

STEEPLE CLAYDON PARISH COUNCIL

Minutes of Annual Meeting of the Steeple Claydon Parish Council followed by
monthly meeting 3rd May 2016

<p>Present 2016/100</p>	<p>Cllrs Tanner (Chair), Spencer, Weingart, Firth, Hodges, Thiebaut, Drinkwater, Townsend Parishoners: Emma Weingart, Christine Hodgins, Alan Hern, R Gibbs, F Mahon, T Van Der Merwe, Trevina Smith, Elizabeth Bennion, Pancho, Paul Templar, A Salkeld, M Baughan, Lorna Piper, Colin Bysouth, Chris Coombs, Tonia Vincent, Kate Smith,</p>
<p>Apologies 00101</p>	<p>Cllr Clarke</p>
<p>Declaration of interest personal - prejudicial 00102</p>	<p>Nil</p>
<p>Appointment of Chair and Appointment of Vice Chair 2015-2016 00103</p>	<p>Chair asked for nominations for the position of Chair but no other Parish Councillor was prepared to take on the role. Cllr Tanner agreed to continue. Cllr Drinkwater and Cllr Weingart were both prepared to take on the role of Vice Chair and Clerk arranged secret ballot the result of which was 4 in favour of both candidates. Cllr Tanner exercised her casting vote and Cllr Drinkwater remained in situ.</p>

<p>Appointment of Officers 2015-2016 00104</p>	<p>Working Group Name Members 2015-2016 (Cllrs) To be members 2016-17 (Cllrs)</p> <p>Finance (Clerk), Simon Townsend, Frank Spencer (Clerk), Simon Townsend, Frank Spencer</p> <p>People and Assets James Clarke, Brian Drinkwater, Diana Tanner, Natasha Thiebaut James Clarke, Brian Drinkwater, Diana Tanner, Natasha Thiebaut</p> <p>Doreen Weingart</p> <p>Neighbourhood and development Paul Firth, Joseph Hodges, Simon Townsend Paul Firth, Joseph Hodges, Simon Townsend and Doreen Weingart</p> <p>Communication and Events James Clarke, Paul Firth, Frank Spencer and Natasha Thiebaut James Clarke, Paul Firth, Frank Spencer, Natasha Thiebaut and Doreen Weingart</p> <p>Hs2 and east West rail Brian Drinkwater, Joseph Hodges and Diana Tanner Brian Drinkwater, Joseph Hodges, Diana Tanner and Paul Firth</p> <p>Devolved Services All Parish Councillors All Parish Councillors</p>
<p>Ian Payne – guest Speaker - Citizens Advice Bureau 00105</p>	<p>Cllr Tanner referred to previous meeting with CAB in 2014 and the subsequent provision of £1000 in precept figures for outreach sessions as such not yet utilised. Ian Payne Chief officer Buckingham Winslow and District CAB. Local charity part of national organisation. Area covers 50k people inc Steeple Claydon which is 2nd largest area using service. Saw 300 residents / households from SC last year. Residents say it can be difficult to get into Buckingham. Home service is available but only 1 person to cover whole area. Have capability of running outreach centre in SC once a fortnight for 3 hours. Private room and waiting area needed with computer facilities. Ian had looked at running cost figures and would be about £1k per annum. Ian agreed to rework figures as phone and computer already installed in library and could be used. Joint publicity could be undertaken and could start as soon as June.</p>

<p>Minutes of meeting April 5th 2016 00106</p>	<p>Cllr Weingart asked for a manuscript amendment be made to minutes regarding minute 98 regarding job description being taken away for reading also 1st instalment of Council tax rates was paid by cheque and direct debit would be set up for remainder until new caretaker installed. The minutes of the April 2016 meeting were then confirmed as a true record and signed by the Chair Proposed Cllr Townsend seconded Cllr Spencer.</p>
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Public participation
00107

Mrs Bennion asked about the removal of heaters in the recreation ground which were not old and serviced regularly. Cllr Drinkwater read from his prepared notes and advised the need for earth bonding, servicing and ventilation work was identified. 3 heating engineers had independently advised that the gas heating was a risk to health and safety and should be removed. This action had been subsequently agreed by full Parish Council. All 3 engineers considered electrical heating would be more appropriate. This was being investigated and it is believed cost will be about £400. Cllr Drinkwater quoted for gas safe engineers report. General discussion followed regarding actions taken. Cllr Firth confirmed he had seconded the proposal to remove the heaters on the basis they were unsafe. He believed the action taken may be considered by some as extreme but the approach of People and Assets group of the current Parish Council placed much emphasis on health and safety and in reality he could not argue against it. Cllr Tanner advised of works still outstanding. Cllr Townsend keen that when working groups reporting back in the future should be given more time to discuss and put context round proposals. Cllr Drinkwater confirmed servicing of heating at pavilion and removal of the heaters as discussed and other works was for £500. Christine Hodgins spoke about an upcoming planning application for wedding barn and outlined what she had achieved so far in bringing tourism and employment in the area. She was wished well by the Parish Councillors. Tim Van Der Merwe concerned about car parking at the entrance to Shinfield Close (off West Street) on the pavement and creating safety issues. Would like double yellow lines painted here. Councillors suggested direct approach to Transport for Bucks and explained PC had no powers itself. Enforcement of double line parking was a problem for resourcing by County Council. Cllr Tanner explained details of recent visit with Ivan Crome, Area Technician TfB where similar problems identified in the village. Clerk happy to report to AVDC.

Lorna Piper asked about future of Civic pride - she had 2 action mornings scheduled. Hoped for Councillors support. Clerk would be happy to mail out correspondence and suggested 24th May being same night as Parish Assembly.

Mrs Smith asked about progress regarding applications for the Caretaker position. Clerk confirmed a lot of work had been done on the cottage past month but he had received no instruction as yet from the Parish Council to advertise the post.

Frank Mahon congratulated the Parish Council on the Queens 90th birthday celebrations and in particular Councillor Thiebaut and Townsend for doing a fantastic job.

<p>Library – Pat Butler 00108</p>	<p>Mrs Butler did not attend the meeting but had asked for an opportunity to speak in the future.</p>
<p>Audit update and accounting statement – Clerk 00109</p>	<p>Clerk advised that the he was ready for audit – the internal audit would be conducted by Alan Lambourne on May 11th. The ledgers had been compared to bank statements by Cllr Spencer in November 2015 and by Cllr Townsend and Cllr Tanner in April 2016. Clerk provided reconciliation statement and breakdown of income and expenditure. Also breakdown of wages paid throughout the year. There was much debate this year as to whether the internal audit should be completed before the Parish Council signed off the accounting statement. Historically, and on the internal auditors advice, this had not been done in this order before. Clerk had taken advice from BALC who in turn had taken advice from NALC and Mazars the external Auditor. Clerk asked that Parish Councillors to review the figures and agree to sign off at the June meeting provided Internal Auditor did not reveal any anomalies. Agreed by all and Chair signed a paper to this effect.</p>
<p>Parish clerk – Correspondence 00110</p>	<p>Letter received from Parishoner Tony Carroll on a number of matters. HR matters would not be responded to but a note made of his observations. Asks about precept rise of 15% and asks when will referendum to be held? Clerk referred to correspondence received which confirmed of 112 Parish Councils in our area, 57 put their precept up and 43 of them put it up by more than 4%.. Clerk advised there is currently no cap in precept increases. Request for District and County Councillor information to be please returned to noticeboard in library. Caretaker to be appointed as soon as possible please. Society of Local Council Clerks Extraordinary General Meeting 10th June regarding change to trade union status. Best kept Village competition application acknowledged and posters received to advertise. Letter received from Karl McWhirter regarding the possibility of an August bank Holiday fayre, ongoing. Discussed at length and in principle agreement to use of Recreation ground (use of which to be requested annually with no booking conflict with football or cricket club). Unfortunately Parish Council public liability insurance could not be used as requested. It was understood previous fayre committee was able to arrange its own insurance. (1:28:23)</p>

<p>Working groups reports 00111</p>	<p>Finance Clerk referred to renewal of insurance premium with A' on which could provide a 5% discount of fee if locked in for 3 years. £5334 would reduce to £5075. Cllr Tanner believed this was worth doing and a vote was unanimous. Clerk to prepare payment. (remaining public now left). The council tax for the cottage is £1452 - £147.05 has been paid 9 further instalments £126 followed by £131 monthly collected by direct debit. Government pension scheme through accountants – being signed up to the 'NEST' scheme and clerks name to be used for point of contact. Would follow their instructions to set up payments by direct debit as advised. March balances (latest) c/ a £83,136, Lloyds £50k, Tracker £21,019, NSC's £5,298, Tennis £5,504. Credit advice received re ½ precept request and grant monies to our account. Clerk ran through cheques for payment, total payments £15170 including New fire alarm system £7,920 inc vat-Electrical work £1577, Plumbing work and boiler servicing £1150 and purchase of Beacon for Q90 celebrations £358. Proposed Cllr Spencer, seconded Cllr Drinkwater. All agreed. (1:41:26) Handyperson would be reimbursed for labour and materials when invoice received and SCPC would reclaim vat as appropriate</p> <p>People and Assets working group Citizens Advice Bureau discussion regarding use of bar area by adviser and a volunteer staff member in the library. Possibly 10am – 1pm on a tuesday . It was the PC understanding that the volunteer staff would not be a Councillor. Anything other than that would be reported back. Clerk asked how usage would be monitored and Cllr Tanner was expecting feedback quarterly re usage. Clerk confirmed precept of £1k for such an exercise had been set already and funds were available. Clerk and Chair would write requesting recosted quote in view of computer equipment wifi and phone already available. All agreed. Chair, Vice Chair and Clerk had been to school to talk about charting the lamp posts and bins and seemed very excited. A presentation to the Parish Council would take place in due course. Discussion regarding dog bin to be put near the corner of Buckingham Road and Queen Catherine Road and Clerk would see if this was viable. Local opinion re siting was appropriate. Electrical work had been completed in the cottage and was certificated. Handy person had also completed work. It was considered by P and A group that ALL Councillors should contribute to the specification to draw on experience.. Cllr Weingart asked about the new fence but there was still flexibility to allow small digger in to sort out the garden.</p>
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Matters of a confidential nature 00112	Members of the public were asked to leave before this item was discussed. There were no items for discussion.
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Signed..... Dated.....