



CLAYDON WITH CLATTERCOTE PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Tuesday 3rd September 2024
at 7:30pm in Claydon Church Room

Start: 19:30

End: 21:17

Council: Cllrs Gary Denham, Rebecca Meyrick & David Knight

34. Apologies for absence

George Reynolds

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

None

36. Public participation session.

a) Benches

Questions were asked regarding the siting of benches. Cllr Denham suggested that advice on siting a bench on the lower part of the village green may not have been correct and further advice should be sought from the clerk.

b) Spend against budget

A parishioner requested the inclusion of the date of production on the Spend against budget report. Cllr Denham stated that the date has now been included.

c) Water supply at the playing field

A parishioner pointed out that the Christmas 05 Newsletters states that the water supply in play area was discontinued and that Thames Water could reconnect at cost. Parish council to review past figures. Parishioner to copy the newsletter and give to Cllr Meyrick.

d) Dog poo

A parishioner reported dog poo near bus shelter and suggested signage warning of fines. The parish council view such signs as ineffective and detrimental to the appearance of the village. **Action:** Cllr Denham to get in touch with CDC for advice.

Old emails regarding the positioning a dog poo bin on Crossing Lane, identified that there would be ongoing charges for emptying a dog poo bin. The email chain ended with a message from the clerk asking about the siting of a normal bin and its cost implications. No reply was found. Cllr Denham has repeated enquiry regarding the siting and costs of a normal bin. **Action:** Cllr Denham to progress issue.

e) Empty property

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.

A parishioner asked if the parish council would do anything about an empty house on Church Lane. A parishioner stated that the property was still being used, although not as a full-time residence. Cllr Denham suggested that there was no action to take, since the property is not in disrepair.

f) Claydon Wharf Farm moorings

An anonymous letter questioned the legality of the mooring near Claydon Wharf Farm. The council understands that the matter was dealt with years ago, with involvement from CDC and the development was deemed to be permitted. No further action will be taken by the parish council.

g) Poors trust questions via Cllr Meyrick

A parishioner raised a question about whether the Poors Trust is still having meetings and collecting rent for a field. It was confirmed by a trustee of the Poors Trust that rent is still being collected and that meetings are still taking place, albeit infrequently. This is not a parish council matter.

37. To approve the minutes of the Parish Council (PC) meeting held on 9th July 2024

Approved

38. Report from District Councillor – Phil Chapman.

Parish council warned to look out for Government changes to planning laws. If overspill is to be considered, north Oxfordshire villages may be affected.

Local plan is being worked on now – needs to be finalised, ratified by end of the year. If the plan is not completed in time, there may be a risk of inappropriate developments being permitted in the absence of a plan that precludes them. Cllr Chapman will continue to update parish council.

The CDC move from Bodicote House to former site of BHS/Debenhams is ongoing.

39. Report from County Councillor via email

Nothing much to report from. 20mph scheme moving slowly forward. Noted issues with flooding – will add to list as action on Highways.

40. Adoption of the following policies

- Co-option policy
- Health and safety policy
- Working with volunteers policy
- Safeguarding policy

All policies adopted.

41. Co-option of new councillors

Maureen Ferdani and Jonathan Smith were coopted onto the parish council.

42. Actions from previous meetings

a) Flooding around Church Lane / Main Street junction

Cllr Denham has emailed Nick Watson for an update, no reply yet. Cllr Denham has replied to Cllr Reynolds giving more detail on nature of flooding and asked for support chasing the issue.

Will be raised on walk around with Highways on 17 September.

Cllr Knight can contact Highways ref the smell as rain water and sewage systems may be linked.

b) Nest Boxes by sewage work trees

Cllr Denham has not actioned yet. **Action:** Cllr Denham to put up boxes.

c) Dog Lane

Cllr Meyrick requested phone number of developer. Hard to see how parish council can progress with this issue so will close after developer has been contacted. **Action:** Cllr Meyrick to talk to developer.

d) Village event

Too late to progress this year. Parish Council to endeavour to get a group together to organise event for 2025. Volunteers to be sought via Facebook, noticeboard and website. Agreed to continue with original plan of beer festival and classic car show. **Action:** All Cllrs.

e) To consider and approve the purchase of 3 benches and 2 picnic tables

It was noted that the deadline for councillors' priority fund requests is end of November. Cllr Reynolds has stated that no funds remain. Possibility of re-instating a bench on lower village green was discussed, need to seek clarification on use of village green with clerk.

Action: Cllrs Meyrick & Knight to identify locations

f) Update on planting project for the village, Trust for Oxfordshire grant application

Grant request is almost ready to submit to fund eight trees from Nicholson's, Bicester. It was hoped to get eight different species identified with advice from Robert Adams, but one species is out of stock. It was agreed to get two of the same species. Some consideration will need to be given to provisions for watering. Cllr Denham may have access to an auger to aid planting. Help with planting to be sought. Possibly combine with wildflower planting on 19th October. **Actions:** Cllr Denham to identify the council's insurance indemnity figure. Cllr Smith to seek advice re watering and holes sizes.

Wildflower planting estimated to cost around £350, out of a budget of £500. Three quotes will be required to meet finance policy. Will need extraordinary meeting to approve. **Action:** Cllr Meyrick to progress.

g) Tree Survey actions

It was agreed to try to combine in-person discussion & walkaround with Tree Survey & Highways same day. **Action:** Cllr Meyrick to arrange

h) Glamping Bus, Haybridge Wharf Farm

Advice sought from Planning Enforcement. Case number issued. **Action:** Cllr Denham

i) Raised kerbstone

Cllr Knight raised on FixMyStreet, kerbstone now repaired.

j) Tankers at sewerage works

Thames Water state that sewage work outflow is now compliant with standards and tankers are not longer needed. Road repairs are pending. **Action:** Cllr Knight to monitor road repairs.

k) Complaint

Withdrawn

l) Emergency plan

Added to parish council workplan.

m) Playing field noticeboard

Cllr Knight has looked at signs in other villages and found them to be lacking too. Cllr Denham suggested a look at Upper Boddington playing field. **Action:** Cllr Knight to progress

n) Review of Risk Register

An updated version of the register will go onto the website once the clerk has reviewed the register. Clerk has suggested addition of a new data breach risk.

o) Biodiversity Policy

Ready to go on website – in waiting for approval folder on shared drive. **Action:** All Cllrs to review.

p) Consider Workplan for 2024 – 2025

Kate to support. **Action:** All Cllrs

q) To approve the purchase of a weed burner for managing Blue Brick Path

Cllr Denham found the cheaper weed burners to be ineffective. Cllr Knight questioned whether chemical weed killer could be used, as it appears to be being used by some residents. This might leave the council liable if people or pets came to harm. **Action:** Cllr Denham to evaluate further options and discuss options with N R Prickett.

43. Agenda

a) Proposed 20mph zone

Oxfordshire County Council plans show an increase in the number of signs in Claydon, from 10 to 18. OCC will start a consultation and the public will have their input. Councillors expressed unanimous opposition to 20 mph limit.

Actions: All Cllrs to encourage public participation in consultation. Cllr Denham to talk to clerk about how the parish council might go about changing previous decision to adopt the 20mph limit. All Cllrs to discuss with Highways representative during village walk around.

b) Village gateways

£3,000 in budget to fund village gates. Parish council resolved to look at the Boddington Road entry to Claydon as the first site for village gates. Need to discuss with Highways to approve siting and identify what can be done with existing village entry signs, including speed limit signs. Noted that Chris Jarvis has experience installing village gates and should be contacted for a quote. Style of gates to be agreed. **Action:** All Cllrs to add to work plan and identify cllr to own action

c) Audit action plan

Cllr Denham has created action plan to address issues and recommendations identified in the 2023-24 auditors report. Parish council agreed to adopt plan. **Action:** Cllr Denham to work on items on plan with support of clerk.

d) Additional noticeboard keys

To agree the purchase of four additional 8mm cabinet keys for the noticeboard on Main Street. RS can supply for £18.61. Parish council approved purchase. **Action:** Cllr Denham to purchase.

e) Website and Social Media policy

The minutes from the meeting of the 9th January 2024 incorrectly state: "A governance document will be drawn up over the next month which will provide guidelines as to what is published in accordance with data protection etc." In fact, the policy was adopted at the meeting. This is recorded in the policy document itself.

The parish council agreed to confirm adoption of the policy and to add an erratum note to the minutes for the 9th January 2024 meeting. **Action:** Cllr Denham to add erratum note.

f) RoSPA Playsafety annual playground report

Report identifies no high-risk issues. It was agreed to use report to form action plan. Work could be financed within asset maintenance budget. Work with volunteer task force to complete. It was agreed play area equipment needs to be cleaned. Quotes to be sought for this. **Action:** All Cllrs to progress.

44. Finance

a) Confirmation of the total bank balances as at 27 Aug 2024 of £41,818.47 and £479.50.

b) To note and approve payments:

09-Jul-24	Lloyds Bank	Interest	£41.04
07-Aug-24	HMRC	VAT Refund 2021-22 to 2023-24	£2,478.36
09-Aug-24	Lloyds Bank	Interest	£39.34

c) To note the receipts:

15-Jul-24	ICO	GDPR Certificate	£35.00
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d) RFO's comments

- Access to online banking. Cllrs Meyrick and Knight are both now on the mandate. There is some small process to go through to get access to online banking, but this is in hand, meaning that we should be able to resume payments very soon. In the meantime, I have contacted our suppliers and, so far, all are in acceptance of a delay in payments.

- VAT has been reclaimed from 2021-22 through to 2023-24. I've documented the process for future reference. The period for which claims can be made is 3 years, which means that £574.61 could not be claimed, having been paid between 1st April and 30th May 2021. Two HMRC helplines were called in time to have avoided this, but neither advised that everything could be achieved via a page on the HMRC website.
- Zurich's insurance premium came in at £620.71, exceeding the budget of £600.00. Need shop around for next year's cover.

45. Planning

a) 24/01947/F Demolition of the existing stables and erection of new stables at Claydon Hay Barn

No objection

46. Community group report

Big Butterfly Count Village Event raised £120 was raised for Butterfly Conservation

Next communal activity will be a village litter-pick for World Clean Up Day on Saturday 21st September.

Network Rail were invited to litter-pick event, but are unable to attend. Instead, they would be happy to attend a litter-pick on Crossing Lane on Wednesday 18th September.

Macmillan Cancer Support fundraiser in the Church Rooms 28th September from 10.30am.

Wildflower Planting Project looking for volunteers to help prepare the area in the Top Green on Saturday 19th October.

Phil Ferdani will be taking over as lead of the village Asset Management Task Force. Thanks to Victoria Pearce who has supported in the interim.

47. Agree date of next meeting

12 November 2024