



Claydon with Clattercote

CLAYDON WITH CLATTERCOTE PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Tuesday 9th July 2024
at 7:30pm in Claydon Church Room

Start: 19:30

End: 21:15

Council: Cllrs Gary Denham, Rebecca Meyrick & David Knight

21. Apologies for absence

Phil Chapman, Chris Brant

22. Members' declarations of interest for items on the agenda

None

All Cllrs

23. Election of Chairman

- Gary Denham elected as Chair, proposed by Rebecca Meyrick, seconded by David Knight
- Rebecca Meyrick elected as Vice Chair, proposed by Gary Denham, seconded by David Knight

Complete

All Cllrs

24. Public participation session

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.

a) Raised kerbstone

Near entrance to industrial unit, kerb stone sticking up and considered dangerous. To report on Fix my street.

Cllr Knight

b) Tankers at sewerage works

Unclear how long will water lorries be going up and down. Damage to road noted, Cyclist had come off their bike due to poor road condition. Cllr Knight to report on fix my street & report to Thames Water. Cllr Denham discussed current situation with Thames Water: oil has been found in the water in the village, and is above acceptable limits for outflow to stream. Cllr Denham suggested that they are now using tankers to take waste away. Cllr Denham invited Thames Water to PC meeting.

Cllr Knight

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.

<p>c) Dog poo on Crossing Lane</p> <p>Review of current situation discussed - Nick Watson from Highways declined Highways responsibility; Network Rail were asked to consider April 24, also declined; Cllr Denham to review previous communications with CDC re rubbish bin & review next meeting. Public suggestion to put a sign up to remind people to dispose of their dog waste – PC to focus on bin/CDC communication.</p>	Cllr Denham
<p>d) Query raised regarding risk register</p> <p>Has the parish council considered the risk of losing the RFO – on agenda for discussion</p>	
<p>e) Complaint</p> <p>A claim that there was a lack of openness on decision to exclude the newsletter from the parish council website. Agenda item to be added for next meeting.</p>	All Cllrs
<p>f) Actions allocated to former Cllr Ames</p> <p>Question whether Cllr Ames’ actions would be picked up by other councillors. Confirmed they will be picked up.</p>	All Cllrs
<p>g) Dropped kerbs</p> <p>Question about dropped kerbs in the village. Suggested that CDC be contacted.</p>	
<p>h) Emergency plan</p> <p>Question whether the village should have an emergency plan. To be discussed with Interim clerk.</p>	All Cllrs
<p>i) Playing field noticeboard</p> <p>Noticeboard at playing field should this have rules and regs about play equipment and what to do if there is an accident? Parish council states there should be a notice and will look into displaying one.</p>	Cllr Knight

<p>25. To approve the minutes of the Parish Council meetings held on 14th and 30th May 2024</p>		
Minutes from 14 th and 30 th May approved; Actions from APM reviewed and agreed.	Complete	All Cllrs

<p>26. Report from the District Councillor</p>		
None		

<p>27. Report from the County Councillor</p>		
None. County councillor confirmed to still be Cllr Reynolds. Parish council to ensure invite to future meetings.		Cllr Meyrick

<p>28. Actions from previous meetings</p>		
<p>a) Cherwell DC Local Plan Consultation</p> <p>No update.</p>	To be removed	Cllr Denham
<p>b) Flooding around Church Lane</p> <p>Cllr Denham received email response from recent reporting of state of road: “overwhelming downpours in the county,” - they will get back to Cllr Denham. Sewage smell/health hazard considered – report to the environment agencies. Agreed regarding to continue reporting.</p> <p>Highways Engagement – state that they would like to do a walk around the village with member of Parish Council on 17th or 19th Sept – Cllr Meyrick and Knight to attend.</p>	Ongoing	All Cllrs

<p>c) Milk Churns</p> <p>On hold. Developer will support with this – parishioner to pass on name and number to Cllr Meyrick.</p>	On hold	Cllr Meyrick
<p>d) Nest Boxes by sewage work trees</p> <p>Not yet done.</p>	In Progress	Cllr Denham
<p>e) Co-option Policy</p> <p>Policy to be reviewed with clerk.</p>	In Progress	Cllr Meyrick
<p>f) Dog Lane</p> <p>Land registry search performed in 2021 was for the wrong property. Land Registry searches are £3 each. Council thinks it unnecessary to order search and suggest when the development starts on the land adjacent to this, the situation may be resolved with the developer. Cllr Meyrick suggests talking to the Clerk for some advice.</p>	In Progress	Cllr Denham and Cllr Meyrick
<p>g) Nest boxes & repair of salt bin</p> <p>Salt bin repaired by Cllr Knight</p>	In Progress	All Cllrs
<p>h) Update on possibility of village event this summer</p> <p>PC consider that it's late now for an event this year. Cllr Denham suggests informal gathering late summer. A parishioner asked if PC would use S137 funds – can be used for entertainment & arts – Cllr Denham stated yes.</p>	In Progress	Cllr Denham

29. Agenda		
<p>a) To approve and vote on the appointment of Kate Houlihan as Interim Clerk (self-employed)</p> <p>Agreed.</p>	Completed	All Cllrs
<p>b) Update on recruitment of Parish Councillors; Cooption as appropriate.</p> <p>No applications received to date, however 2 parishoners are considering applying. Closing date for applications to be extended to day before next meeting.</p>	In Progress	Cllr Meyrick
<p>c) Review of Risk Register</p> <p>Risks reviewed and alterations agreed: Financial risk - bank signatories need adding due to change over of councillors. Current delays in payments until changes processed by Lloyds. VAT for last 2-3 years outstanding, KH to assist as priority. Back up plan for Cllr Denham as RFO needed. Asset Register review underway - KH to prioritise. Playground equipment – register of inspections required. PC to review as was formerly responsibility of Cllr Ames; need to establish robust plan. Level crossing safety risk reduced since recent meeting with Network Rail. New risk regarding IT backup identified.</p>	In Progress	Cllr Meyrick
<p>d) Biodiversity Policy - to approve and sign off new Policy and Action Plan</p> <p>Deferred: Cllr Knight questioned regarding annual audit and annual report on compliance. KH to be consulted for advice.</p>	In Progress	Cllr Meyrick
<p>e) To agree on the use of PC Yearly timetable</p> <p>PC agree to use this as a working document/useful reference.</p>	Completed	Cllr Meyrick
<p>f) Consider Workplan for 2024 – 2025</p> <p>PC to develop a workplan and will put on website once agreed.</p>	In Progress	All Cllrs
<p>g) To approve the purchase of a weed burner for managing Blue Brick Path</p>	In Progress	Cllr Denham

Cllr Denham reported prices range from £14 to £140. Cllr Denham will test a borrowed burner to assess suitability and report back. Agreed up to £20 to purchase.		
<p>h) To consider and approve the purchase of 3 benches and two picnic tables for the village</p> <p>Outcome from 2023 survey. Budget of £1,170 benches & £1,020 picnic tables already allocated. A parishioner suggested investigating a Discretionary Fund from Cllr Reynolds' if funds still available. Cllr to follow this up. Consider concrete/hardcore bases under benches to stop grass/weeds. Consider reallocating the funds if successful with the Discretionary Fund. A parishioner asked if benches could go on green – council stated no as restrictions prevent installations on village greens. Before purchase council to consider where benches/picnic tables might be placed.</p>	In Progress	Cllr Meyrick
<p>i) Clearing of allotment debris</p> <p>Completed.</p>		Cllr Denham
<p>j) Volunteer Group Update</p> <p>Bee Kind Village Community Event raised £80, split evenly between Bumblebee Conservation Trust's Buzzing for the Future appeal and Plantlife's Ryewater Farm Nature Reserve. Claydon Village Community Group is now a Ryewater Farm Guardian! Butterfly Event scheduled and due this month. Church Floristry monthly communal activity scheduled Saturday 27 July.</p>	In Progress	Victoria Pearce
<p>k) Update on planting project for the village, Trust for Oxfordshire grant application. To agree next steps.</p> <p>Cllr Meyrick reported a selection of trees made x 8. Bicester Nursery – Nicholsons estimates that are coming in lower than others. 3 estimates for each tree are required. Guards, stakes, bark & compost required and equipment for watering. Lot of research been done to get the right trees for the right site. Ashridge Trees – suggested by parishioner. End Aug/Sept application to be submitted to Trust for Oxfordshire Environment. Also plan to purchase bulbs/wildflowers for Autumn planting. 5 year watering plan needs to be included with application.</p>	In Progress	Cllr Meyrick
<p>l) Review Tree Survey and agree any outcome measures</p> <p>The tree survey identified a number of issues. Highest priority is a split noted in oak in the playing field. Additionally, a brace in the Horse Chestnut on the green needs a high-level examination. Several Ash trees have Ash dieback and need to be removed and replaced. It was hoped the reserves of £4,000 would cover the priority works. Tenders for work to be sought following receipt of final copy of the report (currently have draft copy). Report to be discussed with surveyors to enable prioritisation of recommendations and budgeting accordingly. Agreed next survey in 12-18 months. Cllr Denham will make report available on website.</p>	In Progress	All Cllrs
<p>m) Glamping Bus, Haydon Wharf Farm</p> <p>Two parishioners raised concerns about glamping bus on AirBnB website. No change of use of land has been noted. Council agreed to refer parishioner's concerns to Planning Enforcement.</p>	In Progress	Cllr Denham

30. Finance			
a) Update on AGAR submission and publication of documents on website.			Cllr Denham
b) Confirmation of the total bank balances of £36.14 and £39,738.09 as at 1st July			All Cllrs
c) To note and approve payments:			All Cllrs
29-May-24	N R Prickett	Grass cutting	£583.20

29-May-24	V Pearce	Coronation	£3.95		
29-May-24	A Hoggins	Poppy Wreath	£20.00		
29-May-24	David Upton Builder	Repair village green wall	£525.00		
21-Jun-24	N R Prickett	Grass cutting	£583.20		
d) To note the receipts:					
10-Jun-24	Lloyds Bank	Interest	£45.30		All Cllrs
e) RFO's comments					
<p>Inclusion of spend against budget in minutes is bloating the minutes. Will instead publish spend against budget (and cashbook) on a monthly basis on Claydon website.</p> <p>Urgent action needed to get all councillors onto bank mandate as two are required in order to make payments.</p> <p>Remaining coronation expenses will be accounted under 'Other' expenditure this year and will come from General Reserves.</p>					Cllr Denham

31. Planning					
Bridge 145 subject to work. Whether the bridge weight limit was being increased was questioned. Cllr Knight to investigate.					Cllr Knight

32. AOB					
Some difficulty in getting list of councillors up to date. Cllr Meyrick has sent updated information to Democracy at CDC. Cllr Denham to follow up if changes note implemented soon.					Cllr Denham
Turf cutter will be needed for wild-flower planting project – hire to be costed up. Suggest put on Village FB page in case one available through parishoner. Approx cost to hire £100. Can only claim VAT back if PC do this directly.					Cllr Meyrick
Site agreed for wild flower pilot: on the upper green & possibly near the electricity meter on Manor Park					

33. Agree date of next meeting					
Next full Parish Council Meeting Tuesday 3 rd September 2024, 7.30 pm					