



STEEPLE CLAYDON PARISH COUNCIL

Minutes of Parish Council meeting on 05 November 2019

<p>Present: Cllr Paul Firth (in the chair), Cllr Frank Mahon, Cllr Doreen Weingart, Cllr Trevina Smith, Cllr Dan Price, Cllr Joseph Hodges, Cllr Paul Hammond. In attendance: Hannah Holmes – Parish Clerk and 8 members of the public. The meeting was opened by Cllr Firth at 19.33</p>	
<p>1. Apologies Apologies received from Cllr Barrett Apologies received from District Cllr Chilver Cllr Weingart will be late arriving. County Cllr Macpherson will be late arriving.</p>	
<p>2. Declarations of interest Cllr Weingart has reimbursement cheques in cheque run</p>	
<p>3. Minutes Minutes for October agreed as a true and accurate record. Added in Cllr Price in attendance. Proposed by Cllr Mahon seconded by Cllr Price all councillors who were present at the previous meeting agreed.</p>	
<p>4. Chairman's comments The Chairman welcomed all to the meeting. This meeting was closed at 19.32pm and public participation was invited at this time.</p>	
<p>5. Public participation Parishioner 1 – Regarding the build near us, thank you to SCPC for writing to AVDC and please record our thanks to Cllr Chilver who has been actively involved. Some success, fence has been reduced so visibility has been improved. P1 will speak to Cllr Chilver to make sure that no other structure can be put there as part of a sign off agreement P2 – how can I find out who owned that bit of land at end of the Island - PC recommended they check with AVDC or Highways. P3 – Regarding the mud on Buckingham road - caused someone fell off their bike. Can SCPC go and speak with them? Cllr Price has already spoken to them as a parishioner, he is compiling data. Cllr Price – has reported via fixmystreet website. Cllr Firth happy to speak to the site manager. BKV meeting to be arrange for after Christmas – PF / PH / TB / TL / TS / HH & L Piper – we will email and arrange The public participation was closed at 19.44pm.</p>	<p>Cllr Firth Cllr Firth / Clerk</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 Appendix 1. - The report was noted and summarised by the Clerk</p>	
<p>7. Street Lighting</p> <ul style="list-style-type: none"> To do walkaround each pole – on-going with TL & TB <p>Reported x6 for repair this month:</p> <ul style="list-style-type: none"> By speed bump on Meadoway Junction St Michael's Way / Beech Leys (repair cost £260 – go ahead given 04.11.19) Footpath between Meadoway / Chestnut Leys 	



<ul style="list-style-type: none"> • Chestnut Leys where footpath joins from Meadoway (repair cost £260 – go ahead given 04.11.19) • Outside 4 Beech Leys (repair cost £260 – go ahead given 04.11.19) • Vicarage Lane corner with Queen Catherine Rd 	
8. Village Fete Plans – Cllr Barrett not at mtg delayed until December	
9. Working Group update on activities and recommendations:	
<p>9. a Finance</p> <ul style="list-style-type: none"> ▪ To approve the payments listed in the cheque run for the month ▪ Monthly proofing signed off <p>Appendix 2. These payments were confirmed and agreed as an accurate record, proposed by Cllr Hodges and seconded by Cllr Mahon. It was RESOLVED to approve the payments. Cllr Smith to do the BACS payments before this Friday</p> <p>9. b Recreation Ground</p> <ul style="list-style-type: none"> • Report from the Recreation Ground Working Group – Appendix 3 • Damage to flooring in Children’s Corner – update • CCTV on clock tower update • MUGA/Skate Park proposal – Cllr Firth • Date for Village Skate Park & MUGA Consultation – School 3.30pm Monday 13 January 2020 / Hall 7.00pm Tuesday 28 January 2020 <p>SCPC thanked John Lamb and Geoff Phillips for their good decision to postpone the Firework event last Saturday, and for all their hard work on this village event. Cllr Firth / Cllr Hammond / Caretaker/ Clerk - re campaign pick up dog waste in Rec – Clerk to contact Dog Warden again. CCTV not on clock tower at the moment but will be upgraded on the Pavilion Cllr Firth / Cllr Hammond agreed to sort out clock this month - as first repaired one year ago Cllr Firth read his proposal regarding procuring a professional project manager for MUGA/SkatePark project – SCPC have researched Mr Michael Carter of Sports & Play Consulting Ltd. – This was discussed in-depth by Councillors. Councillors agreed to discuss this further with Michael Carter before making any further decisions. Village consultations may therefore be delayed. S106 funds are already earmarked for the project.</p> <p>9. c Village Hall, Library and cottage</p> <ul style="list-style-type: none"> • Report from the Village Hall, Library and Cottage Working Group • Kitchen renovation update. • Fire Exit door from bar update • Shed doors - two require repair • Librarian’s proposal regarding replace Library lights <p>Village hall meeting – decorators raised concerns about the roof when they were in – Mr Weingart went up with Cllr Hammond and reported not too much damage – max of £500 to repair some peg-tiles and greenery growth out of chimney. Cllr Mahon noted a contractor had quoted for PC previously – no more £160.00 will re-confirm quote to Clerk asap Kitchen renovation update – still waiting for third kitchen fitter for quote – after Christmas so in January will prioritise kitchen quote</p>	<p>Clerk/ Cllr Firth/ Cllr Hammond.</p> <p>Cllr Firth / Cllr Hammond</p> <p>Cllr Mahon</p> <p>VH team</p>



<p>Fire door is blistered and broken – someone from Simmonds & Co sent out to do a temporary repair – refused to say fault was with the door – Howdens as good will gesture will give a new door, M Simmonds asked us to cover door costs. Cllr Smith to chase this up</p> <p>Librarian proposal for replacement lights in Library – energy efficient bulbs. Councillors agreed this needs to be precepted for and get three quotes to include Hall lights</p> <p>Cllr Weingart has spoken to Librarian – decided Library cards to stay as they are with Hotmail account – btinternet.com account to be re-directed by librarian and not used in future/ Clerk to update website / Cllr Firth to update Claydons magazine</p> <p>9. d Communication and events</p> <ul style="list-style-type: none"> • Report from the Communications & Events Working Group • Social Media Policy – agree • Fireworks – 02 November 2019 cancelled now 09 Nov– Any updates <p>It was agreed by SCPC in 2014 that all Firework donation contributions will go towards Rec Ground projects</p> <p>Cllr Weingart – would like a fireworks meeting about how we go forward before next precept mtg.</p> <p>Cllr Price – SCFC doing Fireworks BBQ but date change has caused problems as were 9 available now only 2 available as fixture still going ahead; he is trying to recruit help.</p> <p>Poppy wreathes purchased one for Church one for War Memorial arranged by Cllr Weingart.</p> <p>Cllr Mahon proposed we write a thank you letter to previous Claydon magazine editor Steve Hurst, SCPC agreed to do this</p> <p>Cllr Firth and Clerk to talk to parishioner who has offered to help with transition plan for website.</p> <p>Bucks Voice stops funding at end of March 2020 – PC websites inc Quainton</p> <p>Help us make sure we have everything we should have in public</p> <p>Cllr Firth will check with Quainton and discuss their transition for website hosts.</p> <p>Social media / Facebook presence / social media policy – Cllr Price noted that SCPC has agreed we would look into a social med policy, we have reviewed what is required in policy, it's very in depth, we need to address it properly, with relevant policies in place. Cllr Firth agreed to move it forward.</p> <p>9. e Planning Applications and proposed developments</p> <ul style="list-style-type: none"> • To review the following planning applications; <p>19/03955/AGN - <i>Received too late to go on agenda. No extensions allowed by AVDC</i></p>	<p>Cllr Smith</p> <p>Cllr Smith/ Librarian</p> <p>Cllr Mahon</p> <p>Cllr Weingart/ Cllr Firth</p> <p>Cllr Mahon/ SCPC Cllr Firth / Clerk</p> <p>Cllr Firth</p>
<p>10. HS2 / E-W Rail / E-W Expressway - Any updates</p> <ol style="list-style-type: none"> i. HS2 Any update on works in and around Steeple Claydon ii. NEG signage for village – approve spend and choose styles. <p>F Mahon reporting on behalf of SOC campaigning against HS2 – Police now say that they will be arrested for aggravated trespass, the police say they have received info that HS2 legally own the land. 'Charm' meeting arranged for today and then they cancelled it this morning – an official complaint submitted to PC authority, this is then dealt with by a Chief Inspector. But the damage has been done – 2.5 acres gone – Hares Wood is 7 acres and is most likely the next site to be cleared. Cllr Macpherson and Cllr Chilver have been 100% supportive campaigning, Cllr Macpherson very disappointed this has happened. Cllr's Smith / Weingart / Firth thanked him.</p> <p>Cllr Macpherson updated the FCC haul route is still being negotiated.</p> <p>Oakervee review is now locked in a vault until after election.</p> <p>Cllr Mahon asked if any update on Buckingham Road Spinney from EWR – Cllr Macpherson will</p>	



<p>chase this. Cllr Macpherson noted EWE consultation on route options has been delayed. Anti – Expressway – Clerk to order 5 x signs and confirm to NEG that we support them. Clerk to contact NEG to arrange an evening meeting with them and other local PC’s. HS2 not at next PC mtg but PC will ask if they will be arranging another drop in session</p>	Clerk
<p>11. BCC Unitary Updates – Headlines from Clerk – all articles in News section of website. Budget for BCC – prioritise where you think they should be allocating funds via a 10 minute survey on-line. Consultation closes on 25 November 2019.</p>	
<p>11. Vicarage Orchard</p> <ul style="list-style-type: none"> i. Any updates. Choose opening ceremony date as sign now in place. ii. General volunteer activity iii. Dave Martin work iv. Community support from Fusion <p>Cllr Firth noted that Fusion after 18 months have agreed to help us. Clerk has contacted Duncan re opening ceremony – Duncan says in the New Year. Cllr Firth to chase Fusion</p>	Clerk Cllr Firth
<p>12. Future agenda items – Cllr’s are invited to submit future agenda items. The meeting was closed at 21.01pm.</p>	

Signed.....

Date.....

**Appendix 1
Summary of Clerk activity – October 2019**

Meetings

- 02.10 – PH - Emergency Planning meeting
- 03.10 – PH/PF/NO S106 mtg re MUGA and Skate Park village consultation date plans
- 14.10 – PH/DW/TS/DP Fireworks meeting
- 11.10 – JH/DW/TS Finance meeting
- 21.10 – School mtg re WtSW
- 01.11 – met with skate park sign writer and re. signs for Rec Ground re. Dog waste

Administration

- Preparation of monthly transactions for November meetings
- Prepared monthly invoicing and chased any outstanding for Village Hall for September 19
- Proofed September accounts



- Fireworks mtg notes

Other

- Vicarage Orchard – arranging date of opening with Duncan/ possible new fencing via Fusion
- Skate Park signs proofed and ordered – met with Signscope Design 01.11.19
- Notified Rec Ground team of wear & tear on children’s corner flooring – ordered repair kits
- New noticeboard for Rec Ground research
- Booked 2x First Aiders & car for Fireworks event & rescheduled date
- Key List updated
- Booked onto BALC GDPR course on 07 Nov
- Parishioner Correspondence – regarding back of Rookery Way clearance
- NEG signage researched and costs for PC approval
- Booked school hall and village hall for Village MUGA/SP consultation
- Sorted through cupboards at hall and labelled and keys checked

On-going

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

Appendix 2

Payee	Details	Method	Clr Initial	Category	Net Value	VAT Paid	Gross
Abacus	mulchbond repair kits x 4	BACS		childrens corner	£360.00	£72.00	£432.00
Hannah Holmes	wages	BACS		wages	£		£
Hannah Holmes	expenses - ream paper x 2 / laminating pouches x 2	BACS		Misc	£13.57		£13.57
Terry Levitt	wages	BACS		wages	£		£
Terry Levitt	expenses Henry hoover bagsx 10	BACS		hall	£14.99		£14.99
Pat Serle	wages	BACS		wages	£		£
Pat Serle	expenses Danielle Steele audio books	BACS		library	£29.98		£29.98



Clrr P Hammond	3x multilock keys / 1 x mortice key	BACS		fireworks	£30.00		£30.00
Clrr D Weingart	Picture Frame for BKV cert	Chq 447		Misc	£15.55		£15.55
Clrr D Weingart	2 Poppy Wreaths (1x Church / 1 x WM)	Chq 448		Misc	£50.00		£50.00
Dave Griffiths	Rec Ground maintenance - Oct 19	Chq 449		Rec ground	£539.80		£539.80
Marie Cherry	cleaning when TL AL	BACS		wages	£94.42		£94.42
Eon	Electricity to Clock	BACS		clock tower	£26.71	£1.34	£28.05
Eon	Maintenance for 1/4 ending 30 Sept	BACS		streetlights	£457.14	£91.43	£548.57
Eon	repair to Turnstone/NE R	BACS		streetlights	£23.47	£4.69	£28.16
Eon	electric to Pavilion	DD		pavilion	£26.51	£1.33	£27.84
Eon	electric to library / hall	DD		library	£153.31	£7.67	£160.98
Eon	Street lights for October 19	DD		streetlights	£765.06	£153.01	£918.07
BALC	Clerk GDPR training	Chq 450		Misc	£41.55		£41.55
AVDC	Bin rental / empty	BACS		Misc	£73.80		£73.80
Barclays	27x BACS £9.45 / 1 x chq 0.65p / acc fee £6	DD		Misc	£16.10		£16.10
AVDC	DBS check for Wendy Haworth inv 2207037377	BACS		Library	£15.00	£3.00	£18.00
ICO	GDPR / Data Protection	DD		Misc	£40.00		£40.00
Village Networks	Wifi for hall	DD		hall	£25.00	£5.00	£30.00
Village Networks	Wifi for Pavilion	DD		pavilion	£25.00	£5.00	£30.00
HMRC	PAYE	Chq 451		wages	£335.28		£335.28



Bunting & Co	quarter ended 30.09.19 PAYE services	BACS		wages	£195.00	£39.00	£234.00
Bucks Event Medics	Firework first aid 1st booking	BACS		fireworks	£180.00		£180.00
Janus Safety Sol	PAT testing hall & pav	BACS		Hall/Pav split	£108.00		£108.00
				totals	£6,270.80	£383.47	£6,653.27

Appendix 3

Recreation ground working group report.

November 2019

The firework display and bonfire was cancelled last Saturday due to a Met office weather warning of heavy rain and strong winds forecast in the South for Saturday - the weather did not seem that bad on the day - but a decision had to be made by the firework team on safety grounds on the information they had on Friday.

We will try again this coming Saturday and hope all goes well.

The new path across the ground from North End to Meadoway is now finished and a gate put in – the contractors returned to change the gate round and repair the drainage grids at the front gate which had been damaged by the trucks.

The car park entrance is not finished yet and I chased Bovis Homes up about the matter last week – I spoke to the site manager on Monday morning and he confirmed the job will be finished with a kerb by his team.

The Pavilion centre ceiling section has now been repainted and I may get the painter back for one day to do the walls in the centre also [£150]- Terry then will be able to start painting the dressing room walls over the next few weeks which are not high – which will improve and brighten them up.

Myself and Terry have had a meeting with a company about the CCTV cameras on the pavilion – there are three which need to be replaced – and the company are going to some trials with a longer range camera from the top of the roof looking over towards the skateboard park for us – to try and deal with the problems we have in that part of the ground.

We have a small crack in the tractor shed roof but hope to be able to fix it with a spare roof sheet which we have.

There is still a problem with dog poo and litter in the ground it seems to be getting worse.

We continue to work on the MUGA / Skate park project and have had more meetings to keep moving forward - we met with the school in order to consult with them about the project and location and they were keen to hear about the possible future plans.

We have decided to wait until the New Year before we have a full village consultation due to the many things that will be happening before Xmas.

Paul Hammond.

Recreation ground working group member.