



Present:

Cllr Frank Mahon (in the Chair), Cllr Stephen Le Tissier, Cllr Marie Cherry, Cllr Ivo Haest, Cllr Stephen Proffitt

In attendance: Clerk, Cllr's and **03** members of the public.

Livestreaming YouTube channel was on.

The meeting was opened by Cllr Mahon at **19.31**

The Steeple Claydon Parish Council meeting was held in person at the Village Hall on Tuesday 07 March 2023, admission from 7.15pm onwards for a 7.30pm start.

Members of the public are welcome to come along to see what the council is doing. There is a public participation session at the start of the meeting when the public are able to comment on the agenda items or ask the council questions about their activities. The agenda is published on the website and on the VH noticeboard on the Thursday before the meeting.

REMOTE VIEWING

If you do not wish to attend in person you can view the proceedings via our new Steeple Claydon Parish Council YouTube channel, there will be no commenting available on this livestream in line with government guidance

QUESTIONS FOR PARISH COUNCIL

All questions from parishioners will need to be submitted to the Clerk before the meeting - cut off midday of the day of the meeting, details below.

If you need any help or information from your PC, please contact the Clerk to the Council
Ms Hannah Holmes

clerk@steepleclaydonparishcouncil.gov.uk

www.steepleclaydonparishcouncil.gov.uk

Tel. 01296 534698. School hours – Monday-Friday

Cllr Mahon read aloud the following BMKALC GOOD PRACTICE NOTE

Council Meetings are formal meetings held in public but are not public meetings. Members of the public are welcome to join us but may only participate during Public Participation time. There is an overall time limit of 15 minutes for this segment. Multiple speakers for the same item may wish to select a single speaker or to edit their own contribution to ensure the maximum number of speakers can be accommodated. No single speaker may speak longer than 2 minutes. Points raised, but not on this evening's agenda, will not be addressed at this meeting but will be answered during the next working day or added to a future agenda as appropriate. Please be aware that this meeting may be recorded by any attendee exercising their legal right to do so. Please ensure that phones are set to silent during the meeting

1. Apologies

<p>To receive Councillors apologies and Council to approve reasons for absence. Cllr John Mitchell has sent in his via the Clerk Approved absence was agreed by all Cllrs present Cllr Jason Davies has sent his in via the Clerk Approved absence was agreed by all Cllrs present</p>	
<p>2. Declarations of Interest</p> <p>To receive declarations of interest and dispensations in respect of matters contained in this agenda Absent - Cllr Mitchell has a reimbursement on the finance run for barometer repair/fitting</p>	
<p>3. Minutes</p> <p>To approve and sign the minutes of the meeting held on Tuesday 07 February 2023</p> <p>Matters arising from the minutes.</p> <p>Cllr Le Tissier asked for an update on Claydon’s magazine funding – Clerk noted it was on agenda under Section 8.e.</p> <p>Minutes were Proposed as an accurate and true representation of the meeting proposed by Cllr Le Tissier seconded by Cllr Haest agreed by all Cllrs present and signed off by the Chair, Cllr Mahon</p>	
<p>4. Chairman’s Comments</p> <p>To receive a report on matters not on the agenda, but of interest to the Council and Parish.</p> <p>Cllr Mahon updated the meeting on Calvert Green/ Twyford / SCPC had a Helping Hands fund for residents in hardship for the 3 local shops, due to lack of personal transport etc Almost at the pilot scheme for local shops finish date 14 March 23 – SCPC to date has gifted out £320.00 - £180 left to give – includes residents of Calvert Green and Tingewick who chose the Coop instead. Has helped 8 individual cases.</p> <p>Surplus funds of £500 from Calvert Green (£300) and Twyford (£200) has been unused – so it has been agreed between the three PC’s that SCPC/Cllr Mahon to take it on and distribute the Coop vouchers within the 3 parishes. Going through the SCPC account.</p> <p>There is the potential of a further £12K for future funding for another year.</p> <p>Administration will need to be considered. Cllr Le Tissier noted Clerk could claim back mileage if required. Clerk happy to volunteer at this point.</p> <p>Cllr Mahon feels Helping Hands in Bucks Council is undermanned, feels local support is invaluable for a lack of waiting time. Helping Hands email Clerk/Cllr Mahon and the Clerk/Cllr Mahon arrange delivery for Coop vouchers as soon as possible, has been same day so far.</p> <p>Cllr Mahon reminded the meeting that T4B is changing over on 01 April 23. An improved scheme, not fixed price contract. Now a schedule of rates, it has proven difficult to transport crews around the county and shortage of materials required has a knock on effect. Other jobs will be completed if the job they were called out for cannot be completed. Noted the LAT for the area is now Alison Poland, in post from Dec 22.</p>	
<p>5. Public Participation – Standing Orders are set aside to allow for public participation</p> <p>Public participation - The meeting was closed by the Chair and public participation was opened at 19.37</p>	

<p>P1 – voiced their concerns over the one-off donation given to the Parish magazine as announced by the Church - will this be precepted in future, as there appears to currently be restrictions on who can advertise within the magazine.</p> <p>SCPC / Calvert Green / East & Boltoph Claydon and Rev Rickey, but the Rev is now leaving in April – the three parishes would like to hold the public meeting it when the new Rev in place. Funds given by SCPC to the magazine under S137, community benefit for local communication.</p> <p>Cllr Mahon will advertise this as a public meeting. All will be welcome to attend.</p> <p>Cllr Le Tissier noted there are various concerns that need to be examined.</p> <p>For example, a business model, an examination of their funding.</p> <p>Cllr Mahon will deal with this tomorrow now it has been brought to his attention.</p> <p>He would like public clarity on where the contribution has gone to.</p> <p>Public participation was closed by the Chair at 19.53 and the Parish Council meeting was re-opened.</p>	
<p>6 Clerk Report – appendix 1 Hard copy given to Council.</p> <p>Items of note: Lloyds mandate appears to have gone through with two Cllrs having post passed on tonight. Clerk clinics are back and dates on display in noticeboard.</p>	
<p>7 Action Point List –</p> <p>Cllr Le Tissier - went through the to do list and updated Cllr responses.</p> <p>QCrd Church white gates – painted and installed – EWR to be raised again March 16 23 – FM</p> <p>MVAS – Cllr Haest got agreement from Council that they will pay for the MVAS to then claim it back.</p> <p>Bat boxes have been requested from Men In Sheds</p> <p>Cllr Proffitt and Clerk to arrange RA for Rainbows sleepover</p> <p>Cllr Cherry asked on SC Facebook forum for photos of the VH throughout the years. Few responses. SC Historical Society might have more.</p> <p>Library FN bench discussed. Lighting at MUGA discussed, discussed a PIP – Permission in Principle rather than full planning permission.</p> <p>Cllr Le Tissier will donate a torque for MUGA repairs.</p> <p>Cllr Haest to arrange road safety meeting after this meeting.</p> <p>QCrd trees watering/maintenance programme – Cllr Mahon will ask at CALMS meeting on 16/03</p> <p>BC regarding undercroft – Cllr Mahon has no answer yet</p> <p>Only to list points once even if action is repeated monthly</p>	<p>Clerk</p> <p>Cllr Mahon / Cllr Le Tissier</p> <p>Cllr Mahon</p>

<p>Downpipe at pavilion is missing cowling at top</p> <p>QCRd / Church white gates discussed – Cllr Mahon EWR have agreed to replace the gates, has a quote for new hardwood gates and install them. Cllr Mahon will raise again on 16/03</p> <p>White gate on Addison Road – Cllr Haest investigating</p> <p>Cllrs were reminded to tick off their own completed tasks before the next meeting.</p>	
<p>8. Working Groups Update on activities and recommendations:</p> <p>A. Finance</p> <p>a. To approve the payments listed in the March finance run for the month Finance run read out by Clerk Notified Council of new cost of £85 from BC for the dog waste bins administration FOC tax for tractor discussed Clerk asked to check by Cllr Haest that all Gas, Electric and Water meters are all smart meters – BGas are FOC Proposed by Cllr Proffitt Seconded by Cllr Cherry All Cllrs present agreed to the monthly finance run, signed off by Chair. Cllr Cherry agreed to do the BACS run before Friday</p> <p>b. Internal Audit booked for 02 June 23 – RFO notified Council 22/23 audit prep is underway Clerk</p> <p>c. Sport and Leisure Project wording required for 22/03658/APP - £13,712 S&LC, in accordance with Ready Reckoner – RFO/Cllrs - If application decided Cllr Mahon to check with BC planning and update Clerk before April agenda Cllr Mahon</p> <p>d. Discuss renewal price offer re electricity to FNCT and CCTV – RFO Eon Next contract runs out March 23 – two year fixed reduced rate advised. Otherwise will be : £1.00 standing charge per day / 74.98 Unit charge per day / £1198.95 annual cost estimated Or - Sign up options; 1 yr : 56p per day standing charge / 32.7 unit charge 2 yr : 56 per day standing charge/ 32.0 unit charge Proposed Cllr Mahon, seconded by Cllr L Tissier to go with lower price two year fixed. (Done 08/03 Clerk</p> <p>e. Claydons Magazine funding update – Cllr Mahon Cllr Mahon discussed this in public participation – nothing will be agreed until residents will be informed of public meeting and relevant PC's getting sight of required documents</p> <p>B. Recreation Ground</p> <p>a. Report from Recreation Ground team</p> <p>b. Trees for Rec Ground update - Cllr Haest / Cllr Cherry / Cllr Davies Planted – extra protection has been bought for caretaker to put on – water bowser – DM provided and S will get L to help her use it and for Fireworks event? Noted that the new children's play area by Coop has damaged trees Caretaker/Clerk</p> <p>c. No smoking signs update – Date for BC photos. Clerk – Cllr Ivo Heast to reply to email with date choice. Cllr Haest</p> <p>d. MUGA Lights – Cllr Le Tissier / Cllr Mahon – Cllr Mahon asked BC – we need to apply for planning – apply for PIP (permission in principle) Cllr Le Tissier</p> <p>e. Outdoor exercise equipment for rec ground; Council to write and agree brief required for x3 quotes. Village Consultation – Cllr Le Tissier/ Clerk Three companies have been out to look at site. Brief agreed at; 6 pieces of equipment and small</p>	

running track – within area by FNMC/MUGA	
Non-moving equipment 50/50 some movement – anti tamper devices	
Proposed by Cllr Mahon seconded by Cllr Le Tissier	
Clerk to contact relevant companies for quotes – BC S106 – 21/01945/APP	Clerk
MUGA on-going Maintenance plan document - check Clerk has passed to caretaker (caretaker confirmed has printed copy)	
f. Small Court Claims update – Cllr Le Tissier	
Cllr Le Tissier updated council that he had 8 hours on hold, emailed numerous times, official complaint x 2, involved Greg Smith MP, recently received an apology from Court on the delay, after official reply period. Paperwork was sent 27/02/23 but still not received. Next steps	Cllr Le Tissier
Now a total of £3,143.00 including costs. From £2700.00 - Bailiff's agreed.	Clerk
Cllr Proffitt discussed he had received a parishioner comment about an overgrown hedge along Meadoway to NER – Clerk will ask Dave G to trim it – done 10/03	
C. Village Hall, Library & Cottage	
a. Report from Village Hall team	Caretaker
Cllr Mahon noted the plumbing work had been done in the cottage. But the boost panel is broken, Pete Golding due to come in and look at it. Pete G to advise Caretaker about Hive.	
b. Any Library business: BCC funding for FN bench - RFO	Clerk
Needs to be ordered and invoice paid by SCPC done by Clerk 09/03 to go on April fin run	
PS has relevant email – Clerk to raise pro forma invoice for payment	
c. Hall sign post update – Cllr Proffitt	Clerk
Base will be tidied by Cllr Proffitt	
Light by Pete Golding – clerk has asked him to repair it	Cllr Proffitt
(Bench half way up Chaloner's Hill discussed – Clerk has passed on BC grass cutting map for responsibilities ie highways or privately owned to Cllr Proffitt	
d. Bell bar photographs – Cllr Le Tissier, Cllr Cherry	
Ongoing - on April agenda	
D. Vicarage Orchard	
a. Any updates - Cllr Davies is absent so no update.	
b. Bird/Bat boxes – any update – Cllr Davies has ordered x3 from men in sheds	
c. Bench plaques – any update – Cllr Davies	
d. CCTV – any update – Cllr Davies	
E. Communications	
a. Any updates – Cllr Cherry	
MacAfee security licenses for x5 will be renewed for 2 years	Clerk/ Cllr
b. Village Emergency Document – second mtg date to be agreed – DH / Clerk	Haest / Cllr
1 st mtg happened – template from BC, Clerk will type up draft	Proffitt
EWR / HS2 depot discussed – contact them and speak to them	
Cllr Mahon to speak to CALMS	
Blue light services in charge of IMD disasters	
F. Street Furniture	
a. Noticeboards – Cllr Mitchell – is absent but will order	Cllr Mitchell
b. Benches update – Cllr Mitchell – Clerk to chase cubs and scouts survey	Clerk
c. Recycling BC review hall and pavilion – Clerk	
Trial for one year. Recycling signs around the hall - clerk	Clerk
Caretaker to put in the big recycling bin	
Proposed by Cllr L Tissier, Seconded by Cllr Cherry all Cllr's present agreed	
G. Events	

<p>a. Next year's events</p> <p>i. Kings Coronation on 06 May 23 – Pic-Nic on Sunday 07 May – Cllr Cherry/Cllr Le Tissier Cllr Le Tissier requested a £3k budget for Kings Coronation event 23 Toilets booked by clerk £210 face painter booked by Clerk £40 + £90 Mugs x 500 – £2.22 per item £1,342.66 £500 sound system Bouncy Castles hire £180 VHall booked out for wet weather contingency Council agreed the £3,000 budget request out of reserves and agreed to use the LED Sound System £2700 reimbursement once it is received – all cllrs present agreed</p> <p>ii. Fireworks date – Saturday 04 November 2023 – Cllr Le Tissier Cllr Le Tissier asked Clerk to check fireworks budget agreed. Noted we won't need to buy light sticks, so less spend.</p> <p>H. HS2 / E-W Rail</p> <p>a. Any Updates – QCRd trees maintenance contract update if any - Cllr Mahon CALMS meeting on</p> <p>/I. Planning <i>None received as at 28/02/23</i> Cllr Le Tissier noted it would be useful to discuss which planning applications actually get through and which are objected to. Cllr Haest noted you can turn on Notification for updates on PA's - you can set to be notified on the web-site</p> <p>b. Tilia – non-reinstatement of hedgerow for 3 years and New playground update and drainage holes update – Cllr Le Tissier/ Cllr Mahon Cllr Mahon cannot get a mtg with Tilia project manager Cllr Haest to send Tilia site lead contact details to Cllr Mahon</p>	<p>Clerk</p> <p>Cllr Haest / Cllr Mahon</p>
<p>9. Neighbourhood Watch – Steeple Claydon NHW review by Andy Guest</p> <p>Andy reported on Coop had issues with youths causing problems at the Coop few weeks ago.</p> <p>Urge to get people to report incidents on 111</p> <p>Discussed lack of PCSO – only two for the area, recruiting for more officers</p> <p>Meadoway issues discussed; speed, parking, rude parents, parking across drives,</p> <p>Pete school caretaker standing outside – seems to be helping</p> <p>PCSO / Highways need to investigate.</p> <p>clerk t clerk to arrange mtg for 3pm school pick up time</p> <p>To arrange mtg for 3pm school pick up time - LAT / AG (SCNHW) / Cllrs / villagers (advertise) yellow lines discussed.</p>	
<p>10 Commission Boundary Consultation – any update Cllr Mahon</p>	<p>Clerk</p>

<p>Cllr Mahon updated the meeting that decisions are made on all but 5 wards – South Bucks area – so delayed publicizing decisions – end of May – Clerk to put on June agenda</p>	
<p>11. Road Safety Strategy – Any update – Cllr Haest/ Cllr Mahon PC to pay for MVAS? HS2 road safety mitigation fund with reimburse. £16K - will get a computer uploaded MVAS software – request pro forma invoice Cllr Haest gave an update regarding the two approved mobile MVAS – awaiting price information to send on Cllr Haest to book hall on a Tuesday evening - Road safety group to be re-established by Cllr Haest.</p>	<p>Clerk Cllr Haest Cllr Haest</p>
<p>12. Youth Council – Cllr Haest / Cllr Mitchell Cllr Mitchell to include Cllr Davies in connecting with the local youth.</p>	
<p>13. Future agenda Items Councillors are invited to propose items for 04 April 2023 agenda. APM – to send invites out to all volunteer groups on list</p>	<p>Clerk done 08/03</p>
<p>14. Any Other Business and Future agenda items are invited by all Councillors to be sent to Clerk ahead of preparing the next Agenda. Date of next meeting: Tuesday 04 April 2023 at the Village Hall Annual Meeting of the Council: Tuesday 02 May 23 at 7.30pm Annual Parish Meeting: Wednesday 24 May at 7.30pm Meeting was closed by Cllr Mahon at 21.02</p>	
<p>15. 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. The meeting was closed by Cllr Mahon at 21.02</p>	
<p>The next Parish Council meeting will be held on Tuesday 04 April 2023 at 7.30pm. 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 https://www.steepleclaydonparishcouncil.gov.uk/ Email – Clerk@steepleclaydonparishcouncil.gov.uk</p>	

Signed.....

Date.....

Appendix 1.

Summary of Clerk activity for 07/03/23

- **February 23**

Administration

- Preparation of monthly transactions for March 23 meeting
- Proof of Jan 23 accounts to NO
- Vehicle Tax for KX08 AEL renewed from 01 March 23 for 12 months FOC
- Invoiced hall/rec ground regular users for Jan 23 and helped move more groups across to BB invoicing
- Action Point list from February minutes onto To Do app
- Lloyds mandate update – rec'd 28/02
- NS&I mandate update – March/April 23
- Barclays Business account – business details update issue – RFO/Cllr Mitchell chased 21/02/23 & 28/02/23

On-going

- Minutes prepared and on public display
- March agenda prepared and on public display
- Wages and finance run prepped
- On-going email correspondence
- Website updates
- Parishioner Correspondence
- Planning Application PC response submitted: NA

Streetlights : 41 & 39 on 15/02 86 on 02/02 & 02/03 Victory Road

- CCTV request – cricket stump stolen from MUGA around 17/02/23 - monitored £600 p/a – April agenda

Meetings:

Jan from Rainbows re o/n RA – Cllr Proffitt mtg to be confirmed

Sam & Cllr Cherry re shopping for tree planting equipment

Mum Time Yoga re booking issues

Alice from BC re BCC funding for Library bench (FN)

Other

- Kitchen lintel repairs by Burgess builders – 4+ weeks from 05/01/23 completed by 13/02
 - Chased EWR re vol painting of white gates etc
 - Helping Hands Voucher scheme admin
 - Plumber for cottage water tank x3 repairs – completed
 - Pavilion – water leak – TF completed
 - Booked chosen - hall dusting/gutters/windows - done on 28/02
 - Booked chosen fire safety inspection – Wednesday 26 April – 09.30am
 - Booked chosen tree survey – on or before Friday 24 March
 - Contacted Eon-Next re new contract for FNMC due in March 23 – to get Council agreement
 - Caretaker - IOSH online course booked and she has started it
 - FILCA – to be booked after Audit 22/23 completed
 - First Aid at Work training for staff x3 (1 day)
 - Booked Portaloo for KC event
 - Streetlight – LED changeover costs being investigated
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- Re-opened Clerk Clinic's - Please note: The Clerk will be at the Library for her 'Clerk Clinic' every fortnight Thursday's from 09.30 -10am - during term time, dates will be on VH noticeboard.

Dates to start are: Thurs 23 Feb 09.30 -10am, Thurs 09 March, Thurs 23 March, Thurs 20 April, Thurs 04 May, Thurs 18 May

Appendix 2.

Payee	Details	P/M	Cllr initial	Category	Net	VAT	Gross
Claydons PCC Magazine	Donation under S137 for magazine following Rev request - PC auth at Feb mtg	BACS	14 February 2023	Misc	£750.00		£750.00
Hannah Holmes	wages	BACS		Gen Admin & Wages	£		£
Sam Hills	wages	BACS		Gen Admin & Wages	£		£
Pat Serle	wages	BACS		Gen Admin & Wages	£		£
Nick Osgerby	wages	BACS		Gen Admin & Wages	£		£
Pat Serle	expenses - 1 x Hobby book / 4 x History books	BACS		Library	£28.55		£28.55
Cllr Mitchell	reimburse for barometer repairs	BACS		Hall	£37.60		£37.60
Burgess Builders	final payment on kitchen refurb -inv. 1528	BACS		KITCHEN S106	£1,533.00	£304.60	£1,827.60
MT Loos	Disabled portaloo for Sun Pic Nic	BACS		Kings Coron 23 S137	£175.00	£35.00	£210.00
Pete Bonhomme	Plumbing at cottage - water tanks x3	BACS		Misc	£200.00		£200.00
Buckinghamshire Council	dog waste collection services 01/04/22 - 31/03/23	BACS		Bins	£1,446.90	£289.38	£1,736.28
Buckinghamshire Council	replace two dog waste bins - spend approved previously	BACS		Bins	£556.93	£111.39	£668.32
Dunns Windows & Gutters	First of six monthly agreed cleanings, brief approved by Council.	BACS		Hall	£245.00		£245.00
E-on	Replace lanterns with LED Addison Rd/ Redland Close	BACS		Street Lights	£540.00	£108.00	£648.00
Geoff Phillips	reimburse - VH Sign - metal box base section / metalpoles	BACS		Hall	£86.50		£86.50

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Minutes of MARCH 2023

Becki Pontefract	Facepainting x 3 hrs at KC event - deposit £40 - £90 on next months finance run	BACS		Kings Coron 23 S137	£40.00		£40.00
Dave Martin	Dec 22 / Jan 23 / Feb 23	to set up BACS		Vicarage Orchard	£240.00		£240.00
Buckinghamshire Council	bins empty and rental for Feb 23	DD		Bins	£83.22		£83.22
HMRC	PAYE	on line DD		Gen Admin & Wages	£636.01		£636.01
E-on Next	FNMC & CCTV 01 Feb - 28 Feb 23	DD		Clock Tower & Children's Corner	£42.07	£2.10	£44.17
E-on Next	Sports Pav 01 Feb - 28 Feb 23	DD		Rec Ground & Pavilion	£30.06	£1.50	£31.56
DVLA	road tax Etesia KX08 AEL FOC	DD		Rec Ground & Pavilion	£-		£-
Nest	Staff pension - Feb 23	DD		Gen Admin & Wages	£62.78		£62.78
Village Networks	wifi for hall/Library	DD		Library	£25.00	£5.00	£30.00
Village Networks	wifi for pavilion	DD		Rec Ground & Pavilion	£25.00	£5.00	£30.00
NPower	Elec for S/L 01 Jan 23- 31 Jan 23	DD		Street Lights	£1,314.88	£262.98	£1,577.86
NPower	Elec for S/L 01 Feb - 28 Feb 23	DD		Street Lights	£1,151.45	£230.29	£1,381.74
Wave	waste and water for pav	DD		Rec Ground & Pavilion	£76.44		£76.44
Wave	waste and water for hall	DD		Hall	£197.94		£197.94
British Gas	Gas to hall/Library 02 Jan 23 - 29 Jan 23	DD		Hall	£615.54	£123.10	£738.64
Barclays	Account fee 13 Jan 23 - 12 Feb 23	DD		Misc	£10.00		£10.00
Checked Safe	lone worker safety app 06 Feb - 05 March 23	DD		Misc	£4.00	£0.80	£4.80
					£13,200.57	£1,478.34	£14,668.91
Hedges Direct	rabbit guards x 14 / tree food	cashcard		Rec Ground & Pavilion	£25.24		£25.24

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Buckingham Nurseries	compost x6/spiral tree guards x 16/ stakes x18/ binders - rec tree planting	cashcard		Rec Ground & Pavilion	£121.12		£121.12
Vonage	VOIP line - Clerk/library	cashcard		Misc	£25.70		£25.70
Co-op	BC funded - co-op vouchers x £245.00	cashcard		Misc	£245.00		£245.00
Atlantis Tanks	110L water and garden trolley	cashcard		Misc	£299.00	£59.80	£358.80
					£716.06	£59.80	£775.86