

CLAYDON WITH CLATTERCOTE PARISH COUNCIL

Minutes of a meeting of the Parish Council held on **Tuesday 8th January 2019 at 7:30pm** in the Church Room, Claydon.

Council: Jenny Jones, Richard Millward, Anne Hoggins, Sylvia Ingram (Chairman), Veronica Purdey, Kirsty Buttle (Clerk).

Present: 2 members of the public, District Cllr Chapman.

- 59. Apologies for absence** – County Cllr Reynolds.
- 60. Members declarations of interest for items on the agenda** – None.
- 61. Public participation session** – A parishioner stated that he does not think the proposed location for the grit bin on Manor Park is ideal and suggests it be placed around the corner from where was originally suggested. **Cllr Ingram and Cllr Jones to visit the site and advise the clerk on the final decision regarding its location.** A parishioner raised concerns that the agenda did not get sent out to parishioners until the night before the meeting. **Clerk to contact website provider to ask that they always be sent out 3 clear days before as per transparency code requirements.**
- 62. To approve the minutes of the Parish Council (PC) meeting held on 13th November 2018** – Cllr Millward pointed out that OCC should be changed to WCC in item 48.4. Subject to this change the minutes were proposed, agreed and duly signed.
- 63. Outstanding matters/actions from previous meetings**
- i) Request for Dog Lane to be registered as a public Right of Way - can apply to get a route added to the Definitive Map and Statement (Footpath Map) and I would suggest that this is the most suitable method of establishing public rights over the route – It was agreed to apply for the route to be added to the definitive map. **Clerk to look into the process and, if possible, apply for registration.**
 - ii) Installation of grit bins – The bins have still not been installed as the PC were waiting for the wall repair to be completed. The parishioner who is organising the repair of the wall has now requested that the site of the grit bin on the green be changed (as per item 61). **Clerk to organise installation of the new bins asap.**
 - iii) Storage of salt for grit bins – Once the new grit bins are installed the salt will be used to fill them so a new area for storage is no longer required.
 - iv) Purchase of play area matting – This has now been installed.
 - v) Trees in the parish including price for annual survey – The County and District Council have not been willing to provide a map of the trees that they own in the parish. It was agreed that **Cllr Millward should instruct the tree survey be completed by WCC as per their quotation.**
 - vi) Fence owned by Thames Water next to the playing field – Thames Water say they have made their site secure for the time being and will update the PC in the new year regarding replacement of the fence.
- 64. Report from District Councillor** – There is a lot of reorganisation of staff going on due to the separation from SNC with some roles now being shared with Oxford County Council.
- 65. Report from County Councillor** – None.
- 66. Ratification of the spec of defibrillator purchased (agreed by e-mail due to the length of time this has been ongoing) and agreement regarding which electrical costs will be funded by the PC** – The PC confirmed that the defib spec was approved by e-mail in order to get the defib purchased asap. The defibrillator has arrived along with a practice defib which is on loan FOC for 28 days. Two

training sessions have been planned for this Thursday and next Tuesday. The control panel in the Church Room will be updated tomorrow and the defib cabinet will be installed on Thursday. The cabinet will be checked weekly by a volunteer. A movement sensitive light will be installed above the defib which will also be of benefit to evening users of the Church Room. The defib will be registered with a number of ambulance services to ensure that they all have the access code should a 999 call go through to their area. The PC expressed their thanks to Clive Mutch for his work on organising the purchase and installation of the defib. Clive will organise the set-up and registration of the defib. Clive advised that the electrical installation costs have already been covered so the PC no longer need to make a contribution. The PC agreed that the remainder of the grant should be kept in reserve for replacement pads and batteries for the defib.

67. Planning

i) Applications received

18/02166/F: Top Lock, Appletree Lane, Cropredy. Variation of condition 2 (list of approved plans) of 16/02310/F -to make alterations to fenestration and materials and insertion of one rooflight and a flue. **No objections.**

ii) Decisions received

18/01663/F: Mole House, Claydon Road. One garage door to be removed and replaced with a upvc door and window. **Approved.**

18/01717/F: OS Parcel 2637 South Of County Boundary and Adjoining and West Of Railway Line, Mollington Road, Claydon. Erection of pole barn and replacement gate with associated external works. **Approved.**

18/01910/LB: Corner Cottage, Main Street, Claydon. Replace and lower ground floor fireplace mantel to original height. **Approved.**

68. Ongoing issues

- i) The Village Green – To consider estimates/quotations regarding repair of the wall – A stonemason came to the village on Saturday morning and had a look at the wall. He suggested taking the entire wall down by around 2ft 6". Where the wall is breaking on the bends he would take that out and rebuild it and then put a slight earth bank at the bottom to give the wall some stability. The stonemason will provide an estimate of the cost asap.
- ii) Empty properties – The bungalow in Manor Park has had work started.
- iii) Parking on pavements in Manor Park – A parishioner has raised concerns about vehicles being parked on the pavement, sometime fully blocking the pavement, on Manor Park. It was agreed that a note reminding parishioners to be considerate in their parking and ensure they allow space on the pavements for wheelchairs and pushchairs should go in the newsletter.

69. To consider reapplying for the Church Room to be considered an Asset of Community Value (ACV)

– It was agreed that an application should be made to maintain the Church Room as an ACV.

70. Finance

- i) Confirmation of the total bank balances as at 02.01.19 of £19.84 and £18,923.14 – The balances were checked and confirmed as correct.
- ii) Confirmation of 3rd quarterly financial check (Oct to Dec) – Defer to next meeting as this has not been completed.
- iii) Proposal to instruct a spray of the Blue Brick Path as included in the 2018-19 budget – Proposed and agreed.

- iv) To agree the budget and precept demand for 2019-20 – It was agreed that a budget should be included for the repair of the wall on the village Green. It was proposed and agreed that the budget for 2019/20 would be £12,875 resulting in a precept of £10,961. The additional funds required for the budgeted spend over the precept will be funded from surplus from 2017/18.
- v) To note and approve the following payments made since the last meeting under delegated powers: Noted and approved.

28.11.18	N R Prickett	Grass cutting October	£391.28
28.11.18	Kirsty Buttle	November salary	£184.86
21.12.18	Nigel Prickett	Grass cutting	£469.54
21.12.18	Kirsty Buttle	Salary December	£184.86
21.12.18	Kirsty Buttle	Expenses - battery for laptop	£26.98
21.12.18	Claydon Church Room	Church Room Hire	£63.00

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

09.11.18	Tustain	Allotment	£6.00
09.11.18	Lloyds Bank	Interest	£0.87
10.12.18	Lloyds Bank	Interest	£0.86

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

Wicksteed Leisure Ltd	Parts for repair of play equipment	£641.10
Wicksteed Leisure Ltd	Wetpour and installation	£4,786.94
Kirsty Buttle	Reimbursement for defibrillator	£1,455.20

71. Update on Parish Clerk vacancy – No applications were initially received for the post so the clerk had agreed to stay on for a while. Since then an application has been received and, as the clerk cannot guarantee that she will be able to remain as the Clerk/RFO long term it was suggested that the role be split and the current clerk remain as the Clerk/RFO but mainly focused on the RFO part of the role and supporting/mentoring an Assistant Clerk if the applicant is interested in this position. It was agreed the Assistant Clerk role would initially be on a 12 month contract to allow the council time to see if this set up works or if they would prefer to have just 1 person completing both roles. The hours would initially be 5 hours per month for the Clerk/RFO and 10 hours per month for the Assistant Clerk.

72. Next meeting of the Parish Council – Tuesday 12th March 2019 at 7:30pm.

At this point Cllr Millward announced his resignation from the Parish Council.

Meeting closed @ 9:14pm

Signed..... Date.....