



STEEPLE CLAYDON PARISH COUNCIL

Minutes of Parish Council meeting on 07 May 2019

<p>Present: Cllr Paul Firth (Chair), Cllr Frank Mahon, Cllr Doreen Weingart, Cllr Trevina Smith, Cllr Tony Barrett, Cllr Joseph Hodges, Cllr Paul Hammond, Cllr Dan Price In attendance: Hannah Holmes – Parish Clerk and 12 members of the public. The meeting was opened by Cllr Firth at 19.47 after the Annual Meeting of the Council</p>	
<p>1. Apologies None received</p>	
<p>2. Declarations of interest Cllr Joseph Hodges will abstain from voting on planning apps 19/01545/ADP and 18/04556/APP and 19/01264/APP Cllr Weingart will abstain on 19/01435/COUAR Cllr Price will abstain on 19/01264/APP</p>	
<p>3. Minutes April minutes published on draft website – no comments submitted Cllr Mahon proposed, Cllr Barrett seconded. Unanimously approved as a true record, Chair signed. This meeting was closed at 19.52 pm and public participation was invited.</p>	
<p>4. Public participation It is noted that; Parishioner 1 wanted to discuss HS2, the Old Oak letter supported by 41 other PCs. As no response received from council to HS2 SOC plea, agreed PC would update on PC viewpoint. Cllr Barrett stated PC do want to mitigate SOC issues, but also benefit from any monies made available and minimise their impact on the Village. Cllr Mahon would like the PC to clarify its position in supporting the de-veg current project. Cllr Smith re-iterated the PC have always had the HS2 issue on the agenda for 8 years. Parishioner 2 – gave a brief BCC update to those present. Parishioner 3 – How will parishioners access the written reports of working groups meeting outside of regular meetings? Cllr Price explained working groups may meet outside of PC meeting and discuss what needs doing but they WILL report back to the public at the next PC meeting. The public participation was closed at 20.13pm. S11. - HS2 brought forward for early discussion. Notes in S11 S10 c ii – FOSCL brought forward for early discussion. Notes in S10 c ii Cllr Macpherson read her parish assembly report and it will be put on the SCPC website under May/News</p>	<p>Cllr Firth Cllr Firth Clerk</p>
<p>5. Adoption of Revised Standing Orders Updated BALC 2018 version of SO sent to PC on 02.05.19 for revision checks. Council RESOLVED to adopt the Standing Orders Cllr Smith proposed, Cllr Hodges seconded, all in favour with exception of Cllr Barrett, who abstained</p>	
<p>6. Clerk's report</p> <ol style="list-style-type: none"> a. Annual General Governance checked & signed. No amends b. Standing Orders checked & signed. No amends c. Financial Regulations checked & signed – amend made by Cllr Hodges. d. agreed to update Councillors pecuniary interests annually e. Council received a report from the Clerk of significant activities and correspondence since the last meeting - See appendix 1. <p>Agreed that Cllr Firth will write a thank you note to NO for helping with above matters</p>	<p>Clerk Cllr Firth</p>



<p>7. Bucks Best Kept Village Chair confirmed Tidy the Village Day Saturday 18 May 19 BKV team meeting on Thursday 09 May to discuss detailed plan and will discuss then. Cllr Firth agreed to put a note on SC forum – re. litter picking etc</p>	<p>Cllr Firth</p>
<p>8. Buckingham Road Street names Agreed names: Stairs Lane / Blencowe Crescent/ Webb Close/ Paradine Street / Inns Close/ Bass Close</p>	
<p>9. Street Lighting</p> <p>a. To receive summary from the clerk and Streetlight Group regarding the current status of reported streetlight faults and update on streetlight audit.</p> <p>i. 2x broken lights reported last month (2019 total: 15)</p> <p>ii. Agreed for two repairs: Coronation Place & Ashgrove: £624.00</p> <p>iii. E-on streetlight Audit returned on 05.04.19 – additional x15 parish streetlights identified by clerk for E-on consideration.</p> <p>Cllr Barrett is investigating the billing for electricity.</p>	<p>Cllr Barrett</p>
<p>10. Working Group update on activities and recommendations:</p> <p>10.a Finance See Appendix 2. Payments List confirmed and agreed as an accurate and true record, proposed by Cllr Hodges and seconded by Cllr Barrett. All voted in favour Cllr Firth abstained</p> <p>10.b Recreation Ground</p> <p>i. To receive report from the Recreation Ground Working Group</p> <p>ii. Florence Nightingale Memorial Clock opening and SC School time Capsule – Tuesday 21 May at 14.30</p> <ul style="list-style-type: none"> • Cllr Hammond reported on recent vandalism at skate-board park. Agreed Cllrs Hammond and Price will repair as required. • Approved Cllr Hammond to get estimate for clearing Ground drain from J Dearne (Orig fitter) • Cllr Hammond taking forward ventilation issues with boiler cupboard • Agreed Cllr Hammond to buy new locks as required. • MUGA / Skate-park – PH and NO – spoken to Wicksteed sales rep – start point quote • Resolved Caretaker to report recent and any future vandalism incidents to PCSO • Football – goal posts need attention and ground re-seeding. Resolved that FC take this up • Key to tractor shed to Geoff Phillips via Cllr Hammond <p>10.c Village Hall, Library and cottage</p> <p>i. To receive report from the Village Hall Working Group</p> <p>ii. FOSCL :20.31 – Brought forward</p> <p>ii. Agreed FOSCL was not a PC matter. Cllr Firth offered to mediate in moving this matter forward.</p> <p>Cllrs Weingart and Smith met with Caretaker regarding repairs required on Bar Door / fire exit / 2x Shed doors – Resolved that Cllr Smith’s husband will repair the shed doors.</p> <p>Kitchen quotes are in progress – hope to have details in two months – for July meeting</p> <p>10.d Communication and events</p> <p>i. To receive report from the Communications and Events Working Group</p> <ul style="list-style-type: none"> • Clarification statement for Claydon’s magazine 	<p>Cllr Hammond / Cllr Price Cllr Hammond Cllr Hammond Cllr Hammond Cllr Hammond Caretaker Cllr Price</p> <p>Cllr Smith</p> <p>Cllr Smith</p>



<p>Steve Hurst has left as editor</p> <ul style="list-style-type: none"> • Fireworks mtg – update; Theme chosen – ‘50 years since the moon landing’ <p>Fireworks date fixed for Saturday 02 Nov 2019</p> <ul style="list-style-type: none"> • Cllr Barrett – felt a Summer Fete unlikely to happen this year <p>He will canvas now for next year – Linda O’Dell/ Rev Rickey may stage family day in the park / car boot sales etc.</p>	<p>Cllr Firth</p>
<p>10.e Planning Applications and proposed developments</p>	
<p>19/01264/APP – Steeple Claydon Ward Comments Requested by 02.05.19 Extension Granted until 08.05.19 Cllr Hodges proposed No Objections Cllr Mahon seconded – all agreed Cllr Price abstained Comment submitted: the parish council is concerned about the heavy goods vehicle movements on the roads to the construction site. The proposals for construction traffic include the construction of lay-bys to allow passing vehicles. We request that serious consideration is given to traffic controls to be imposed on the vehicle movements to ensure safe traffic conditions at all times.</p>	<p>Clerk / Cllr Firth</p>
<p>19/01435/COUAR – Steeple Claydon Comments requested by 14.05.19 Cllr Weingart abstained. It was agreed to submit No comment</p>	<p>Clerk</p>
<p>19/01477/APP - STEEPLE CLAYDON Comments requested by 15.05.19 Cllr Hodges proposed no objection – with comment on parking issues agreed by all Seconded by Cllr Mahon – all agreed It was RESOLVED No Objection to be submitted with a comment on parking. Comment submitted: The Steeple Claydon Parish Council agreed no objection at the May council meeting, with a note that the parking on Vicarage Lane is a problem for residents already. It was agreed that the larger house had the potential for many cars associated with the household therefore it is probable that there will be no net change to the parking load on this particular section of Vicarage Lane following its conversion to two smaller units.</p>	<p>Clerk</p> <p>Clerk/ Cllr Firth</p>
<p>19/01545/ADP - STEEPLE CLAYDON Comments requested by 23 May 2019 Cllr Barrett proposed No comment. Cllr Firth seconded – all agreed Cllr Hodges abstained It was RESOLVED No Comment</p> <ul style="list-style-type: none"> • Cllr Firth to write to Kier homes get dialogue started with them 	<p>Clerk</p>
<p>18/04556/APP - STEEPLE CLAYDON Comments requested by 23 May 2019 Cllr Hodges gave a brief introduction – Cllr Hodges then left the room Cllr Firth proposed No Objections, seconded by Cllr Smith Cllr Price abstained. Cllr Hodges abstained. It was RESOLVED No Objections</p>	<p>Cllr Firth</p> <p>Clerk</p>
<p>11. HS2 / E-W Rail / E-W Expressway – Update & Letter the Slow Train to Old Oak Common</p>	



<p>Cllr Firth read the letter aloud that has been supported by 43 other parish councils Cllr Weingart – felt the Old Oak letter should be discussed, but felt this was an Anti HS2 letter and should we now focus on fighting the current de-vegetation and planned enabling works. Cllr Barrett asked do we want to sign the Old Oak letter? PC decided letter lacks substance – no requests – thin on action Cllr Mahon raised that Cllr Charlie Clare is asking for support of his halt enabling de-veg motion. Support County and District – clearing hedge rows etc Cllr Firth agreed to speak to Cllr Charlie Clare to see if we can support it further Cllr Firth proposed a PC letter to HS2 calling a total halt to enabling works damaging hedgerows and mature trees in area of IMD / until project itself has had notice to proceed Cllr Weingart proposed and seconded by Cllr Barrett RESOLVED to write to HS2 and AVDC with Linda Knights</p>	<p>Cllr Firth Cllr Firth</p>
<p>11. Vicarage Orchard a. Update regarding improvements, investments and work to the Vicarage Orchard</p> <ul style="list-style-type: none"> • Discussed and resolved that Duncan organise the requested fencing • Cllr Weingart has contacted Solicitors – forwarding a map pin-point the area. On-going <p>The meeting was closed to the public and they left the hall at 9.50pm</p>	
<p>12. Matters of a Confidential Nature - Clerk request</p>	
<p>13. Future agenda items Councillors are invited to submit future agenda items.</p>	

Signed.....

Date.....



Appendix

1. Summary of Clerk activity – April 2019

- Meeting N.Osgerby re audit preparation 15.04.19 / 24.04.19 / 29.04.19 / 30.04.19
- Cllr Barrett & Terry Levitt mtg re Streetlights audit – 18.04.19
- Attended the annual Parish Meeting 16.04.19
- Attended BKV mtg PF, TB, TL, & LP 02.05.19

Administration

- On-line Banking
- Preparation of monthly transactions for May meeting
- Prepared monthly invoicing for Village Hall for April 19
- Reconciled Accounts with March 19 spend
- Preparation for Audit – Melanie Rose booked for 15.05.19

Other

- Bin at Co-Op and provision of bin for Rec Ground by Co-Op – email from Andy Poole on 01.04.19 / 26.04.19 – imminent delivery date
- Applied for V.H annual music license.
- Confirmed V.Hall for European Elections May 23 2019 – notified Toddler Group & Tang Soo Do
- Confirmed with School for Time Capsule May 21 @ 14.30

Ongoing

- April draft Minutes
- April Action Point list
- Minutes on public display
- May agenda
- April Wages
- On-going email correspondence

As part of my role I am Responsible Financial Officer, as such I offer a huge thanks to the retired Parish Clerk Nick Osgerby who has been my guiding light with the upcoming financial audit.

The internal audit is booked for the 15 May with Waddesdon Clerk Melanie Rose.

The Annual Governance and Accountability return prepared for the Audit is presented to the Parish Council for the May 2019 meeting.



Appendix 2

	Details	Chq Number	PC Initial	Category	Net Value	VAT Paid	Gross
Pat Serle	Wages	BACS		wages	£		
Terry Levitt	Wages	BACS		wages	£		
Hannah Holmes	Wages	BACS		wages	£		
Pat Serle	Expenses 2x Gruffalo Books	BACS		Library	£28.95		£28.95
Hannah Holmes	Expenses - CCTV box postage	BACS		hall	£26.60		£26.60
Marie Cherry	wages - deep clean Bar	BACS		hall	£33.00		£33.00
David Griffiths	Maintenace of Rec Ground March (£590.80) & April (£559.40)	105366		Rec ground	£1,150.20		£1,150.20
HMRC	PAYE March 19	367		wages	£278		£278
HMRC	PAYE April 19	368		wages	329.40		329.40
Duncan Hayers	Vicarge Orchard concrete/ ballast / wheelbarrow/ flower seeds	BACS		Vic Orchard	£463.40		£463.40
George Browns	Mower maintenace via D Griffiths ordered	BACS		Rec ground	£85.76	£6.87	£89.63
PPL PRS	Music License 12.04.19 - 10.05.20	BACS		Hall	£107.44	£21.49	£128.93
Barclays	Mixed payment plan charges - 8xchqs (£5.80) 32 x BACS (£11.20) Cash (0.72p)	D/D		misc	£23.12		£23.12
AVDC	Bins emptying - April 19	BACS		misc	£102.30		£102.30
Quest	Chain 20m roll / D shackle / galvanised 8mm	BACS		Rec Ground	£13.70	£2.74	£16.44
Village Networks	Wifi - Hall	D/D		Hall	£25.00	£5.00	£30.00
Village Networks	Wifi - Pav	D/D		Pavilion	£25.00	£5.00	£30.00
Eon	Pav Elec	D/D		Pavilion	£41.01	£2.05	£43.06
Eon	Streetlights - April	D/D		Streetlights	£1,185.29	£237.06	£1,422.35
Eon	Clocktower Elec	D/D		clocktower	£8.31	£0.42	£8.73
Eon	Library / Hall Elec	D/D		hall / library	£166.13	£33.23	£199.36
Paragon	Drain rods	BACS		Rec Ground	£40.25	£8.05	£48.30
					£6,756.08	£321.91	£7,074.99