreed to Locum as RFO for the Parish for a period of three months. Cllrs are asked to agree the terms and to formally appoint Mr Ian Brown as Locum RFO to Clavering Parish Council. The contract will state working 7 hours per month, plus travel expenses if and when appropriate. Proposal to be agreed with the contract starting 1st May 2023 – **P:** Cllr Ryan, **S:** Cllr Gill, **In Fav:** Unanimous.

9.4 There will be no pension requirements with Locum working.

9.5 To determine further recruitment matters for the vacancy for Clerk/RFO. The post is advertised with the EALC and on the Parish notice board. A proposal has been put forward to advertise in the local press. Prices and sizes of adverts will be brought to the May meeting. **P:** Cllr Gill, **S:** Cllr Stanford, **In Fav:** Unanimous.

10. Date of Next Meeting:

Monday 15th May 2023.

11. Close

The meeting closed at 20:30 as there was no further business to be discussed.

Signed: Date:
Chairman