

# **Minutes of the meeting of Claydon with Clattercote Parish Council held in the Church Room, Claydon on Tuesday 12 May 2015 at 7.30pm**

## **Present:**

Cllrs D. Hill, A. Hoggins, R. Jones, and County Cllr G. Reynolds and 10 members of the parish.

## **1. Apologies**

District Councillor K. Attack.

## **2. Declaration of acceptance of office**

These were completed by the 3 Cllrs who were re-elected unopposed.

## **3. Openness and transparency at meetings**

The standard notice was read out.

## **4. Election of chairman and vice chairman for 2015/16 year**

Cllr Hill was elected as chairman and no vice-chairman was elected

## **5. Minutes of the parish council meeting held on Tuesday 10 March 2015**

These were agreed as a true and accurate record.

## **6. Declaration of interest – members are asked to declare any personal interest and the nature of that interest which they may have in any item under consideration at this meeting.**

- a) No declarations were made.
- b) Cllrs were handed declaration of interest forms for completion and returning back to the Parish Clerk.

## **7. Matters arising from the minutes not otherwise on the agenda.**

The Chairman gave thanks to the Cllrs who had stood down from office. Pamela Putt who had been co-opted onto the council in January 2014 and Clive Mutch who was first elected onto the council in May 1999. Clive has been a stalwart over many years in maintaining the environmental aspects that make the village unique and has ensured that established Claydon residents were well represented and actually helped when required.

The phone box had been cleaned but is still box working. The Chairman agreed to contact BT phone boxes.

## **8. Policies for Claydon with Clattercote parish council**

- Standing Orders had been reviewed and to be formally agreed by Cllrs at the July meeting.
- Code of Conduct had been updated and copies of both the standing orders and code of conduct had been issued to Cllrs.
- Financial regulations are to be updated in view of the changes to the national regulations and will be issued for Cllrs to agree in due course.

## **9. Co-option of parish councillors**

The Chairman reported that the parish council now has 2 vacancies due to only 3 people coming forward for the May 2015 elections. A notice stating how people can apply etc. will be added to the village website and also displayed on the village notice board and included in the village newsletter.

It was briefly stated that if 2 people do not come forward then the parish council may not be able to hold meetings if a Cllr is ill or away as the meeting would be inquorate and unable to be held. Also any planning applications that a Cllr needed to declare an interest in the parish council would be unable to send a response to the consultation.

#### **10. Oxfordshire County Council (OCC)**

- The bollard in front of Home Farm had been replaced and the kerbing in Church Lane repaired.
- The verges within the village have had the number of cuts reduced to 2 per year. If more than two is required the parish council will have to fund and arrange them. The OCC contractor was due to cut the verges before the end of May and the Chairman agreed to contact him regarding future cuts and the cost per cut. It was agreed that Cllrs would consider what actually needed cutting in the village following the contractors cut in May.
- Appletree Lane (Lower Boddington Road) Northants end was due to be patched week commencing 18 May. Although the pot holes on the road within Oxfordshire have been marked for some time there is still no action.

#### **11. Cherwell District Council (CDC)**

- Planning
  - 28 Manor Park – an application to convert the garage into accommodation had been permitted. Subsequently a planning application has been submitted for alterations to the porch.
  - 3 Walnut Gardens – an application for an extension to extend the utility room and kitchen had been permitted.
- Local Heritage Assets – Cllrs agreed that this should be put on hold until it is known whether the History Society will be carrying on.
- Parish liaison meeting – 10 June 2015

#### **12. Claydon bus shelter**

Currently the bus shelter fund has £3,000 given by the parish council, £1,000 from Jubilee Group from various fundraising events that have been held.

Cllr Jones and Hoggins presented their preferred designs that were for clear Perspex/plastic/glass with a metal frame to the parish council. A lively debate was held with discussions on the design and the neighbour's opinions. However Cllr Jones and Hoggins commented that these designs are cheaper, and easier to maintain.

Cllr Hoggins proposed that the parish council agreed to the domed roof shelter design to be installed. This was seconded by Cllr Jones. The parish council therefore resolved on a majority vote to erect the proposed bus shelter as soon as the necessary funds were available.

Cllrs Jones and Hoggins to confirm finalised costs for purchase and installation along with the actual design to be purchased (official quote to be obtained by supplier etc) for July meeting.

#### **13. Claydon village green**

The Chairman attended an OALC seminar on village greens that was very informative and raised some pertinent questions. Following further investigation both with OCC and parish council records the following had been established.

- The top green is not registered as a village green, but was donated to the parish

- council by Fernwood Investments when they developed Manor Park.
- The lower green in front of Manor Farm is registered as a village green although under 2006 Commons Act it would not meet the criteria for registration now, but its current registration is still valid.
- There is a right of way across the green to Manor Farm and Claydon House.
- All the walls on the village green (top and lower greens) are the responsibility of the parish council.
- Future maintenance of the green will need to be considered by the parish council. Robert Adams (Landscape Gardener) has suggested that the green under the Horse Chestnut tree could be reseeded with shade grass and that if the parish council wanted to replace the existing Horse Chestnut tree, a new tree could be planted and allowed to become established for 4-5 years before felling the existing tree. This would be a major exercise as the Horse Chestnut has well established roots and would cause considerable disruption to the green.

The parish council agreed that the subject of the village greens was now closed.

#### **14. Allotments**

The clerk reported that currently plots 6, 7 and 8 have not paid their renewal fees and the Clerk will chase these payments.

#### **15. Correspondence**

There was none reported or discussed.

#### **16. Parish Council insurance claim on behalf of the Playing Field Management Committee**

The Chairman reported that Came and Company the Councils insurers had sent the cheque for settlement of, £1,384.68 net of £250 excess, the Clerk has banked this. The parish council will settle the claim less VAT after the repairs have been undertaken by the container repair company identified by the PFMC. The parish council had agreed to settle the claim and pay the VAT. The balance to be refunded to the PFMC once the container has been repaired is £919.68. It has been agreed not to replace the generator and the insurance company have agreed to this decision.

#### **17. Finance**

The Chairman reported that the parish councils current balance as at 31 March 2015 is £6006.29.

##### Payments

- OALC subscription £133.07
- ORCC subscription £50
- Local Council Review subscription £17
- Came & Co Renewal of parish council insurance £696.54 (this has increased by £20 due to the new play equipment)

##### Parish council grants 2015/16

- Church room committee £200 towards the installation of a new kitchen window
- PFMC £1,500 towards the maintenance of the Claydon playing field
- Claydon village website £39.35 towards the online presence for the village
- Cluster care group £50 towards general running costs

#### Parish council audit

The Chairman asked Cllrs to agree that the Clerk in liaison with the Chairman would complete the annual audit form and could submit on behalf of the parish council, provided that the internal auditor agrees as the next parish council meeting is not until July 2015. Cllrs agreed to this.

#### Parish council signatories

The Chairman asked Cllr Jones if he could become a signatory and asked the Clerk to obtain the relevant forms from the bank.

#### VAT refund

The Clerk is in the process of submitting the VAT claim to HMRC this is for £1,313.90 and will be paid directly into the bank once refunded.

#### **18. AOB**

There was no other business.

#### **19. Next Meeting of the parish council –14 July 2015 at 7pm**