

<p>Present: Cllr Joseph Hodges (in the Chair, hosting and recording the Zoom meeting) Cllr Frank Mahon, Cllr Marie Cherry, Cllr Lindsey Batham, Cllr Ivo Haest, Cllr John Mitchell.</p> <p>In attendance via Zoom: Hannah Holmes – Parish Clerk and members of the public. The meeting was opened by Cllr Hodges at 19.30</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 and letting Council know who is attending.</p>	
<p>1. Apologies Clerk received Cllr Tony Barrett apologies Vice Chair Hodges noted he had received apologies from Cllr Weingart. However Cllr Weingart attended the meeting, Clerk notified Council that BALC had confirmed that if Chair was present Chair should host the mtg. Council discussed that as she had IT issues and had no microphone or video camera on her computer that Council would accept her being at the meeting but as she had sent in her apologies that she was not participating as a Cllr in the meeting.</p>	
<p>2. Declarations of interest None noted</p>	
<p>3. Minutes & Matters Arising 02 February 2021 Minutes circulated to public and Cllr's via website and email. Small name amends from Baughan to Houston. Cllr Mahon proposed that they be approved as a true representation of the meeting; this was seconded by Cllr Cherry, all other Cllrs who had been present at that meeting agreed. The minutes will be signed by the Vice Chair noting CV Social Distancing restrictions.</p>	Clerk
<p>4. Chairman's Comments: The chairman had no report from the Chair Cllr Weingart.</p>	
<p>5. Public participation - Opened at 19.35 No public participation received. Public participation was closed at 19.36</p>	
<p>6. Working Group Update on activities and recommendations: Finance 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 Cherry seconded by Cllr Mitche, all other Cllr's present agreed. ii. Monthly reconciliation will be signed off in person - using correct SD procedures. Clerk to arrange with Vice Chair. iii. Cash Plus Card regulations to be agreed and £500.00 petty cash BACS. Appendix 2 Proposed by Cllr Mitchell seconded Cllr Cherry all Cllrs present agreed. It was RESOLVED</p>	Clerk/Vice Chair

<p>It was discussed and agreed that TL is covered by insurance to move the tractor if required to gain access to things in the tractor shed.</p>	<p>Clerk</p>
<p>Contract for electric for streetlights up for renewal Cllrs will be required to investigate soon. Clerk to send on notice to Council.</p>	<p>Cllr Mitchell</p>
<p>Sasse to be contacted regarding payment for services not received during lockdowns. Cllr Mahon queried and Cllr Mitchell will follow up with Sasse. Cllr Mahon proposed PC investigate Sasse invoice, Cllr Mitchell agreed and offered to contact Sasse, all Cllrs present agreed. Invoice removed from payment run. Clerk will invite Council to attend any meetings soon on the financial audit.</p>	
<p>Recreation Ground</p>	
<p>i. Report from Recreation Ground team</p>	
<p>Discussed skatepark being open still in lockdown. Police had recently attended a group and told them not to congregate there. Police have not contacted PC. Parishioner requested if we had any CCTV footage of assault. We did not. PC still happy with decision to keep the open space still open for healthy activity with minimal contact, hand sanitizer has been provided.</p>	<p>Clerk / Caretaker</p>
<p>MUGA – Council discussed no big decisions to be made on this project until after May Clerk to contact tree surgeon, to delay works until after nesting season – PC noted x 3 quotes would be required.</p>	<p>Clerk</p>
<p>ii. Florence Nightingale memorial bench – Cllr Weingart. Cllr Hodges has the information from Cllr Weingart and will pass it onto Council.</p>	<p>Cllr Hodges.</p>
<p>Village Hall, Library & Cottage</p>	
<p>Report from the Village Hall/Library team</p>	
<p>c. Village Hall, Library & Cottage</p>	
<p>i. Report from Village Hall team – Tier 5 closed.</p>	<p>Clerk</p>
<p>Gutters have been done. Librarian will be back 2 days a week to get Library ready for 12/04/21 re-opening. Some shed space can be made available for storing extra spare books in plastic boxes, maximum of 5. Bell bar to be emptied of all books asap.</p>	<p>Cllr Cherry/Caretaker</p>
<p>Clerk to contact all regular users with regards to them re-booking their classes as appropriate to Government Covid guidelines</p>	
<p>Cllr Cherry & Caretaker will arrange the hall flowers. RFO suggested approximate budget of £200.00, as per last 2 years average spend, Cllrs approved.</p>	<p>Cllr Hodges.</p>
<p>ii. Kitchen Brief for wear and tear repair (precept funds) and Kitchen design brief to be approved (\$106 funds)</p>	
<p>This will be focused on in May, Council to re-approach the previous 3 companies, write a brief for them for updated quotes. For x100 seated, caterers and community cooking. Cllr Mahon noted the exterior works have been awarded and Council need to contact the company booked by Cllr Weingart and confirm what remedial works are to be done on the exterior. Cllr Hodges to get external contractors details to arrange start date.</p>	
<p>d. Vicarage Orchard</p>	
<p>i. Update- Cllr Cherry / Cllr Mahon</p>	
<p>Cllr Cherry had arranged a working party at end of Feb – as advertised on VO Facebook page. 8x Trees donated by T Levitt for working groups to plant individually, taking Covid restrictions into account. Wood chippings down pathways. Cllr Cherry has dropped round letters to very local residents. Also to be featured in Claydons magazine</p>	<p>Cllr Cherry</p>
<p>e. Communications</p>	
<p>i. Social Media update – Cllr Cherry / Cllr Mahon</p>	

<p>Facebook is working well.</p> <p>ii. Clerk IT equipment – Cllr Cherry / Cllr Mahon</p> <p>Clerk very happy with laptop and is currently getting email system upgraded, Cllr Cherry is organising it.</p>	
<p>Make your parish EV accessible - Cllr Cherry</p> <p>Cllr Cherry is investigating this – especially a point at the new Co-Op</p> <p>Cllr Mahon asked Cllr Macpherson – MK geared up but BC looking to promote this, not necessarily any actual funding but with advice</p> <p>Cllr Haest and Cllr Macpherson suggested asking the new building developments that are currently being built if they have any plans for EV points. Cllr Haest discussed that improving the NER carpark could help reduce school time traffic for an alternative drop off point to Meadoway. Cllr Haest offered to investigate this further with Cllr Cherry.</p>	<p>Cllr Cherry / Cllr Haest</p>
<p>Letter / Dog waste - The Bins of SC</p> <p>We now have a Street Furniture team, Cllr Mahon requested that we have a minimum of a quorum of Cllrs on each team, Cllr Mahon/Cllr Hodges/ Cllr Mitchell now all agreed to be on SF team.</p>	
<p>9. Rural Community Energy Fund – Cllr Mitchell summarised his thoughts on potential sources of income, to reduce future running costs of the buildings.</p> <p>Funding for consultancy and research etc</p>	<p>Cllr Mitchell</p>
<p>10. Planning:</p> <p>21/00244/APP - 1 Maple Leys Steeple Claydon Buckinghamshire MK18 2RJ Two storey side extension: DATE COMMENTS REQUESTED BY:- 25 February 2021 – extension granted until 03/03/21</p> <p>No public responses received as at 02/03/21 noted by Cllr Haest</p> <p>Cllr Mahon discussed 1 meter up to curb felt it should be 2m – a planning office should note this not a PC.</p> <p>Cllr Mitchell proposed we support the application. No seconder</p> <p>Cllr Mahon proposed no objection, Cllr Mitchell withdrew his first proposal and seconded,</p> <p>Cllr Haest abstained; all other Cllrs present agreed</p> <p>21/00496/APP - Foxgloves 4 Chaloners Hill Steeple Claydon Buckinghamshire MK18 2PE Removal of existing shed. Single storey open fronted car port with home office/storage area. DATE COMMENTS REQUESTED BY:- 12 March 2021</p> <p>Cllr Cherry proposed no objections seconded by Cllr Haest</p> <p>All other Cllrs present agreed</p>	<p>Clerk</p> <p>Clerk</p>
<p>11. £1m mitigation fund under the HS2 legislation. Any updates</p> <p>Any updates – Cllr Mahon</p> <p>Clerk has received signed *mitigation funds (*interest only) paperwork from Chair – RFO has also signed and scanned copy. Confirmed with Council it will be sent on 03/03/2021</p> <p>Cllr Mahon thanked Cllr Macpherson and Cllr Chilver, who have helped; SC, Twyford, Charndon and Calvert Green to move this forward.</p> <p>The additional funds of approx. £4.5K is now not under the same restrictions as the £250K mitigation fund.</p>	

<p>Cllr Macpherson updated the meeting; Charndon have submitted two proposals already SCPC need to discuss how the mitigation fund can be used for community benefit as well as environmental mitigation. Air pollution, air quality, noise and vibration, traffic calming may come under that. Cllr Mahon discussed there has been social media chit chat on how it's going to be spent. SCPC need to discuss how they will consult with the parishioners and move forward after May elections.</p> <p>Macpherson noted no detailed IMD design plans, for at least 2 years, a word of caution – the IMD may be critical as to how the mitigation money may be spent. Time frame? 10 years spend restrictions? Clerk to confirm this with Jackie Copcutt BC. The design of IMD may influence potential future spend of the fund. Cllr Hodges agreed.</p>	<p>Clerk</p>
<p>12. HS2 / E-W Rail / E-W Expressway. Road Closures. TRRO's – Cllr to take on Road signs – Cllr Mahon. Access routes - Cllr Mahon - Any Updates EWE Cllr Cherry noted the recent knowledge arc article, Cllr Mahon noted that Greg Smith MP and DfT have confirmed it is PAUSED. Cllr Mapherson discussed the wider context of housebuilding along the arc. Cllr Haest noted he is planning on staying alert on EWE/biomedical/Oxford/Cambridge Arc - he feels the arc will come with industry and housing. But potentially in excess of 200,000 houses with no major road improvement system in place. EWR Cllr Mahon reported on the Sandhill Road Closure, firstly thanked Ian Kelly, Cllr Chilver and Cllr Macpherson for their help. Initial closure was 12 weeks then extended to 10 months, then reduced to 21 weeks, now reduced to 19 weeks. Mark James- EWR Deputy Director - has committed to donating 'smiley face' cameras, Cllr Mahon has applied for x4 for the four main roads into SC.</p> <p>Cllr Macpherson noted EWR need to liaise better with local community about road closures/spinney plans – small amount of land take to be replaced after completion – EWR communication seminar – SCPC will advertise on facebook – recommend all to attend.</p> <p>Cllr Mahon & Hodges discussed that EWR have to date been poor at communication but will be in touch shortly with local affected farmers/businesses. Cllr Hodges will report back next month.</p> <p>EWR /HS2 – internal policy – to adopt the 20 is plenty in their lorries in built up area. Cllr Mahon discussed that HS2 have now agreed and hopes EWR will also agree.</p>	<p>Cllr Mahon</p> <p>Cllr Cherry</p> <p>Cllr Hodges</p>

<p>Cllr Cherry noted x 8 HGV's in half an hour down Vicarage Lane. Cllr Hodges urged caution, they should be using designated haul routes, but it is not in a PC remit to police this. The PC will arrange 20 is plenty signage and hope for the smiley faces.</p> <p>SCPC to get the agreed x4 main road 20 is plenty signs Brackley Lane, Calvert have a No HS2 signage but the signs were being ignored, so HS2 have now posted a person there. Cllr Haest - would like PC to encourage parishioners to provide the evidence via Cllr Cherry's leaflet. Photo evidence of HGV's.</p> <p>- Appendix 3</p> <p>Cllr Mahon discussed his meeting with Minister for HS2 Mr Stephenson(sp?) regarding 150 men to evict 10 protesters – also police investigations have been delayed in looking into an attempted burglary. Residents feel police resources being diverted to HS2 issues- Cmpact on local PC's ie Calvert Green, Charndon, Twyford, SC – evidence of parish councils now spending disproportionate amount of time on HS2 issues.</p>	
<p>13. Future agenda items are invited by all Councillors to be sent to Clerk ahead of preparing Agenda. Clerk to confirm with BALC regarding the April SCPC meeting as purdah starts. Rec team – MUGA / outdoor gym for May onwards VH team – Kitchen internal refurbishment brief May onwards</p>	Clerk
<p>14. 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>The next Parish Council meeting will be held on Tuesday 06 April 2021 at 7.30pm.</p> <p>To join the meeting open Zoom in a web browser or application and put in the meeting ID and password from SCPC 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, Clerk phone – 01296 534698. Website www.e-voice.org.uk/steepleclaydonpc/</p> <p>The meeting was closed by Cllr Hodges at 21.12</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/stationary		BACS	Misc	£90.47		£90.47
Terry Levitt	wages		BACS	Gen Admin & Wages	£		£
Terry Levitt	expenses - 10 miles at 0.45p		BACS	Misc	£4.50		£4.50
Pat Serle	wages		BACS	Gen Admin & Wages	£		£
DVLA	road tax FOC renewed Etesia		N/A	Rec Ground & Pavilion	£0.00		£0.00
Eon	elec to library Feb		DD	Library	£90.49	£4.52	£95.01
Eon	elec to clock tower		BACS	Clock Tower & Childrens Corner	£9.85	£0.49	£10.34
Eon	elec to sports pav		DD	Rec Ground & Pavilion	£15.76	£0.79	£16.55
Eon	elec to streetlights Feb		DD	Street Lights	£795.05	£159.01	£954.06
Eon	streetlight Maintenance to quarter ending Dec 2020		BACS	Street Lights	£457.14	£91.43	£548.57
Eon	streetlight repair-Greenwood Place		BACS	Street Lights	£23.40	£4.68	£28.08
Eon	Greenwood place - painted outside of visor		BACS	Street Lights	£25.00	£5.00	£30.00
Quest	Soap Dispenser x2		BACS	Rec Ground & Pavilion	£40.78	£8.16	£48.94
Quest	anti bac wipes		BACS	Hall	£4.49	£0.90	£5.39

Steeple Claydon Parish Council.
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Dunns Windows and Gutters	Cleaned hall gutters and gulley clean		BACS	Hall	£50.00		£50.00
Sasse	Bin liner x3/Alco gel		BACS	Hall	£84.16	£16.83	£100.99
Sasse	4 x sanitary units 2 x nappy units- annual maintenance - 01/09/20 - 31/08/21		BACS	Hall - Not approved - COUNCIL WILL INVESTIGATE - SUSPEND PAYMENT TO APRIL	£668.88	£133.78	£802.66
Wave	water / waste		DD	Hall	£178.06		£178.06
Village Networks	wifi to hall/library		DD	Library	£25.00	£5.00	£30.00
Village Networks	wifi to Pav		DD	Rec Ground & Pavilion	£25.00	£5.00	£30.00
British Gas	Hall/Library		DD	Hall	£299.01	£59.80	£358.81
HMRC	PAYE		Cheque	Gen Admin & Wages	£512.41		£512.41
Bucks Council	rental and empty bins - Feb		BACS	Bins	£54.80		£54.80
				TOTALS	£6,149.16	£495.39	£6,644.55

Appendix 2

6.18. Any Debit Card issued for use will be specifically restricted to the Clerk [and the RFO] and will also be restricted to a single transaction maximum value of [£500] unless authorised by council or finance committee in writing before any order is placed.

6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council [Finance Committee]. Transactions and purchases made will be reported to the [council] [relevant committee] and authority for topping-up shall be at the discretion of the [council] [relevant committee].

6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk [and RFO] and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

6.21. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

OR

[6.22. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.

a) The RFO shall maintain a petty cash float of [£500] for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.]

Steeple Claydon Parish Council.
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Appendix 3