



STEEPLE CLAYDON PARISH COUNCIL  
Minutes of Parish Council meeting on 04 December 2018

<p>Present: Cllr Paul Firth (chair), Cllr Doreen Weingart, Cllr Trevina Smith, Cllr Tony Barrett, Cllr Dan Price.</p> <p>In attendance: Hannah Holmes – Parish Clerk and 9 members of the public.</p> <p>The meeting was opened by Cllr Firth at 19.30</p>	
<p><b>1. Apologies</b> Cllr Frank Mahon – he sends his thanks to SCPC for FOC hall fire for the successful Seniors Christmas dinner last week. Cllr Joseph Hodges.</p>	
<p><b>2. Declarations of interest</b></p> <p>None given</p>	
<p><b>3. Minutes</b></p> <p>These have been circulated and will be published on SCPC website after tonight, there were some amends but no other comments given.</p> <p>These were confirmed as an accurate record, proposed by Cllr Barrett and seconded by Cllr. Smith.</p>	
<p><b>4. Chairman’s comments</b></p> <p>It has been a very active month, new clerk Hannah is settling in well and working very hard. Significant differences have been made already. Terry is being very active and doing a great job and the Library goes from strength to strength under Pat’s care.</p> <p>From a Councillor’s perspective we are sorry to report that Councillor Spencer has offered his resignation. He has been with us for good few years. He was particularly involved with the Fireworks display, but he now feels he cannot give the councillor role the input that he should, due to work commitments. So we have now got two vacancies the Parish Council which will be discussed further on in item 8.</p> <p>Key issues tonight, firstly, HS2 – we will hear from them what the latest news is and updates on the East West Expressway – will be discussed later on the agenda, as that has very important impact potential on the village.</p> <p>We are preparing for the Precept planning process, which is where we decide how, when and what to spend – we will be discussing that under the finance</p>	



<p>section of the agenda.</p> <p>Devolved services has gone away as an opportunity for us. Angela Macpherson will be along later to discuss this in more detail.</p> <p>Project Delivery –no progress on that this month.</p>	
<p>4. Public participation – moved to after HS2 discussion</p>	
<p><b>5. HS2 Presentation and discussion</b></p> <p>Please refer to separate notes from the presentation and Q&amp;A session</p>	
<p><b>4. Public participation</b></p> <p>Parishioner 1 – With regards to the Grass verges in the village, is that a Parish Council responsibility?</p> <p>Cllr Barrett provided detailed explanation of responsibilities for verge maintenance.</p> <p>Parishioner 1 – Complaint regarding damage to food bin by verge maintenance contractor.</p> <p>Cllr Barrett recommended that Transport for Bucks is the department that looks after that so you would be advised to contact Bucks County Council about this.</p> <p>Parishioner 2 – With regards to the SCPC website – will it be updated in the New Year?</p> <p>Clerk – We are indeed going to be looking at the website in detail after the New Year when we have finished setting the precept for next year. We welcome all parishioner comments and ask for any suggestions to be sent to the clerk please.</p> <p>Cllr Firth responded that previously Cllr Spencer was nominally responsible for communications, but since he has now left us it is very opportune that we should look to replace him with a councillor with communication skills to take an active lead on this. It would be good chance to help really look at what may be useful to have on the site, giving local community groups the chance to advertise local events, so the website can become an active point of reference for the village.</p> <p>Cllr John Chilver reported on district council matters.</p> <p>Regarding the Unitary decision mentioned earlier, there have been a number of different discussions on different topics around this, but it is felt that the consensus is that the current District Council will stay for another year with no elections in May 2019.</p> <p>The implication of that is there will be no funded Parish Council elections next May – Parish Councils would also have to cover all associated costs</p>	



themselves if they chose to hold elections.

Regarding VALC – the Inspector gave his interim report to AVDC with various raised questions but he has had no response as yet.

Parishioner 2 – Regarding the Bovis housing fund – can we discuss the footpaths and what is the status with them? Especially the one along St Michael’s Way to be able to walk from the new Bovis homes along Buckingham Road into the village and to the Church?

Cllr Firth noted the Bovis development does not include constructing a footpath along North End Road, along Buckingham Road round to St Michaels Way.

Cllr Firth is keen to apply for a New Homes Bonus funded project from AVDC to get that footpath to be completed, to complete and provide a ring road of footpaths around the village.

John Chilver – Regarding the New Homes Bonus – it is thought there will indeed be another funding round as AVDC will want to utilise all of the allocated funds.

Cllr Firth asked John Chilver to keep us informed with any updates.

Cllr Firth added that there will be a new footpath along Buckingham Road, from Langston & Tasker bus depot to the new Crest Nicholson development, but that one stops at the road entrance that side. Where would they put a crossing point – possibly by St Michael’s Way, and then create that link footpath right round to North End Road.

Cllr Firth has spoken to Steve Essam from Bucks County Council, Highways and Footpaths, they are progressing the two footpaths – one along North End being which is being delayed – BCC is at fault here – Bovis are trying to get things moving and Bovis will then do the work themselves.

Regarding the footpath across Rec Ground – the upgrading of the existing footpath – Cllr Firth and he have been discussing what quality of finish/ size of path etc details of which Cllr Firth will bring along to another meeting.

The costs are covered by the developer, and it is also Bovis to then do the works.

Current planning clarification to do with the Crest Nicholson development details will be at next mtg – we will flag it to the PC if concerned. Generally speaking the PC do not get involved in those detailed consultations.

Molly’s folly – Addison Road development is stuck with AVDC – to do with regards to the provision of allocation of a healthcare site issue.

**The public participation was closed at 20.39 pm.  
Parish Council meeting was re-opened.**



<p><b>7. Clerk's report</b> To receive a summary report from the Clerk of all significant activities and correspondence since the last meeting.</p> <ul style="list-style-type: none"> <li>• Meeting held with AVDC precept advisor, with PF &amp; TB to discuss setting next year's SCPC precept and methodology</li> <li>• Meeting with Mrs Piper about Claydons Newcomers Guide from Churches Together and aspects being put on SCPC website to help welcome all new villagers, will meet again in January when she has updated the listing.</li> <li>• Contacted Western Power &amp; attended site visit with PF &amp; TL for re-instating clock power</li> <li>• Scrap man visit for quote for disposal of old steel container &amp; contents from North End Road car park onto Rec – agreed by DP/PF</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Added in the year to date VAT information to the 2018/19 Accounts</li> <li>• Reconciled with bank balance statement-from start of 2018 financial year to date</li> <li>• Updated Accounts with November 18 spend</li> <li>• Financial Year to date spend available via categorisation</li> <li>• Preparation of monthly transactions for December meeting</li> <li>• Prepared monthly invoicing for Village Hall for November</li> <li>• Reconciled Hall invoices &amp; updated accounts spread sheet</li> <li>• General correspondence management</li> </ul> <p><b>Hall</b></p> <ul style="list-style-type: none"> <li>• Quote for LED lights &amp; like for like replacement from Electrician £1K or £840</li> <li>• Created Cleaning cupboard for site users</li> <li>• CCTV Signage updated hall / pavilion</li> <li>• Updated Village Hall license on display</li> <li>• Started ILCA on- line course</li> <li>• November Minutes</li> <li>• Progressing online banking facility</li> </ul>	
<p><b>8. Councillors</b></p> <p>To consider the two vacancies</p> <p>We have two spaces on the SCPC, it would appear that the PC elections are not going to happen in May as mentioned by John Chilver.</p> <p>Clerk to contact AVDC to inform of Cllr resignation and do the required publicity around village and on the website.</p>	Clerk



<p>Cllr Firth to develop a summary of the SCPC current needs and requirements. It was RESOLVED to try to recruit two more Councillors by co-option. Cllr Firth will do a skills assessment on the remaining team and decide where there are gaps i.e. Communications and Project Management skills.</p> <p>Angela Macpherson arrived 20.45</p>	<p>Cllr Firth</p>
<p><b>9. Street Lighting</b></p> <p>To receive summary from the clerk regarding the current status of reported streetlight faults and consider the adoption of LED lighting modules in future head replacements.</p> <ul style="list-style-type: none"> <li>• Reported x3 broken street lights this month</li> <li>• Two of these have been repaired.</li> <li>• Total of 13 reported since 10.10.18</li> <li>• Three are currently being quoted for replacement lanterns/brackets</li> </ul> <p>The Parish Council is considering its strategy for the replacement of existing lights with LEDs. There is now a trial LED lantern fitted to the street light outside the Old Sportsmans in North End Road.</p> <p>Any comments about this light to the parish clerk please.</p> <p>The clerk has enquired that if in conjunction with Eon, we can number our street lights for ease of reporting.</p>	
<p><b>10. Devolved Services</b></p> <p>Update regarding progress to accept devolved services from Bucks CC. Angela Macpherson the news from BCC is that there is one year extension on devolved services. Those who are in the scheme are still in, but you cannot opt-in now.</p> <p>The major discussions at the moment at BCC are about the Unitary decision. It is indeed moving very quickly we are waiting on the Secretary of State to write the orders and make final decisions in the next few weeks.</p> <p>In January we will be preparing for the new authority in 2020 – there will be a shadow transition period of just one year.</p> <p>No District Council elections next year is the current consensus and the proposal is of no Parish Council elections either.</p> <p>In 2020 we would then be electing Unitary reps.</p> <p>Children’s centre consultation with regards to repurpose the buildings etc does the School have capacity to take it on? Cllr Macpherson will look into this further.</p> <p>Fixmystreet – Cllr Firth commented that he had used it to report a hole in North End Road and a missing no HGVs sign on North End Road, and received a ‘case closed’ notification without explanation.</p>	<p>Cllr Macpherson</p>



<p>Cllr Macpherson will look into that as there have been other cases of similar experiences. The service is being reorganised and there should be improved performance in the new year.</p>	<p>Cllr Macpherson</p>
<p>11. Project Delivery Update regarding project development proposals</p> <p>Cllr Firth discussed that Terry had spoken to someone from Wicken with regards to a project manager who did an excellent job in for them.</p>	<p>Caretaker</p>
<p>12. Working Group update on activities and recommendations: 12.1 Finance</p> <p><b>Finance</b> To discuss development of the village precept following Clerk’s meeting with AVDC advisor. Agree timing of the budget discussions for 2018-2019 and the setting of the village precept.</p> <p>This is the Formal process of setting the precept Cllr Firth, Cllr Barrett and the clerk had an excellent meeting with Nuala from AVDC and she gave a clear explanation of the process. We discovered we are doing the right approach so far. We would like to have clear proposals from each working group before the 08 January SCPC meeting.</p> <p>A date was set for the pre-precept meeting on Thursday 03.01.2019 at 7pm in the Library – it is a closed meeting. Teams to come with proposals for their 2019 spend. Clear budgets will make it easier to see how we demonstrate careful financial management. Deadline for the precept is 18.01.19</p> <p>To approve the payments listed in the cheque run for the month. See Appendix. Cllr Barrett proposed. Cllr Price seconded. All were agreed.</p> <p><b>Recreation Ground</b> To receive report from the Recreation Ground Working Group</p> <p>Cllr Price and Cllr Hodges to arrange the replacement wooden posts</p> <p>Metal shed – Cllr Price and Cllr Firth agreed to repair with sheet metal on top of it to make watertight and secure. Keep the camouflage green to blend in with background. Make it smarter if possible. Locked at the moment – with standard Recreation Ground key</p> <p>Cllr Weingart wondered where is the old previous beacon it may be worth £300 – can we sell it?</p> <p>Bovis – They will be re-surfacing the entrance of the car park – as part of</p>	<p>Cllr Hodges and Cllr Price</p> <p>Cllr Price</p>



<p>footpath build. Creating a proper bell mouth.          Cllr Firth chasing them for the £1000.00 cheque for the re-fitting the village entrance planters.          Cllr Firth to contact Kier Effiage to see if they would do it as a community project</p>	<p>Cllr Weingart</p>
<p>Cllr Weingart discussed the new Street names, which are from the old Parish Council Chairs. Cllr Weingart feels that the families would want a ceremony – it was RESOLVED Cllr Firth would speak to Bovis</p>	<p>Cllr Firth          Cllr Firth</p>
<p><b>Village Hall, Library and cottage</b>          To receive report from the Village Hall Working Group</p> <p>Cllr Smith – has painted a panel with two beiges and two blues to choose. It was RESOLVED to go with the neutral earthy colours.          The top half will be magnolia. The beams are not being done.          Radiators – in white or magnolia with specialist radiator paint.          Cllr Weingart will discuss radiators with the decorators.          Pipe along the floor – all around hall to be black.</p> <p>The internal decoration will begin on 17.12.18 Hall will be re-opened on 08.01.19</p>	<p>Cllr Firth          Cllr Firth</p>
<p>HRH picture is now outdated a more recent picture will be £29.99 from Amazon and happy to re-use the old frame.          It was RESOLVED to buy a new picture.</p>	<p>Cllr Smith</p>
<p>AED now commissioned and useable at the Village Hall.          – Cllr Smith to put on SC forum Facebook.          Cllr Smith keen to host a first aid day for the Village – ambulance service will do this free of charge – to learn how to use the AED.          Clerk to put on SCPC website.</p>	<p>Cllr Smith          Cllr Smith          Clerk</p>
<p>Heating – Terry contacting the heating company to site visit.          Cllr Firth recommended we stick with GMS</p>	
<p><b>Communications and Events</b>          To receive report from the Communications and Events Working Group          To agree topics for next month’s Parish Magazine</p> <p>Cllr Firth is happy to continue writing update and summary of SCPC meetings.          Had very positive feedback about it.</p>	
<p><b>Planning</b>          To receive report from the Planning Working Group</p> <p>Clerk to prompt Cllr Firth to contact Neil Homer in light of VALP lack of progress and Buckingham neighbourhood plan etc          Angela Macpherson – added the emphasis by the Secretary of State on the</p>	<p>Cllr Firth</p>



<p>importance of a neighbourhood plan.</p> <p>Update regarding Shepherds Furze Farm The applicants have received planning permission for new farm on West Street past the Honey Farm and are grateful to the parish council for its support.</p> <p>To review the following planning applications 18/04201/APP - Erection of a stable block A U shaped stable block – in fitting with the local style No Yellow notice in place yet (advised by Parishioner)</p> <p>Propose no objections by Cllr Barrett Seconded by Cllr Weingart PC Voted in favour</p> <p>(Two other late planning applications will be discussed in January 19 for extension till after mtg)</p> <p>(PF - Bridlepaths discussion with Parishioner)</p>	<p>Cllr Firth</p> <p>Clerk</p>
<p><b>13. East West Expressway</b></p> <p>Update from Cllr Firth regarding a closed consultation session held in Winslow, attended by Cllrs Firth and Barrett.</p> <p>Notice of establishment of a Bucks campaign group against the Expressway Request from BBOWT to support their campaign against the Expressway</p> <p>Highways England ran the session. It had various boards of info for each project. Cllr Firth warned that there is the potential for the road to be very close to Steeple Claydon and Drayton Parslow.</p>	



<p>Cllr Macpherson discussed the fact they have tested a junction at Aylesbury Vale, why test at a junction at Twyford if it is not going to be there? Cllr Macpherson has asked them, but they state no decisions have been made.</p> <p>Local places that could be affected include Winslow, Calvert etc. Lots of speculation, but no decisions have been made public yet.</p> <p>BBOWT – have asked for local financial support</p> <p>Bucks against EW expressway website is a new site – it is a well-constructed website, full of information.</p> <p>Should SCPC join BBOWT or BaEWE?</p> <p>Cllr Macpherson - Leader of County Council has said reluctantly they won't fight it as the cost of HS2 has been too high. Over £2million.</p> <p>Cllr Price asked the suggested time frame for EWE; In Autumn 2019 public consultation route options open 2020 decide route 2025 begin construction 2030 open it.</p>	
<p><b>14. Vicarage Orchard 2019</b> To remind the council that the freehold of this land should be secured by the parish council in March 2019.</p> <p>Duncan Hayes is leading a group to tidy it up and create hedgehog homes and a plan for fruit trees etc</p> <p>Cllr Firth met with HS2 and Fusion who had promised to do fencing and signs – this should happen soon – Fusion to possibly get involved with volunteer community involvement Doreen to send the paperwork to clerk</p>	Cllr Weingart
<p><b>12. Future agenda items</b></p> <p>Bus Shelter An update by Cllr Smith – Has had permission to use West Street as the most suitable useable space for a bus shelter.</p> <p>Two quotes received for same - dual two bay bus shelter bench</p> <p>Company one - With installation onto hard surface £4,188.00 inc VAT £3490.00 not inc VAT</p>	



Company two - with installation onto hard surface  
£2577 & VAT  
With a 10 year guarantee.

Parish Council happy to progress the cheaper quote –  
Permission to build it – Cllr Smith to send dimensions to Paul Goodwin who  
will arrange a survey and once purchased he can help with street works  
permit  
It was RESOLVED that Cllr Smith would take this forward  
Cllr Price abstained and took no part in discussions.

The meeting was closed at 21.49pm.

Cllr Smith

Signed.....

Date.....



## Appendix – Payments and Receipts

Dec-18	Lock & Key Centre	Keys cut for old filing cabinets	315	Hall	£22.79
Dec-18	Geoff Shaw	AED thermometer	316	Misc	£9.80
Dec-18	NMP Audio Ltd	Fireworks sound system	317	Misc	£300.00
Dec-18	Eon	Library Elec	D/D	Library	£118.66
Dec-18	Eon	Pavillion Elec	D/D	Rec Ground & Pavillion	£67.91
Dec-18	Eon	Street Lights Elec	D/D	Street Lights	£1,158.98
Dec-18	Eon	North End Way street light lantern replacement	318	Street Lights	£384.00
Dec-18	Eon	North End Road replace photocell	319	Street Lights	£28.16
Dec-18	Geoff Phillips	LED supabright lights	320	Clock Tower & Childrens Corner	£9.15
Dec-18	HMRC	PAYE	321	Gen Admin & Wages	£234.80
Dec-18	Hannah Holmes	Wages	BACS	Gen Admin & Wages	
Dec-18	Terry Levitt	Wages	BACS	Gen Admin & Wages	
Dec-18	Pat Serle	Wages	BACS	Gen Admin & Wages	
Dec-18	Pat Serle	Monthly book allocation	322	Library	£30.97
Dec-18	Michelle Dench	Holiday cover cleaning	323	Gen Admin & Wages	£63.00
Dec-18	ICO	Data protection fee for data controller (Clerk)	D/D	Gen Admin & Wages	£40.00
Dec-18	AVDC	Dog waste bins April 18 - March 19 13x bins @ x78 empties inc x2 cleanses of each bin (x26)	324	Misc	£1,381.85
Dec-18	British Gas	Pavillion	D/D	Rec Ground & Pavillion	£125.14
Dec-18	British Gas	Hall	D/D	Hall	£356.03
Dec-18	WAVE	Pavillion water	D/D	Rec Ground & Pavillion	£18.87
Dec-18	WAVE	Hall water	D/D	Hall	£231.86