

CLAYDON WITH CLATTERCOTE PARISH COUNCIL

Minutes of the annual meeting of the Parish Council held on Wednesday 5th May 2021 at 5:45pm via Zoom video conferencing

Present: Cllrs Jenny Jones, Veronica Purdey, Gary Denham, Andrew Ferguson.

In attendance: Clerk, District and County Cllr George Reynolds, District Cllr Phil Chapman.

1. **Election of Chairman** – It was proposed and agreed to re-elect Cllr Denham as the Chairman. Cllr Denham completed his Declaration of Acceptance of Office.
2. **Apologies for absence** – None.
3. **Members declarations of interest for items on the agenda** – None
4. **To approve the minutes of the Parish Council (PC) meeting held on 9th March 2021** – The minutes were proposed and agreed.
5. **Planning applications received**

21/00574/F – 1A Fenny Compton Road, Claydon. Single storey side and rear extension. **Claydon with Clattercote Parish Council OBJECT to this proposal due to the fact that Cherwell District Council made considerable investment for the house to be "affordable". If it is retained in its present form it would represent a starter home for others in the spirit of the 'Build' project whereas if it is extended it will increase in value and therefore will no longer be as "affordable" to future purchasers. The extension also threatens the shell of the old pumping station which was retained by the 'Build' project and is a part of the history of the village. (Response made using delegated powers). APPROVED.**

21/00655/F – Lavender House, Crossing Lane, Claydon. Single storey rear extension. **No representations made. APPROVED.**

6. **Planning decisions received**

21/00156/F - OS Parcel 1847 Adjoining Road North Of Dismantled Railway, Boddington Road, Claydon. New agricultural track. **Approved.**

21/00011/F - Balnacra, Fenny Compton Road, Claydon. Single storey rear extension and first floor front extension. **Approved.**

7. **To agree which contractor to appoint to complete the tree works required in response to the tree inspection report. Quotes received are:**

- JL Treescapes - £1310
- Lighthorne Tree Care - £600
- AGU Treecraft - £395

It was proposed and agreed to appoint AGU Treecraft to complete all of the work quoted for plus work to trim T1. **Clerk to instruct AGU.**

8. **Finance**

- i) Confirmation of the total bank balances as at 29.04.21 of £390.43 and £25,813.39 – Cllr Purdey confirmed the balances stated are correct.
- ii) Proposal to renew the Parish Insurance with Zurich at a cost of £506.70 – Proposed and agreed.
- iii) To confirm the updated asset register value at the end of 20/21 financial year of £41,134 due to the addition of a slide (£4,615) and a bench (£160) – Proposed and agreed.
- iv) To receive the internal auditor's report for 20/21 and agree any actions required - The PC confirmed receipt of the internal auditor's report with no issues raised.
- v) To appoint an internal auditor for the next financial year - It was proposed and agreed to appoint John Marshall as the internal auditor for the 2021/22 financial year.

- vi) To complete and approve the annual governance statement for the 20/21 audit - It was proposed and agreed to tick the 'yes' box for all statements except statement 9 which is 'not applicable' and for the document to be signed.
- vii) To approve the accounting statements for the 20/21 audit - The accounting statements were approved and duly signed.
- viii) To approve completion and signing of the AGAR Certificate of Exemption for 20/21 - It was proposed and agreed to sign the Certificate of Exemption.
- ix) To agree the payments list for 21/22, 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 and will be listed on the next agenda. – Proposed and agreed.

Clerk's Salary	£2870
Parish Clerk's expenses	£115
Annual audit	£100
Insurance	£505
Subscriptions	£165
Training	£210
Church Room hire	£125
PFMC grant	£1550
PCC grant	£450
Asset maintenance and improvement	£2000
Grass cutting	£1600
Blue Brick Path	£180
General Data Protection Regulations	£35
S137	£15

- x) To note and approve the following payments made since the last meeting: Proposed and agreed.

22.03.21	Kirsty Buttle	Salary March	£203.45
23.03.21	HMRC	Tax March + previous underpayments	£5.80
29.03.21	NEST	Pension March	£18.18

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

09.03.21	Lloyds	Interest	£0.16
09.04.21	Lloyds	Interest	£0.17
14.04.21	OCC	Grass cutting contribution	£538.94
19.04.21	CDC	Precept	£5,480.50

9. Proposal to adopt the following documents: All documents listed below were approved for adoption subject to correction of the date of approval and the relevant County Association. It was also noted that some of these policies refer to the EU which may no longer be correct. The Clerk advised that NALC have not yet issued updated models to take into account the changes in the status of the UK and the EU.

- i) Risk Assessment
- ii) Standing Orders
- iii) Financial Regulations
- iv) Publication Scheme
- v) Subject Access Request Procedure
- vi) Responding to Planning Applications Policy
- vii) Records Retention Policy
- viii) Privacy Notice
- ix) Data Protection Policy
- x) Data Breach Policy

- xi) Role Holder Privacy Notice
- xii) Scheme of Delegation
- xiii) Freedom of Information Policy
- xiv) Code of Conduct
- xv) Grievance Policy
- xvi) Disciplinary policy
- xvii) Complaints Procedure

It was noted that the PC has received a request for permission to use the Village Green to park cars for a wedding. After some discussion it was agreed that although the PC would like to help parishioners when they can, allowing parking on the green on this occasion would set a precedent and could encourage day to day use of the village green as a parking area which is not permissible under the by-laws on Village Greens.

Next meeting of the Parish Council – Tuesday 13th July 2021 at 7:30pm.

Meeting closed @ 6:22pm

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

DRAFT