CLAYDON WITH CLATTERCOTE PARISH COUNCIL

Minutes of the meeting of the Parish Council held on Tuesday 11th July 2017 at 7pm in the Church Room, Claydon.

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

In attendance: Kirsty Buttle (Clerk) and 4 members of the public.

15. **Apologies for absence –** District Cllr George Reynolds.
16. **Members declarations of interest for items on the agenda** – None.
17. **Public participation session** – A parishioner asked why they receive the South Northants Council review magazine but not Cherwell Link. **Action: Clerk to contact Cherwell District Council (CDC) to ask that Claydon residents receive Cherwell Link.**
18. **To approve the minutes of the Parish Council meeting held on 9th May 2017** – The minutes were proposed, agreed and duly signed.
19. **Outstanding matters/actions from previous meetings**
    - i) Noticeboard – This has now been delivered and should be put up soon.
    - ii) Communication regarding County Connect – Details have been put in the newsletter.
    - iii) Update to bank mandates – The mandates have been completed and sent off. We are awaiting confirmation from the bank that these amendments have been made. Action: **Clerk to chase up Lloyds Bank.**
    - iv) Purchase of bin for Village Green – A bin has not been purchased as it would cost £30 and Cllr Hoggins has offered the use of her bin instead. The council agreed to this but suggested that if CDC have an offer on the bins then the clerk should order one.
    - v) Archiving of parish documents – The clerk has deposited the parish documents at the Oxfordshire History Centre in Cowley. Documents can be accessed by the public and council if required.
    - vi) Notice in newsletter regarding bonfires and noisy machinery – A notice has gone out to parishioners but does not seem to have improved the situation.
20. **Report from District Councillor** – No report received.
21. **Report from County Councillor** – No report received.
22. **Planning – No applications or decisions received**
23. **Ongoing issues**
    - i) The Village Green – Cllrs Hoggins and Ingram are going to clear the leaves and dead branches etc.
    - ii) Blue Brick Path - No issues raised.
    - iii) Allotments – There are four vacant plots as three have been taken back by the council but two of these have since been let out. Plot 1 has not paid despite receiving notice to terminate the contract but the tenant has advised Cllr Millward that he would like to continue with it and will organise the payment asap. It was agreed that plot 17 should be put back to grass as its location and possible contamination with fuel makes it unsuitable to grow anything on it. The padlock on the gate has been cut off as some allotment holders got locked in. A new lock is being purchased asap and an expense claim will be passed on to the council. **Action: Clerk to remove plot 17 from the allotments list and to organise reimbursement for the cost of a new padlock.**
    - iv) Empty properties – Some work is to take place on the Trees around the School House. Bank Cottage is unoccupied and is very overgrown causing problems walking down the footpath.

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Action: Clerk to contact Fiona Todd at CDC to ask for help in contacting the owner. 1A Fenny Compton Road is now ready to market. Priority will be given to people with a local connection. It is being offered to purchase 80% at a cost of £188k but it could be purchased outright. **Action: Cllr Jones to put a note about the property in the next newsletter. Clerk to put the details on the village website.**

24. **Consideration of the responses to the Parish Plan/Village survey and what actions need to be taken** – The survey responses suggested that the bins are required in the village. The existing bins are at the end of their life so it was agreed that quotes should be obtained for replacement bins and their installation. It was proposed that the bin should be removed from Church Lane. A cost would also be required for this. **Action: Clerk to obtain costs for replacement of two bins and removal of the bin on Church Lane – item to go on next agenda.** A number of responses suggested more bulbs be planted in the village. The only place that seems suitable for this is on the verges at the entrances to the village. **Action: Clerk to contact landowners to ask if they would give permission for bulbs to be planted.** If permission is granted **item to go on next agenda** to discuss purchase of bulbs and possibly volunteers to plant them. Neighbourhood Watch and social media regarding crime came up a few times in the responses about how to make the village feel safer. There is already a Neighbourhood Watch Scheme in the village. Further information could be provided to parishioners about how they sign up to the police rural crime newsletters. **Action: Clerk to get details of local police websites and details to be placed in the newsletter and on the village website.** It was clear from the responses that the parishioners do not want a bus shelter or a Vehicle Activated Sign to be purchased so these will not be put on the agenda in the near future. The majority also felt that the bus service should not be funded by the parish council so this data should be returned to when the decision is made next year. It is likely that those who think there is an issue with speeding (30) live on the main roads of the village. This is a concern and it was agreed that ways to try to reduce this should be considered. Suggestions were signs asking people to slow down and signs in the shape of children. **Action: Clerk to contact the police to find out where they actively record speed and to ask if they could visit Claydon when they are doing speed checks in local villages. Clerk to get prices for signs**. 42 out of 51 parishioners that responded felt that the roads are not maintained to a good enough standard. **Action: Clerk to inform Highways of this.**

25. **Finance**

i) To receive the internal auditors report and agree any actions required – Items raised and actions to be taken are:

• each item of business transacted by the Council must be capable of being uniquely identified and thus where loose-leaf pages are used for Minutes, then either each page or each minute should be uniquely numbered, incrementally – The agendas and minutes are now numbered incrementally for the financial year.

• whilst I am satisfied that the Council now operates a system of internal financial controls, neither the frequency and scope, nor indeed the outcome of the checks is recorded or minuted. The procedure should be codified and, in pursuance of the objectives of the Transparency Code, publicised on the website – This will be dealt with under item 25 iii.

• the arrangements for internal controls (including the Council's Risk Assessment) required by virtue of reg.3 of the Accounts and Audit Regulations 2015 should be reviewed annually as required by reg. 6 of the same Regulations and the outcome of recorded in the Minutes. The Council's Standing Orders, Financial Regulations and Asset Register should similarly be the subject of annual review – The financial regulations and standing orders were last reviewed in November 2016 and the assets in March 2017 (although this was done under AOB so not ideal) so the council has complied with the requirements but they will need reviewing again in this financial year. **Action: Clerk to put Review of Standing Orders and Financial Regulations on next agenda and ensure that the asset register review is put on the agenda as a specific item in March 2018.**

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• the Council should check to ensure that all of the information required by the Transparency Code to be published on the website is so displayed and remains displayed; further details are set out at Annex A of the Transparency Code for Smaller Authorities **Action: Clerk to speak to Paul Gallagher (owner of the village website) about keeping agendas on the website and changing draft minutes to confirmed minutes.**

• where the budget and precept setting process gives rise to significantly differing sums ie £10,486 and £7,161 respectively, then the reasons for the difference should be briefly explained eg in this case, 'with the shortfall being drawn from reserves'. The Practitioner's Guide March 2017 edition (available via the link at the end of this report) provides advice on the conduct of this important part of the Council's financial management - **Action: Clerk to ensure the reason or any difference is minutes at the next precept and budget agreement.**

•whilst it is permissible to discuss items not on the Agenda, care should be taken to ensure that no decision is taken, as the omission from the Agenda may lead to the public having been precluded from commenting or expressing an opinion – AOB has been removed from the agenda and councillors have been reminded that in order for decisions to be made they must inform the clerk in advance to request the item be put on the agenda.

ii) To appoint an internal auditor for the next financial year – It was proposed and agreed that John Marshall will be the internal auditor for the next financial year.

iii) Approval of the new internal financial controls procedure –Approved.

iv) Confirmation of 1st quarterly internal financial check – Cllr Ingram has completed the 1st quarterly check and confirmed that the finances are in order. Cllr Millward will complete the next check and report back to the next meeting.

v) Review of spend against budget for the year to date –The spend against budget shows that the second blue brick path spray has not yet been paid for. This is because it is due in September. The council agreed that the path is in good condition at the moment and it is unlikely that it will need to be sprayed in September. Action: Clerk to cancel next spray. A councillor was concerned that half of the PCC grass cutting budget has already been spent in the first quarter of the year. It is believed this is because we are at the busiest time for grass cutting and it will not be cut over winter but the contract regarding number of cuts required should be checked. **Action: Clerk to check the agreement against the number of cuts completed and provide copies of details to Cllr Jones.**

vi) Confirmation of the total bank balances as at 05.07.17 of £1,018.23 and £12,001.92 – The bank balances were checked and confirmed.

vii) Proposal to continue with Community First Oxfordshire Membership at a cost of £55 – Proposed and agreed.

viii) To note and approve the following payments made since the last meeting: Approved.

26.05.17	BACS	N R Prickett	Grass cutting	£522.00
26.05.17	BACS	Kirsty Buttle	May Salary	£144.30
26.05.17	BACS	HMRC	May Tax	£28.20
15.06.17	BACS	Came & Company	Insurance	£715.21
15.06.17	BACS	N R Prickett	Grass cutting May	£468.00
15.06.17	BACS	Complete Weed Control		£108.00
15.06.17	BACS	John Marshall	Internal audit	£60.00
03.07.17	BACS	Kirsty Buttle	June salary	£201.70
03.07.17	BACS	N R Prickett	Grass cutting	£522.00

ix) To approve payments to be made: Approved.

Community First	Annual membership	£55.00

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Kirsty Buttle	Expenses (Travel, stamps)	£62.67

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

09.05.17	Richard Millward	Allotment Fee	£10.00
17.05.17	Bee, Taggart	Allotment Fee	£20.00
25.05.17	HMRC	VAT refund	£707.63
09.05.17	Lloyds	Interest	£0.49
09.06.17	Lloyds	Interest	£0.59
13.06.17	D Van Overdijk	Allotment Fee	£10.00
30.06.17	D Love	Allotment Fee	£7.50
03.07.17	Bryer	Allotment Fee	£5.00
04.07.17	CDC	Grass cutting grant	£538.94

26. Next meeting of the Parish Council – Tuesday 12th September 2017 at 7:30pm.

Meeting closed at 8:18pm.

Signed…… Date…….

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