



Claydon with Clattercote

## CLAYDON WITH CLATTERCOTE PARISH COUNCIL

### MINUTES JANUARY 14, 2025

**Start 19:30**

**Present Cllr Denham (Chair) Cllr Meyrick, Cllr Knight, and Cllr Ferdani.**

**61. Apologies for absence**

Cllr Meyrick

**The apology was noted**

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

**NONE RECEIVED**

**63. Report from District Councillor**

**NONE RECEIVED**

**64. Report from County Councillor**

**NONE RECEIVED**

**65. Public participation session.** The time allocated is at the discretion of the council/chair 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 chair. 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.

- **Broadband Cabinet**  
Open Reach workers frequently leave debris (wires) next to the cabinet by the bus stop whenever work has been completed.  
**Clerk to contact Open Reach and ask them to ensure waste is removed from site.**
- **Vehicle Activated Sign**  
A resident spoke in support of a Vehicle Activated Sign. Discussion with other residents present suggested that this would be well received. The resident queried how the sign could be financed.  
The Chair noted that both the purchase of a VAS sign and the Budget for 2025-2026 were agenda items later in the meeting and would be discussed later.  
**NOTED**
- **Blue Brick Path**  
A resident queried the maintenance of Blue Brick Path.

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Cllr Knight explained that he had asked Highways for an update on this matter and would report to a future meeting.

The Chair added that he would ask the council's maintenance contractor to carry out some strimming.

**NOTED.**

- **Date of APM**

A resident queried when the 2025 APM would take place.

Members advised that this was planned for March and a notice advising dates of future meetings would be placed on the noticeboard shortly.

**66. To approve the minutes of the Parish Council (PC) meeting held on 12 November 2024**

**RESOLVED to approve the minutes of the meeting held on 12 November 2024**

**67.** Adoption of the following policies and documents Financial Regulations- to approve revised model financial regulations based on the National Association of Local Councils model document.

a) Financial Regulations

**RESOLVED to adopt the revised Financial Regulations. These would be made available on the council website.**

**68. Actions from previous meetings**

**a) Flooding around Church Lane**

Cllr Denham had sent picture of recent flooding issues to OCC but had not received a response at the time of the meeting to follow up.

**b) Nest Boxes by sewage tree works.**

The nest boxes were stored in the container. The Chair would ask Cllr Merick and Victoria (Community Group) for suggestions as to where they should be installed.

**c) Village Event**

There had been a good response to the initial call to action. A further meeting was planned for the 29<sup>th</sup> January at 7pm in the Church Rooms. A volunteer was needed to project manage the event.

**d) Update on planting project Trust for Oxfordshire Grant (grant awarded)**

The project had been completed and grant monies paid.

**e) Tree Survey Actions**

The Clerk was obtaining quotes for the works and it was..

**RESOLVED to delegate to the Clerk to appoint a contractor to carry out the works.**

**f) Glamping Bus, Haybridge Wharf Farm**

The Chair will chase this.

**g) Emergency Plan**

The Clerk will circulate advice and templates available from Oxfordshire County Council. [Community resilience | Oxfordshire County Council](#)

**h) Playfield Noticeboard**

Completed

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**i) Village Gateways**

A discussion was held around the installation and associated costs of the gateways. It was understood that installation must be completed by OCC approved installers. However, the information wasn't clear. And it was agreed to advise OCC that the parish council intended to proceed with the installation and hope that this would lead to a clear response from OCC.

**j) Update on highways issues (Walkabout with OCC)**

Progress with Highways had been slow and frustrating at times. The majority of items were covered elsewhere on the agenda.

**k) Installation of Picnic Tables and Benches**

The Clerk was still waiting to hear the outcome of the grant application. The Clerk will check if any works can proceed before the outcome of the grant award is known

**69. Agenda**

**Appointment of a permanent Clerk**

The Clerk had reached out to other local clerks to see if anyone had the capacity to take on an additional parish. Unfortunately, no one had capacity at present.

**RESOLVED to re-advertise the post through OALC.**

**To consider the purchase and installation of a Vehicle Activated Electronic Speed Sign from ELAN City**

The Clerk advised that the cost of a speed sign was approximately £2,200. Solar and battery options were available. Data collected from the sign would give volume of vehicles and speed information.

If the council wished to proceed full quotes from various manufacturers would be presented for review.

**RESOLVED to investigate what permissions, if any, were needed from Highways and to consider further at a future meeting.**

**To consider correspondence regarding the installation of a remote control (RC) car track at Claydon Playing Field**

A resident spoke about the growing number of local RC car enthusiasts and how a bespoke track at either the playing field or allotments could benefit the area. This would improve use of the playing field. And perhaps encourage young people to get involved in an outdoor activity. The costs of laying the track would be in the region of £2,000 **and various funding options were discussed.**

**RESOLVED to meet with the resident and investigate where a track could be located and to review further how this could be funded.**

**Vacancy for a parish councillor**

The Chair advised that Cllr Smith had resigned.

Cherwell District Council would be advised, and the vacancy would be advertised in line with due process.

**NOTED**

**Welcome Pack- To agree to add the welcome pack to the website.**

The Welcome Pack was reviewed and xx was thanked for their work in putting this together. A minor amendment was made to the pack to correct the dates of Parish Council meetings and it was...

**RESOLVED to add the welcome pack to the website and thank the resident for their work.**

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**Playground improvements/maintenance: To consider any remedial works or improvements works that are needed to the playground.**

Some works were needed following the recent playground inspection. The Clerk will share contact details for various companies who would be able to carry out the repairs.

In addition, the following improvements suggested:

- Cleaning the equipment
- Repairs to fencing
- Creation of a second pedestrian entrance

**RESOLVED to include provision for the suggested improvements in the budget. And that the Clerk will share details of contractors carrying out playground repairs.**

**70. Finance**

Confirmation of the total bank balances as at 08 Jan 2025 of £38,534.12 and £588.60.

**RESOLVED to note the bank balances**

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

Date	Payee	Description	Amount
08-Nov-24	St James the Great	Churchyard path repairs	£2,000.00
11-Nov-24	K Houlihan	Clerk's Salary	£324.00
11-Nov-24	R Meyrick	Village planting project	£205.98
11-Nov-24	N R Prickett	Grass cutting	£583.20
11-Nov-24	St James the Great	PCC grant - bins	£98.00
29-Nov-24	N R Prickett	Grass cutting	£583.20
12-Dec-24	K Houlihan	Clerk	£180.00
12-Dec-24	K Houlihan	Clerk	£216.00
12-Dec-24	R Meyrick	Village planting	£193.79
12-Dec-24	R Meyrick	Christmas tree	£171.99

**RESOLVED to approve the payments made.**

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

Date	Payee	Description	Amount
14 Jan 24	K Houlihan	Locum Clerk (Invoice to 31 December 2024)	£162.00

**RESOLVED to approve the payment to be made.**

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

Date	Payee	Description	Amount
11-Nov-24	Lloyds Bank	Interest	£38.56
09-Dec-24	Lloyds Bank	Interest	£29.98

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20-Dec-24	Trust for Oxfordshire	Tree planting grant	£554.68
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**NOTED**

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

**i. Budget planning for 2025-2026: To approve the budget for the 2025- 2026 Financial Year**

Cllr Denham presented a draft budget, during discussion amendments were made to the draft including:

- Additional provision for the Clerks salary
  - Creation of budget for playground projects which could improve suggestions made earlier in the meeting or the creation of an RC track.
  - Creation of a budget for speed mitigation which could include purchase of the VAS sign or village gateways
- The Council's reserves were also reviewed and noted. Following discussion it was...

**RESOLVED to approve the budget as shown in appendix 1**

**ii. Precept: To approve the precept request for 2025-2026**

**RESOLVED to approve the precept request of £10,702. This is an 11% increase on the previous year.**

**71. To consider any planning applications received.**

**No planning applications had been received.**

However, it was noted that the application for Launde House on Crossing Lane had been approved. The Parish Council had not received notification of this, and Cherwell District Council will be asked why this was.

**72. Community group report**

**NONE RECEIVED**

**73. Review annual timetable and consider future agenda items**

**DEFERRED**

**74. Agree date of next meeting:**

**11 March 2024**

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