

CLAYDON WITH CLATTERCOTE PARISH COUNCIL

Minutes of the meeting of the Parish Council held on Tuesday 13th September 2016 at 7:30pm in the Church Room, Claydon.

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

In attendance: 10 members of the public.

1. **Apologies for absence** – Cllr Ken Attack.
2. **Members declarations of interest for items on the agenda** – Cllr Jones is involved in the campaign to keep the services at the Horton. Cllr Hill declared an interest in the planning applications on the Barnhouse due to the history on this property and on Rozel owing to its proximity to Manor Farm and Claydon House.
3. **To approve the minutes of the Parish Council meeting held on 12th July 2016** – The minutes were proposed, agreed and duly signed. The council thanked Cllr Jones for completing the minutes while they have been without a clerk.
4. **Matters arising from the minutes (for information only)** – No items raised.
5. **Co-option of a Parish Councillor** – Rob Jones resigned as a councillor after the last meeting. Rob was on the council from May 2007. Rob was also the transport representative and the council believe that without his persistence it is likely that Claydon would not have the Thursday bus service. The council thanked Rob for all his efforts as a councillor. A parishioner has expressed some interest in becoming a councillor but was unable to attend tonight's meeting and would like to attend a council meeting before making her decision to apply. The council does need an additional member asap, particularly with the possible departure of Cllr Hill over the next few months. It was suggested to do a door to door leaflet drop making parishioners aware of the vacancy and the urgent need for new councillors. A parishioner suggested that it should state in CAPS/Bold 'Urgent – Please note the contents of this letter' to try to reduce the number of people who ignore it. **Action: Clerk to put together a leaflet. Cllr Hoggins to distribute.**
6. **Election of Vice Chairman** – Rob Jones was the vice-chair hence the need for someone else to be elected, possibly in preparation for that person to take on the role of Chairman when Cllr Hill leaves. The Chairman's job is to chair the meeting and not to get involved in depth with day to day activities so should not be too onerous. The current councillors do not feel they can take on the role at this time.
7. **Oxfordshire County Council**
 - i) **Review of the options for the future of local government in Oxfordshire** – Grant Thornton have been employed by OCC to consider the most cost effective way for them to provide the services required of them. The report has recommended having one unitary authority. CDC similarly commissioned a report from PriceWaterhouse Coopers which recommended four unitary authorities. The recommendations will go to the new Minister later this month for a decision on the future of the Oxfordshire councils.
 - ii) **Issues concerning Oxfordshire County Council** – Fenny Compton and Mollington Road signs have still not been done. David has been in touch with County but not had any response. They are meant to be putting 'impossible for HGVs' on Fenny Compton Road and 'Warning' on the other side. A parishioner reported that trees are overhanging the footpath on Crossing Lane. **Action: Clerk to report on 'fix my street'**. The issue of reporting pot holes was also discussed. Pot holes should be reported on 'fix my street'. **Action: Cllr Jones to put details of 'fix my street' in the next newsletter.**
 - iii) **Responsibility for grass cutting in Claydon and Clattercote** – The grass cutter has contacted the Chairman to say that the council will not need to pay for the grass cutting this month as OCC will be paying for it as they do not have Claydon with Clattercote down as a council that takes responsibility for their own grass cutting. Grants are available for councils that take responsibility for their own grass cutting, despite advice to the contrary, so this should be followed up. **Action: Clerk to contact OCC for further information.**

8. Cherwell District Council

- i) **Empty properties in Claydon** – The Old School House - CDC is now in contact with the owner and a property inspection has been arranged with the CDC Conservation Officer. They can put in an enforcement order if necessary. Manor Park - CDC are requesting some actions to be completed before the property can be occupied again. This is being monitored.
- ii) **2 Fenny Compton Road** – The property is nearing completion as a watertight shell so the new occupiers can choose and fit the internal items and landscaping themselves. Fiona Brown is working to get this through on a shared ownership basis to allow someone who could not achieve the full market value of a property in Claydon to be able to get on the property market. It is believed their share would need to be around 80%. One person in the village has already shown interest.
- iii) **Follow up meeting to CDC Parish Council workshop held in February 2016** – Cllr Hill attended this meeting. Cllr Atack would now like to set up a working party with local parish councils regarding various things happening in the area such as the Cropredy Marina and HS2 and he wants to set up a meeting with the planning department to consider the future for the villages. It was proposed and agreed to support this working group if possible. It is hoped that the new councillor will be available to join this group.
- iv) **Local Enforcement Plan** – The Local enforcement plan has been received.
- v) **Fenny Compton road sign** – The Fenny Compton Road sign has still not been received. **Action: Cllr Hill to chase this up with CDC.**

9. Planning applications

- i) **16/01621/F - Rozel, Mollington Road, Claydon.** Proposal: Alterations, erection of two storey side extension and single storey rear extension - **Claydon with Clattercote Parish Council has no objection, in principle, to this application but would make the following observations:**
 - 1. Manor Farm, a Grade II listed building is a neighbouring property but has not been consulted regarding this application. Manor Farm immediately faces Rozel across the village green. The village green is registered as such. Admittedly the view is virtually obscured during the summer when all the trees, on the green, are in their full foliage but in the autumn, winter and spring Rozel dominates the view from the front of Manor Farm. Mr Jackson has consulted with his immediate neighbours including Mr Whitehead who lives at Manor Farm. Mr Whitehead concurs with the Parish Council's observations.
 - 2. This is a large extension and we are concerned that the visibility of the property will be heightened due to the lime based rendering.
 - 3. The proposed timber casements replacing the upstairs windows on the front of the property may have a detrimental effect on the neighbour's privacy.
 - 4. The Design & Access Statement states "Rozel sits in an elevated position overlooking a green. The proposed alterations and extensions to the house give the opportunity to both enhance its appearance and also to improve and enhance the character of the area". The Parish Council believes that it is questionable whether the proposed alterations and extensions to the house will enhance the immediate area and the character of this part of the village. Consequently the Parish Council would request that should this application be permitted that a Planning Condition should be that some form of screening & landscaping be introduced to reduce the impact of the alterations and extensions to Rozel.
 - 5. We would refer to policies within the Cherwell Local Plan (Part 1) July 2015 which we believe need to be considered carefully when considering this application:
 - Policy ESD13 which seeks to Conserve & Enhance the distinctive and highly valued local character of the entire district.
 - Policy ESD15 The Character of the Built & Historic Environment. Claydon is within an Area of High Landscape Value. Manor Farm is a Grade II listed building and Claydon House is originally a 15th Century tithe barn.
- ii) **16/01675/F – The Brambles, Main Street, Claydon.** Proposal: New boundary wall – The paperwork was received today. The documents will be distributed amongst the parish council and a majority view considered before a response is put in. A neighbour has contacted the council and has raised concerns about protection of the footpath. The property owner confirmed that there is no intention to affect the footpath.

- iii) **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 – **An objection was submitted in July.**
- iv) **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 – **The council submitted a response supporting Cropredy Parish Council’s objection.**

10. Planning decisions received

- i) **16/00877/F – The Barnhouse, Mollington Road, Claydon.** Proposal: Amendments to planning consent ref 14/01633/F for the extension to existing dwelling together with retention of portacabin for the duration of the building works and the replacement of the existing asbestos roof, the extension of the approved cladding to the entire building and the enlargement of the existing store within the barn. **Approved.**

11. Claydon allotments

- i) **Update** – Have received £55 rent and there is no rent outstanding. There are 5 vacant plots currently and from next April plots 10 and 11 will be vacant. **Action: Clerk to put notices in adjoining villages on website and noticeboards to offer the vacant plots.**
- ii) **Decision re action to take on uncultivated plots and future maintenance of vacant plots** - There are plots that have been taken that have not been cultivated this year. The council have had them strimmed and it was agreed to get them strimmed again. **Action: Cllr Hill to write to tenants who have not maintained their plots advising that their tenancy agreement will not be renewed in April 2017.**

12. Village maintenance

- i) **The Village Green** – The work on the Village Green is to be completed after 11th October.
- ii) **Blue Brick Path** – OCC came out to look at the path and they said it hadn’t reached a bad enough standard that they were prepared to do anything about it. A parishioner asked if anything can be done about the overgrown bush that makes it impossible to walk on a section of the path. **Action: Cllr Hill to look into this.**
- iii) **Playing field gate post** – The new post has been received and Ronnie has offered to cement it in. **Action: Cllr Millward to organise installation.**
- iv) **Village noticeboard** – It was proposed and agreed for Cllr Millward to build a new noticeboard and charge the Parish Council for the materials.
- v) **BT phone kiosk** –The most recent update from BT is that they are still dealing with the problem. Some councillors questioned whether there is a need for the phone box or if it should be removed. It was proposed and agreed to put a question out to the parishioners to see if they use the phone box. **Action: Clerk to include question on leaflet requesting new councillors.**
- vi) **Village waste bins** – Two parishioners have pointed out that there are not bottoms in the waste bins. Discussions were held regarding whether there is a need for waste bins, what can go in waste bins and whether there is a need for dog waste bins. Some councillors feel it would be good to have three new waste bins rather than repairing the existing bins but due to the issue of dog waste bins being raised again it was decided that further information should be sought regarding what waste can be put in general waste bins. **Action: Clerk to enquire with CDC about what waste can go in the bins and also if they offer bins to councils for free or at a discounted rate.**

13. **Openreach fibre broadband** – An agreement has been made for the cabinet to be located to the right of the Manor Park sign. The suggested date for installation has changed a number of times but the council are confident of their intention to install the cabinet as they have already paid the council a fee for its installation.

14. **Consideration of action to take regarding the downgrade of the Horton General Hospital** – There has been a decision to close down the consultant led maternity unit and make it midwife led from the end of the month until sufficient doctors can be recruited. The consultation states that the Horton is about to go through a significant downgrade so this may not be a temporary change and more services are likely to be lost. It was proposed and agreed that the Parish Council write a letter to the trust highlighting the serious

problems and likely deaths that will occur as a result of the downgrade. **Action: Cllr Jones to put together the letter for the clerk to send off.**

15. Finance

- i) **To consider the grants awarding policy/process for the next financial year** – It is the time of year when grants are considered ready for next year’s budget. Every year a grant is given to the PFMC who then pay back the parish council the monies less the VAT for their bills as the PC can reclaim the VAT. Concerns have been raised about this process in the past regarding the VAT being legitimately reclaimed and the VAT office advised it is an acceptable way to process this as the parish council own the land. Although the process is legitimate it does seem to create unnecessary work for the PFMC with them having to complete a grant application form every year and make all of the individual payments back to the council who then pay the supplier. It was suggested that it may benefit all concerned if the council took on responsibility for the maintenance of the playing field and the costs involved. This would reduce the commitment required from the PFMC members and allow them to focus their efforts on fundraising when they feel it is necessary. It is believed that the PFMC are struggling to get sufficient members as are the parish council so it was thought that a member of the PFMC may be interested in joining the parish council and being the link between the council and PFMC. It was also agreed to use a simpler grant application form as used by some other councils. **Action: Clerk and Chairman to discuss this with the PFMC before the next council meeting to try to work out the best way forward.**
- ii) **Pension compliance** – The clerk does not earn enough for automatic enrolment but the council is required by law to offer a pension scheme to the clerk should he/she request it but no contribution is required from the council. It was proposed and agreed that the pension scheme that will be used should the clerk request a scheme would be with NEST and a letter was given to the clerk detailing her right to request a pension. **Action: Clerk to complete declaration of compliance.**
- iii) **Review of spend against budget to date** – The document was reviewed. It was asked why the PFMC grant shows an overspend of £904. The clerk explained that this shows the payments that have been made by the council to pay for the maintenance of the playing field but this is almost completely offset by the £888 income received from the PFMC. It was confirmed that the amount in the PCC grant budget is broken down into £450 for grass cutting and £250 towards the wall.
- iv) **Confirmation of the total bank balances as at 7.9.16 of £7809.84 and £457.58** - Confirmed
- v) **To note and approve the following payments made since the last meeting:** Proposed and agreed.

08.08.16	BACS	Kirsty Buttle	Salary July	£92.00
08.08.16	BACS	HMRC	Tax July	£23.00
23.08.16	BACS	Kirsty Buttle	Salary August	£92.00
23.08.16	BACS	HMRC	Tax August	£23.00
17.08.16	191	N R Prickett	Grass cutting July and August	£486.00
17.08.16	192	Eoscapes Landscaping	Mowing of playing field	£306.00
19.08.16	193	Playsafety Ltd	Annual play equipment inspection	£100.80

- vi) To note receipts received since the last meeting: Proposed and agreed.

18.07.16	Boyle	Allotment rent	£5.00
01.08.16	Perkins	Allotment rent	£10.00
15.08.16	CWC PFMC	Repayment for Inspection	£84.00
15.08.16	CWC PFMC	Repayment for grass cutting	£255.00
08.09.16	BT Openreach	Wayleave	£762.00

- vii) Approval of payments to be made: Proposed and agreed.

Kirsty Buttle	Salary September	£92.00
HMRC	Tax September	£23.00
Kirsty Buttle	Salary October	£92.00

HMRC	Tax October	£23.00
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16. **Any other business (for information only)** – A Cllr has contacted the PFMC as they are concerned that the play equipment is in an unsafe condition. The PFMC advised that it has recently passed its annual inspection but the Cllr is still concerned. **Action: Cllr Hill to look into this.**

A parishioner has raised concerns about speeding through the village and wondered if it would be possible to have humps in the village. The council feel this is not an option within Claydon.

There is an overgrown vegetation on the sharp bend near Bignolds Close which is scratching cars. Ownership needs to be confirmed to know who it should be reported to. **Action: Cllr Hill to investigate.**

A parishioner is concerned about the safety of the Church Wall and the risk to passers by. **Action: Cllr Hoggins to advise the parishioner that the council are aware of the issue and have allocated a small grant to help the Church repair the wall but as the wall is not the property of the parish council they are unable to do anything more about the wall at this time. If the parishioner still has concerns they should raise these directly with the Church.**

OCC have introduced a new bookable transport service, called the Oxfordshire Comet, which is available 10:15am to 2:30pm. Due to the cost of £1.50 per mile it would probably only be cost effective for groups to use. If the council are interested in organising a co-ordinated bus service by hiring this with other villages they would need to act quickly.

Items for next agenda: Update Financial Regulations, update to asset register, budget for 17/18, request to Fairport Convention organisers for tickets for Claydon residents.

17. **Next meeting of the Parish Council – Tuesday 8th November 2016 at 7.00 pm.**