

CLAYDON WITH CLATTERCOTE PARISH COUNCIL

The council is hereby summoned to a meeting of the Parish Council to be held on Tuesday 8th May 2018 at 7:30pm in the Church Room, Claydon.

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

AGENDA

1. Election of Chairman
2. Apologies for absence
3. Members declarations of interest for items on the agenda
4. **Public participation session** (Members of the public are invited to address the council. The session will last for a maximum of 10 minutes with any individual contribution lasting a maximum of 3 minutes).
5. To approve the minutes of the Parish Council meeting held on 13th March 2018
6. **Outstanding matters/actions from previous meetings**
 - i) Request for Dog Lane to be registered as a public Right of Way
 - ii) Installation of grit bins
 - iii) Ownership of the playing field ditch
 - iv) Instruction for tree work and resulting issues re Thames Water fencing
 - v) Purchase of play area matting
 - vi) Installation of defibrillator in the village
 - vii) Update on meeting regarding weight limit road signs/issues with lorries travelling through the village
7. Report from District Councillor
8. Report from County Councillor
9. **Planning Applications received**

18/00444/LB: Corner Cottage, Main Street, Claydon. Proposal - Repair work to preserve the fabric of the building and restoration of original features. Alteration of internal layout and addition of velux windows.

18/00536/F: Corner Cottage, Main Street, Claydon. Proposal - Erection of wooden garage.
10. **GDPR Compliance**
 - i) To adopt the following documents:
 - Data Protection Policy
 - Subject Access Request Procedure
 - Records retention Policy
 - ii) To resolve that the council registers with the ICO and pays the Data Protection Fee of £35 by Direct Debit to ensure continuous compliance with this requirement
11. **Ongoing issues**
 - i) The Village Green
 - ii) Empty properties

12. Finance

- i) Confirmation of the final quarterly financial check for 2017/18
- ii) Confirmation of the total bank balances as at 02.05.18 of £276.19 and £16,138.13
- iii) To receive the internal auditors report and agree any actions required
- iv) To appoint an internal auditor for the next financial year
- v) To complete and approve the annual governance statement for the 17/18 audit
- vi) To approve the accounting statements for the 17/18 audit
- vii) To agree the payments list for 18/19, delegating authority to the clerk to make these payments up to the total annual budget without requesting pre approval from the council. All payments will be approved by a councillor via online banking before they are sent and will be listed on the next agenda.

Clerk's Salary	2250
Annual audit	75
Insurance	800
Subscriptions	100
Seminars/Training	150
Church Room hire	100
PFMC grant	2000
PCC grant	450
Claydon website	50
Cluster Care grant	50
Grass cutting	1400
Allotment grass cutting	150
Blue Brick Path	180
General Data Protection Regulations	200

- viii) To confirm acceptance of the annual insurance renewal premium of £743.82
- ix) Proposal to continue membership with Community First Oxfordshire at a cost of £55 per year
- x) To note and approve the following payments made since the last meeting:

19.03.18	OALC	Annual subscription	£135.06
19.03.18	Kirsty Buttle	Salary March	£172.50
23.04.18	Claydon Church Room	Hire of Church Room	£54.00
23.04.18	Northamptonshire County Council	County Connect Contribution	£230.00
23.04.18	N R Prickett	Hedge trimming	£96.00
23.04.18	Kirsty Buttle	April salary	£174.26
23.04.18	HMRC	April Tax	£11.80

- xi) To note receipts received since the last meeting:


09.01.18	Lloyds	Interest	£0.46
09.02.18	Lloyds	Interest	£0.48
07.03.18	CDC	New Homes Bonus	£1,176.00
09.03.18	Lloyds	Interest	£0.43
14.02.18	Lloyds	Apology pymt	£100.00
09.04.18	Lloyds Bank	Interest	£0.47

02.05.18	CDC	Grant	£93.40
20.04.18	CDC	Precept	£4,849.50

xii) To approve payment of the following invoices

N R Prickett	Grass cutting	£469.54
Came and Company	Annual insurance	£743.82
Cluster Care	Grant	£50.00
Farnborough Parish Council	Training - Jenny Jones	£16.50
Community First Oxfordshire	Annual membership	£55.00
Kirsty Buttle - Expenses	Travel Expenses	£4.50

13. Next meeting of the Parish Council – Tuesday 10th July 2018 at 7:30pm.

Signed: 

Parish Clerk

Date: 2nd May 2018