

CLAYDON WITH CLATTERCOTE PARISH COUNCIL

Minutes of the annual meeting of the Parish Council held on Tuesday 14th May 2019 at 7:30pm in the Church Room, Claydon.

Present: Cllrs Jenny Jones, Sylvia Ingram, Veronica Purdey, Gary Denham.

In attendance: Clerk, 1 member of the public

- 6. Election of Chairman** – It was proposed and agreed to re-elect Cllr Ingram as the Chairman of the Parish Council. Cllr Ingram completed her declaration of acceptance of office.
- 7. Declaration of acceptance of office for all councillors** – All councillors have completed their declaration of acceptance of office except Cllr Ames who has been unable to complete the form as he is away. It was agreed that Cllr Ames should complete the form no later than 24th May.
- 8. Apologies for absence** – Cllr Ames, County Cllr Reynolds, District Cllr Chapman.
- 9. Election of Vice Chairman** – It was proposed and agreed to elect Cllr Denham as the Vice Chairman.
- 10. Members declarations of interest for items on the agenda** – None.
- 11. Public participation session** – A parishioner advised the council that there are still issues with horses and dogs coming through the village from the Cropredy and Clattercote area. The dogs don't have collars and defecate on parishioners lawns and it is not picked up. It is not known who the riders are or where they are coming from but it was agreed that the **clerk should send a polite note** to the stables to ask if they could ask anyone riding from there not to take dogs with them/pick up after their dogs.
- 12. Blue Brick Path** – The section of the path past The Leys is very uneven and is causing some people to walk in the road. As some of these people are elderly they are not able to get out of the road quickly if a car comes. A Cllr wondered if the section of the path can be tarmacked as there is an area of it already tarmacked. **Clerk to contact County Cllr Reynolds to see if this would be possible** and consider if to go on the next agenda. The path now needs a spray to remove the weeds. **Clerk to call in first spray of the year.**
- 13. To approve the minutes of the Parish Council meetings held on 12th March and 2nd April 2019** – The minutes were proposed, agreed and duly signed.
- 14. Confirmation of the parish council's eligibility for the General Power of Competence (GPC) and proposal to adopt the GPC with immediate effect** – The parish council confirmed their eligibility as all 5 councillors have been elected unopposed and the clerk is CiLCA qualified. The council agreed to adopt the GPC.
- 15. Outstanding matters/actions from previous meetings**
 - i) Request for Dog Lane to be registered as a public Right of Way – Defer to next meeting.
 - ii) Update on tree survey – Defer to next meeting.
 - iii) Registration of Church Room as ACV – Registered.
- 16. Report from District Councillor** – None.
- 17. Report from County Councillor** – None.
- 18. Planning Applications received**

Haybridge Meadow Boddington Road Claydon Banbury OX17 1HB

Ref. No: 19/00726/F | Erection of a static home and stable building, relocation of existing polytunnels and glasshouse, and change of use of agricultural land into equestrian use and associated alterations (Resubmission of 18/00582/F) – The council would like to receive further information on this application including details of the previous business plan submitted. **Cllr Ingram to contact the planning office to request the information and request an extension for response.**

19. Ongoing issues

- i) The Village Green – A quote of £60 + VAT has been received to grind the plum stump on the Village Green. Proposed and agreed. **Clerk to instruct contractor.** The Parish Council have been offered the shelter from the playing field in Farnborough which would be ideal to be used as a bus shelter on the top green (so not a registered Village Green). There are funds remaining in a village fund for a bus shelter so this may cover the installation costs. It was agreed that once the shelter has been installed it would be beneficial to also install a new litter bin. **Clerk to find out costs for emptying an additional litter bin, a bin and installation and put on next agenda. Cllr Jones to instruct removal and installation of the shelter.**
- ii) Empty properties – Bank Cottage is still overgrown. **Clerk to chase up Sarah Collins at CDC.**

20. Finance

- i) Confirmation of the final quarterly financial check for 2018/19 – Cllr Purdey confirmed that the check has been completed and all was found to be in order.
- ii) Confirmation of the total bank balances as at 08.05.19 of £911.49 and £14,765.24 – The balances were checked and confirmed as correct.
- iii) To receive the internal auditors report and agree any actions required – The only concerns raised by the auditor was the fact the parish council do not have control of their own website and therefore cannot ensure that items go on at the required time. The auditor advised the parish council to look at creating their own website to ensure compliance. **Cllr Denham to look into options.**
- iv) To appoint an internal auditor for the next financial year – It was proposed and agreed to continue to use John Marshall for internal audit for the next year.
- v) To complete and approve the annual governance statement for the 18/19 audit – The annual governance statement was completed and duly signed.
- vi) To approve the accounting statements for the 18/19 audit – The accounting statements were approved and duly signed.
- vii) Changes required to bank mandate to reflect the new council – It was proposed and agreed that Richard Millward and Anne Hoggins should be removed from the bank mandate and Cllr Denham and Cllr Ames should be added on. Cllr Ames should also be given access to online banking to ensure there is a back up available when Cllr Purdey is away. **Clerk to organise changes to bank mandate.**
- viii) To agree the payments list for 19/20, 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.

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| Clerk's Salary | £2,400.00 |
| Annual audit | £90.00 |
| Insurance | £800.00 |
| Subscriptions | £165.00 |
| Seminars/Training | £150.00 |
| Church Room hire | £125.00 |
| PFMC grant | £1,500.00 |
| PCC grant | £450.00 |

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| Claydon website | £100.00 |
| Cluster Care grant | £50.00 |
| Grass cutting | £1,600.00 |
| Allotment grass cutting | £100.00 |
| Blue Brick Path | £180.00 |
| General Data Protection Regulations | £35.00 |
| S137 | £15.00 |
| Annual tree survey | £500.00 |

- ix) To consider quotes received for parish council insurance and agreement of which insurer to appoint – It was proposed and agreed to accept the quote from Zurich which includes cover for the play equipment on a 3 year agreement. **Clerk to instruct new policy.**
- x) To note and approve the following payments made since the last meeting: Approved.

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| 26.03.19 | Kirsty Buttle | March salary | £76.89 |
| 26.03.19 | Ainsley Taylor | March salary | £112.75 |
| 26.03.19 | Ainsley Taylor | March salary | £62.01 |
| 24.04.19 | N Prickett | Grass cutting | £105.00 |
| 24.04.19 | Kirsty Buttle | April salary | £195.45 |

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

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| 26.03.19 | Leigh | Allotment | £13.50 |
| 11.03.19 | Lloyds Bank | Interest | £0.40 |
| 09.04.19 | Lloyds | Interest | £0.40 |
| 12.04.19 | CDC | Precept | £5,480.50 |
| 26.04.19 | CDC | Grant | £93.40 |
| 03.05.19 | HMRC | VAT refund | £558.94 |

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

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| Kirsty Buttle | Expenses | £13.50 |
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21. Update on Parish Clerk/RFO position – Unfortunately the new assistant clerk has decided that the position is not for her and has resigned. It was agreed that the Clerk/RFO will remain in position reverting back to the original 15 hours per month at the newly agreed rate of pay.

22. Next meeting of the Parish Council – Tuesday 9th July 2019 at 7:30pm.

Meeting closed @ 8:55pm

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