



Claydon with Clattercote

# CLAYDON WITH CLATTERCOTE PARISH COUNCIL

The council is hereby summoned to a meeting of the Parish Council to be held on:

**Tuesday 12th November 2024 at 19:30pm in Claydon Church Room**

**Council:** Cllrs Gary Denham, Rebecca Meyrick & David Knight, Maureen Ferdani and Jonathan Smith

## AGENDA

**48. Apologies for absence**

**49. Members' declarations of interest for items on the agenda**

**50. Public participation session.** The time allocated is at the discretion of the council/chairman but generally is restricted to a maximum of 20 minutes. Residents are invited to give their views and question the parish council on issues on this agenda or raise issues for future consideration at the discretion of the chairman. Members of the public may not take part in the parish council meeting itself. This period is not part of the formal meeting; brief notes will be appended to the minutes as an aide memoire.

**51. To approve the minutes of the Parish Council (PC) meeting held on 3<sup>rd</sup> September 2024**

**52. Report from District Councillor**

**53. Report from County Councillor**

**54. Adoption of the following policies and documents**

- Code of Conduct
- Document Retention Policy
- Bio-Diversity Policy and Action Plan
- Noticeboard Guidance Document
- Risk Register
- Workplan 2024-2025
- Annual Timetable

**55. Actions from previous meetings**

a) Flooding around Church Lane	Ongoing	Cllr Denham
b) Nest Boxes by sewage tree works	In progress	Cllr Denham
c) Dog Lane	In progress	Cllr Denham and Cllr Meyrick
d) Village Event	In progress	Cllr Denham and Cllr Knight
e) Update on planting project Trust for Oxfordshire Grant (grant awarded)	In progress	Cllr Meyrick
f) Tree Survey Actions	In progress	Cllr Meyrick
g) Glamping Bus, Haybridge Wharf Farm	In progress	Cllr Denham
h) Raised Kerbstone	Completed	Cllr Knight
i) Tankers at sewerage works	Completed	Cllr Knight
j) Emergency Plan	In progress	All
k) Playfield Noticeboard	In progress	Cllr Knight
l) Village Gateways	In progress	Cllr Knight
m) Update on highways issues (Walkabout with OCC)	In progress	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.

## 56. Agenda

<b>Appointment of a permanent Clerk</b> To consider the advice from OALC and next steps (Hours/Person Spec and Job Description)		<b>All</b>
<b>GDPR Checklist</b> To agree completion of the GDPR checklist by all councillors		<b>All</b>
<b>Playground Inspections</b> To agree to implement a revised inspection checklist and to agree responsibility for conducting the checks		
<b>Website</b> To agree to form a working group to review the website design and content		
<b>HS2 Working Group</b> To agree to form a working group to consider applying to the HS2 grant funding scheme.		
<b>Councillor Training</b> To consider any training needs for Councillors and staff		
<b>Christmas Tree</b> To confirm the purchase of the Christmas Tree for Christmas 2024.		
<b>Installation of Benches and Picnic Tables</b> To agree the final locations for benches and a picnic table, to note the costs and the grant funding available		

## 57. Finance

**Confirmation of the total bank balances as of 04 Nov 2024 of £43,045.58 and £10.08.**

### a) To approve any payments made since the last meeting.

Date	Payee	Description	Amount
09-Sep-24	N R Prickett	Grass cutting	£583.20
09-Sep-24	Playsafety Limited	Playing field inspection	£117.60
09-Sep-24	LandArb Solutions	Tree survey	£672.00
10-Sep-24	G Denham	Zurich insurance renewal	£620.71
10-Sep-24	M Ives	Parish Council Website	£201.14
10-Sep-24	N R Prickett	Grass cutting	£583.20
10-Sep-24	V Pearce	Bee Kind Event	£60.78
10-Sep-24	V Pearce	Big Butterfly Count	£58.13
10-Sep-24	V Pearce	Church room hire for village events	£45.00
09-Oct-24	N R Prickett	Grass cutting	£583.20
09-Oct-24	OALC	Councillor Fundamentals training	£72.00
09-Oct-24	Nicholson Nurseries Ltd	Trees	£540.96

### b) To approve the payments to be made

Date	Payee	Description	Amount
<b>12 Nov 24</b>	<b>K Houlihan</b>	<b>Locum Clerk (Invoice to 30 September 2024)</b>	<b>£324.00</b>

**c) To note any receipts since the last meeting**

**Receipts**

<b>Date</b>		<b>Description</b>	<b>Amount</b>
<b>09-Sep-24</b>	<b>Lloyds Bank</b>	<b>Interest</b>	<b>£34.56</b>
<b>13-Sep-24</b>	<b>CDC</b>	<b>Precept</b>	<b>£4,828.50</b>
<b>09-Oct-24</b>	<b>Lloyds Bank</b>	<b>Interest</b>	<b>£32.55</b>

**d) RFO Report (Cllr Denham)**

- i. Budget planning for 2025-2026**
- ii. update on audit action plan.**
- iii. appointment of Internal Control Councillor.**

**58. Planning**

**To consider any planning applications received.**

**59. Community group report**

**60. Agree date of next meeting**