

STEEPLE CLAYDON PARISH COUNCIL

Minutes of Annual Parish Council and May Parish Council meeting 1st May 2018

Present 2018/342	Cllrs Firth (Chair), Hodges (Vice Chair), Weingart, Mahon, Smith, Price, Spencer. Caretaker, Librarian and one member of the public.		Action Points														
Apologies, previous minutes and declarations of interest 2018/343	<p>Apologies: Cllr MacPherson, Cllr Chilver, Cllr Barrett.</p> <p>Resolved to accept the Minutes from meeting on 10th April. Proposed by Cllr Smith, seconded by Cllr Weingart.</p> <p>Cllr Spencer and Hodges received reimbursement of expenditure undertaken on behalf of the Parish Council.</p> <p>Cllr Hodges declared an interest in the Queen Catherine Rd development. Cllr Mahon declared an interest in the Senior Citizen Christmas lunch, the Remembrance Group and the planning application for 23 Buckingham Road.</p>																
Appointment of Chair and Vice Chair 2018/344	<p>Cllr Firth, Chair of the Parish Council, introduced proceedings. Cllr Firth was nominated for re-election to the position of Chair by Cllr Spencer. This was seconded by Cllr Hodges. There were no other nominations and he was prepared to stand. Cllr Firth was prepared to stand and was duly elected – unanimous. Clerk asked Cllr Firth to sign acceptance of office paperwork which he did.</p> <p>Cllr Weingart wished to nominate Cllr Hodges to remain as Vice Chair. Seconded by Cllr Spencer. Cllr Hodges would prefer not to stand for re-election as Vice Chair. Cllr Barrett would like to stand for election as Vice Chair but, as he was absent from the meeting, it was resolved to defer the election of Vice Chair to the next meeting on June 5th 2018.</p>		All Cllrs at next meeting														
Appointment of Officers 2018/345	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">FINANCE</td> <td style="text-align: center;">Cllr, Cllr Smith, Cllr Hodges and Cllr Spencer</td> </tr> <tr> <td style="text-align: center;">RECREATION GROUND</td> <td style="text-align: center;">Cllr Price, Cllr Weingart and Cllr Hodges</td> </tr> <tr> <td style="text-align: center;">VILLAGE HALL, LIBRARY AND COTTAGE</td> <td style="text-align: center;">Cllr Smith, Cllr Spencer and Cllr Weingart</td> </tr> <tr> <td style="text-align: center;">PLANNING</td> <td style="text-align: center;">Cllr Firth, Cllr Hodges and Cllr Barrett</td> </tr> <tr> <td style="text-align: center;">COMMUNICATIONS AND EVENTS</td> <td style="text-align: center;">Cllr Spencer, Cllr Weingart and Cllr Smith</td> </tr> <tr> <td style="text-align: center;">HS2 & PROJECT DEVELOPMENT</td> <td style="text-align: center;">Cllr Firth, Cllr Weingart, Cllr Barrett and Cllr Hodges</td> </tr> <tr> <td colspan="2" style="text-align: center;">* bold type indicates Key contact</td> </tr> </table>	FINANCE	Cllr , Cllr Smith, Cllr Hodges and Cllr Spencer	RECREATION GROUND	Cllr Price , Cllr Weingart and Cllr Hodges	VILLAGE HALL, LIBRARY AND COTTAGE	Cllr Smith , Cllr Spencer and Cllr Weingart	PLANNING	Cllr Firth , Cllr Hodges and Cllr Barrett	COMMUNICATIONS AND EVENTS	Cllr Spencer , Cllr Weingart and Cllr Smith	HS2 & PROJECT DEVELOPMENT	Cllr Firth , Cllr Weingart, Cllr Barrett and Cllr Hodges	* bold type indicates Key contact			
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Chairman's Comments 2018/346	<p>Discussion re: actions arising from Council meetings. It was resolved to produce and circulate an Action List document within 2 days of each meeting and for this list to be incorporated into next month's agenda.</p> <p>It was resolved to add an agenda item 'Future Agenda Items'. Between times, Cllrs to email the Clerk with any additional agenda items they wish to see on the next agenda.</p>		Clerk Clerk All Cllrs														

<p>Public Participation 2018/347</p>	<p>One Parishioner had asked why the lantern outside the village hall was covered in a black bin bag. This lantern is being refurbished and it was necessary to keep it dry during the painting process.</p> <p>Cllr Weingart asked a parishioner where the names of the fallen could be found, ahead of the remembrance events later this year. The parishioner advised they are in St Michaels Church</p>	
<p>Audit 2017 2018/348</p>	<p>Nick Osgerby reported on the annual Audit 2017-18 which had just been completed.</p> <p>The internal audit was undertaken by Mr A Lambourne on 23/04/18, agreed by the Cllrs on 01/05/18 and was signed off by Cllr Firth and the Clerk.</p> <p>Nick Osgerby and Clerk to finalise paperwork and submit to LittleJohns for full external audit.</p> <p>Notice regarding the availability of the audit will be placed on the SCPC noticeboard on 04/June.</p> <p>It was resolved for the Clerk to arrange quarterly internal audit by Finance working group.</p>	<p>Clerk / Nick Osgerby</p> <p>Clerk</p> <p>Clerk</p>
<p>Parish Clerk – Correspondence 2018/349</p>	<p>Discussion on speeding re: emails from parishioner. It was resolved to add speeding to the Annual Assembly agenda and recirculate. Clerk to invite parishioner to attend Annual Assembly to be involved in discussion.</p> <p>It was resolved to advertise/raise profile of Annual Assembly on the Facebook Forum.</p> <p>Cllr Mahon left the room.</p> <p>A letter was received from the organiser of the Senior Citizen Christmas Lunch, asking for the hire fee of the hall to be waived. It was unanimously resolved to waive the fee for this valuable community service. Clerk to respond accordingly.</p> <p>Cllr Mahon returned to the room.</p>	<p>Clerk</p> <p>Cllr Spencer</p> <p>Clerk</p>
<p>Bucks Best Kept Village Competition 2018/350</p>	<p>Cllr Firth updated Council on progress. The planned action for April didn't happen, owing to the inclement weather, but a renewed effort was underway to raise the profile and encourage help/support from parishioners.</p> <p>Cllr Firth has written to Bovis to push them to undertake work to improve the village, before June 1st.</p> <p>It was resolved to chase Fusion re their involvement in Vicarage Orchard.</p> <p>It was resolved to update bus timetables.</p> <p>It was resolved to increase the profile of BBKV on Facebook Forum.</p> <p>By the time the judges come to the village, two buildings key buildings will be standing empty. It was resolved to send supplementary information addressing this to the BBKV administrators.</p> <p>Contact new owner of the Phoenix re: dead hanging baskets.</p>	<p>Cllr Firth</p> <p>Cllr Price</p> <p>Cllr Firth</p> <p>Clerk</p> <p>Cllr Firth</p>

<p>GDPR 2018/351</p>	<p>The Clerk informed Councillors that she, and Cllr Barrett, had recently attended GDPR training courses and subsequently met to discuss the potential impact on the Parish Council. Cllr Barrett is championing the matter and has written a paper on GDPR. The Councillors noted to thank Cllr Barrett for this informative document.</p> <p>It was resolved that the first task was to undertake an audit of what information we currently hold.</p>	<p>Clerk</p>																																
<p>Children Centre, Steeple Claydon 2018/352</p>	<p>Subsequent to adding this item to the agenda, notification was received that the decision on the future of the Children's Centre has been deferred for a year. As such this item was not discussed and will be removed from the agenda.</p>																																	
<p>Working Group updates 2018/353</p>	<p>It was resolved that each working party would meet prior to the June meeting.</p> <p>Finance Balances as at 31st March 2018 - c/a £29,312.97 , Tracker £21,041.88 , NSC's £5355.00 , Lloyds Treasurers account £ 50,000 , old tennis club account £5,506.66.</p> <p>Half yearly precept monies were received in April.</p> <p>Cheque run May 2018. Proposed Cllr Mahon, Seconded Cllr Price.</p> <table border="1" data-bbox="443 1055 1177 1592"> <tr> <td>105219</td> <td>David Griffiths</td> <td>Rec Grnd Maintenance</td> <td>£461.40</td> </tr> <tr> <td>105220</td> <td>S & NR Hodges</td> <td>Reimbursement - fuel</td> <td>£135.30</td> </tr> <tr> <td>105221</td> <td>VOID</td> <td></td> <td></td> </tr> <tr> <td>105222</td> <td>Trevina Smith</td> <td>Reimbursement - hand towel dispensers, paint etc for Rec Grnd graffiti</td> <td>£159.23</td> </tr> <tr> <td>105223</td> <td>E'on Energy Solutions Ltd</td> <td>Street Light Qtly maintenance to end Mar '18</td> <td>£613.44</td> </tr> <tr> <td>105224</td> <td>AVDC</td> <td>Commercial waste bins</td> <td>£239.10</td> </tr> <tr> <td>105225</td> <td>Alan T A Lambourne</td> <td>Internal Audit 2017-18</td> <td>£40.60</td> </tr> <tr> <td>105226</td> <td>HMRC</td> <td>PAYE April wages</td> <td>£687.52</td> </tr> </table> <p>Library It was resolved to incorporate Library under the Village Hall and Cottage working group in the future.</p> <p>Pat Serle (Librarian) reported that all continues to be developing well within the Library. She requested that the 3 computers be amalgamated into one. Cllr Firth to email Pat re: children's book labels.</p> <p>Pat requested clarification on who to contact with issues going forward. It was confirmed that her line manager remained the Clerk but that she could continue to contact Cllr Firth too.</p> <p>Recreation Ground New dog waste bins have been installed and are in good use.</p>	105219	David Griffiths	Rec Grnd Maintenance	£461.40	105220	S & NR Hodges	Reimbursement - fuel	£135.30	105221	VOID			105222	Trevina Smith	Reimbursement - hand towel dispensers, paint etc for Rec Grnd graffiti	£159.23	105223	E'on Energy Solutions Ltd	Street Light Qtly maintenance to end Mar '18	£613.44	105224	AVDC	Commercial waste bins	£239.10	105225	Alan T A Lambourne	Internal Audit 2017-18	£40.60	105226	HMRC	PAYE April wages	£687.52	<p>All Cllrs</p> <p>Clerk</p> <p>Cllr Firth</p>
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	<p>Graffiti at Skate park has been painted over.</p> <p>Cllr Firth has emailed Bovis Homes re: request tarmac for Rec Ground car park</p> <p>It was resolved to obtain two additional quotes for agreed works (railings to be replaced, ground grids near entrances to recreation ground and playground). Cllr Hodges to send spec to Cllr Mahon and the Clerk. Cllr Mahon to give contact details of Contractors to Clerk. Work to be complete by the end of May, prior to Best Kept Village judges coming to the village.</p> <p>Clerk to chase Co-op with regard the bin that was being donated.</p> <p>Container / Green shed to be cleared & removed. Rec Ground working group to organise and undertake before June.</p> <p>CCTV at Pavilion discussed. It was resolved to contact Cricklewood, supplier of the equipment, to arrange a training session.</p> <p>Clock Tower discussed. Condition to be assessed by Cllr Firth.</p> <p>Clerk advised current contract for electricity supply for both Pavilion and Village Hall with E'On was due for renewal. It was resolved that the Clerk obtain a discount on the rates offered and to renew for 12 months.</p> <p>Discussion re hire/emptying of Commercial Waste bins at both Pavilion and Village Hall. Clerk advised that it was cheaper to stay with the current provider, AVDC, who only charge per bin empty. It was resolved to remain with AVDC.</p> <p>The forthcoming Steeplejam event was discussed, in the context of the site for this public event backing on to the Rec Ground, being Council owned land.</p> <p>Village Hall and Cottage</p> <p>The Village Hall working group confirmed they have decided on a planting scheme for the garden area outside the hall and that all works will be completed in time for Best Kept Village judging. It was resolved to revisit the issue of digging out shrubs/tree roots at a later date.</p> <p>There is currently no external water source to aid the Caretaker in the maintenance of the garden area. It was resolved to install an outside tap. Cllr Mahon to give Cllr Smith details of plumbers.</p> <p>New hand towel dispensers have been installed.</p> <p>New, larger bin and 'Please put paper towels in the bin' sign to be obtained.</p> <p>Heritage Officer from AVDC attending 02/May/18 to discuss planned works/materials.</p> <p>Issue raised by regular hirer of drug use by youths outside the hall was discussed. Cllr Firth to draft wording for email to Police and forward to Clerk to send.</p> <p>Clerk reported a request had been received to hire the hall for a 16th birthday party on 23/Jun/18. It was resolved that this booking cannot be accepted as another booking already exists for that date. Clerk to reply to interested party.</p>	<p>Clerk Cllr Hodges Cllr Mahon</p> <p>Clerk</p> <p>Rec Ground Working Grp</p> <p>Rec Ground Working Grp</p> <p>Cllr Firth</p> <p>Clerk</p> <p>Cllr Mahon Cllr Smith</p> <p>Village Hall Working Grp</p> <p>Cllr Firth/ Clerk</p> <p>Clerk</p>
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	<p>footpath is hardened between site and Buckingham Road. Proposed Cllr Firth, Seconded Cllr Mahon.</p> <p><u>Porch on front of property, 30 Meadoway Steeple Claydon Buckinghamshire MK18 2PA. Ref. No: 18/01074/APP</u></p> <p>Resolved: No objection, unanimous. Proposed Cllr Firth, Seconded Cllr Mahon.</p> <p><u>Erection of dwelling, 23 Buckingham Road Steeple Claydon Buckinghamshire MK18 2QA. Ref. No: 18/01438/APP</u></p> <p>Resolved: Objection. Not in-keeping with existing houses. Cllr Firth to draft wording and forward to Clerk to submit comments.</p> <p><u>New development, Buckingham Road.</u> Proposed street lighting plan layout has been received. Cllr Firth responding.</p> <p>Meeting closed 10.13pm</p>	<p>Clerk</p> <p>Cllr Firth Clerk</p> <p>Cllr Firth</p>
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Signed.....

Date.....