



Claydon with Clattercote

# CLAYDON WITH CLATTERCOTE PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Tuesday 14<sup>th</sup> November 2023  
at 7:30pm in Claydon Church Room

Start: 07:30pm End: 22:04pm

Council: Cllrs Gary Denham, Mark Ames, Mel Love, Mike Ives & Rebecca Meyrick

<b>42. Apologies for absence</b>		
NA	Complete	All Cllrs

<b>43. Members' declarations of interest for items on the agenda</b>		
NA	Complete	All Cllrs

<b>44. Public participation session</b>	
<p>These sessions have been increased in time to be used by the public to raise points for the agenda of the next meeting. These points will generally not be discussed in the current session.</p> <p>1) <b>Scarlet Oak for Coronation.</b> (JJ) JJ explained the Scarlet Oak had been extremely difficult to source, one had been found and the PC needed to make a quick decision regarding going ahead with the purchase. Robert Adams, retired landscape architect living in the village, had previously advised that when fully grown the Scarlet Oak, would reach 12m in height with a canopy of 8m. In light of this and because there is a strong view in the village that further tree planting would be a good thing in planning development of the playing field, the PC felt reluctant to rush into buying the oak as it would leave little room for other trees and may obscure any view beyond the area. The PC would rather consult parishioners further and also await ideas from Robert on what may fit with the existing landscape. This will form part of the Visions for the Future plans project, and a decision will be made on the back of this.</p> <p>2) <b>Memorial Names cleanup – names difficult to read.</b> (AH) It was mentioned that when writing the names for the remembrance wreath, that the names on the memorial itself, from which they are copied, are getting difficult to read due to moss/lichen build up. The Church has agreed to have these cleaned by the next Remembrance Day service.</p> <p>3) <b>Replacement Bench in Playing field.</b> (AH) AH has requested that she would like to replace her father's bench in spring '24 with a new one as the existing one is falling apart. She would like to purchase it herself. It was asked that the replacement should be further away from the children's play area fence, by just a few inches, to facilitate maintenance of the boundary fence to the playing area. Approved by all Cllrs.</p> <p>4) <b>Level Crossing Management.</b> (MM) In light of the unfortunate death earlier this year, concerns have been raised regarding the safety of the crossing. Numerous attempts at contacting Network Rail and Cross Track</p>	

**Community** - Support our local communities, encourage inclusion and diversity.

**Environment** - Protect and enhance our local environment.

**Governance** - Promote participation, good management, and efficiency.

To maintain and enhance the quality of life and sense of community within the Parish of Claydon & Clattercote.  
To safeguard the individual character of our village and protect its rural environment whilst supporting sustainable development that meets the needs of residents now and in the future.

company, who installed the new gateway, have been made, but letters and emails are not being responded to. This is being pursued and Cllr Reynolds (County Councillor CDC) offered his support in this matter.	
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JJ – Jenny Jones, AH – Anne Hoggins, MM – Mike Michael

<b>45. Approve the minutes of the Parish Council (PC) meeting held on 12<sup>th</sup> September 2023</b>		
Approved.	Complete	All Cllrs

<b>46. Report from District Councillor</b>
<ol style="list-style-type: none"> <li>1) Budget (pre-sets &amp; general) – While the next years CDC budgets will be tight, it should be alright. However, the following year has been forecast to be much tougher with cuts predicted. It is therefore prudent to get ideas and budgets calculated this coming year where possible.</li> <li>2) No news regards the ‘proposed’ cycle lane along the Southam Rd. While the proposal has gone through Cabinet, it is still awaiting any formal agreement as to approval or not.</li> </ol>

<b>47. Report from County Councillor</b>
<ol style="list-style-type: none"> <li>1) Mutual sympathy from Cllr Reynolds in regard to getting <i>anyone</i> to respond to <i>any</i> requests at the present time, let alone <i>anyone</i> actually acting on them. The whole country seems to be in a general lethargic ‘nonresponsive’ mode at present. Advice is to just ‘Keep Trying’.</li> <li>2) 20mph signs are in the system and should hopefully be rolled out from mid-2024 next year. If the Government decides to abandon the roll out of the 20mph system, then we will be affected. See action item: 48.g</li> <li>3) There are rumours of a new Community Bus service to be set up around the Northern points of Oxfordshire next year. Details will soon hopefully be forthcoming in February 2024.</li> <li>4) Heads up: As the county coalition has fallen out, the resultant LibDems group will more than likely be concentrating all their endeavours &amp; attention to Oxford itself and not the surrounding satellite villages.</li> </ol>

<b>48. Actions from previous meetings</b>		
<p><b>a) Cherwell DC Local Plan Consultation</b></p> <p>The Consulting document has been reviewed by the PC and it is noted that Claydon with Clattercote will be marked as ‘Open Countryside’. The following statement was sent in by Cllr Denham, on behalf of Claydon with Clattercote PC, to underline the following concerns:</p> <p><b>Claydon with Clattercote parish council (the council) would like to give the following feedback on the settlement hierarchy proposals.</b></p> <p><b>The council is pleased to see that Claydon would be classified in the ‘Open Countryside’ category. We had previously been classified as a satellite of Cropredy and were thus open to minor developments, which was entirely inappropriate given the small size of the village, difficulty in access (poor roads and almost no public transport) and lack of village amenities (we have only a church and a post box).</b></p> <p><b>The council is concerned that this change of classification may cause a rush of planning applications in an attempt to beat the adoption of the 2040 local plan. We would therefore ask that the planned reclassification be taken into account by the planning department when considering any planning applications received before full adoption of the 2040 local plan.</b></p> <p><b>The council also feels that the statement “Development will not be appropriate unless specifically supported by other local or national planning policies” may create loopholes and would prefer a simpler and more explicit statement along the lines of the current “infill and conversion only” wording.</b></p>	In Progress	Cllr Ames & Cllr Denham

<p><b>b) Long term vision</b> The results of the Playing Field questionnaire and the Village Survey are being processed and will be published via the new PC website (<a href="http://www.claydon.org.uk">www.claydon.org.uk</a>) and FB group before this Christmas.</p>	In Progress	Cllr Ives
<p><b>c) Gate security code change</b> This has been communicated to the allotment users and the code has been changed.</p>	Completed	Cllr Love
<p><b>d) Trip hazards &amp; branches on Blue brick path &amp; Dog lane to clear up.</b> It has been reported that while our current contractor, Nigel, isn't licenced to use weedkiller on the path, he will manually clear the path for £450 + VAT. This was Approved by the PC and is covered within the budget.</p>	In Progress	Cllr Ames
<p><b>e) Quotes to be sought for repair of village green wall.</b> Cllr Denham has been struggling with this for many months: 3 quotes have been sought, however only 1 company has responded fully and will provided a quote week commencing 22<sup>nd</sup> Nov '24. 2 more quotes will be sought but if none are forthcoming, then a decision will have to be reached as how to proceed.</p>	In Progress	Cllr Denham
<p><b>f) Bank cottage – chasing of Section 215 enforcement order request.</b> The PC has recently made further contact with the Planning Enforcement Officer, Cherwell District Council and due to the complex inheritance issue associated with Bank Cottage, it has been advised that this may take a few years to clear up. It has therefore been decided to remove this item from the agenda until such time that it may be progressed further. CDC will update us in due course.</p>	To Remove	All Cllrs
<p><b>g) 20mph limit signs</b> It is progress and the PC has been informed these should be place from mid-2024. In the meantime, a survey will be sent out to parishioners, at the suggestion of the District Councillor, regarding the 20mph signs or alternatives to the plan should National Government decide against carrying on the 20mph countryside rollout.</p>	In Progress	Cllr Denham Cllr Love & Cllr Ives
<p><b>h) Allotment receipts to be confirmed</b></p>	In Progress	Cllr Meyrick & Cllr Love
<p><b>i) Allotment group concerns.</b> Cllrs Meyrick and Love have made progress on issues raised by Sarah Keyser at the July meeting. Plan and documentation being drafted to circulate in January with next year's payment requests. Meanwhile personal contact has been made to all allotment holders by Cllrs Meyrick and Love.</p>	In Progress	Cllr Meyrick & Cllr Love
<p><b>j) Village 'Claydon Community Group'</b> Very positive response to the CCG concerning their recent excellent work regards painting of the bus shelter &amp; children's play area fence and its repairs. Thank you very much to all concerned.</p>	In Progress	Cllr Love
<p><b>k) Claydon Website Update</b> The website is up and running in its base format, though it is still Under Construction for the most part. A governance document will be drawn up over the next 2 months which will provide guidelines as to what is published in accordance with data protection etc. Ideas, photographs etc. are encouraged from the Parishioners. The new website address is: <a href="http://www.claydon.org.uk">www.claydon.org.uk</a></p>	In Progress	Cllr Ives

<b>49. Agenda</b>		
<p><b>a) AGAR fines, could these be avoided?</b></p> <p>The accounts and their collation are in much better shape going forward. Cllr Denham has done much work reorganising the council finance systems and processes. Granted it has taken a while as there has been a big learning curve involved, but with the valuable assistance by MM (professional accountant) and through a series of action plans by Cllr Denham, fines should be avoided going forward in the future.</p>	Completed	Cllr Denham
<p><b>b) Query raised over Village Coronation spend.</b></p> <p>The village spend coverage was correct, but it is admitted that it may have been confusing in the way it was shown. MM has proposed that a footnote should be added to the accounts to verify and underline the point in question for clarity. This was AGREED and ACTED upon.</p>	Completed	Cllr Denham
<p><b>c) Question raised regarding need for 'request for payment form'.</b></p> <p>This is to show that a proper process is in place which will be transparent &amp; simpler to manage for Audit purposes.</p>	Completed	All Cllrs
<p><b>d) One sign on playing gate.</b></p> <p>To Shut Gate, No Parking, No horses. Pick up after dog mess. This has been obtained and is now on the playing field gate.</p>	Completed	Cllr Love
<p><b>e) Parish Clerk appointment progress.</b></p> <p>It was discussed as to whether a Full time or Part time Clerk was needed. Cllr Denham feels that the Finance side is now under his control. Cllr Ives is happy to create the Agendas and log Minutes. Cllr Denham will approach a current local parish council clerk, recommended by a Claydon resident, with a view to creating of a Part time\Slimmed down Job Description for a vacancy by the January '24 meeting. The PC has also been approached by a Parishioner with an interest in the post. It was agreed the post should be readvertised as soon as the JD is ready.</p>	In Progress	Cllr Denham
<p><b>f) Unresolved issues regarding relinquishing one of her allotment plots.</b></p>	Completed	Cllr Meyrick & Cllr Love
<p><b>g) Question regarding Co-opt procedures.</b></p> <p>In May of 2023, the official local elections failed to produce enough candidates to fill the 5 Parish Council spots. 3 candidates were elected unopposed: Mike Ives, Mark Ames and Gary Denham. The first important task was to ensure that Claydon and Clattercote had a functioning parish council, and the advert was placed to appoint 2 councillors. The advert was advertised, and applications were invited. We received 4 applications. The application forms were shared amongst the 3 councillors for their consideration. All three councillors were in agreement as to the two chosen councillors and did not need for the selection process to move to the stage where candidates would be given the opportunity to address the council informant of a meeting. The 2 appointed councillors were appointed at the next available meeting.</p>	Completed	Cllr Ames
<p><b>h) Update regarding contributing a sum of money that will help the PCC improve the state and condition of the paths running from the surrounding roads up to St James the Great Church and the Parish Rooms.</b></p> <p>Cllr Meyrick had researched the historic difficulties and confusion regarding whether PCs are allowed to contribute funding to Parish Churches and a paper had been circulated to all councillors. In summary a recent debate in the House of Lords has resolved this issue and an amendment to the Local Government Act</p>	In Progress	Cllr Meyrick

<p>of 1984 was given Royal Assent in October this year. Local authorities can now legally provide grants for parish churches. The meeting agreed to budget for this at the January meeting.</p>		
<p><b>i) To discuss the latest tree survey and agree a plan of action.</b></p> <p>It was <b>Agreed</b> that a new tree survey should be arranged, and resultant actions carried out.</p> <p>As the contract is up for tender, in order to save money, could a longer term (6yrs) be sorted out? Cllr Denham to research this option.</p>	In Progress	Cllr Meyrick
<p><b>j) To discuss and agree the Claydon Community Group (CCG) annual schedule and request for funds.</b></p> <p>It was <b>Agreed</b> for £30 to cover hinge grease and printing costs. This FY year. £300 has been requested as a budget for next year with the provision of 'Ad Hoc' additions if needed. <b>Agreed in principle and will be formally approved when the budget is drafted / agreed at the January meeting.</b></p>	In Progress	Cllr Denham
<p><b>k) Royal British Legion figurine</b></p> <p>It was <b>Agreed</b> to purchase the British Legion Figurine from Clive Mutch for the village at £51.76. It will be kept within the Church until November each year when it will be on display in the Church grounds for remembrance.</p> <p>The PC would like to Thank Clive for this wonderful piece of craftsmanship &amp; generosity for only charging for materials requested.</p>	Completed	All Cllrs
<p><b>l) Meeting Protocols</b></p> <p>It was <b>Agreed</b> to endeavour to have the PC meetings on the 2<sup>nd</sup> Tuesday of the month concerned. Though it was pointed out that as we are all working people, there may be times when this would not be always possible.</p> <p>While it is recognised that communications within the meeting between Parishioners and the PC is mutually beneficial at times, in order to progress the meeting smoothly, the chairman will actively open the floor on such occasions as is deemed necessary.</p>	Completed	All Cllrs
<p><b>m) To consider a deposit scheme for the allotments</b></p> <p>A viable deposit scheme was discussed as a way to encourage the return of plots in 'good condition' when they are relinquished. However, this was not agreed upon at the meeting. The PC did not want to over-burden allotment holders or discourage use of the allotments.</p> <p>It was suggested that improved communication between councillors and allotment holders may be a better way forward.</p>	In Progress	Cllr Meyrick & Cllr Love
<p><b>n) Reimburse St James the Great Church for the cost of 2x brown garden waste bins provided for use in the churchyard in 2023. To consider paying for the cost of 2x brown garden waste bins for use in the churchyard in 2024. APPROVED</b></p>	Completed	All Cllrs

<b>50.</b>	<b>Finance</b>					
<b>a) Confirmation of the total bank balances as at 08<sup>th</sup> Nov 2023 of £37,415.36 and £138.41.</b>				Completed	All Cllrs	
<b>b) To note and approve the following payments:</b>				Completed	All Cllrs	
10 Oct 2023	N R Prickett	Grass cutting	£486.00			
30 Oct 2023	N R Prickett	Grass cutting	£486.00			
<b>c) To note the following receipts:</b>				Completed	All Cllrs	
11 Sep 2023	Lloyds Bank	Interest	£31.89			
13 Sep 2023	CDC	Precept	£4685.50			
02 Oct 2023	M Ferdani	Allotment	£10.00			
09 Oct 2023	Lloyds Bank	Interest	£31.24			
02 Nov 2023	C Doran	Allotment	£7.50			
<b>BUDGET</b>				Completed	All Cllrs	
	<b>Budget</b>	<b>Spend to date</b>	<b>Remaining budget</b>			
Clerk's Salary	2,800.00	0.00	2,800.00			
Parish Clerk's expenses	115.00	0.00	115.00			
Annual audit	100.00	0.00	100.00			
Insurance	550.00	565.35	-15.35			
Subscriptions	150.00	130.00	20.00			
Seminars/Training	150.00	0.00	150.00			
Church Room hire	125.00	0.00	125.00			
PFMC grant/play area management	2,000.00	1082.50	917.50			
PCC grant	500.00	390.00	110.00			
Cluster Care grant	50.00	0.00	50.00			
Grass cutting	1,800.00	960.00	840.00			
Allotment grass cutting	60.00	0.00	60.00			
Blue Brick Path	200.00	0.00	200.00			
General Data Protection Regulations	35.00	35.00	-			
S137	25.00	20.00	5.00			
Annual tree survey/work	500.00	0.00	500.00			
Christmas tree	150.00	0.00	150.00			
Coronation	1,000.00	620.28	379.72			
Playing field bins	72.00	0.00	72.00			
<b>Totals</b>	<b>10,382.00</b>	<b>4006.99</b>	<b>6375.01</b>			
<b>d) Spend against budget &amp; reserves:</b>						
<b>RESERVES</b>				<b>Start</b>	<b>Spend</b>	<b>Current</b>
General Reserves				4500	152	4348
Playground equipment				3000		3000
Election costs				1200	100	1100
Tree work				4000		4000
Defib reserve				1500		1500
Wall on the Village Green				3500		3500
Legal/Planning/Accounting Services				3000		3000

Asset maintenance and improvement	8000	574	7426		
<b>Totals</b>	<b>28700</b>	<b>825</b>	<b>27875</b>		

1) It should be noted that the last agenda/minutes stated that the church rooms were provided at zero cost, this is not the case. A charge of £10 per meeting applies.

It was **Agreed** to budget for £80 per year, this includes room for emergency meetings and the like.

2) Seminars and training will go over budget. With hindsight, £150 was too little.

It was **Agreed** that an over-spend of £114 was necessary.

3) One village grass cut is still outstanding and leaves enough budget to cover clearing the grass from the blue brick path.

It was **Agreed** to proceed with removing grass from the blue brick path, funding for which would come out of the remaining budget for grass cutting and/or the blue brick path budget for weed clearing. It was decided that we should not ask for any branches to be removed from the trees next to the blue brick path. The work, including the removal of branches was quoted at £450+VAT.

4) Cluster Care grant has not been spent as our request for access to some form of accounts has not been actioned. The council should consider its position on this one.

Several requests to see the accounts have been made to Cluster Care. It was **Agreed** to suspend the grant until the PC hears back from Cluster Care Management

<b>51. Planning</b>			
<b>22/00569/ENF – Letter of Complaint</b>			
High Furlong Farm, Claydon to Southam Road, Mollington OX17 1QE	In Progress		Cllr Denham\Cllr Meyrick

<b>52. AOB</b>			
1) Drainage problems on the corner of Main Street and Church Lane in Claydon, just outside of the churchyard of St. James the Great.			
Nick Watson reports: It was investigated, and I am informed further extensive work will be required as the highway drainage pipe system is blocked or broken for some distance.			Cllr Denham
A scheme proposal has been put forward, but we are unclear at this present time what schemes county wide will be considered until budgets for next year are agreed by the County Council in February.			
2) Hedges in playing field to be trimmed at cost of £112 +VAT.			Cllr Meyrick
3) Following the request for funding for new boxes for the 'bus shelter library' area, discussion was underway regarding the best way forward for this: Cllrs Meyrick and Love are due to meet Sarah Fenby, the new incumbent, and the Church Wardens.			Cllr Meyrick & Cllr Love

<b>53. Agree date of next meeting</b>			
<b>Tuesday 9<sup>th</sup> January 2024</b>			
07:30pm – Parish Council Meeting	Complete		All Cllrs