

CLAYDON WITH CLATTERCOTE PARISH COUNCIL

Minutes of the meeting of the Parish Council held on Tuesday 8th November 2016 at 7:30pm in the Church Room, Claydon.

Present: Cllrs David Hill (Chairman), Jenny Jones, Anne Hoggins. Kirsty Buttle (Clerk).

In attendance: 9 members of the public. Cllr George Reynolds.

1. Apologies for absence – Cllr Millward, District Cllr Attack.
2. Members declarations of interest for items on the agenda – None.
3. To approve the minutes of the Parish Council meeting held on 13th September 2016 – Proposed, agreed and duly signed.
4. Matters arising from the minutes (for information only) – None.
5. Co-option of a Parish Councillor – Two people have expressed an interest in the vacancy. Sylvia Ingram and Veronica Purdey. Pamela Putt has also advised that she would consider filling the vacancy if no other applicants came forward. It was proposed and agreed that Sylvia Ingram be co-opted onto the parish council. Sylvia completed her declaration of acceptance of office.
6. Election of Vice Chairman – It is important to get a vice chair elected as the chairman will be resigning shortly.
7. Oxfordshire County Council
 - i) Review of the options for the future of local government in Oxfordshire – OCC say they are pressing ahead with proposing detailed developments and they expect there to be more influence from town and parish councils. Cllr Reynolds advised that it is being suggested that there is one unitary authority but every district will have a smaller council made up of county councillors but it is still unclear which way this will go.
 - ii) Road signs – The road signs to advise that the road narrows and no HGVs have been ordered by Highways and it is hoped they will be installed soon.
 - iii) Grass cutting in Claydon and Clattercote – The county council will continue to the grass once per year. If the parish council choose to take this the county council will pay 10.25p per square metre for anything inside the 30mph limit and 1.3p per linear metre of verges. Based on the information OCC have provided to the Chairman the grant from OCC would be £538.93 for the area within the 30mph limit. It was proposed and agreed for the parish council to take on responsibility for the grass cutting inside the 30mph area. **Action: Clerk to inform OCC of this decision.**
8. Cherwell District Council
 - i) Empty properties in Claydon – Old School House – Lots of work has been completed by the owner to clear the grounds but there is a lot of work to be done. The future of the building is unclear but the owner has advised he intends to sort through the contents and clear it soon. 12 Manor Road – the executors are currently taking the house insurance company to court over an unsettled claim for subsidence. As such this property may remain void for a considerable time. There is extensive documentation on the claim and Cllr Attack has been reassured that the property is not abandoned as such, but due to the nature of the claim, they are unable to carry out works to bring the property back into use. Cllr Attack has also noted that the property is looking untidy again as the gardens are overgrown so he has emailed the executors who have confirmed by email that the gardens will be tidied by the end of this month.
 - ii) 2 Fenny Compton Road – The property is almost completed to shell stage and the owners hope to be marketing the property soon but there is an outstanding planning permission to do with the driveway so they don't want to market the property until this issue is completed. Marketing arrangements haven't yet been agreed but it is still possible that priority will be given to someone with local connections. The property will be sold as shared ownership with an 80% share for sale.
9. Planning applications

- i) **16/01675/F – The Brambles, Main Street, Claydon.** Proposal: New boundary wall. **No objection with comments.**
10. Planning decisions received
- i) **16/01621/F - Rozel, Mollington Road, Claydon.** Proposal: Alterations, erection of two storey side extension and single storey rear extension. **Refused.**
 - ii) **16/01119/F – Cropredy Marina, Claydon Road, Cropredy.** Proposal: Creation of north basin to form extension to marina including installation of pontoons for up to 100 boat moorings, extension to existing car park for 42 cars, installation of swing bridge, replacement of approved office and associated landscaping - re-submission of 15/01949/F. **Approved.**
 - iii) **16/01468/OUT - Land adjacent to Manor Farm Barns, Spring Lane, Cropredy.** Proposal: Demolition of existing buildings and outline planning permission for residential development of up to 60 dwellings, provision of open space, landscaping and car parking for Cropredy school. **Refused.**
 - iv) **16/01415/F – Point to Point Farm, Mollington Road, Mollington.** Proposal: Variation of condition 6 (3 years time period) of 13/01299/F – To remove the time period restriction. **Application withdrawn.**
11. Planning notifications received
- i) **16/00082/SO – Glebe Farm, Boddington Road, Claydon.** Request for screening opinion from CDC as to whether an Environmental Impact Assessment (EIA) is required for the marina development adjacent to the Oxford Canal at Glebe Farm. **CDC ruled that an EIA is not required.**
12. Feedback from Cllr Jones regarding the cluster meeting held between neighbouring parishes on 24th October 2016 – It was a good opportunity to meet some of the other councillors. The main discussion was the bus service and everyone agreed that they should consider what to do but no one seems to have available funds. Cllr Jones suggested that the County Connect service should be looked into again and Cllr Atack was going to follow this up. Cropredy were interested in doing a transport needs survey to find out what their village needs so they have been provided with the survey completed by Claydon to get an idea of what to do. The option of completing a Neighbourhood Plan was discussed due to the proposal for 60 new houses but most agreed it would not be worthwhile going forward with this due to the amount of time and work involved in completing a Neighbourhood Plan. The next cluster meeting should be held in February in Mollington.
13. Claydon allotments update
- i) Tenants – 5 vacant plots. Those that are uncultivated have been written to advising that the allotments will be taken back at the end of the financial year.
 - ii) Maintenance – The allotments have been strimmed again as agreed. Cllr Hill suggested that any vacant allotments be restrimmed in the new year. **Action: Cllrs to consider this as part of the budgeting process in January.**
14. Village maintenance update
- i) The Village Green – The work on the trees is scheduled for Friday 11th Nov. Winter aconites have been purchased by a parishioner for planting.
 - ii) Blue Brick Path – The path has been sprayed and it is slowly taking effect. The company that have sprayed it have recommended two sprays per year. This needs to be considered in the budgeting process. The cost would be £90 per spray. **Action: Consider for budget.**
 - iii) Playing field gate post – Not yet repaired. Cllr Millward is organising this.
 - iv) Village noticeboard – Nothing to update.
 - v) BT phone kiosk – The phone kiosk is now under consultation to decide whether to remove the kiosk as is happening in many other villages but since that consultation was advised the phone line has now been repaired. A notice was sent out to parishioners asking if anyone has any feelings on removing the phone box. 3 responses were received and it was suggested that the box could stay but could be used for other purposes such as to house a defibrillator, to use it as the village noticeboard and to distribute dog waste bags. Cllr Reynolds advised that the parish council need to inform Kevin Lerner within the next two weeks if they want to keep the telephone box. **Action: Clerk to contact Kevin Lerner to see if Claydon has been missed as there is no notice on the phone box and no e-mail has been received.**
 - vi) Village waste bins – CDC advised that any waste can go in the green bins unless otherwise specified. One of the village bins needs a new liner. **Action: Clerk to find out if replacement liners are available rather than purchasing new bins.**

- vii) Playing field maintenance – It was proposed and agreed that the parish council set a budget for the grass cutting of the field as a grant in kind to ensure the VAT is claimed correctly. This would mean that rather than paying the money to the PFMC the council instruct and pay the grass cutter directly. If a financial grant is provided for any other items the PFMC will pay for this directly but cannot reclaim the VAT. Further advice is required to ensure the processes between the two organisations are completed within the law but with the best possible outcomes for both organisations. **Action: Clerk to meet with the PFMC to gain further information on how things are currently managed and seek further advice before reporting back to the parish council and PFMC.**

15. Openreach fibre broadband – This is being installed and Openreach advise that suppliers should be able to take orders for fibre from customers during December.

16. Fairport Convention Organisers – Tickets for Claydon residents – As it would be difficult to justify the need for tickets for Claydon residents it was proposed and agreed not to take this further.

17. Parish council documents to be approved:

- i) Grants awarding policy – Proposed and agreed.
- ii) Publication Scheme - Proposed and agreed.
- iii) Financial regulations – Proposed and agreed.
- iv) Standing Orders – Proposed and agreed.

18. Finance

- i) To receive the external auditors report for 2015/16 – The external audit has been received and posted on the noticeboard and website. There was one minor issue noted which was that the local authority grant received was reported in the wrong box.
- ii) To consider grant applications received for 2017/18 – St James the Great requested £550 for grass cutting. If the parish council provide this as a grant in kind then the cost to the PC will be £430 as the VAT can be reclaimed. It was proposed and agreed to award a grant in kind up to a total of £450. £250 will also be held (as in the previous financial year) as a donation towards the repair of the church wall. Cluster care requested £100 – After some discussion it was proposed and agreed to grant £75. **Action: Clerk to inform the applicants of the outcome of their requests and organise payments in April 2017.**
- iii) Proposal to allow the clerk to internally transfer funds between the Treasurers account and the Business Bank account, when necessary, in order to earn as much interest as possible - Agreed.
- iv) Proposal to increase clerk's hours from 10 to 15 per month with effect from November 2016 due to the workload being higher than originally anticipated – The clerk has completed her probationary period. It was proposed and agreed to increase the hours to 15 per month.
- v) Proposal to apply for £473 from the transparency fund to purchase a laptop, software and to pay for 1 year of website use – Defer to next meeting.
- vi) Confirmation of the total bank balances as at 1.11.16 of £11,399.34 and £457.58 – Agreed.
- vii) To note and approve the following payments made since the last meeting: Agreed

30.09.16	BACS	Kirsty Buttle	September salary	£92.00
30.09.16	BACS	HMRC	Tax September	£23.00
13.10.16	BACS	BDO LLP	Annual audit 15/16	£120.00
31.10.16	BACS	N R Prickett	Grass cutting village and churchyard	£276.00
31.10.16	BACS	Kirsty Buttle	October Salary	£92.00
31.10.16	BACS	HMRC	Tax October	£23.00

- viii) To note receipts received since the last meeting: Agreed

16.09.16	Cherwell DC	Precept	£3,453.50
11.07.16	Lloyds Bank	Interest	£0.02
09.08.16	Lloyds Bank	Interest	£0.02
09.09.16	Lloyds Bank	Interest	£0.02
10.10.16	Lloyds Bank	Interest	£0.02

ix) Approval of payments to be made: Approved.

Kirsty Buttle	Expenses October	£14.30
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19. Any other business (for information only) – Horton Hospital to go on next agenda. Over the next couple of months the council will need to look at the asset register, insurance and parish council risk assessment. Will Sue Smith has resigned from Cherwell and SNC from March 17.
20. Next meeting of the Parish Council – Tuesday 10th January 2017 at 7.30 pm.

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