

## CLAYDON WITH CLATTERCOTE PARISH COUNCIL

The council is hereby summoned to the annual meeting of the Parish Council to be held on Wednesday 5<sup>th</sup> May 2021 at 5:45pm via Zoom video conferencing

<https://us02web.zoom.us/j/89555430423?pwd=Y0RrN2JaYldCdDd6ZG4vdEdpUEYydz09>

Meeting ID: 895 5543 0423 Passcode: 538727

Or dial in on 020 3481 5240

Council: Jenny Jones, Veronica Purdey, Mark Ames, Gary Denham, Andrew Ferguson.

### AGENDA

1. Election of Chairman
2. Apologies for absence
3. Members declarations of interest for items on the agenda
4. To approve the minutes of the Parish Council (PC) meeting held on 9<sup>th</sup> March 2021
5. Planning applications received

**21/00574/F – 1A Fenny Compton Road, Claydon.** Single storey side and rear extension. **Claydon with Clattercote Parish Council OBJECT to this proposal due to the fact that Cherwell District Council made considerable investment for the house to be "affordable". If it is retained in its present form it would represent a starter home for others in the spirit of the 'Build' project whereas if it is extended it will increase in value and therefore will no longer be as "affordable" to future purchasers. The extension also threatens the shell of the old pumping station which was retained by the 'Build' project and is a part of the history of the village. (Response made using delegated powers). APPROVED.**

**21/00655/F – Lavender House, Crossing Lane, Claydon.** Single storey rear extension. **No representations made. APPROVED.**

6. Planning decisions received

**21/00156/F - OS Parcel 1847 Adjoining Road North Of Dismantled Railway, Boddington Road, Claydon.** New agricultural track. **Approved.**

**21/00011/F - Balnacra, Fenny Compton Road, Claydon.** Single storey rear extension and first floor front extension. **Approved.**

7. To agree which contractor to appoint to complete the tree works required in response to the tree inspection report. Quotes received are:

- JL Treescapes - £1310
- Lighthorne Tree Care - £600
- AGU Treecraft - £395

8. Finance

- i) Confirmation of the total bank balances as at 29.04.21 of £390.43 and £25,813.39
- ii) Proposal to renew the Parish Insurance with Zurich at a cost of £506.70
- iii) To confirm the updated asset register value at the end of 20/21 financial year of £41,134 due to the addition of a slide (£4,615) and a bench (£160).
- iv) To receive the internal auditor's report for 20/21 and agree any actions required
- v) To appoint an internal auditor for the next financial year
- vi) To complete and approve the annual governance statement for the 20/21 audit
- vii) To approve the accounting statements for the 20/21 audit
- viii) To approve completion and signing of the AGAR Certificate of Exemption for 20/21
- ix) To agree the payments list for 21/22, delegating authority to the clerk to make these payments up to the total annual budget without requesting pre approval from the council. All payments will be approved by a councillor via online banking and will be listed on the next agenda.

Clerk's Salary	£2870
Parish Clerk's expenses	£115
Annual audit	£100
Insurance	£505
Subscriptions	£165
Training	£210
Church Room hire	£125
PFMC grant	£1550
PCC grant	£450
Asset maintenance and improvement	£2000
Grass cutting	£1600
Blue Brick Path	£180
General Data Protection Regulations	£35
S137	£15

x) To note and approve the following payments made since the last meeting:

22.03.21	Kirsty Buttle	Salary March	£203.45
23.03.21	HMRC	Tax March + previous underpayments	£5.80
29.03.21	NEST	Pension March	£18.18

xi) To note receipts received since the last meeting:

09.03.21	Lloyds	Interest	£0.16
09.04.21	Lloyds	Interest	£0.17
14.04.21	OCC	Grass cutting contribution	£538.94
19.04.21	CDC	Precept	£5,480.50

**9. Proposal to adopt the following documents:**

- i) Risk Assessment
- ii) Standing Orders
- iii) Financial Regulations
- iv) Publication Scheme
- v) Subject Access Request Procedure
- vi) Responding to Planning Applications Policy
- vii) Records Retention Policy
- viii) Privacy Notice
- ix) Data Protection Policy
- x) Data Breach Policy
- xi) Role Holder Privacy Notice
- xii) Scheme of Delegation
- xiii) Freedom of Information Policy
- xiv) Code of Conduct
- xv) Grievance Policy
- xvi) Disciplinary policy
- xvii) Complaints Procedure

**Next meeting of the Parish Council – Tuesday 13<sup>th</sup> July 2021 at 7:30pm.**



Signed:

Parish Clerk

Date: 29<sup>th</sup> April 2021