

# STEEPLE CLAYDON PARISH COUNCIL

Minutes of Parish Council meeting

Tuesday 06 October 2020

<p><b>Present:</b> Cllr Tony Barrett (in the Chair,) Cllr Joseph Hodges, Cllr Paul Hammond, Cllr Trevina Smith, Cllr Doreen Weingart, Cllr Frank Mahon.</p> <p>In attendance via Zoom: Hannah Holmes – Parish Clerk (hosting and recording the Zoom meeting) and 12 members of the public.</p> <p>The meeting was opened by Cllr Barrett at <b>19.32</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. To vote in the new Chair:</b> We started our October meeting with the sad news that two of our Councillors have tendered their resignations. Firstly, Cllr. Paul Firth, has decided to step down from the Chairperson's role. Whilst this was partly as a result of recent events in his personal life, Cllr. Firth also felt that his heartfelt wish to develop future plans for the village were, perhaps, not best suited to the Parish Council. The Vice Chair gave a short vote of thanks to Paul for his tireless efforts over the many years of his involvement in the PC, latterly as its leader at a time of great change in the village. He will be particularly remembered for his leadership and successful adoption of the Neighbourhood Plan, as well as his representation of our interests with HS2, EWR, property developers and others. He will be sadly missed and a difficult act to follow.</p> <p>Vice Chair also noted that Cllr. Dan Price tendered his resignation, he having expressed a wish to stand down at the May elections which were postponed due to the pandemic. Dan was also thanked for his work over the last four years, ever a stickler for detail, keen on fairness and prudence and a champion of the Recreation Ground team where he oversaw a number of positive changes including the embryonic development of our skatepark and MUGA plans.</p> <p>Council then voted for a new chair and Cllr Doreen Weingart, as the only candidate, proposed by Cllr Smith, was <b>duly elected by unanimous vote</b> and took over the meeting from Cllr Barrett. Cllr Weingart noted she would be happy to do this on a short-term basis, until May 21 elections mtg, if that mtg happens. Cllr Paul Hammond was voted in as another Vice Chair, proposed by Cllr Weingart. Cllr Hodges was asked by Cllr Weingart to stay on as another Vice.</p>	
<p><b>2. Apologies</b> The Clerk has received apologies from the following Councillors: Cllr Paula Woods Cllr Chilver and Cllr Macpherson will attempt to join our PC mtg, but are both also attending three others.</p>	
<p><b>3. Declarations of interest</b> Cllr Cherry with regards to cleaning payment in cheque run.</p>	
<p><b>4. Minutes</b> September Minutes circulated to public and Cllr's via website and email. No comments received. Cllr Mahon proposed that they be approved as a true representation of the meeting; this was seconded by Cllr Hammond, 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>5. Chairman's Comments:</b> None</p>	
<p><b>6. Co-Option of new Councillors and potential new Councillor recruitment</b> Cllr Marie Cherry Cllr Paula Wood</p>	

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<p>Have both signed the Declaration of Acceptance of Office and the Pecuniary Interests form witnessed by the Proper Officer which will be displayed on the website. Cllr Smith welcomed them to the Council.</p>	
<p><b>7. Public participation</b> - Opened at 19.35. Deputy Head from SC school introduced herself and thanked Council for all they do for the Village. Explained she had responded to the advert placed by SCPC in the Claydon's magazine – covid support bid circulated to Council. Cllr Mahon noted the school is our biggest asset of the Village and proposed that Council grant the school £2630.00 out of S137 fund. The spend is to support children's mental and physical well-being as this has been affected by Covid. Cllr Hammond queried S137 funds showing in SCPC annual budget. Clerk explained the budget set at precept was for Fireworks spend as was historical. Clerk explained as requested that she had researched as requested by Cllr Mahon into whether the S137 funds we usually spend on the fireworks (as it was agreed in the September meeting we would cancel them), if the S137 discretionary spend could instead be used to support the village schools previous Covid application, for support of the outside spaces enrichment and the safe space mental health support room inside. BALC had confirmed this could indeed be used to cover £2,630.00 of the schools request – the £600 building request could not be supported as it is a government funded building. Cllr Weingart stated she had not heard of S137 discretionary spend and concluded not enough was understood about S137 spend and Cllr Hammond suggested a small Cllr meeting should be arranged to discuss it further. Clerk noted she had sent around annual information from BALC for the 2 years worked for SCPC for the last 4 months. It had been approved by BALC. Cllr Hammond queried if other funding had been applied for. Suggested giving a proportion of request to school, and for S137 to go again onto the next agenda. Clerk reminded Cllrs that the topic should be discussed further when the agenda item is reached. Cllr Weingart and Cllr Hammond agreed to arrange a separate meeting to discuss this further. Cllr Mahon left the meeting. Parishioner 1 – DT - Clerk had passed on email received by parishioner 1 regarding item 11. PA 20/02954/APP Parishioner 2 – PF – noted his reasons for resignation and thanked Council for their tiring, often thankless work. Parishioner 3 - LP – discussed adverts that are on the railings opposite the Co-Op. PC replied that the railings belong to Highways. Cllr Hodges suggested Council approach advertisers. Cllr Hammond will pass on contact details of advertisers. Cllr Weingart to draft and Clerk to finalise and send letter. Cllr Hammond noted the Boot Club want to put an advert up on the railings on Meadoway by rec gate. Public participation was closed at 20.24</p>	<p>Cllr Hammond/Cllr Weingart</p> <p>Cllr Hammond / Cllr Weingart</p>
<p><b>8. Working Group Update on activities and recommendations:</b> <b>Finance</b> i.To approve the payments listed in the cheque run for the month included as Appendix 1. The cheque run was approved, proposed by Cllr Hammond, seconded by Cllr Hodges, all other Cllr's present agreed. Cllr Smith will process BACS payments Cllr Weingart and Cllr Smith to co-sign cheques Cllr Smith requested a thank you letter be sent to Clive Cotton for trimming the hedges on West St. Council so promptly, all agreed, Clerk to send. ii. Monthly reconciliation will be signed off in person - using correct SD procedures. Clerk to arrange with Chair. iii. Applications received for school application under S137 – Cllr Mahon</p>	<p>Cllr Smith</p> <p>Clerk</p> <p>Clerk</p>

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<p>Clerk reiterated the S137 updates that have been sent round, had checked with Cllr Macpherson and BALC, passed on those responses to council, Cllr Hammond, Cllr Weingart and Cllr Smith proposed a meeting be held. Clerk reminded Council of rule of 6 if a face to face mtg is organised.</p>	
<p><b>Recreation Ground</b>  i. Report from Recreation Ground team <b>Appendix 2</b>  Councillor Paul Hammond reported the new Skateboard Park is progressing well. Weather conditions permitting, the Contractors are hoping to have everything completed by 16<sup>th</sup> October. The Multi Unit Games Area with additional outdoor gym equipment should then be installed by Spring 2021.  Tree pruning at the bottom of the Recreation Ground is due to commence on 22<sup>nd</sup> October. Further work to keep other trees pruned so as not to cause a nuisance to our neighbours will be scheduled to be done in early Spring 2021  Clerk and Cllr Hammond to contact previously used signwriter for Covid signage.</p>	<p>Clerk/Cllr Hammond  Cllr Weingart</p>
<p>ii. Florence Nightingale memorial bench – Cllr Weingart  Cllr Weingart to send around a photo idea of type of bench to be considered. Costs requested.</p> <p><b>Village Hall, Library &amp; Cottage</b>  Report from the Village Hall/Library team  The Parish council are pleased to say that we have now, under Government guidelines, been able to offer the hall back to some of our regular hirers. Unfortunately, until the guidelines change, we can't offer this to all our hall hirers.</p>	<p>Cllr Weingart</p>
<p><b>i. Kitchen Brief for wear and tear repair (precept funds) and Kitchen design brief (S106 funds)</b>  Cllr Weingart has contacted Critchley and asked for the exterior work to kitchen be prioritised. Approx £3K spend is predicted.  Clerk reiterated the S106 spend in the inside refurbishment and the brief for that is still required. Clerk understands that suggested brief needs to be created by VH team, but currently understands it to be: Catering for 100 capacity, both professional and domestic users, lots of storage required etc Cllr Smith agreed to do the brief with VH team for November meeting.  Cllr Weingart to discuss letter received from parishioner with Librarian.</p>	<p>Cllr Weingart</p>
<p><b>d. Communications</b>  i. Nominate Councillor to write meeting summary for the Claydon's Magazine  Cllr Weingart asked each group to write summary for Claydons magazine. Clerk will send those onto magazine editor.</p>	<p>Clerk</p>
<p><b>9. Benches of the Village – Cllr Barrett</b>  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 trim around each bench. Caretaker to look after Rec Ground benches, all agreed.  Cllr Hammond to help Cllr Barrett organise a rota for bench attention  Cllr Barrett asked Council to consider that the legacy money we received could be used to refurbish/replace benches, ensuring commemorative plaques etc were replicated.  Mr M Alder to have a letter of thanks from Council for repairing bench outside hall.</p>	<p>Caretaker  Cllr Hammond/  Cllr Barrett  Clerk</p>
<p><b>10. Streetlights</b>  Stickers have arrived and TL/HH/TB will put them up over the next few weeks as weather permits and update records to ensure both SCPC and Eon have the correct information to work from.  Clerk from Chardon has recently been in touch to try to confirm who owns what S/L on Werner Terrace in Calvert. SC parish boundary.</p>	<p>Clerk  Cllr Barrett  Caretaker</p>
<p><b>11. Planning:</b>  20/02954/APP - 31 West Street Steeple Claydon Buckinghamshire MK18 2NT  Extend shed and change to sloped roof (retrospective) DATE COMMENTS REQUESTED BY:- 2 October 2020 (extension applied for and granted until 07/10/2020)  <b>No Objection</b> Proposed Cllr Hodges seconded Cllr Barrett. All present and voting agreed</p>	

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	Clerk
<p><b>12. £1m mitigation fund under the HS2 legislation.</b>                  Clerk will update Jackie Copcutt who will update new Chair, more regular meetings of the Chair group are strongly encouraged by Cllr Macpherson to move the project forward.</p>	
<p><b>13. HS2 / E-W Rail / E-W Expressway - Any updates.</b>                  HS2 updates are emailed out from HS2 monthly and passed onto Council by Clerk.                  To go on scpc website under HS2</p>	Clerk
<p><b>14. 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 03 November 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>21.25pm</b></p>	

Signed.....

Date.....

**Appendix 1**

Payee	Details	Cllr Initial	Chq Cleared	Category	Net Value	VAT Paid	Gross
Hannah Holmes	wages		BACS	Gen Admin & Wages	£		£
Hannah Holmes	expenses - printer ink / poo bags / postage		BACS	Misc	£162.41		£162.41
Terry Levitt	wages		BACS	Gen Admin & Wages	£		£
Terry Levitt	expenses - strimmer head / mileage		BACS	Misc	£36.50		£36.50
Pat Serle	wages		BACS	Gen Admin & Wages	£		£
Pat Serle	expenses - laminator pouches / stapler/ 3x adult fiction books		BACS	Library	£31.54		£31.54

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Dave Griffiths	Rec Ground Maintenance - Sept 20		BACS	<b>Rec Ground &amp; Pavilion</b>	£545.00		£545.00
Bucks Council	DBS check Lib Vol - Janice Carlise		BACS	<b>Library</b>	£38.00	£3.00	£41.00
Chemex	Hand Sanitiser		BACS	<b>Misc</b>	£120.00	£4.00	£144.00
Ultimate Supplies	emailed 05/10 to ask for breakdown of goods/services		BACS	<b>Hall</b>			£133.53
Bucks Council	Rental and empty for bins Sept		DUP PAID	<b>Bins</b>			
Bucks Council	Rental and empty for bins Aug		BACS	<b>Bins</b>	£68.50		£68.50
MNT Engineering Ltd	supply & fit new probe assembly to boiler		BACS	<b>Hall</b>	£105.48	£21.10	£126.58
Cherry's Cleaning Services	AL cover for TL - clean Pav for x2 hrs		BACS	<b>Rec Ground &amp; Pavilion</b>	£22.00		£22.00
Village Networks	wifi for hall/library		D/D	<b>Library</b>	£25.00	£5.00	£30.00
Village Networks	wifi for Pav		D/D	<b>Rec Ground &amp; Pavilion</b>	£25.00	£5.00	£30.00
Sean Cox Electricals	Vh replace socket / Pav replace and make safe junction box		BACS	<b>Misc</b>	£65.00		£65.00
Eon	Elec to Pav		D/D	<b>Rec Ground &amp; Pavilion</b>	£24.13	£1.21	£25.34
Eon	S/L maintenance for quarter ending 30/09/20		BACS	<b>Street Lights</b>	£457.14	£91.43	£548.57
Eon	Elect to S/L Sept 20		D/D	<b>Street Lights</b>	£795.05	£159.01	£954.06
Eon	Elect to hall / Library		D/D	<b>Hall</b>	£83.74	£4.19	£87.93
British Gas	Gas to Hall/Library		D/D	<b>Hall</b>	£59.68	£2.98	£62.66

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Quest	Soap dispenser / Anti bac wipes		BACS	Library	£22.98	£4.60	£27.58
Maverick Industries	Detailed Design Phase		BACS	Skate Park S106	£16,910.00	£3,382.00	£20,292.00
HMRC	PAYE		chq	Gen Admin & Wages	£551.29		£551.29
Clive Cotton	Trim hedge West Street		chq	Misc	£30.00		£30.00
					£22,930.45	£3,683.52	£26,767.50

Appendix 2

**Recreation ground working group report**

October 2020

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

- The work on the Skateboard Park is scheduled to finish on Friday 16<sup>th</sup> October 2020 subject to favourable weather conditions. I will continue to get daily updates from the Site Manager. Do the Council wish to arrange a small Covid-secure opening ceremony? If so, what form should this take?
- MUGA – set target date to start project. Would like to use Michael Carter again and aim for Spring 2021 start and finish.
- Could Hannah ask Terry when he will be able to complete the painting of the referees changing room? I understand he has the paint and has already done the undercoat. It would be nice to get this job done.
- Gas meter readings – Terry & Hannah have been monitoring.
- Pavilion – small additional lighting.
- Pavilion – need Hannah to authorise supply of additional key.
- Clearing the ground in front of containers and removing fencing to allow the Football Club to store their new goalposts.
- Boundary fence in need of repair.
- Reminder that tree pruning at bottom of Recreation Ground scheduled to start on 22nd October 2020. Residents have drawn attention to two more trees at the top of Recreation Ground which I have quotes to discuss.
- More permanent Covid signage.
- Bootcamp request for advertising banner.
- AOB regarding the Recreation Ground from Councillors.

Paul Hammond.

For the Recreation Ground Working Group.