

# STEEPLE CLAYDON PARISH COUNCIL

Minutes of Parish Council meeting

Tuesday 01 September 2020

<p><b>Present:</b> Cllr Paul Firth (in the Chair, hosting and recording the Zoom meeting), Cllr Tony Barrett, Cllr Dan Price, Cllr Paul Hammond, Cllr Trevina Smith, Cllr Doreen Weingart, Cllr Frank Mahon.</p> <p>In attendance via Zoom: Hannah Holmes – Parish Clerk and seven members of the public.</p> <p>The meeting was opened by Cllr Firth at <b>19.30</b></p> <p>Following the introduction of legislation L01-20 The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of local Authority and Police and Crime panel meetings) (England and Wales) Regulations 2020 - allowing local councils to hold their meetings using online technology. Councillors and members of the public had confirmed they were familiar with how to use Zoom and understood the protocols regarding using 'mute' to avoid background noise.</p>	
<p><b>1. Apologies</b> The Clerk has received apologies from the following Councillors: Absent - Cllr Joseph Hodges</p>	
<p><b>2. Declarations of interest</b> Cllr Firth with regards to Village Networks payment in cheque run.</p>	
<p><b>3. Minutes</b> July Minutes circulated to public and Cllr's via website and email. No comments received. Cllr Firth proposed that they be approved as a true representation of the meeting; this was seconded by Cllr Barrett, all other Cllrs who had been present at that meeting agreed. The minutes will be signed by the Chair noting CV Social Distancing restrictions.</p>	
<p><b>4. Chairman's Comments:</b> Autumn in the midst of Covid; depending on any Government update, we would hope to host the next meeting at the Village Hall for October. All Cllrs present agreed. <b>Update received:</b> No gatherings of more than six allowed – so October meeting will be via Zoom.</p>	
<p><b>5. Public participation</b> - Opened at 19.35. Councillor Chilver updated the meeting on the progress of the Vale of Aylesbury Local Plan which is expected to be delivered to the Inspector this month. The Inspector will then decide whether to call for further consultation or to go straight to the final report. Councillor Macpherson provided information about the progress of meetings to discuss the HS2 mitigation fund which Steeple Claydon together with Charndon, Calvert Green and Twyford are beneficiaries of. Meetings continue to try to resolve how this money should be spent. Angela also mentioned the proposed planning White Paper which is subject to consultation until the end of October. A member of the public asked if we could support the tidy up the village programme 'don't be a tosser' being supported by Buckinghamshire Council. It was agreed that the council would support this initiative. Another member of the public explained about the activities of the Claydon Cycling Club which organises rides for people wanting to get back on their bike. Contact the Clerk for details. Public participation was closed at 19.52</p>	
<p><b>6. Working Group Update on activities and recommendations:</b> <b>Finance</b> To approve the payments listed in the cheque run for the month included as Appendix 1. The cheque run was approved, proposed by Cllr Price, seconded by Cllr Barrett, all other Cllr's present agreed. Cllr Hammond to investigate the Gas to Pavilion bill, standing charges were reviewed. 44 units used in the 3 months. Heaters may have been left on/ticking over. Caretaker/football team to double check always off when not in use. Caretaker to do meter readings weekly. Heaters have been recently serviced at Hall and Pavilion. Cllr Weingart and Cllr Smith to co-sign HMRC cheque     ii. Monthly reconciliation will be signed off in person - using correct SD procedures. Clerk to arrange with Chair.     iii. Applications received for Covid 19 support fund / school application S137</p>	Clerk - done

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<p>School have produced an excellent appeal document which the Clerk will send around to whole Council after this meeting, to now consider SCPC funding via our S137 funds. Cllr Macpherson agreed that S137 would be suitable. Clerk and Cllr Macpherson to investigate.</p>	<p>Clerk</p>
<p><b>Recreation Ground</b></p>	
<p>i. Report from Recreation Ground team Appendix 2  <b>Projects</b> – The skateboard park project is about to start. Access for construction traffic is via North End to avoid additional pressure on Co-op Corner and Meadoway as the school will be back in early September. It was agreed to distribute a flyer to residents of North End Road explaining the work and the likely impact of the work on the road.</p>	<p>Cllr Weingart</p>
<p>Councillor Hammond reminded the meeting that he is keen that the council progresses the development of a multi-use games area following completion of the new skateboard park. Clerk and Caretaker to purchase more dog waste bags.</p>	<p>Clerk</p>
<p><b>Firework Display</b> – Although it had all been arranged with plans in place, it was agreed that sadly the village firework display will not be held this year due to the uncertainty surrounding COVID-19 restrictions. Proposed by Cllr Smith, seconded by Cllr Weingart, <b>RESOLVED</b> by all at Council.</p>	
<p><b>Village Hall, Library &amp; Cottage</b></p>	
<p>Report from the Village Hall/Library team  <b>Re-opening council facilities</b> – It was agreed that the re-opening of the council facilities is going well and that, following risk assessments and discussions with hirers, it is planned to re-open the Village Hall 14/09/2020 to groups that can comply with the COVID-19 guidelines.</p>	
<p>i. <b>Kitchen Brief for wear and tear repair</b> (precept funds) <b>and Kitchen design brief</b> (S106 funds)  Village Hall Kitchen refurbishment – tenders have been requested from contractors for the external works to the hall to eliminate damp ingress. This should be completed before internal work starts.</p>	
<p><b>Appendix 3: Kitchen repairs</b></p>	
<p><b>d. Communications</b></p>	
<p>i. <b>Councillor emails to be SCPC specific</b>  Clerk reminded Council it is best practice and a GDPR requirement for Cllr’s to have SCPC specific email addresses for Council business. It was agreed that emails can be sent at any time.</p>	
<p><b>7. Co-Option of Councillor</b></p>	
<p>Applications now closed  Two applications received – SD interviews to be arranged</p>	<p>Clerk</p>
<p><b>8. Benches of the Village</b> – Cllr Barrett  An audit has been carried out of the village benches (28) and a programme of refurbishment will be developed within next year’s precept. Cllr Weingart informed PC are responsible for all but a few. Most are in need of repair or replacement. A standard format hardy bench to be chosen by Council. Cllr Barrett to update at next meeting  Caretaker to strim around each bench. Caretaker to look after Rec Ground benches, all agreed. Cllr Hammond to help Cllr Barrett organise a rota for bench attention</p>	<p>Clerk  Caretaker  Hammond/Barrett</p>
<p><b>9. Devolved Services &amp; Village Map</b> – Cllr Barrett &amp; Cllr Hammond  This is still being worked on. Cllr Chilver has sent through a grass-cutting map.</p>	
<p><b>10. Planning:</b>  <b>20/02382/AGN</b> R Hodges &amp; Sons Briarhill Farm West Street Steeple Claydon Buckinghamshire MK18 2EP Agricultural, portal framed steel building to cover existing silage clamps. DATE COMMENTS REQUESTED BY:- 2 September 2020  <b>No Objection</b> proposed Cllr Firth seconded Cllr Barrett. All present and voting agreed Cllr Price abstained.</p>	<p>Clerk</p>
<p><b>20/02730/ADP</b> - Land North Of Sandholme And East Of Buckingham Road Steeple Claydon Buckinghamshire Application for variation of Condition 1 of planning permission 18/02651/ADP - substitution of approved market housing plots 42-81  DATE COMMENTS REQUESTED BY:- 15 September 2020</p>	<p>Clerk</p>

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<p><b>Objection</b> proposed Cllr Mahon seconded Cllr Smith. Majority present and voting agreed Cllr Price abstained Cllr Firth abstained The council agreed to object to an application on behalf of Crest Nicholson to change the housing mix on the Buckingham Road development to provide more larger houses. <b>20/02845/APP</b> - Thistledown West Street Steeple Claydon Buckinghamshire MK18 2NS Demolition and replacement of existing garage building with home office in roof space over, demolition of conservatory and erection of rear single storey extension DATE COMMENTS REQUESTED BY:- 22 September 2020 <b>No Objection</b> Proposed Cllr Firth seconded Cllr Mahon. All present and voting agreed</p>	Clerk
<p><b>11. £1m mitigation fund under the HS2 legislation.</b> Cllr Macpherson reported in public participation; It has still not been decided how it will be split or spent amongst the four parishes. Everyone wants a relaxation of criteria for what it could be used on. It may duplicate HS2 environmental mitigation. Cycle/footpath linking parishes, connectivity plans/proposals already in place. Potentially a Solar farm to be built locally – potentially using unused HS2 land – with a long term residual income to Councils. Cllr Firth and other parishes still to meet with BC about it all to move it forward.</p>	
<p><b>12. HS2 / E-W Rail / E-W Expressway - Any updates.</b> HS2 updates are emailed out from them monthly and passed onto Council by Clerk.</p>	
<p><b>9. Future agenda items are invited by all Councillors to be sent to Clerk ahead of preparing Agenda.</b> The next parish council meeting will be held on Tuesday 06 October at 7.30pm.  To join the meeting open Zoom in a web browser or application and put in the meeting ID and password from agenda/website. The meeting will open from 7:15 and will start at 7:30 prompt. If you need any help or further information regarding accessing the meeting please contact the clerk, Hannah Holmes, <a href="mailto:clerk@steepleclaydonparishcouncil.gov.uk">clerk@steepleclaydonparishcouncil.gov.uk</a> Clerk phone – 01296 534698. Website <a href="http://www.e-voice.org.uk/steepleclaydonpc/">www.e-voice.org.uk/steepleclaydonpc/</a>  The meeting was closed at <b>21.00 pm.</b></p>	

Signed.....

Date.....

**Appendix 1**

Paid Date	Payee	Details	Cllr Initial	Chq Cleared	Category	Net Value	VAT Paid	Gross
Sep-20	Hannah Holmes	wages		BACS	Gen Admin & Wages			
Sep-20	Terry Levitt	wages		BACS	Gen Admin & Wages			
Sep-20	Pat Serle	wages		BACS	Gen Admin & Wages			
Sep-20	Hannah Holmes	expenses - stationary -		BACS	Misc	£35.10		£35.10

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		folders/ notebooks/pens etc						
Sep-20	Terry Levitt	expenses - strimmer hard hat/ replenish first aid / mileage		BACS	Misc	£54.83		£54.83
Sep-20	Pat Serle	replacement laminator		BACS	Library	£25.99		£25.99
Sep-20	Dave Griffiths	Rec Ground Maintenance August		BACS	Rec Ground & Pavilion	£595.0 0		£595.0 0
Sep-20	Barclays	22 x BACS @0.35p each		dd	Misc	£13.70		£13.70
Sep-20	British Gas	Gas Sports Pav 07/05/20 - 05/08/20		dd	Rec Ground & Pavilion	£89.80	£4.49	£94.29
Sep-20	MNT Engineering Ltd	water heater service Pav		BACS	Rec Ground & Pavilion	£180.0 0	£36.0 0	£216.0 0
Sep-20	Mr K Fowler	Repair Pav windows/vents/sk irting		BACS	Rec Ground & Pavilion	£730.0 0		£730.0 0
Sep-20	North Bucks Parishes Planning Consortium	membership fee 1 year ending 31 March 2021		BACS	Misc	£20.00		£20.00
Sep-20	Village Networks	wifi to Library/hall		dd	Hall	£25.00	£5.00	£30.00
Sep-20	Village Networks	wifi to pav		dd	Rec Ground & Pavilion	£25.00	£5.00	£30.00
Sep-20	E-on	Florence Nightingale Mem Clock power		BACS	Clock Tower & Childrens Corner	£15.75		£15.75
Sep-20	E-on	Elec to Library		dd	Library	£72.56	£3.63	£76.19
Sep-20	E-on	Elect to Streetlights		dd	Street Lights	£788.6 7	£157. 73	£946.4 0
Sep-20	E-on	Elec to Sports Pav July		dd	Rec Ground & Pavilion	£23.59	£1.18	£24.77
Sep-20	Quest	PPE Hand sanitiser and soap dispenser		BACS	Rec Ground & Pavilion	£84.97	£17.0 0	£101.9 7
Sep-20	HMRC	PAYE		Chq	Gen Admin & Wages	£545.2 9		£545.2 9
Sep-20	Nest	staff pensions		dd	Gen Admin & Wages			
Sep-20	Buckinghamshire council	Bin waste collection - Aug		BACS	Bins	£73.80		£73.80
Sep-20	Cozens	Street light stickers x 155		BACS	Street Lights	£695.0 0	£139. 00	£834.0 0
Sep-20	Buckinghamshire council	Bin waste collection - Sept		BACS		£68.50		£68.50

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						£6,890.	£230.	£7,259.
					TOTALS	56	03	59

## Appendix 2

### Recreation ground working group report

September 2020

At tonight's meeting I will be updating Councillors on the following issues.

The work on the Skateboard Park is scheduled to start on Monday 7<sup>th</sup> September 2020.

Re-opening of Pavilion. Risk assessments & signage completed with help of Cllr Price.

Pavilion water heaters serviced & CCTV cameras installed. Dressing room improvements completed.

Tree pruning at bottom of Recreation Ground scheduled to start on 22nd October 2020.

Query with Clerk why dog poo bag dispensers have been empty for some weeks?

Discussion regarding if this year's Firework night should take place.

AOB regarding the Recreation Ground from Councillors.

Cllr Paul Hammond.

For the Recreation ground working group

## Appendix 3

Thank you very much for your quotation following your site visit to the village hall in Steeple Claydon. To comply with the council's rules and public sector procurement guidance we are unable to put all the works into one package and therefore propose to split the work into three packages. They are

- 1 - External remedial works
- 2- Internal remedial works and preparation for kitchen fit-out
- 3 - Kitchen fit-out (funded from Section 106 grant)

The council is keen to proceed with the external work before winter to prevent further deterioration to the building fabric and we therefore propose to award the external remedial works as soon as possible. The specification for this work is attached. We require a fixed price quotation for the work. If your fixed price is being inflated due to unforeseen conditions please make this clear in your quotation and indicate how that element of the work could be carried out to ensure best value for money for the council. If you would like to visit the hall again to improve your understanding of the work required please contact the clerk.

We require your quotation for the work to be submitted in a sealed envelope marked 'Tender for Village Hall External Works' and addressed to 'The Clerk, Steeple Claydon Parish Council, 48 Queen Catherine Road, Steeple Claydon MK18 2PY' to be received by the clerk no later than 17:00 on 31 August 2020. Please use a cover letter for any additional comments you wish to make regarding your company's suitability to carry out this work.

Yours faithfully

H Holmes

Clerk to Steeple Claydon Parish Council.

## SPECIFICATION AND QUOTATION

Please provide itemised prices for each element of the following works to rear of the Kitchen and complete the tender statement below:

Bay Window repair

To: Remove old lead from bay window.

Inspect timbers and replace as required.

Cover decking with non-bituminous building paper.

Cover with warm insulated board.

Cover roof with rubber system with drips.

Use code 6 lead for apron flashing

Brickwork.

To: Replace missing and badly perished bricks.

Rake out old mortar and point with lime mortar.

Cut back timber at high level over one old vent and cut out second old vent and replace both with bricks.

Carry out works to plinth brickwork at low level infilling with mortar haunching, similar to works carried out on site with waterproof liquid.

Spray brickwork with Silicon spray with breathable sealer suitable for listed buildings.

Drainage.

To. Redesign gutters and down pipe.

Investigate drainage for rainwater in corner of building next to small outbuilding.

Clear site on completion of works.

**TENDER STATEMENT**

I confirm that <insert name of company> is prepared to carry out the works described above for the amounts indicated against each item. If awarded the contract following the council meeting on 1 Sept 2020 we would be able to carry out the work on <insert date> and we anticipate that the work would take <insert duration>.

Signed

Name

Date