CLAYDON WITH CLATTERCOTE PARISH COUNCIL

Minutes of the annual meeting of the Parish Council held on Tuesday 8th May 2018 at 7:30pm in the Church Room, Claydon.

Present: Cllrs J Jones, R Millward, A Hoggins, S Ingram (Chairman), V Purdey.

In attendance: Kirsty Buttle (Clerk), District Cllr Chapman, 2 members of the public.

1. **Election of Chairman** – It was proposed and agreed that Cllr Ingram be re-elected as Chairman. Cllr Ingram completed the declaration of acceptance of office which was also signed by the clerk.
2. **Apologies for absence** – Cllr Reynolds.
3. **Members declarations of interest for items on the agenda** – None.
4. **Public participation session** – Cllr Hoggins advised that another location is required for the storage of 2 builders bags of grit. **Action: Cllr Jones to out a request for a new location in the newsletter. Clerk to organise an e-mail to the village mailing list.** A parishioner asked that meetings be held on time and that they should be kept more succinct and to the point to avoid the meetings being very long.
5. **To approve the minutes of the Parish Council meeting held on 13th March 2018** – The minutes were proposed, agreed and duly signed.
6. **Outstanding matters/actions from previous meetings**

   i) Request for Dog Lane to be registered as a public Right of Way – The County Council have advised that Dog Lane is not currently a registered public footpath. The clerk will continue to follow this up with the new contacts provided by OCC. **Action: Clerk to contact the Definitive Map and Commons Team.**

   ii) Installation of grit bins – The proposed locations for two new grit bins (Manor Park and opposite Bignolds Close) have been approved by OCC. **Action: Clerk to arrange installation of the bins once the wall at Manor Park has been repaired.** A parishioner has requested an additiponal grit bin on the junction of Boddington Road and Main Street. After discussion, the council agreed that as the junction is gritted by the Highways Department, there is not a need for a grit bin at this location.

   iii) Ownership of the playing field ditch – The clerk has contacted OCC and the Department for Transport and both say the ditch does not belong to them. Cllr Ingram has spoken to the neighbouring farmers and they also do not believe they own the ditch. The council considered the fact that Thames Water are responsible for the ditch adjacent to their premises and agreed that the council probably is the owner of the ditch adjacent to the playing field and that the clerk should organise its clearance. **Action: Clerk to revisit quotes received for ditch clearance and instruct a contractor to start the work asap.**

   iv) Instruction for tree work and resulting issues re Thames Water fencing – Thames Water have agreed to repair the fence at their cost.

   v) Purchase of play area matting – The clerk is awaiting final details regarding the spec of the matting so this has not yet been ordered.

   vi) Installation of defibrillator in the village – The clerk requires permission from The Church Room Committee in order to make an application for a grant. Clive Mutch advised that he will get a letter over to the clerk in the next couple of days. **Action: Clerk to apply for grant.**

   vii) Update on meeting regarding weight limit road signs/issues with lorries travelling through the village - A meeting has been held but we are still no further forward with this. The Cllrs will continue to follow this up and will advise when there are any new updates.

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7. **Report from District Councillor** – Phil Chapman has recently been elected as the District Councillor for the Cropredy Ward.

8. **Report from County Councillor** – No report.

9. **Planning Applications received**

   18/00444/LB: Corner Cottage, Main Street, Claydon. Proposal - Repair work to preserve the fabric of the building and restoration of original features. Alteration of internal layout and addition of velux windows. No objections.

   18/00536/F: Corner Cottage, Main Street, Claydon. Proposal - Erection of wooden garage. No objections.

10. **GDPR Compliance**

    i) To adopt the following documents: Proposed and agreed.

    - Data Protection Policy
    - Subject Access Request Procedure
    - Records retention Policy

    ii) To resolve that the council registers with the ICO and pays the Data Protection Fee of £35 by Direct Debit to ensure continuous compliance with this requirement – Proposed and agreed. **Action: Clerk to register CWC PC.**

11. **Ongoing issues**

    i) The Village Green – Has been mown. The council are unsure what is happening with the reseeding of grass seed but it is hoped that the gardener has this planned.

    ii) Empty properties – No updates.

12. **Finance**

    i) Confirmation of the final quarterly financial check for 2017/18 – Cllr Ingram confirmed that she has completed the final quarterly check and all was found to be in order.

    ii) Confirmation of the total bank balances as at 02.05.18 of £276.19 and £16,138.13 – Checked and confirmed as correct.

    iii) To receive the internal auditors report and agree any actions required

    - election of the Chairman as the first item of business at the Annual Meeting of the Parish Council is properly recorded and whilst I am satisfied that the newly elected Chairman then signed the 'declaration of acceptance of office' (from which his / her authority derives, that should be expressly minuted – Noted – this was included in the minutes last year and has been included in these minutes so was not an item specifically raised for CWC PC.
    - as part of the Council's risk assessment regime, any and all trees owned or under the control of the Council should be subject to a safety management regime including routine checks by a person with sufficient competency to assess the tree(s) and identify any necessary action to be taken. Useful guidance on managing trees is given here http://www.hse.gov.uk/foi/internalops/sims/ag_food/010705.htm#Summary - **Action: Cllr Millward will put together a map of all trees in the parish that he believes belong to the parish council. Clerk to verify ownership via OCC/CDC etc. Cllr Millward to obtain quote for annual survey of trees. Item to go on next agenda.**

    iv) To appoint an internal auditor for the next financial year – It was proposed and agreed to appoint John Marshall as the internal auditor for 18/19.

    v) To complete and approve the annual governance statement for the 17/18 audit – The annual governance statements were read out and the form completed.

    vi) To approve the accounting statements for the 17/18 audit - The accounting statements were agreed and duly signed.

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vii) To agree the payments list for 18/19, 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 before they are sent and will be listed on the next agenda – Proposed and agreed. **It was agreed to increase the audit budget approved up to £80** due to an increase in the charges made by the internal auditor.

Clerk's Salary	2250
Annual audit	75
Insurance	800
Subscriptions	100
Seminars/Training	150
Church Room hire	100
PFMC grant	2000
PCC grant	450
Claydon website	50
Cluster Care grant	50
Grass cutting	1400
Allotment grass cutting	150
Blue Brick Path	180
General Data Protection Regulations	200

viii) To confirm acceptance of the annual insurance renewal premium of £743.82 – Proposed and agreed.

ix) Proposal to continue membership with Community First Oxfordshire at a cost of £55 per year – It was proposed and agreed that, as Claydon with Clattercote has around 300 parishioners so is on the border of the payment brackets with Community First, the payment should be £35. **Action: Clerk to make payment of £35.**

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

19.03.18	OALC	Annual subscription	£135.06
19.03.18	Kirsty Buttle	Salary March	£172.50
23.04.18	Claydon Church Room	Hire of Church Room	£54.00
23.04.18	Northamptonshire County Council	County Connect Contribution	£230.00
23.04.18	N R Prickett	Hedge trimming	£96.00
23.04.18	Kirsty Buttle	April salary	£174.26
23.04.18	HMRC	April Tax	£11.80

xi) To note receipts received since the last meeting: Noted.

09.01.18	Lloyds	Interest	£0.46
09.02.18	Lloyds	Interest	£0.48
07.03.18	CDC	New Homes Bonus	£1,176.00
09.03.18	Lloyds	Interest	£0.43
14.02.18	Lloyds	Apology pymt	£100.00
09.04.18	Lloyds Bank	Interest	£0.47
02.05.18	CDC	Grant	£93.40
20.04.18	CDC	Precept	£4,849.50

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xii) To approve payment of the following invoices: Proposed and agreed.

N R Prickett	Grass cutting	£469.54
Came and Company	Annual insurance	£743.82
Cluster Care	Grant	£50.00
Farnborough Parish Council	Training - Jenny Jones	£16.50
Community First Oxfordshire	Annual membership	£35.00
Kirsty Buttle - Expenses	Travel Expenses	£4.50

13. Next meeting of the Parish Council – Tuesday 10th July 2018 at 7:30pm.

Meeting closed at 8:46pm

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