



STEEPLE CLAYDON PARISH COUNCIL

Minutes of Parish Council meeting on 07 January 2020

<p>Present: Cllr Paul Firth (in the chair), Cllr Tony Barrett, Cllr Joseph Hodges, Cllr Frank Mahon, Cllr Doreen Weingart, Cllr Trevina Smith, Cllr Dan Price, Cllr Paul Hammond. In attendance: Hannah Holmes – Parish Clerk and 8 members of the public. The meeting was opened by Cllr Firth at 19.32</p>	
<p>1. Apologies Apologies received from Cllr Macpherson</p>	
<p>2. Declarations of interest Cllr Firth has Village Networks payments in the finance Cllr Mahon will abstain from any SCFC discussions</p>	
<p>3. Minutes – Circulated and published on-line in draft minutes – Amend to name of bridge in December minutes, amend made on hard copy and signed off. Cllr Smith proposed that they be approved as a true representation of the meeting; this was seconded by Cllr Mahon – all other Cllrs who had been present agreed.</p>	
<p>4. Chairman’s comments Welcomed all present to the meeting, this evening most importantly we are discussing the precept setting, this is money that comes through the rates administered via AVDC so SCPC can carry out our duties and run the council – this will be discussed under the finance section. Cllr Firth confirmed that the PC are inviting comments in public participation on any particular spend queries or for consideration. A parishioner has commented that the minutes are shorter. The clerk has been asked by the council to reduce the minutes to a more limited report of discussions and confirmation of resolutions. This meeting was closed at 19.36 and public participation was invited at this time.</p>	
<p>5. Public participation P1 – Concerned about the 3 mature Oak trees on Buckingham Road – worried they are to be cut down by the new housing development. She has been in contact with AVDC/ BCC/ Greg Smith / the tree officer etc. She is interested in applying for a TPO for these 3 trees. Cllr Firth will contact Justin from Crest Nicholson and find out his plans. P2 – wants to draw PC attention to the faded give-way lines at Kingsbridge – poor quality, dangerous – clerk to call and log on Fix My Street – PC wrote to Highways Agency last month about this. Cllr Hammond will ask Cllr Angela Macpherson re local bridges and weight restrictions etc. P3 - Speeding cars into village, especially Addison road bend, lots of cars parked, accident waiting to happen, Cllr’s responded that Police and Road Authority only go by number of accidents – difficult to make a case if none have happened. PC have a mobile MVAS speed sign – currently on Addison Road – maintained by a parishioner. Locations in the Village are; West Street / Church / Buckingham Rd /Addison Road – possibly time to move it. PC will contact that Parishioner and ask for an update on speeding plan. Cllr Hodges noted – there will be changes to the road due to bridge construction, more of a curve, plus nearly 100 houses will be there. The PC will be in touch to see what road safety plans are implemented – so PC will be in touch with Highways Authorities in due course. P4 – with regards to FOSC Library – with regards to locker for volunteers’ valuables. Library hallway cupboard to be cleared out by Librarian and used for volunteer handbags. P4 - Check the fire door between library and hall – FOSCL may apply for a suitable AVDC grant.</p>	<p>Cllr Firth Clerk Cllr Hammond</p>



<p>P4 - Operating system is old on computers – Windows 7 – still has support but no upgrades – lifecycle upgrade. VH PC team to add to Precept for next year.</p> <p>P5 – On Addison Road why are they cutting trees/hedges down – Cllr Hodges noted there is an additional bell-mouth entrance being added possibly, hence the hedge row clearance.</p> <p>The public participation was closed at 19.44pm.</p>											
<p>6. Clerk’s report</p> <p>a. To receive a summary report from the Clerk of all significant activities and correspondence since the last meeting</p> <p>Appendix 1. - The report was noted and summarised by the Clerk</p>											
<p>7. Street Lighting</p> <p>Streetlights</p> <p>Reported x4 for repair this month:</p> <table border="0"> <tr> <td>30 Ashgrove</td> <td>12/12/19</td> </tr> <tr> <td>By tractor shed in Rec ground</td> <td>12/12/19</td> </tr> <tr> <td>31/33 St Michaels Way</td> <td>12/12/19</td> </tr> <tr> <td></td> <td>2020</td> </tr> <tr> <td>Middle of Vicarage Close</td> <td>06/01/20</td> </tr> </table>	30 Ashgrove	12/12/19	By tractor shed in Rec ground	12/12/19	31/33 St Michaels Way	12/12/19		2020	Middle of Vicarage Close	06/01/20	
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<p>8. Village Fete Plans – Cllr Barrett has started compiling lists of people who may be interested in sorting something. This item will go on a future agenda. Will liaise with LP with regards to Village dates.</p>											
<p>9 ‘Molly Folly’ Street name suggestions x5</p> <p>PC to contact Lewis family for name suggestions - possibly regarding previous family favourite horses / Molly’s Folly</p>	Cllr Firth										
<p>10. Working Group update on activities and recommendations:</p> <p>10. a Finance</p> <p>i. To approve the payments listed in the cheque run for the month</p> <p>ii. Monthly proofing signed off</p> <p>iii. Set Precept 2020 - 2021</p> <p>iv. S137 Funding Limit for 2020 – 2021</p> <p>i. Appendix 2.</p> <p>These payments were confirmed and agreed as an accurate record, proposed by Cllr Hodges and seconded by Cllr Price. It was RESOLVED to approve the payments.</p> <p>Cllr Smith to do the BACS payments before this Friday 10.01</p> <p>Cllrs discussed the precept amounts and the allocations and gave reasons for setting each amount. All Councillors were invited to comment.</p> <p>Hall and Library lights were discussed, PC want to replace them with LEDs.</p> <p>Hall maintenance – kitchen bay window needs repair.</p> <p>Library team to look at computers and make a plan, get some costing’s so it can be precepted for 2021/22 if it is required.</p> <p>Rec Ground team has a list of plans for the Rec Ground; tractor shed roof is in poor shape with a crack down a wall / cricket club end doors are wonky and need repair / Pavilion needs improving to be fit for purpose.</p> <p>Capital reserves were discussed; they are for major problems i.e. replace tractor etc.</p> <p>Children’s corner – has a hole in flooring, replacement will happen when weather improves as it needs to set.</p> <p>Fireworks – in 2020 the gate donations received will go back into the fireworks costs as the Skate</p>	Cllr Smith										



<p>Park is due to be built this year from S106 funds and previous funds raised via Fireworks displays. Cllr Barrett proposed the figure £102,610.00, Cllr Hodges seconded, all other Cllr's were agreed, so the final figure of precept was RESOLVED to be £ 102,610.00 which is a 1.54% typical band D increase. Under £1 a month per household.</p>	Clerk
<p>Clerk read aloud the S137 update from NALC. Appendix 3 10. b Recreation Ground</p> <ul style="list-style-type: none"> i. Report from the Recreation Ground Working Group ii. CCTV in Recreation Ground update iii. Skate Park update iv. Clock Tower update v. Football Clubs – junior team query 	
<p>Appendix 4 – Cllr Hammond went through his Rec Ground report and it was discussed. PC agreed SCFC are to start paying pitch fees at the start of new football season – August 2020 Regarding the updated Pavilion terms and conditions- Proposed by Cllr Barrett seconded by Cllr Hodges. Cllr Price and Cllr Mahon abstained – it was RESOLVED by the rest of the PC to accept the new Pavilion Terms and Conditions of Hire. Michael Carter, appointment as project manager, regarding the Skate Park – Cllr Hammond proposed getting skate park project started as previously discussed – Cllr Hammond proposed, Cllr Weingart seconded, all other Cllr's agreed so it was RESOLVED to appoint Michael Carter with immediate effect.</p>	Cllr Hammond
<p>Clocktower clock mechanism being repaired – on-going. Cllr Hammond will contact the Junior FC team to request more information.</p>	
<p>10. c Village Hall and Cottage</p> <ul style="list-style-type: none"> 1. Report from the Village Hall, Library and Cottage Working Group 2. Fire Exit door from bar update 3. Shed doors - two require replacing 	Cllr Hammond
<p>Kitchen this needs more discussion with whole PC, to arrange a separate meeting, decide on use of this facility going forwards. Mtg arranged for PC on Monday 13 January 2020 at 7.30pm in the Library</p>	Clerk
<p>Fire door from Bell bar – Clerk to check response received from contractor by next mtg. Shed D door – replace frame and door – Cllr's to review door D and the x3 quotes received. Clerk to check SO for finance limits.</p>	
<p>10. d Library</p> <p>1. Library Management</p> <p>Cllr Firth read aloud a note with regards to the current librarians' duties and FOSCL set up. The PC owns and has total and formal responsibility for the Library. SCPC acknowledge FOSCL and their constitution – all Cllr's agreed Petty cash raised from the selling of any donated books goes to FOSCL to bank. This must be clearly advertised as such in the Library so all book donators are aware. It was agreed that FOSCL must get permission from SCPC via Parish Clerk for any and all purchases made for the Library. Any requests for alterations to the fabric of the building will be considered by the PC for PC final approval – i.e the fire door grant. FOSCL see their funds as going towards incidentals such a guest speakers /particular books requested.</p>	Clerk
<p>10. d Communication and Events</p>	



<p>1) Report from the Communications & Events Working Group 2) Website update</p> <p>Fireworks meeting; still to happen, meeting date to be organised by Cllr Weingart Website – Cllr Firth / Clerk / Cllr Barrett - to set up meeting asap. It was noted by Cllr Barrett that the PC requires an IT literate/Comm’s Cllr in the future.</p> <p>10. e Planning Applications and proposed developments</p> <ul style="list-style-type: none"> To review the following planning applications; None received 	<p>Cllr Weingart. Clerk / Cllr Firth / Cllr Barrett</p>
<p>11. HS2 / E-W Rail / E-W Expressway - Any updates HS2 design consultation document comments until 31.01.20 Put on SCPC website / hard copy in library EWR – passing bays EWE – NEG mtg here at 7.30pm on 16.01.20. Cllr Firth to chair NEG mtg</p>	<p>Clerk</p>
<p>12. Future agenda Items Councillors are invited to propose items for next month’s agenda.</p>	
<p>13. The meeting was closed to the public at 21.28pm.</p>	
<p>14. HR</p> <p>Confidential Items That under the Public Bodies (Admission to Meetings) Act 1980, the public and representatives of the press and broadcast media is excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.</p> <p>Staffing matters arose and a full and frank discussion took place. The Clerk and Chair are taking forward the agreed action points.</p>	

Signed.....

Dated.....

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

Meetings

- PH re Pavilion Hire T’s & C’s
- 02/01/2020 – Precept planning

Administration

- Preparation of monthly transactions for January meeting
- Prepared monthly invoicing for Village Hall for December 19
- Letters sent:



1. Crest Nicholson site Buckingham Rd re state of road.
2. Contractor with regards replacing new Fire door from Bell bar....
3. BCC re road issues between SC and Padbury / restricted width of Jubilee bridge/road markings
4. Volunteer thanks for SC Christmas Lunch
5. Thanks to volunteer Fireworks Team

Other

- Precept Preparation
- Meadoway s/l tree pruning now completed.

On-going

- December draft Minutes
- December Action Point list
- Minutes on public display
- January agenda
- December Wages
- On-going email correspondence
- Website updates
- Parishioner Correspondence

Appendix 2.

Payee	Details	Chq Number	Cllr Initial	Category	Net Value	VAT Paid	Gross
Hannah Holmes	wages	BACS		Gen Admin & Wages	£		£
Terry Levitt	wages	BACS		Gen Admin & Wages	£		£
Pat Serle	wages	BACS		Gen Admin & Wages	£		£
Hannah Holmes	expenses - second class stamps x24	BACS		Misc	£14.64		£14.64
Pat Serle	expenses- books x4 / kids books x1	BACS		Library	£23.49		£23.49
Terry Levitt	expenses - moisture metre/ mileage/battery for metre/cone drills/safety tape/extension lead for lights	BACS		Hall	£56.58		£56.58
NEST	pensions	D/D		Gen Admin & Wages	£167.53		£167.53
HMRC	PAYE	chq 455		Gen Admin & Wages	£509.41		£509.41
BCC	DBS check for Roy Serle	BACS		Library	£15.00	£3.00	£18.00
Barclays	payment plan charges - 2x chqs/ 29 x BACS	D/D		Misc	£17.45		£17.45



Eon	Streetlight maintenance quarter ending Dec 19	BACS		Street Lights	£457.14	£91.43	£548.57
Eon	Street Lights Elec - Jan	D/D		Street Lights	£790.55	£158.11	£948.66
Eon	Elec for library	D/D		Library	£314.29	£62.86	£377.15
Eon	Elec to Pavilion	D/D		Rec Ground & Pavilion	£75.06	£3.75	£78.81
Eon	Street Lights Elec - Dec	D/D		Street Lights	£765.06	£153.01	£918.07
Eon	Elec for Clock tower	BACS		Clock Tower & Childrens Corner	£8.61	£0.43	£9.04
Eon	Repairs to Beech Leys/ St Michaels Way / footpath between Meadoway & Chestnut Leys	BACS		Street Lights	£780.00	£156.00	£936.00
AVDC	Bins rental and empty x9	BACS		Bins	£97.00		£97.00
Village Networks	Broadband for Pav	D/D		Rec Ground & Pavilion	£25.00	£5.00	£30.00
Village Networks	Bradband for Hall	D/D		Hall	£25.00	£5.00	£30.00
Sean Cox	Fault and socket repair in hall / replace x2 floods for main sign / replace PIR above library door / fabricate brackets for outside lights	BACS		Hall	£213.00		£213.00
HMRC	Outstanding PAYE / NIC -	chq 456		Gen Admin & Wages	£1,175.47		£1,175.47
Esferico	Library database yearly support	BACS		Library	£275.00	£55.00	£330.00
Christopher Trigg	special type insurance etesia & ford tractor	BACS		Rec Ground & Pavilion	£377.20		£377.20
					£8,786.40	£693.59	£9,479.99

Appendix 3

NALC have advised the following:

The Ministry of Housing, Communities and Local Government (MHCLG) has notified the National Association of Local Councils (NALC) that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for parish and town councils in England for 2020-21 is £8.32 per elector.



This is the amount as a result of increasing the amount of £8.12 for 2019-2020 by the percentage increase in the retail index between September 2018 and September 2019, in accordance with Schedule 12B to the 1072 Act.

Cllr Sue Baxter, chairman of NALC, responded: "NALC welcomes this earlier than usual notification from the government about the increase to the level of Section 137 expenditure for local (parish and town) councils. This is important as Section 137 enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory power, and will help England's 10,000 local councils continue to build stronger communities."

Appendix 4

Recreation ground working group report January 2020

Since the last meeting I with Cllr Weingart had a meeting with three members of the Football club - Dan Price being representatives of the club in regards to the future hire costs and terms and conditions.

The club had a some concerns about some of the wording of the conditions of hire - which we discussed and with Hannah we have made some small changes to try and show that the club would get the best terms we could offer – **they agree it is a fair rate for adequate facilities.**

I understand that the pavilion is now old and run down but we are trying to improve the interior to a cleaner and better state until a replacement building can be planned and built - but we still have to try and cover the very basic running costs – heating / lighting / water /etc.

It is the tax payers money which is used by the Parish council to cover these costs at present.

I feel the Parish council have been very understanding and helpful towards the club in the past and will try to improve the facilities in the future.

For the future we must move forward with plans for the Skate Park / MUGA and new sports / community hall.

I have to start to get the tractor shed repaired this year it is in need of some urgent attention.

I will arrange a working group meeting a.s.a.p with the members in order move plans forward and I ask for help from all councillors to help meet these objectives .

We have had a report of an accident in the children's corner Terry and I have been down to check the temporary fence which seems to be in place

We still have problems with dog poo in the ground – not sure what more we can do.

Kind regards,

Paul Hammond.

Recreation ground working group member