



Claydon with Clattercote

CLAYDON WITH CLATTERCOTE PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Tuesday 12th November 2024

at 7:30pm in Claydon Church Room

Start 19:30

Present Cllr Denham (Chair) Cllr Meyrick, Cllr Smith, Cllr Knight, and Cllr Ferdani.

48. Apologies for absence

NONE RECEIVED

49. Members' declarations of interest for items on the agenda

NONE RECEIVED

50. Public participation session. The time allocated is at the discretion of the council/chair but generally is restricted to a maximum of 20 minutes. Residents are invited to give their views and question the parish council on issues on this agenda or raise issues for future consideration at the discretion of the chair. Members of the public may not take part in the parish council meeting itself. This period is not part of the formal meeting; brief notes will be appended to the minutes as an aide memoire.

a) Dog Mess

Could we consider small dog signs for dog mess- one down by the bus shelter for example?

Action: to be researched for consideration next meeting

b) Flashing Speed Sign (Vehicle activated sign- VAS)

Could the council consider the purchase of a VAS. Members noted that this had been considered previously but the costs were considered to be prohibitive.

Action: research for consideration next meeting.

c) The Copse

The copse needs strimming before the tree guards can be removed.

Noted.

d) Public Speaking

A resident requested to speak during the sections for HS2 and during Highways update.

e) Previous Minutes

A resident raised an issue with use of the word unanimous in the previous meetings minutes - The council noted that the previous minute may have caused confusion. The council had agreed unanimously to publicise the consultation on the 20mph speed limit as widely as possible. If public consultation showed residents opposed the new 20 mph limit, the council would then have objected in line with residents' views.

51) To approve the minutes of the Parish Council (PC) meeting held on 3rd September 2024

RESOLVED to approve the minutes of the meeting held on 3 September 2024

52) Report from District Councillor

NONE

53) Report from County Councillor

NONE

54) Adoption of the following policies and documents

- a. Code of Conduct
- b. Document Retention Policy
- c. Bio-Diversity Policy and Action Plan
- d. Noticeboard Guidance Document
- e. Risk Register
- f. Workplan 2024-2025
- g. Annual Timetable

RESOLVED to approve the above policies which will be added to the website.

55) Actions from previous meetings

a) Flooding around Church Lane

Cllr Denham to follow up.

b) Nest Boxes by sewage tree works.

No update

c) Dog Lane

No further action, this item is now complete.

d) Village Event

A village event is planned for 2025. Cllr Ferdani will create a poster and ask for volunteers to support the organisation of the event.

e) Update on planting project Trust for Oxfordshire Grant (grant awarded)

The trees were delivered on the 13th of November. 500 bulbs and half of the seeds have been planted at the bus stop.

f) Tree Survey Actions

The tree survey is to be added to the website.

The Clerk to obtain quotes for the work to be completed.

g) Glamping Bus, Haybridge Wharf Farm

No further communication reported.

h) Raised Kerbstone

Completed

i) Tankers at sewerage works.

Completed Road damage at sewer would be corrected by highways who will recharge Thames Water

j) Emergency Plan

Locum Clerk to be asked for advice on what information should be available on the website.

k) Playfield Noticeboard

Sign can just be printed on A4 paper, and the parish email used.

l) Village Gateways

It was understood that the installation must be completed by OCC approved installers. Cllr Knight to clarify this is the case.

m) Update on highways issues (Walkabout with OCC)

20mph limit - 67% responses in favour, due for approval at a meeting of OCC on 14 November 2024.

Dog Lane Footpath - no money in highways budget 24/25, seek funding & costing, no footpath sign suggestion.

Fixmystreet – Cllr Knight is being trained as a super user. -

56) Agenda

Appointment of a permanent Clerk

Agreed to ask Kate Houlihan the Locum Clerk to continue in the role whilst a permanent Clerk is appointed. Cllr Denham can continue to undertake the finance role.

A recruitment process will be agreed.

GDPR Checklist

To agree completion of the GDPR checklist by all councillors

Agreed that councillors would complete the checklist and send to KH

Playground Inspections

To agree to implement a revised inspection checklist and to agree responsibility for conducting the checks.

Agreed to use the template forms. A discussion was held as to the frequency of checks needed and this will be agreed with the locum clerk.

Website

To agree to form a working group to review the website design and content

Agreed: A working group of Cllr Denham, Cllr Meyrick, Kate Houlihan and Mike Ives will be formed to review the website.

HS2 Working Group

To agree to form a working group to consider applying to the HS2 grant funding scheme.

Agreed: A working group of Cllr Denham, Cllr Ferdani, Cllr Knight, and Kate Houlihan will be formed to consider the HS2 grant funding available.

Councillor Training

To consider any training needs for Councillors and staff

Agreed that planning training would be useful. There is an underspend on the training budget.

Cllr Denham will advise OALC that the Parish Council would be interested in planning training and to request we are notified by email as training opportunities become available

Christmas Tree

To confirm the purchase of the Christmas Tree for Christmas 2024.

Agreed to purchase a Christmas tree at a cost of £155. Cllr Meyrick to order.

Installation of Benches and Picnic Tables

To agree the final locations for benches and a picnic table, to note the costs and the grant funding available

Cllr Reynolds has invited the parish council to apply for funding to part fund the cost from the Council priority fund.

Agreed that benches would be installed in the following new locations:

- Part way down crossing lane
- Leys farm near entrance gate

Approval for these locations is being sought from Highways.

Replacement benches would be installed:

- Junction of Cropredy Road and Apple Tree Rd, replacing a broken bench. Previous owner of the bench and the plot of grass has given approval for this.
- Next to playground to replace and resite bench that is too close to the fencing. Agreement granted to re-use the plaque from existing bench

A new Picnic table will be installed by new copse in corner near allotment plots

In addition, the council will replace the sinking bases of 2 current picnic tables

57) Finance

Confirmation of the total bank balances as of 04 Nov 2024 of £43,045.58 and £10.08.

a) To approve any payments made since the last meeting.

Date	Payee	Description	Amount
09-Sep-24	N R Prickett	Grass cutting	£583.20
09-Sep-24	Playsafety Limited	Playing field inspection	£117.60
09-Sep-24	LandArb Solutions	Tree survey	£672.00
10-Sep-24	G Denham	Zurich insurance renewal	£620.71
10-Sep-24	M Ives	Parish Council Website	£201.14
10-Sep-24	N R Prickett	Grass cutting	£583.20
10-Sep-24	V Pearce	Bee Kind Event	£60.78
10-Sep-24	V Pearce	Big Butterfly Count	£58.13
10-Sep-24	V Pearce	Church room hire for village events	£45.00
09-Oct-24	N R Prickett	Grass cutting	£583.20
09-Oct-24	OALC	Councillor Fundamentals training	£72.00
09-Oct-24	Nicholson Nurseries Ltd	Trees	£540.96

Agreed to approve the payments made since the last meetings.

b) To approve the payments to be made

Date	Payee	Description	Amount
12 Nov 24	K Houlihan	Locum Clerk (Invoice to 30 September 2024)	£324.00

Agreed to approve all the payments to be made. To note any receipts since the last meeting Receipts

Agreed to note the receipts.

c) RFO Report (Cllr Denham)

i. Budget planning for 2025-2026

The budget will need to be approved at the January meeting.

ii. update on audit action plan.

NONE at this meeting.

iii. appointment of Internal Control Councillor.

Agreed to appoint Cllr Ferdani as the Internal Control Councillor

58) Planning

To consider any planning applications received.

NONE RECEIVED

59) Community group report

No update received from the Community Group. The group have advised regarding cleaning signs in the village[Maureen will need to add the last bit of this sentence].

60) Agree date of next meeting

14th January at 7.30pm