

## CLAYDON WITH CLATTERCOTE PARISH COUNCIL

Minutes of a meeting of the Parish Council held on **Tuesday 13<sup>th</sup> November 2018 at 7:30pm** in the Church Room, Claydon.

**Council: Jenny Jones, Richard Millward, Anne Hoggins, Sylvia Ingram (Chairman), Veronica Purdey, Kirsty Buttle (Clerk).**

Present: 3 members of the public, County Cllr Reynolds

- 44. Apologies for absence** – District Phil Chapman,
- 45. Members declarations of interest for items on the agenda** – None.
- 46. Public participation session** – A parishioner asked how much the allotments cost to run. The clerk advised that as far as she is aware there have not been any grass cutting costs for the allotments in this financial year so the only costs would be the clerk's admin time which are not recorded separately from other council work and therefore could not be quantified. **The clerk will look at the costs for the previous financial year and provide details to the parishioner.** A parishioner asked who is responsible for the rotting bollards in the village. The council advised that this would be District Council responsibility and any issues such as roads and signs etc should be reported directly to the District and County Council via [fixmystreet.com](http://fixmystreet.com).
- 47. To approve the minutes of the Parish Council meeting held on 11<sup>th</sup> September 2018** – A Cllr noted that they believe that an action for Cllr Millward to get a quote for a stump grinder on the top green. Despite this the minutes were proposed, agreed and duly signed. **Action: Cllr Millward to obtain a quote for a stump grinder.**
- 48. Outstanding matters/actions from previous meetings**
- i) Request for Dog Lane to be registered as a public Right of Way – This is still ongoing with OCC. Cllr Hoggins is concerned that the trees are having an impact on her property and causing damage. The Clerk advised that Cllr Hoggins could write to OCC as a private individual to advise that she is concerned that the trees which are believed to belong to OCC are causing damage to her property and therefore causing problems resulting in complaints about her property being a danger (item 53v).
  - ii) Installation of grit bins – Still awaiting the repair of the wall. The work is hoped to be completed in November. Once completed the grit bins will be installed.
  - iii) Purchase of play area matting – This has been ordered and was meant to be installed today but has not been done. Pamela Putt is chasing.
  - iv) Trees in the parish including price for annual survey – A survey from WCC will cost between £350 and £700 per year dependent on number of trees. The system used by WCC will allow information about the surveys to be stored on their system and they will inform the council when further reviews of particular trees are required. Cllr Millward has mapped out trees that he believes are owned by the parish council. **Clerk to ask OCC and CDC if they have a map of what trees they own in the parish to help Cllr Millward with his map.**
- 49. Report from District Councillor** - The divorce from SNC will cause some personnel changes in the council.
- 50. Report from County Councillor** – County say there is more money available for filling potholes but Cllr Reynolds is not confident that this will be forthcoming. No further forward with the signs for the lorries.

## 51. Defibrillator

- i) Request from the Church Room Committee for the PC to pay the £640 cost to upgrade the electricity consumer panel in the Church Room to allow the installation of the defibrillator – Clive Mutch of the Church Room Committee advised that they have not requested that the PC pay for the upgrade and they just meant that if the PC have enough funds within the grant given for the defibrillator to cover that then they would like the PC to cover it. A councillor asked if the Church Room Committee can confirm that their electrical consumer unit would pass all existing electrical tests regardless of the defibrillator being installed. Clive advised that the control panel is not up to date with current legislation but is fit for purpose as it is so yes they do believe it would pass all safety tests. It was agreed that the specific defibrillator to be purchased needs to be identified and the costs confirmed before the PC can commit any funds to the upgrade of the consumer unit. Clive advised that the Church Room Committee will pay the shortfall if the grant doesn't cover it.
- ii) Consideration of specification required for the defibrillator – The PC agreed that the cabinet should be code locked. **Cllr Ingram to speak to local paramedics to ask for guidance on which of the items offered within the different defibrillator packages are required. Item to go on next agenda for final decision.**

**52. Planning decisions received** – No 1 Bignolds Close - **Approved**, Haybridge Meadow - **Refused**.

## 53. Ongoing issues

- i) The Village Green - To receive responses to the Village Green survey and consider action to take – The response rate was very low with only 19 responses. 14 of the 19 respondents did not think the PC should pay £6k to get the wall repaired. A parishioner stated that a professional stonemason has advised him that the wall has been repaired so many times at a cost it would be a waste of money to spend more on it and the tree on the green should come down as it is likely to be putting pressure on the wall. **Clive Mutch agreed to get estimates for the different options available from the stonemason to be considered at the next PC meeting.**
- ii) Empty properties – It is possible that the house on Manor Park is going to go on the market.
- iii) Roadside works by Thames Water on the Boddington Road – This is ongoing but after some investigation it appears the work is being completed by the canal residents.
- iv) Fence owned by Thames Water next to the playing field – When the PC took the trees down Thames Water complained that this created a danger to children as the fence fell down. They haven't done anything more about replacing the fence which is a concern if there is a genuine danger to children. **Clerk to write to Thames Water to advise that this is still not completed.**
- v) Complaint from parishioners regarding dangerous roof slates hanging from Corner Barn, Main Street – Cllr Hoggins is the owner of the property and apologises that it has not been done sooner but advised that it has now been dealt with.

**54. To review and adopt the PC financial regulations** – Proposed and agreed.

## 55. Website

- i) Request from parishioner for contribution of £143.72 for the hosting costs of the village website for the last two years – The PC agreed to this cost but request that the parishioner provide an invoice.
- ii) Consideration of best way forward for Parish Council website access to facilitate new legal requirements – The PC are generally happy to continue with the current set up but, as discussed previously, they do still need login details to the website and they would like advance notice of the next year's costs to allow the PC to include it in the budget.

## 56. Finance

- i) Confirmation of the total bank balances as at 07.11.18 of £88.12 and £20,491.41.
- ii) Confirmation of 2<sup>nd</sup> quarterly financial check (Jul to Sep) – Cllr Purdey confirmed that the check has been completed and all was found to be in order.
- iii) To consider first draft of the budget for 2019-20 – It was agreed that the wall repair/removal will not happen in this financial year. Quotes to be obtained before January meeting for final figures to be confirmed. Tree work reserve increased to £750.
- iv) To note and approve the following payments made since the last meeting under delegated powers: Proposed and agreed.

01.10.18	BACS	N R Prickett	Grass cutting August	£560.74
01.10.18	BACS	Kirsty Buttle	September salary	£184.86
01.10.18	BACS	HMRC	Tax September	£1.20
01.10.18	BACS	Pamela Putt	Bench for play area	£192.00
29.10.18	BACS	Kirsty Buttle	October salary	£184.86

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

10.09.18	Millward and Boyle	Allotment	£15.00
10.09.18	Lloyds Bank	Interest	£0.56
14.09.18	CDC	Precept	£4,849.50
17.09.18	Playing Field Trust	Funds for play equipment	£4,000.00
27.09.18	Ellis	Allotment	£5.00
09.10.18	Lloyds Bank	Interest	£0.60

- vi) To approve payment of the following invoices: Proposed and agreed.

Kirsty Buttle	Expenses - Stationery	£29.92
Paul Gallagher	Village website hosting	£143.72

**57. Parish Clerk vacancy – To agree the hours, remuneration and advert to go out for a new parish clerk** – It was agreed that an advert should be put out advertising the vacancy at 15 hours per month with a salary scale of LC1 or LC2 (£9.341 to £12.404 per hour). Closing date to be 5pm on 14<sup>th</sup> December. Interviews to take place mid January.

**58. Next meeting of the Parish Council – Tuesday 8<sup>th</sup> January 2019 at 7:30pm.**

Meeting closed @ 9:49pm.

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