



STEEPLE CLAYDON PARISH COUNCIL

Minutes of Parish Council meeting held on 02 July 19

<p>Present: , Cllr Tony Barrett - Vice Chair Cllr Doreen Weingart, Cllr Trevina Smith, Cllr Paul Hammond.</p> <p>In attendance: Hannah Holmes – Parish Clerk and 5 members of the public. The meeting was opened by Cllr Barrett at 19.30</p>	
<p>1. Apologies Apologies received from Cllr Paul Firth (chair), Apologies received from Cllr Dan Price Apologies received from Cllr Joseph Hodges Apologies received from Cllr Frank Mahon</p>	
<p>2. Declarations of interest None</p>	
<p>3. Minutes No amends received. Minutes proposed by Cllr Weingart seconded by Cllr Smith, all councillors present agreed in favour of the minutes being a true record of the previous meeting. Signed by Cllr T Barrett</p>	
<p>4. Chairman’s comments Vice Chair Cllr Barrett introduced chairing his first meeting. Noted that the PC was more than the quorum minimum so could go ahead but we could also delay any votes on critical or sensitive items until full council, we are at liberty to do so. This meeting was closed at 19.33pm and public participation was invited at this time.</p>	
<p>5. Public participation Parishioner 1 - Thanked PC for submitting their additional comments to AVDC regarding the planning application discussed last month. The public participation was closed at 19.35.</p>	
<p>6. Clerk’s report a. To receive a summary report from the Clerk of all significant activities and correspondence since the last meeting</p> <p>Appendix 1.</p>	
<p>7. Best Kept Village – any update</p> <p>Parishioner LP – suspects village was judged in early June. Disappointed with School’s effort after Steeplejam – signage was left up and rubbish around school afterwards. Double bin at Co-Op – still not appeared – Clerk to chase with Nyall at Co-Op Next year - suggests no other events to be happening at the same time. Cllr Barrett noted that the PC Road cleaning encouraged other parishioners to help. Suggested we repeat the job suggestion cards again next year. Parishioner suggested next year we contact Scouts/ Guides etc in advance to ask for help. High Visibility jackets – check if we have some in stock and order some if not. PC thanked LP for help in this project. Arrange a post event meeting.</p>	<p>Clerk</p> <p>Clerk / Cllr Barrett</p>
<p>8. SCPC Grass cutting – Cllr Hammond Cllr Hammond wanted this subject kept active for future planning.</p>	



<p>Who does what – BCC / AVDC / SCPC Cllr Barrett updated those present with who is responsible for what; BCC County Bucks Transport – verges of main roads and their corners BCC website portal shows layers for who is responsible AVDC – All verges on housing estates where they have adopted the roads; ie. Meadoway / The Island etc VAHT – retirement bungalows; Victory Road / Falkland Close VAHT – noted as the least efficient Should be x4 cuts each – last year we only had 2x from BCC and 2x AVDC. Discussed Landowners – i.e Piece of land on Meadoway opposite school – was AVDC but no longer. PC to go back to County and District and ask for confirmation, timetable and specifications of covered zones that we are getting cut; Cllr Hammond happy to take this forward and enquire.</p>	<p>Cllr Hammond</p>
<p>9. Community Emergency Planning Clerk to email round compiled documents to PC for them to read including Waddesdon details – these are to be kept private. Cllr Hammond and Cllr Weingart volunteered to lead this project – update at a future meeting.</p>	<p>Cllr Hammond / Cllr Weingart / Clerk</p>
<p>10. Street Lighting</p> <p>a. To receive summary from the Streetlight working group regarding the current status of reported streetlight faults and update on streetlight audit.</p> <ul style="list-style-type: none"> • Reported zero broken street lights in the last month • Total of x15 reported in 2019 to date • Total PC lights = 155. <p>Update from Cllr Barrett: Awaiting spread-sheet from Eon for updates and amends Seek approval to get street lights stickers / labels x155 Cllr Barrett has requested a quote for a basic strong sticker. Will update at next meeting. We have three quotes from Eon to reduce streetlight energy costs New quote is half of current monthly costs – 12month / 24month / 36month We have 2 MPAN's Eon offer for 12 months is £8788.00 24 months is twice that at £17,466 36 months is exactly three times that. Advantage: price fixed for three years – but we may discover we use less than this when we get full audit results back. Cllr Barrett proposes we go for the one year sign up so we can calculate current savings and then go back again for a longer term contract. Considering a budget for any proposed updates/switches to LED etc Cllr Weingart proposed we accept the 12 month offer and this was seconded by Cllr Smith It was RESOLVED to go ahead with one year Eon contract.</p>	<p>Cllr Barrett</p> <p>Cllr Barrett and Clerk</p>
<p>11. Working Group Update on activities and recommendations:</p> <p>a. Finance</p> <p>i. To approve the payments listed in the cheque run for the month Monthly proofing income and expenditure for May 19 signed off</p>	



Appendix ii

These were confirmed as an accurate record, proposed by Cllr Barrett seconded by Cllr Smith

ii. Quarterly finance report from RFO

Appendix iii

iii. S106 monies being held by AVDC update

Joe Houston recently updated SCPC on figures received to date £291,373.00

b. Recreation Ground

i. To receive report from the Recreation Ground Working Group

Cllr Weingart reported the street naming ceremony on Bovis site went well. Bovis provided a very nice tea and were very friendly to the named families that turned up.

Cllr Hammond presented his Recreation Ground report.

Appendix iv

- Ventilation repair – Cllr Hammond and Cllr Price will arrange
- £5 per match to football club proposed by Cllr Hammond, discussed by Councillors present.
- Blue container – roofing sheet – Cllr Weingart will ask Wally.
- Cllr Hammond will get quotes from Wicksteed for tunnel replacement
- Cllr Weingart asked for a quote from decorator for ceiling rubbed down and re-painted. Cllr Barrett said he knows a good painter – Cllr Hammond will get a quote

Pavilion is now zero rated so Cllr Weingart thought the Pavilion could indeed be hired out at £5 per hour and fee may go up as Pavilion is improved.

- Cllr Smith wanted to propose we re-do the time capsule with a purpose designed one. Replace it. Cllr Smith offered to pay for it.
- Clerk will arrange a stock take over summer of useful equipment / paint etc

b. Village Hall, Library and cottage

i. To receive report from the Village Hall Working Group

Cllr Smith has a basic design for the kitchen so can now get quotes in.

ii. Updated list of trusted suppliers Caretaker & Clerk can use for quotes – Plumber / Electrician etc

Clerk to send around to PC for their comments / approval.

iii. New Homes Bonus Microgrant funding scheme – Clerk to present FOSCL document read aloud by clerk – Appendix v

– Cllr Barrett felt that full council has not had a chance to review the document. Concerns raised - Sponsor of the project is an employee of the SCPC – therefore the link to the SCPC is strong and we have no control of the content of the website. Website disclaimer caveat to be put in place – not endorsed by SCPC

PS keen to build the value of Library within the Village – talk about better use of the current website. Could have pages added to it.

FOSCL would need to be confident in the PC website

If we can delay for one month to build broader opinion of SCPC and chat to the Historical Society.

Cllr Barrett and Weingart discussed that there will be an EGM for planning applications potentially in late July or early August, so it could be discussed then, Council all agreed to postpone decision for full council at EGM

Cllr Price / Cllr Hammond
Cllr Hammond

Cllr Weingart
Cllr Hammond

Cllr Hammond

Cllr Smith

Clerk/Caretaker

Clerk / All

Cllr Barrett



Appendix i.

Summary of Clerk activity – June 2019

Meetings

- VAT return prep with NO 05.06.19
- Cllr Hammond re play-park repairs 18.06.19
- Cllr Barrett streetlights 29.06.19

Administration

- Preparation of monthly transactions for July meeting
- Prepared monthly invoicing for Village Hall for June 19
- Proofed May accounts
- Prepared quarterly finance report
- Submitted Audit to PKF Littlejohn external auditors – 08.06.19
- 2018 – 19 AGAR published on the SCPC website 19.06.19
- VAT return submitted for 01 April 18 – 31 March 19: £9,589.21
- Rang Lloyds re financial services compensation scheme letter to clarify PC indeed covered up to £85K.
- Requested Lloyds mandate for change of address and signatories update

Other

- Signage ordered for Vicarage Orchard and Skate park
- Passed part three of ILCA :Finance 12.06.19
- Contacted LAT Paul Foot re blocked gully's Buckingham Road x3 points and Chaloner's Hill 17.06.19
- Re-taxed B851FNV Ford agricultural machine 19.06.19
- Deep cleaned Pavilion with Cllr H and MC 25.06.19 & 27.06.19

On-going

- June draft Minutes
- June Action Point list
- Minutes on public display
- July agenda
- June Wages
- On-going email correspondence
- Website updates



Appendix ii

Payee	Details	PC Initial	Chq Info	Category	Net Value	VAT Paid	Gross
Pat Serle	wages		BACS	wages			
Terry Levitt	wages		BACS	wages			
Hannah Holmes	wages		BACS	wages			
Pat Serle	Stationary & book		BACS	Library	£29.35		£29.35
Hannah Holmes	VAT return posted / dog bags for rec ground		BACS	misc	£11.70		£11.70
Terry Levitt	keys / mower/strimmer petrol / mileage		BACS	misc	£42.69		£42.69
Signscope Designs	Vicarage Orchard sign		BACS	Vic Orchard	£60.00	£12.00	£72.00
The Man Who Can - Clive Cotton	strimming/mowing/hedge cutting 4.5hrs		432	misc	£67.50		£67.50
Paul Hammond	topsoil		434	Rec ground	£60.00	£12.00	£72.00
Eon	Street light elec		D/D	streetlights	£1,199.08	£239.82	£1,438.90
Barclays	payment charges acc fee £6/ 06 x chqs £3.90/ 32 x BACS £11.20		D/D	misc	£21.10		£21.10
British Gas	01 Feb - 31 May 19		D/D	Hall/Library	£1,142.00	£228.40	£1,370.40
Eon	Library/ Hall elec		D/D	Hall/Library	£128.57	£6.43	£135.00
Eon	Quarterly street lighting maintenance		BACS	streetlights	£511.20	£102.24	£613.44
Eon	Sports Pav elec		D/D	pav	£45.84	£2.29	£48.13
Quest	Rec bins parts / drill bit		BACS	rec ground	£12.20	£2.43	£14.63
MNT Engineering Ltd	service x2 water heaters & ventilation		BACS	Pav	£330.00	£66.00	£396.00
JM Clark	Sweeper & operative for half day		BACS	misc	£295.00	£59.00	£354.00
ROSPA	annual inspection		BACS	Rec Ground	£158.00	£31.60	£189.60
David Martin	Vic Orch March / April / May		435	Vic Orchard	£240.00		£240.00
Geoff Phillips	replace tube in mower tyre		BACS	Rec Ground	£4.50	£0.90	£5.40
Sasse	janitorial cleaning supplies		BACS	Hall	£169.49	£33.89	£203.38
Village Networks	Wifi Hall / Library		D/D	Hall	£25.00	£5.00	£30.00
Village Networks	Wifi Pavilion		D/D	Pav	£25.00	£5.00	£30.00
AVDC	Bin empty / rental		BACS	Misc	£87.50		£87.50
HMRC	PAYE		436	Wages	£349.20		£349.20
							£8,473.48



Appendix iii

Quarterly Financial report : April / May / June 2019 Net

Hall	£2,230.25
Library	£781.93
Street Lights	£3,376.90
Gen Admin & Wages	£9,659.48
Rec Ground & Pavilion	£2,233.20
Clock Tower & Children's Corner	£1,502.44
Miscellaneous	£1,617.15
Vicarage Orchard	£1,098.27
Fireworks	£375.00
Insurance	£3,360.00
	£26,234.62

Appendix iv.

Recreation working group report.

The group met in the pavilion on Wednesday 19th June @ 7.00pm

The main discussion was focused on the future of the building and its current state.

We all hope that with the S106 funding, and grants we may be able to get, the building will be replaced in the future – but that's a few years ahead.

At present it is in a very poor and neglected state – since that meeting we have had a good tidy up with the help of Dan who moved all football equipment into the football clubs container.

We the have given the inside a good spring clean with the help of Hannah/ Marie Cherry / Doreen and myself. Their assistance is greatly appreciated!

There is still work to do – some walls need a touch up coat of emulsion and the shower rooms need better ventilation – Dan and myself will deal with the ventilation problem.

The football club have agreed to sweep out the dressing rooms in the future and put all their equipment away after each match – Terry will then be able to undertake his assigned duties over subsequent days, ie floor and surface cleaning etc .

I will liaise between Hannah and the working group on how we can improve the interior and monitor how standards are maintained going forward.

I feel we must ask the football club for a small contribution towards the costs of the ground and facilities in the future – I propose £5.00 per match to start – to be discussed with all members.

I am willing to work with the club to continue to improve facilities. The showers are now all working and much cleaner.

The blue container needs the roof repairing –maybe a roofing sheet would cover the hole.

I have had four site meeting to date and two more in the next two weeks in the Rec with companies regarding the MUGA and Skateboard parks.

Skateboard companies:- Bendcrete Skateparks / Maverich Industies and Canvas Skateparks and speaking to Gravity Skateparks also.

MUGA companies:-HAGS / Wicksteed /Caloo outdoor equipment due to meet on 11th July.



Wicksteed also working on a skatepark plan and quote.

We are starting to get plans and ideas for the future.

I have asked David Griffith to cut back a few over-growing branches and Hannah and I did check round the children's' corner.

We have a couple of concerns about the tunnel liner.

Kind regards,

Paul Hammond

Recreation working group.

Appendix v

On behalf of the Friends of Steeple Claydon, We would like to create a Web site for the Library.

There is no money value to be gained from the Web Site.

The purposes of the Library web site is to persevere the history of the Library and village. It will be our legacy to pass on to the future generations who choose to live in the village. It will remind them Steeple Claydon is not just a green field village that is close to Milton Keynes/Aylesbury it is a village that has history dating back to 1066 which makes living here interesting?.

We feel that the Library is a focal point of the village and to reach out to all the villagers a Web site would highlight the services the Library can offer, it would be the perfect platform. It would promote events, reviews on books, act as a weekly newsletter. Links to the Parish Council web site etc.

Many people in history have walked through Steeple Claydon and never returned we as the older generation owe it to the next generation and beyond to leave a legacy of this village's history, and its connections with Bletchley Park, Hillesden, to name just two places. Hopefully the web site will be its beginning. This will be an on-going project, in time it is hoped it will encourage more people to take part and contribute their own little bit of history to add to the villages legacy.

The grant I am applying for is £800, this includes the creation of the web site.and additional costs that go with the set up.

I attach a copy of the proposal for setting up the web site for your information.

I have taken the liberty to complete the Application form for the Grant, I will leave this on the desk in the Library, it will be signed by the FoSCL committee. If the Parish choose to approve this application can it please be signed as it needs to be in by the 15th July. If the proposal is not accepted, then so be it.

Appendix vi

Statement from SCPC regarding consideration of planning applications.

It is the role of SCPC to comment on planning applications within the parish boundary. This is to allow the consideration of local issues relating to the impact on the village and in particular adjacent properties to be taken into consideration. The council endeavours to carry this out to the best of its ability and resources, recognising that none of the councillors has any formal qualifications or professional training in town planning.

Matters relating to housing mix and the provision of later life homes were considered in the Neighbourhood Plan which is now an established document which has to be considered by the planning authority in any planning application they receive. The Plan did not include a specific policy regarding later life homes except that relating to the development on Queen Catherine Road which has been recognised to a limited extent by the proposed development there. If and when the Neighbourhood Plan is revised the council will consider including policies relating to later life homes.

The development mix being provided on the three major sites in the village are all being driven by market forces and controlled by the provisions of national planning policies which are the



responsibility of government. The parish council has little influence in these matters and must focus its attention on those matters which it can impact. It is therefore unrealistic that parishioners should expect the parish council to devote significant time and effort in areas where it has no authority and little influence. Therefore the council has agreed to continue its present approach to the consideration of planning applications and submitting its comments to AVDC appropriately.