

## CLAYDON WITH CLATTERCOTE PARISH COUNCIL

Minutes of the annual meeting of the Parish Council held on Tuesday 9<sup>th</sup> May 2017 at 7:30pm in the Church Room, Claydon.

**Present:** Cllrs J Jones, R Millward, A Hoggins, S Ingram (Chairman), Kirsty Buttle (Clerk).

**In attendance:** 6 members of the public, District Cllr K Atack and County Cllr G Reynolds.

1. **Election of Chairman** – It was proposed and agreed that Cllr Ingram remain as Chairman. Cllr Ingram signed the declaration of acceptance of office.
2. **Apologies for absence** – None.
3. **Members declarations of interest for items on the agenda** – None.
4. **Public participation session** – No items raised.
5. **Co-option of new councillor** – It was proposed and agreed that Veronica Purdey be co-opted onto the council. Veronica signed the declaration of acceptance of office.
6. **To approve the minutes of the Parish Council meeting held on 14<sup>th</sup> March 2017** – Approved and signed.
7. **Report from District Councillor Ken Atack** – Ken has organised a meeting on Thursday regarding the transporters coming through the village. The County Council officers are keen to see what can be done to improve the situation and they hope they can address the concerns either by more road signage or by contacting the companies involved to help them understand that they should not be coming through the village.  
Unoccupied properties – The owners of the School House say the trees at the front should be removed soon which will allow a trailer and skip to be located in the front for work to be done. 12 Manor Road is still going through legal processes.  
The County Connect service is now up and running and the council need to ensure the parishioners are aware of it through the newsletter and minutes.
8. **Report from County Councillor** – Yesterday a bollard was erected on the highway by a parishioner and the County Councillor was made aware of it. He informed the Highways Team and they felt it was very dangerous so came out today and removed it.  
The County Council elections have recently taken place and there have been few changes.  
Cllr Reynolds would like to remind parishioners that any highway issues including pot holes should be reported on 'fixmystreet'.
9. **Planning decisions received**  
**16/02310/F – Top Lock, Appletree Lane, Cropredy.** Proposal: Dormer window to rear of dwelling. Link extension between dwelling and workshops. Conversion of workshops to accommodation. Erection of open fronted outbuilding. **Approved.**
10. **Ongoing issues**
  - i) The Village Green – It was proposed and agreed to order a brown bin to be used to collect leaves from the Village Green. This will be kept at Cllr Hoggins' property between collections. **Action: Clerk to order bin.**
  - ii) Blue Brick Path - The Blue Brick path is generally in good order but it is overgrown near Bank Cottage. It is hoped that Cherwell District Council will clear this during the next village clean.
  - iii) Village noticeboard – To confirm final specification – Having received more information from the noticeboard manufacturer the metal board agreed on at the previous meeting will not be suitable as the council want to keep one side unlocked. As the doors on the metal boards are on gas struts they would not stay closed if unlocked. It was proposed and agreed to purchase the man made timber board in brown with the writing in Times New Roman, Capitals and White. **Action: Clerk to order board.**

**11. Parish Plan/Village survey feedback** – 55 responses were received. Details of the responses will be made available on the village website shortly and copies were made available at the annual parish meeting. The clerk informed the County Councillor that 82% of the parishioners said they do not feel the roads are maintained adequately. The County Councillor advised that the County Council are aware of issues with the roads and are starting to work on this.

**12. Finance**

- i) To complete and approve the annual governance statement for the 16/17 audit – The annual governance statements were read out and the answers completed before the statement was signed by the chair.
- ii) To complete and approve the accounting statements for the 16/17 audit – The accounting statements were proposed, agreed and duly signed.
- iii) To agree the payments list for 17/18, delegating authority to the clerk to make these payments up to the total annual budget without requesting pre approval from the council. The payments will be listed on the next agenda for retrospective approval. – Proposed and agreed.

	Total budget
Clerk's Salary	£2,070
Annual audits	£140
Insurance	£800
OALC subs	£250
Church Room hire	£80
PFMC grant (grass cutting, ROSPA)	£1,500
PCC grant (Grass cutting)	£450
Claydon website	£41
Grass cutting	£1,350
Noticeboard	£1,500
Waste bins	£750
Subsidy for bus service	£550
Blue Brick Path Spraying	£180

- iv) Proposal to amend the bank mandate to remove David Hill and add on Cllrs Sylvia Ingram and Veronica Purdey – Proposed and agreed. **Action: Clerk to organise the new mandate.**
- v) Agreement on a new councillor (or two) to be added to the online banking system to approve BACS payments – It was proposed and agreed that Cllrs Millward and Purdey would be added to the online banking system. **Action: Clerk to organise relevant forms.**
- vi) Confirmation of the total bank balances as at 04.05.17 of £488.57 and £14,000.84 – The balances were checked against the bank statements and confirmed.
- vii) To confirm acceptance of the annual insurance renewal premium of £741.84 – Proposed and agreed.
- viii) To note and approve the following payments made since the last meeting: Proposed and agreed.

28.03.17	Claydon Church room	Room hire 16/17	£54.00
15.03.17	OALC	Annual subscription	£133.07
15.03.17	Paul Gallagher	Website 17/18	£40.05
15.03.17	Kirsty Buttle	Expenses Oct to Mar	£554.21
28.03.17	Kirsty Buttle	Salary March	£138.10
28.03.17	HMRC	Tax March	£34.40
02.05.17	Kirsty Buttle	April salary	£171.50
02.05.17	HMRC	April Tax	£1.00

- ix) To approve payments to be made: Proposed and agreed

Cluster Care	Grant	£75.00
N R Prickett	Grass cutting	£522.00

x) To note receipts received since the last meeting: Approved.

09.03.17	Lloyds Bank	Interest	£0.40
10.04.17	Lloyds	Interest	£0.44
18.04.17	CDC	Precept	£3,580.50
21.04.17	CDC	Grant	£93.40

**13. Concerns raised about inappropriate activities such as noisy machinery and bonfires in the village** – There have been a number of concerns raised on Facebook about bonfires and noisy activities such as cutting hedges at 6:45am with a petrol strimmer. It was agreed that a note should be included in the village newsletter to remind people that these activities have an impact on other parishioners and to be considerate. **Action: Cllr Jones to put an item in the newsletter.**

**14. Next meeting of the Parish Council – Tuesday 11<sup>th</sup> July 2017 at 7pm.**

**Meeting closed 8:40pm.**