



Claydon with Clattercote

# CLAYDON WITH CLATTERCOTE PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Tuesday 19<sup>th</sup> March 2024  
at 7:30pm in Claydon Church Room

**Start:** 07:30pm **End:** 21:50pm

**Council:** Cllrs Gary Denham, Mark Ames, Mike Ives & Rebecca Meyrick

<b>67. Apologies for absence</b>		
NA	Complete	All Cllrs

<b>68. Members' declarations of interest for items on the agenda</b>		
NA	Complete	All Cllrs

<b>69. Public participation session</b>	
<p>These sessions have been increased in time to be used by the public to raise points for the agenda of the next meeting. These points will generally not be discussed in the current session.</p> <p><b>1) PC to pay for Raffle\Lottery Licence</b> Concerns regarding the need to purchase a licence for the Village to hold Raffles\Lotteries at village events. This was paid by other parties beforehand; will the PC continue to fund should a licence be required. Cost approx. £40 – PC AGREED to investigate this.</p> <p><b>2) Flooding around Church Lane</b> What can be done? Water starting to smell, could this be logged under Health &amp; Safety concern? Cllr Denham to investigate.</p> <p><b>3) Milk Churns</b> Parish Council would like to request the builders donate something to the village in recognition of the historical use of the new development site - perhaps as a reminder of its historic purpose as a Dairy Farm. This will be followed up once the builders begin work.</p> <p><b>4) Church Yard been dug up in places</b> This is a Church Warden concern and should be directed appropriately.</p> <p><b>5) Nest box by sewage work trees</b> Fallen and broken, would PC replace? PC AGREED to investigate this under the biodiversity plans.</p> <p><b>6) Brown Bin labels – Playing Fields</b> Brown bin labels need replacing – Cllr Denham has actioned.</p> <p><b>7) Co-option Policy</b> Co-option policy for the 2 new recruits to the PC will be sent out accordingly after consulting CDC and following its guidelines. Cllr Ames to action.</p>	

**Community** - Support our local communities, encourage inclusion and diversity.

**Environment** - Protect and enhance our local environment.

**Governance** - Promote participation, good management, and efficiency.

To maintain and enhance the quality of life and sense of community within the Parish of Claydon & Clattercote.  
To safeguard the individual character of our village and protect its rural environment whilst supporting sustainable development that meets the needs of residents now and in the future.

<b>8) Planning Application for Footpath 6</b>	
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Planning Application for footpath 6:

<b>70.</b>	<b>Approve the minutes of the Parish Council (PC) meeting held on 9<sup>th</sup> January 2024</b>		
Approved.		Complete	All Cllrs

<b>71.</b>	<b>Report from District Councillor</b>		
NA			

<b>72.</b>	<b>Report from County Councillor</b>		
NA			

73.	Actions from previous meetings		
a)	<b>Cherwell DC Local Plan Consultation</b> This item to be removed until response from CDC received.	To be removed	Cllr Ames & Cllr Denham
b)	<b>Long term vision</b> Cllr Ives will draft a summary for the PC to action as it deems appropriate. A ‘Thank you’ to Cllr Ives was expressed by all for his work in this regard and to the PC in general. Cllr has now stepped down as a Parish Councillor.	In Progress	Cllr Ives
c)	<b>Trip hazards on Blue brick path along Dog lane to clear up.</b> PC to talk to owners\developers either side of path in regard to tree growing in path. Suggestion to claim ‘Right of Access’ with CDC.	In Progress	Cllr Ames
d)	<b>20mph limit signs</b> Plan of revised proposed sign location submitted. Waiting HWA response.	In Progress	Cllr Ames
e)	<b>Crossing Lane - Dog fouling additional warning signs &amp; Bins ask with Network Rail</b> Cllr Ames has contacted Network Rail regarding this – ignored. Will ask CDC for costings.	In Progress	Cllr Ames
f)	<b>Crossing Lane\Network Rail enquiry regarding the dangerous gate</b> Reply was this has been done to correct standards to facilitate free and easy movement so people can escape quickly should they get trapped trackside. Discussion regarding inviting Network Rail representative to the next meeting for a Q&A session. Cllr Meyrick to follow up.	In Progress	Cllr Meyrick
g)	<b>Salt bin inspection\check</b> Salt bin outside Bignolds Close was whacked by car. Cllr Denham inspected and suggested emptying bin to see if it reforms upon relocation to original area. If not, then will attempt repair.	In Progress	Cllr Denham
h)	<b>Parking area near playing field gate</b> Measure area up and ask for quote, same weekend of Marquee inspection.	In Progress	Cllr Ames
i)	<b>Claydon Website Update – documents ready for publishing</b> Policy Documents are now visible on the website. Awaiting confirmation for financial documents. Publish dates for next Audit etc. on Calendar. Cllr Denham to provide. With Cllr Ives stepping down, new Webmaster to be agreed. Cllr Ives has agreed to continue the role until further plans in place.	In Progress	Cllr Ives

<p><b>j) Risk Assessment Policy</b></p> <p>The PC discussed a newly developed Risk Register that has been developed using a framework used by other Parish Councils. Cllr Ames to add 'Risk Matrix'. Mentions of 'Clerk' need to be reconsidered in view of the current vacancy. Maybe split document by Category (Playing Field, Finance etc.). Tie Risks into Village Strategy.</p>	In Progress	Cllr Ames
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<b>74. Agenda</b>		
<p><b>a) Parish Clerk appointment progress.</b></p> <p>Proposal to offer the post to experienced PC Clerk as soon as possible. <b>AGREED</b></p>	In Progress	Cllr Denham
<p><b>b) Update regarding contributing a sum of money that will help the PCC improve the state and condition of the paths running from the surrounding roads up to St James the Great Church and the Parish Rooms.</b></p> <p>Resolution for a max £2,000 donation to Church for path rebuild, final figure to be calculated based on the village population as per Section 137 rules. Cllr Denham to do the calculations. Cllr Meyrick to inform the Vicar and Church Wardens. Money to be held in reserve until requested by the PCC. <b>AGREED</b></p>	In Progress	All Cllrs
<p><b>c) To discuss the latest tree survey and agree a plan of action</b></p> <p>Resolution for 'Landarb Solution @560 + VAT' to be awarded survey contract. Survey to be conducted as soon as possible so works can be undertaken. <b>AGREED</b></p>	Completed	Cllr Meyrick
<p><b>d) Discuss commission the cutting of the grass in the 2024/25 period</b></p> <p>Resolution for 'N R Prickett @ £3,402 + VAT' to be awarded contract. <b>AGREED</b></p>	Completed	Village Community Group
<p><b>e) Pothole concerns along Mollington Road by the stream</b></p> <p>Cllr Ames to ask HWA for advice and possibly ask local farmers to clear out ditches either side of bridge. Discussion regarding adding this to the Risk Register, not because the PC has any responsibility for road maintenance, but due to the reputation risk to the PC as repair work is so slow.</p>	In Progress	All Cllrs
<p><b>f) Allotments concerns</b></p> <ul style="list-style-type: none"> <li>i) Receipts all confirmed.</li> <li>ii) Deposit scheme of £50 per plot. <b>AGREED</b></li> <li>iii) Skip to clear unallocated plots: Investigate 'CDC 'Bulk Waste' option.</li> <li>iv) Rotovating of cleared plots: considered after point iii) above</li> </ul>	In Progress	Cllr Meyrick
<p><b>g) Quotes to be sought for repair of village green wall</b></p> <p>Resolution for 'David Upton @ £525' contract to repair village wall. <b>AGREED</b></p> <p>Work to commence directly after Easter. Plans for ongoing removal of Ivy added to the Community Volunteer Task Force schedule.</p>	Completed	All Cllrs
<p><b>h) Village 'Claydon Community Group' updates</b></p> <ul style="list-style-type: none"> <li>i) Village Spring Clean – Church &amp; Village Litter picking: 23<sup>rd</sup> March</li> <li>ii) Wildflower &amp; bulb planting – confirm date &amp; prices. Comms to go out to village regarding proposed plans &amp; planting.</li> </ul>	In Progress	All Cllrs & CCG

iii) Village Event in Summer. Advertise to village to seek person/persons to lead this project: Theme, Date & Volunteers		
<b>i) Parish Council looking to fill 2 vacancies</b>	In Progress	All Cllrs

75. Finance

a) Confirmation of the total bank balances as at 02 Jan 2024 of £35,987.13 and £11.05.

Completed

All Cllrs

b) To note and approve the following payments:

13-Feb-24	M Michael	Lubrication for gate and play equipment	£8.49
13-Feb-24	M Love	Playing field sign (replacement)	£7.99
13-Feb-24	N R Prickett	Path clearing and siding	£674.40

Completed

All Cllrs

c) To note the following receipts:

08-Jan-24	M Mount	Allotment	£5.00
08-Jan-24	J Taggart	Allotment	£10.00
09-Jan-24	Lloyds Bank	Interest	£37.81
09-Jan-24	S Keyser	Allotment	£15.00
16-Jan-24	D Van Overdijk	Allotment	£10.00
18-Jan-24	D Buckle	Allotment	£5.00
22-Jan-24	S Keyser	Allotment	£10.00
29-Jan-24	A Jenkinson	Allotment	£7.50
13-Feb-24	T Mawn	Allotment	£5.00
09-Feb-24	Lloyds Bank	Interest	£40.34
11-Mar-24	Lloyds Bank	Interest	£39.76

Completed

All Cllrs

d) Spend against budget & reserves:

Budget	Budget	Spend	Remaining
Clerk's Salary	2800.00	0.00	2800.00
Parish Clerk's expenses	115.00	0.00	115.00
Annual audit	100.00	0.00	100.00
Insurance	550.00	565.35	-15.35
Subscriptions	150.00	130.00	20.00
Seminars/Training	150.00	220.00	-70.00
Church Room hire	125.00	60.00	65.00
PFMC grant/play area management	2000.00	1398.97	601.03
PCC grant	500.00	527.00	-27.00
Cluster Care grant	50.00	0.00	50.00
Grass cutting	1800.00	1570.00	230.00
Allotment grass cutting	60.00	0.00	60.00
Blue Brick Path	200.00	0.00	200.00
GDPR	35.00	35.00	0.00
S137	25.00	0.00	25.00
Annual tree survey/work	500.00	273.85	226.15

Completed

All Cllrs

Christmas tree	150.00	147.00	3.00
Coronation	1000.00	620.28	379.72
Playing field bins	72.00	72.00	0.00
	<b>10382.00</b>	<b>5619.45</b>	<b>4762.55</b>

Reserves	Start	Spend	Current
General Reserves	4,500.00	151.86	4,348.14
Playground equipment	3,000.00		3,000.00
Election costs	1,200.00	100.00	1,100.00
Tree work	4,000.00		4,000.00
Defib reserve	1,500.00		1,500.00
Wall on the Village Green	3,500.00	0.00	3,500.00
Legal/Planning/Accounting Services	3,000.00	0.00	3,000.00
Asset maintenance and improvement	8,000.00	573.51	7,426.49
	<b>28,700.00</b>	<b>825.37</b>	<b>27,874.63</b>

**Notes:**

- Allotment payments all received. One cash payment has yet to go into the account and is not reflected in the above figures.
- £3,015 is unlikely to be spent on clerk salary, clerk expenses and audit accounting for approx. 63% of the unspent budget.

**76. Planning**

**Application No.: 24/0059/F Douglas Hse, Main St**

Needs further investigation to verify all the details & measurements.

In Progress

All Cllrs

**77. AOB**

**Footpath No.6 – Application to decommission public access.**

Claydon-with-Clattercote Footpath No. 6 (170/6/20) Anomaly Report asserts that the public right of way along the canal towpath has been incorrectly drafted, showing the right of way following the track from the Boddington Road to Glebe Farm.

Cllr Ames

Resolution to involve legal advice, up to £500, should the need arise. **AGREED**

**78. Agree date of next meeting**

**Tuesday 14<sup>th</sup> May 2024**

**07:00pm** – APM Meeting followed by **07:30pm** – Parish Council Meeting

Complete

All Cllrs