



## Steeple Claydon Parish Council

### Notice of the June 2023 monthly meeting of the Parish Council

To: All Members of Steeple Claydon Parish Council

**You are hereby summoned** to attend a meeting of the Parish Council at; The Village Hall, 48 Queen Catherine Road, MK18 2PY - to be held on **Tuesday 06 June 2023 at 7.30pm** for the purpose of transacting the business as set out below. Members of the press and public are welcome.

#### AGENDA

##### **1. Apologies**

To receive Councillor's apologies and Council to approve reasons for absence

##### **2. Declarations of Interest**

To receive declarations of interest and dispensations in respect of matters contained in this agenda

##### **3. Minutes**

To approve and sign the minutes of the meeting held on 02 May 2023

Matters arising from the minutes

##### **4. Chairman's Comments**

To receive a report on matters not on the agenda but of interest to the Council and Parish

##### **5. Public Participation**

##### **6. Clerk report**

**7. Action Point List** – to go through and update completed actions for the last month.

##### **8. Working Groups Update on activities and recommendations:**

###### **A. Finance**

- a. To approve the payments listed in the finance run for the month
- b. Internal Audit – to receive the report from the Internal Auditor
- c. Annual 2022/23 Annual Governance Statement
- d. Audit Accounting statements – to consider and agree the accounting statement figures
- e. Electors Rights – to note the dates of the Exercise of Public Rights as 08/06/23 to 20/07/23
- f. Completed AGAR, updated asset register, statement of variance.
- g. RFO annual report
- h. Claydons Magazine funding update – Cllr Mahon

###### **B. Recreation Ground**

- a. Report from Recreation Ground team
- b. MUGA Lights PIP – Cllr Le Tissier / Cllr Mahon
- c. Outdoor exercise equipment submissions for village consultation – whole Council
- d. Small Court Claims update – Cllr Le Tissier
- e. SC FC – Cllr Le Tissier
- f. Fire Safety assessment – Clerk – smoke alarm / bell
- g. Rainbow buddy bench/Pavilion roof – vandalism
- h. CCTV – monitoring/health costs
- i. Retention fee for MUGA – S106 claim – Cllr Mitchell/Clerk

###### **C. Village Hall, Library & Cottage**

- a. Report from Village Hall team
- b. Any Library business:
- c. Investigate VH Building re-build costs for insurers – every three years – none on insurers record
- d. Bell bar photographs (from April) – Cllr Cherry / Clerk

- e. loud music at village hall complaint – new poster in place
- f. Fire Safety assessment update. EICR form to be updated – Clerk
- g. Gas Safety Certificate for cottage now due 11/06– Caretaker/Clerk

#### **D. Vicarage Orchard**

- a. Any updates - Cllr Davies
- c. Bench plaques – any update – Cllr Davies
- d. Nature CCTV – any update – Cllr Davies
- e. Metalled signs to show different vegetation/trees/ hedgehog area in VO

#### **E. Communications**

- a. Any updates – Cllr Cherry
- b. Village Emergency Document – draft written up, next mtg date to be agreed – DH / Clerk / Cllr Haest / Cllr Proffitt

#### **F. Street Furniture**

- a. Noticeboards update – Cllr Mitchell
- b. Benches update – Cllr Mitchell
- c. Bench on Chaloner’s Hill – Cllr Proffitt

#### **G. Events**

- a. Upcoming events
- i. Fireworks date – Saturday 04 November 2023 – Cllr Le Tissier any updates
- b. Towersey Festival – Cllr Le tissier

#### **H. HS2 / E-W Rail**

- a. Any Updates - Cllr Mahon

**I. Planning :** 23/00817/APP - 3 Shinfield Close Steeple Claydon Buckinghamshire MK18 2HJ Householder application for single storey rear extension. CASE OFFICER: Shelley Ghazi : DATE COMMENTS REQUESTED BY:- 29 May 2023 – extension granted until 09/06/2023

**b. Tilia** – non-reinstatement of hedgerow for 3 years and New playground update and drainage holes update – Cllr Le Tissier/ Cllr Mahon

**9. Review date for Neighbourhood Plan** – Cllr Le Tissier

**10. Neighbourhood Watch** – Steeple Claydon NHW review – Andy Guest

**11. Road Safety Strategy** – Any update on refreshing working group /MVAS – Cllr Haest/ Cllr Mahon

**12. Youth Council** – Any update - Cllr Haest / Cllr Mitchell

**13. Parish Charter Survey** – from BC - <https://yourvoicebucks.citizenspace.com/corporate-services/00696e19>

#### **14. Future agenda Items**

Councillors are invited to propose items for consideration for the May agenda.

**15. Any Other Business: Date of next meeting: Tuesday 04 July 2023 at the Village Hall**

#### **16. 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.

**Ms Hannah Holmes**

**Clerk to the Council**

**31/05/2023**

In accordance to the Data Protection Act 2018, all attendees of the meeting are hereby notified that the meeting will be recorded as an aide memoire for the Clerk when compiling the minutes. The recordings are held securely and are deleted after the resolution that the minutes are a true and correct record. Members of the public should be aware that being present at a meeting of the Council or one of its working groups will be deemed as the person having given consent to be recorded (photograph, film, audio recording) at the meeting, by any person present. A person or persons recording the Parish meeting are reminded that the 'Public Participation Session' period may not be part of the formal meeting and that they should take legal advice for themselves as to their rights to make any recording during that period.