



**Present:**

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

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

Livestreaming YouTube channel was on.

The meeting was opened by Cllr Mahon at **19.30**

The Steeple Claydon Parish Council meeting was held in person at the Village Hall on Tuesday 06 June 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](mailto:clerk@steepleclaydonparishcouncil.gov.uk)

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Tel. 01296 534698. School hours – Monday-Friday

**1. Welcome by Chairman**

**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

<p><b>1. Apologies</b></p> <p>To receive Councillor's apologies and Council to approve reasons for absence</p> <p>Cllr Jason Davies sent in his apologies. All Cllr's accepted his apologies</p>	
<p><b>2. Declarations of Interest</b></p> <p>To receive declarations of interest and dispensations in respect of matters contained in this agenda</p> <p>None</p>	
<p><b>3. Minutes</b></p> <p>To approve and sign the minutes of the meeting held on 02 May 2023</p> <p>Matters arising from the minutes - None</p> <p>Cllr Le Tissier proposed the minutes as a true and accurate description of the meeting seconded by Cllr Cherry</p>	
<p><b>4. Chairman's Comments</b></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 - Boundary Commission results are now out – all the Claydons are staying together, with Calvert Green, Twyford, Poundon, Grendon Underwood added in Gawcott and Tingewick – now known as 'Grendon Underwood and the Claydons' – a 2 member ward</p> <p>Regarding Elm Tree Farm – HS2 has started to cut down a previously agreed to be kept - 5 acres of a 20 year old woodland – looks like 2 acres of loss which was already previously agreed due to a required access road – also HS2 now adding in a new pond.</p> <p>EKFB / HS2 / MP – to have a face to face meeting on 19/06</p> <p>Cllr Mahon noted the Annual Parish Meeting had gone well, where local groups came along and gave speeches</p>	
<p><b>5. Public Participation – Standing Orders are set aside to allow for public participation</b></p> <p>Public participation - The meeting was closed by the Chair and public participation was opened at <b>19.39</b></p> <p>P1 – PA 23/00817/APP - 3 Shinfield Close – P1 noted BC had made an error in the site plan – P1 discussed the details with the meeting. SCPC had previously Supported the PA.</p> <p>P2 – Wanted to ask questions about the capacity of sewerage system for Steeple Claydon.</p> <p>Cllr Le Tissier responded, discussed it's not a parish council issue, there is a known infrastructure issue – that Anglian water own the assets – the foul waste ends up at NER to pump station at the planks, they are then pumped to the treatment works – a combined system – discussed the water act 1991 which refuses a water company the ability to refuse permissions to add a property. Padbury have the same problems. Their new housing development – will only add to the strain. Local villages suffer the same problem. Discussed planning at Bucks Council – but apparently not a BC issue/responsibility – it was discussed that the water company needs to invest in the local infrastructure.</p> <p>Cllr Le Tissier and P2 to exchange contact details via Clerk to discuss further.</p> <p>P2 – Would also like to discuss speeding cars in the village – despite the amount of on-road parking – was invited to road safety group meeting on Thursday 08/06 at 8pm at the hall.</p> <p>Public participation was closed by the Chair at 19.53 and the Parish Council meeting was re-opened.</p>	
<p><b>6. Clerk report</b> – hard copy passed out to Cllr's, Clerk highlighted; Completed internal audit, Sam passed her IOSH course, all three staff have passed their First Aid at Work training with St Johns.</p> <p><b>Appendix 1.</b></p>	
<p><b>7. Action Point List</b> – to go through and update completed actions for the last month.</p> <p>Council asked Clerk to write to Judith Wainwright at BC and ask/check are the funds secured if something happens to HS2 project.</p>	<p>Clerk - done</p>

<p>LED street lights - Cllr Mitchell and Clerk moving this forwards.</p> <p>Tilia development – childrens play area still not open – apparently waiting on safety report – or until the flats were built? Not done until works are complete - Require safety certificate signed off.</p> <p>Challenge 8 flats – S106 decision – Cllr Mahon has now taken this action point on – case officer looking into it – was supposed to be Drs surgery – then had a change of use to x8 flats – forms part of whole project – so should have S106 contribution attached</p> <p>Cllr Haest raised this issue with Tilia a while ago – Cllr Haest’s understanding is that Tilia is expecting pay a S106 contribution Ashley Griffiths the developer.</p> <p>Cllr Mahon to speak to case officer at BC this weekend and will get an update for next PC meeting in July.</p> <p>School are hoping to be supportive of the planned youth council – need to arrange a meeting date - Cllr Mitchell</p> <p>Undercroft - Cllr Le Tissier will chase</p>	<p>Cllr Mahon</p> <p>Cllr Mitchell Cllr Le Tissier</p>
<p><b>8. Working Groups Update on activities and recommendations:</b></p> <p><b>A. Finance</b></p> <p>a. To approve the payments listed in the finance run for the month</p> <p>Council decided to delay payment to Active Landscapes until they had the MUGA formally signed off by the company after one year of use. Clerk to arrange a meeting.</p> <p>Clerk to advise caretaker to still use lone worker app.</p> <p>Rec drainage ongoing maintenance will need to be precepted for in future. Use as previously discussed allocated rec ground maintenance reserves for these rec ground drainage invoices.</p> <p>Proposed to approve payment run by Cllr Mitchell seconded by Cllr Haest</p> <p>Cllr to do BACS - Cllr Mitchell agreed to put the payments through</p> <p><b>Appendix 2</b></p> <p>b. Internal Audit – to receive the report from the Internal Auditor</p> <p>Internal audit passed with no advisory’s</p> <p>c. Annual 2022/23 Annual Governance Statement</p> <p>RFO sent out copies of completed 22/23 AGAR to Council and it will now go on the SCPC website – under: Our files/Audit/2022/2023</p> <p>d. Audit Accounting statements – to consider and agree the accounting statement figures</p> <p>These were signed off by Chair Cllr Mahon</p> <p>e. Electors Rights – to note the dates of the Exercise of Public Rights as 08/06/23 to 20/07/23</p> <p>Clerk noted the dates and notice will go on public noticeboard and website for transparency</p> <p>f. Completed AGAR, updated asset register, statement of variance.</p> <p>Signed off by Chair and RFO and RFO will submit to PKF Littlejohn the external auditors and put on the SCPC website.</p> <p>g. RFO annual report – Clerk read it aloud to the meeting.</p> <p><b>Appendix 3</b></p> <p>h. Claydons Magazine funding update – Cllr Mahon</p> <p>Waiting on a meeting to be held - will update Council at the July meeting.</p> <p><b>B. Recreation Ground</b></p> <p>a. Report from Recreation Ground team</p> <p>Cllr Le Tissier – who is not on the rec ground working group, but has overseen this particular project reported; Works have been now been carried out – the large pipe is now connected, running and flowing. Weatherheads team have cleaned out all the foul connections from the pavilion as an extra – lots of mud discovered in the foul manhole</p> <p>It was observed a foul manhole with an overflow pipe that backs onto the house behind the pavilion – Found out more about the general layout of rec drainage / village foul connection – relevant to NER</p>	<p>Clerk – emails sent</p> <p>Clerk - done</p>

<p>car park project – there is a massive concrete chamber under car park about 5m deep. All but one of the connecting land drain holes were jetted and cleared out of roots – one that leads towards bottom corner of the rec – jetting hose stopped after 1.5m - the pipe has collapsed – we will see when it rains if it is causing issues. Council might need to plan to dig up that pipe and replace it? Let it rain first was the general consensus. Council will need to plan to precept for it in December precept discussions if it is required. Drains should be jetted every two years by a lorry. Council <b>agreed</b> this. Roots – Clerk to contact TPO to get that particular tree reviewed and to see what the tree survey says when received by Council.</p>	<p>Clerk - done</p>
<p>b. MUGA Lights PIP – Cllr Le Tissier / Cllr Mahon To go on July agenda c. Outdoor exercise equipment submissions for village consultation Council agreed to Advertise the 4 designs at the pavilion as we did with Skate Park and MUGA consultations. Cllr Cherry offered to help create a poll/online document link which shows the choices. Cllr Le Tissier and Clerk to take forward with a meeting.</p>	<p>Clerk / Cllr Le Tissier / Cllr Cherry</p>
<p>d. Small Court Claims update – Cllr Le Tissier To go on September agenda e. SC FC – Cllr Le Tissier Cllr Le Tissier discussed that SCFC should not be allowed to die out – existing management team no longer involved – asked BBFA how do you take over a FC? Received links on how to start a club – Cllr Le Tissier will also chat to Matt Dunn. FC own the goal nets etc f. Fire Safety assessment – Clerk – smoke alarm / bell – x3 Assessment review with Cllr Proffitt, need to purchase x 3 smoke alarm. Carbon monoxide one in referee room. Approved by Cllr Mahon and seconded by Cllr Cherry, all other Councillors agreed.</p>	<p>Clerk - done</p>
<p>g. Rainbow buddy bench/Pavilion roof – vandalism Clerk contacted PC insurers and the CCTV company, buddy bench cannot be repaired – can get a 20% discount from that company. Clerk to send the link to whole council for another bench to be bought. Same version/wording to be engraved. Rainbow colours agreed. CCTV goes directly to Police via crime reference number, dealt with via the CCTV company. Still to hear back from Police on other recent vandalism. Teenagers were climbing on the containers and the pavilion roof. Additional warning Signage has been put up. Clerk has contacted Police and insurance company in case of damage. Container – currently houses sandbags – clerk to speak to Lee as he has offered to cut out the wooden base and Lee can keep any income from the scrap man as such a large job. Move sandbags to FC container.</p>	<p>Clerk – done 19/06</p>
<p>h. CCTV – monitoring/health costs Council approved Clerk to book X10 downloads at £500 p/yr Councillors to consider the additional, Health monitoring at £600 p/yr All cllrs agreed the 10 downloads plus the additional health monitoring. Council to decide in a year if health monitoring is to be repeated. Clerk to contact CCTV company and agree.</p>	<p>Clerk- done</p>
<p>i. Retention fee for MUGA – S106 claim – Cllr Mitchell/Clerk Clerk to send on the S106 claim to BC as invoice received for retention fee. As discussed in finance - ask Active Landscapes to come and do a sign off assessment on the MUGA – as it is well used – check any planned maintenance requirements – Clerk/caretaker/Cllr Cherry also happy to be involved.</p>	<p>Clerk – done 19/06</p>
<p><b>C. Village Hall, Library &amp; Cottage</b></p>	<p>Clerk – done</p>

<p>a. Report from Village Hall team Clerk reported Rainbows held their sleepover at the hall, it went very well and thanked the Parish Council. Might hold a future one with a Circus theme. EWR have started to paint the hall railings.</p>	<p>still to arrange</p>
<p>b. Any Library business: FNM bench is ready to be installed – when are people available to help? Very heavy bench. Librarian wants slabs, not gravel Cllr Mitchell discussed no loose stones, could cause damage, instead lay almost cobble stones – netted, easy to lay and they drain well Cllr Mitchell to arrange information to send onto Council.</p>	<p>Cllr Mitchell</p>
<p>c. Investigate VH Building re-build costs for insurers – every three years – none on insurers record Cllrs happy for Clerk to investigate ways of getting a free quote for insurance purposes. Clerk to speak to insurers to clarify who should produce a report.</p>	
<p>d. Bell bar photographs (from April) – Cllr Cherry / Clerk Put on July agenda.</p>	
<p>e. loud music at village hall complaint – new posters in place</p>	
<p>f. Fire Safety assessment update. EICR form to be updated – Clerk Pete Golding – get all done Clerk asked if Council would agree for approved electrician Pete Golding to do EICR. Council agreed.</p>	<p>Clerk – dates</p>
<p>g. Gas Safety Certificate for cottage now due 11/06– Caretaker/Clerk Now done.</p>	<p>26/27/28Clerk - done</p>
<p><b>D. Vicarage Orchard</b></p>	
<p>a. Any updates - Cllr Davies Cllr Davies absent</p>	
<p>c. Bench plaques – any update – Cllr Davies Cllr Davies absent</p>	
<p>d. Nature CCTV – any update – Cllr Davies Cllr Davies absent</p>	
<p>e. Metalled signs to show different vegetation/trees/ hedgehog area in VO Cllr Davies absent</p>	
<p><b>E. Communications</b></p>	
<p>a. Any updates – Cllr Cherry None</p>	
<p>b. Village Emergency Document – draft written up, next mtg date to be agreed – DH / Clerk / Cllr Haest / Cllr Proffitt Meeting to be arranged</p>	<p>Clerk/Cllr Proffitt / Cllr Haest</p>
<p><b>F. Street Furniture</b></p>	
<p>a. Noticeboards update – Cllr Mitchell Have been ordered.</p>	
<p>b. Benches update – Cllr Mitchell Cllr Mitchell to do an audit and move on project, will send to Council once done. Streetlights – LED will re-send around £36K to change all streetlights to LEDS – so in 4.5 years we will save that back – 5 year finance packs – different sources of funding available – most pots currently empty, HS2 mitigation fund could be appropriate as would save Council future monies/be environmentally friendly.</p>	<p>Cllr Mitchell</p>
<p>c. Bench on Chaloner’s Hill – Cllr Proffitt Form by Cllr Proffitt to be completed and sent onto LAT by Clerk. Cllr Proffitt has met with Malc and Dave to arrange it being installed. To use a co-op bench currently by hall as smaller. That to be replaced by a larger bench.</p>	<p>Cllr Mitchell</p>
<p><b>G. Events</b></p>	<p>Clerk - done</p>
<p>a. Upcoming events</p>	
<p>i. Fireworks date – Saturday 04 November 2023 – Cllr Le Tissier any updates</p>	

<p>Next meeting date to be confirmed in due course</p> <p><b>b. Towersey Festival – Cllr Le Tissier</b> Email received to Council from organiser of Towersey Festival offering 20xFOC tickets to key members of Local Parish Council and any parishioners most in need, then followed discussions on most in need – suggestions of; cafe volunteers - Church food bank - School head mistress might know of some families. Road signs discussed –locations needed for signs, landowner's permissions required – Twyford X roads and S bend to Padbury. 3B radio will be there advised Cllr Mahon. Footpath at back of Church is open. Might/could be decorated with flags to show walking route? Cllr Le Tissier will reply to TF organiser.</p> <p><b>H. HS2 / E-W Rail</b> a. Any Updates - Cllr Mahon CALM meeting on Thursday this week.</p> <p><b>I. Planning : 23/00817/APP - 3 Shinfield Close Steeple Claydon Buckinghamshire MK18 2HJ</b> Householder application for single storey rear extension. CASE OFFICER: Shelley Ghazi : DATE COMMENTS REQUESTED BY:- 29 May 2023 – extension granted until 09/06/2023 Cllrs discussed and agreed to once again support this PA proposed by Cllr Mahon, seconded Cllr Cherry Clerk to submit comment.</p> <p><b>b. Tilia – non-reinstatement of hedgerow for 3 years and new playground update and drainage holes update – Cllr Le Tissier/ Cllr Mahon</b> Cllr Mahon to contact Tilia before next meeting – with regards to several topics</p>	<p>Cllr Le Tissier</p> <p>Clerk - done</p> <p>Cllr Mahon</p>
<p><b>9. Review date for Neighbourhood Plan – Cllr Le Tissier</b> Cllr Le Tissier updated the meeting about the Strategic land group organisation – discussing a new development the other side of NER – it was discussed that we review neighbourhood plan every five years. But it has not been adopted by the new Unitary Council - BC. The AVDC adoption currently still stands. But BC will also take surveys for future development sites – eg. back of NER and behind Addison Road. Cllr Mahon offered to ask Full Council at BC, when are BC going to adopt the neighbourhood plan/or are they not? Cllr Le Tissier noted the answer should be published within the Parish if/when one is received. Then we can decide a date by which to review the document. Cllr Haest discussed it is a long and complicated process, even just a refresh. We would need to be sure there were points we wanted to amend first.</p>	<p>Cllr Mahon</p>
<p><b>10. Neighbourhood Watch – Steeple Claydon NHW review – Andy Guest</b> No report. Andy not present.</p>	
<p><b>11. Road Safety Strategy – Any update on refreshing working group /MVAS – Cllr Haest/ Cllr Mahon</b> Cllr Haest is hosting a road safety meeting this Thursday 08/06, after 8pm at the Village Hall. Cllr Mahon offered to also attend.</p>	<p>Cllr Haest</p>
<p><b>12. Youth Council –Cllr Mitchell/Cllr Davies</b> Cllr Mitchell to include Cllr Davies in connecting with the local youth. School seemed enthusiastic, Cllr Mitchell to arrange a meeting. Cllr Le Tissier has spoken to quite a few skate park users – they would like to develop the landscape around the outside of the skatepark – for extra bmx jumps. Cllr Le Tissier, although not on the rec team, is happy to help them develop a proposal and a plan to present to Council. Clerk advised - There is still some S106 funding potentially available if within the S106 remit. Benches and bins had been previously discussed. Cllr Le Tissier noted the youths</p>	<p>Cllr Le Tissier</p>

are also keen to be involved in active construction.	
<b>13. Parish Charter Survey</b> – from BC - <a href="https://yourvoicebucks.citizenspace.com/corporate-services/00696e19">https://yourvoicebucks.citizenspace.com/corporate-services/00696e19</a> Cllr Mahon noted the BC charter is available to be read and comments can be submitted.	
<b>14. Future agenda Items</b>  Councillors are invited to propose items for 04 July 2023 agenda.	
<b>Any Other Business and Future agenda items are invited by all Councillors to be sent to Clerk ahead of preparing the next Agenda.</b> <b>Date of next meeting: Tuesday 04 July 2023 at the Village Hall</b> Meeting was closed by Cllr Mahon at <b>21.12</b>	
<b>The next Parish Council meeting will be held on Tuesday 04 July 2023 at 7.30pm.</b> 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 <a href="https://www.steepleclaydonparishcouncil.gov.uk/">https://www.steepleclaydonparishcouncil.gov.uk/</a> Email – <a href="mailto:Clerk@steepleclaydonparishcouncil.gov.uk">Clerk@steepleclaydonparishcouncil.gov.uk</a>	

Signed.....

Date.....

**Appendix 1  
Clerk Report**

**Summary of Clerk activity for 06/06/23**

• **May 23**

**Administration**

- Preparation for Annual Parish Meeting
- Preparation of monthly transactions for June 23 meeting
- Audit preparation and Internal Audit completed 02/06
- Action Point list from May minutes onto To Do app
- RFO report

**On-going**

- Minutes prepared and on public display
- May agenda prepared and on public display
- Wages and finance run prepped
- On-going email correspondence
- Website updates
- Parishioner Correspondence
- Planning Application PC response submitted ref: 23/01218/APP

**Meetings:**

Steeple Claydon Parish Council.  
Minutes of JUNE 2023

School – seed planting 05/05

Jan from Rainbows & Girl Guides rep re o/n sleepover happened on 03/06

Nick Osgerby – audit prep 10/05, 11/05

First Aid training – 25/05

CLlr Mitchell – audit prep 30/05

**Other**

- EWR re vol painting black railings at Village Hall - done May last items 15/06
- Fire safety inspection – report update and action findings
- Negative tree survey – report received 05/06/23
- Caretaker - IOSH online course booked and she has completed it
- FILCA – to be booked after Audit 22/23 completed
- First Aid at Work training for staff x3 (1 day) Booked – completed and all x3 passed - 25/05
- Emergency Planning Document Draft v 3 to be updated after mtg on 20/04/23
- School parking issue – LAT mtg 07/06/23 - re signs
- MVAS order and correspondence with HS2/BC re reimbursement paperwork
- FN Bench BC reimbursement paperwork
- A Weatherhead drainage reg investigating rec ground flooding / NER car park – check in x4 days
- CCTV x 2 – reported to TVP – BHIB insurance - Buddy bench / Climbing on containers/pavilion roof

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 are: Thurs 15 June, Thurs 29 June, Thurs 13 July, Thurs 07 Sept, Thurs 21 Sept

**Appendix 2**

Payee	Details	P/M	Category	NET	VAT	Gross
Hannah Holmes	wages	BACS	Gen Admin & Wages	£		£
Hannah Holmes	expenses - 33.5 miles at 0.45p/p/m - car share x3 to first aid training in Aylesbury	BACS	Misc	£15.07		£15.07
Sam Hills	wages	BACS	Gen Admin & Wages	£		£
Pat Serle	wages	BACS	Gen Admin & Wages	£		£
Pat Serle	expenses - x4 childrens books	BACS	Library	£30.42		£30.42
Nick Osgerby	wages x 11 hrs	BACS	Gen Admin & Wages	£		£
BHIB	update to annual	BACS	Insurance	£24.62		£24.62



Steeple Claydon Parish Council.  
Minutes of JUNE 2023

	renewal - add in CCTV pole					
Dukes Fire Safety	Fire RA for Hall and Pavilion	BACS	Hall	£400.00	£80.00	£480.00
Melanie Rose	Annual internal audit 22/23	BACS	Misc	£60.00		£60.00
Swarco	MVAS x2 - solar /battery - 30% payment	BACS	Misc	£4,795.27		£4,795.27
Oakpark Alarms	maintenance charge fire alarm system in hall inc cottage / maintenance charge Emergency lighting & fire extinguishers hall & pav	BACS	Hall	£657.00	£131.40	£788.40
Bunting & Co	PAYe for quarter ending March 23	BACS	Misc	£225.00	£45.00	£270.00
Active Landscapes	12 month retention balance at 2.5%	BACS	MUGA S106	£2,545.20	£509.04	£3,054.24
Becki Pontefract	Facepainting -final payment plus extra hour worked	BACS	Kings Coron 23 S137	£135.00		£135.00
TKing associates	504 mugs for Kings Coronation gifts S137	BACS	Kings Coron 23 S137	£1,118.88	£223.78	£1,342.66
E-on	The Island - fit shield	BACS	Street Lights	£25.00	£5.00	£30.00
E-on	NER wiring issue	BACS	Street Lights	£20.00	£4.00	£24.00
E-on	S/L maint for quarter ending March 23	BACS	Street Lights	£457.14	£91.43	£548.57
A Weatherhead Drainage	22/05 - combi unit & Groundworks	BACS	Rec Ground & Pavilion	£5,800.00	£1,160.00	£6,960.00

Steeple Claydon Parish Council.  
Minutes of JUNE 2023

	/teams x 3.5 days 23/05 24/05 25/05					
A Weatherhead Drainage	21/04 - combi unit - initial visit	BACS	Rec Ground & Pavilion	£1,200.00	£240.00	£1,440.00
Buckland & Sons ltd	second skip agreed for cottage garden waste	BACS	Misc	£250.00	£50.00	£300.00
Dave Martin	VO for March/April/May 23	BACS	Vicarage Orchard	£240.00		£240.00
Dave Griffiths	Rec ground for May	BACS	Rec Ground & Pavilion	£590.00		£590.00
Checked Safe	01/05 - 04/06/23 lone worker app	DD	Misc	£5.00	£1.00	£6.00
HMRC	PAYE - month 3 of 23/24 tax yr	DD Quarterly	Gen Admin & Wages	£721.46		£721.46
Buckinghamshire Council	commercial waste & recycling collections May 23	DD	Bins	£115.60		£115.60
Buckinghamshire Council	commercial waste and recycling April	DD	Bins	£151.50		£151.50
E-on Next	elec to Library/Hall 01/04-07/05/23	DD	Hall	£147.88	£7.39	£155.27
E-on Next	elec to pavilion 01/04 - 30/04 23	DD	Rec Ground & Pavilion	£30.04	£1.50	£31.54
E-on Next	elec to FNMem clock and CCTV pole 01/04-30/04	DD	Clock Tower & Children's Corner	£42.58	£2.13	£44.71
E-on Next	elec to FNMclock / CCTV pole 01/05-31/05	DD	Clock Tower & Children's Corner	£43.90	£2.20	£46.10
NPower	Elec to s/l 01/04-30/04/23	DD	Street Lights	£1,718.86	£343.77	£2,062.63
British Gas	gas to hall/library 01/04-30/04	DD	Hall	£368.18	£18.40	£386.58

Wave	water/waste hall/library	DD		Hall	£138.20		£138.20
Village Networks	wifi to hall/library	DD		Library	£25.00	£5.00	£30.00
Village Networks	wifi to pavilion	DD		Rec Ground & Pavilion	£25.00	£5.00	£30.00
					£25,350.26	£2,926.04	£28,276.30
Microsoft	x10 licenses monthly subscription	cashcard		Misc	£45.00	£9.00	£54.00
Open Rent	caretakers cottage - Gas Safety Certificate	cashcard		Misc	£37.50	£7.50	£45.00
Vonage	VOIP line subscription	cashcard		Misc	£19.28	£3.85	£23.13
Booking bug	pav / VH on line diary subscr	cashcard		Misc	£29.94		£29.94
St Johns Ambulance	med sized first aid box/ 3 x scissors/4 x ice packs (one use)	cashcard		Misc	£48.00		£48.00
					£179.72	£20.35	£200.07

### Appendix 3

#### The Proper Officer reported as follows:

Good evening. I have now been in role for 4.5 years; I really do enjoy the role, although it is a very busy one. The Council have as ever, been very supportive, which is most appreciated as there is always so very much to be done.

I have received help and support as ever from the Chair Cllr Frank Mahon and Cllr Mitchell for which I am very grateful, and a special mention must be made of Cllr Marie Cherry who works so hard and has a contagious love of village life and its history. Our new caretaker Sam Hills has been a very welcome addition to the team.

As part of my role as Proper Officer and Clerk to the Council I am the Responsible Financial Officer and as such I once again offer my sincere thanks to the retired Parish Clerk, Nick Osgerby for his support with the financial audit.

I am pleased to confirm that the internal audit was completed and passed with no advisories on our 2022-23 figures on Friday 02/06/23, undertaken once again by Melanie Rose, who is the Proper Officer and Clerk to the Council for Waddesdon.

This audit is all in accordance with the Accounts and Audit Regulations 2003 and 2006, the Local Audit and Accountability Act 2014 and Smaller Authorities (Transparency Requirements) (England) Regulations 2015/494 and as directed in "Governance and Accountability for Local Councils in England & Wales: A Practitioners' Guide".

2022-23 was once again an active financial year for the Parish Council with a retained focus on asset maintenance and repair, health and safety requirements and insurance priorities.

The hall kitchen has finally been finished, with S106 payments from Bucks Council from the local building site companies. The MUGA was completed and opened in the Summer of 22. The CCTV pole was installed at the rec ground. The village hall roof has had extensive repairs. We also have new stage curtains. The Clerk has a new laptop, after using her own for 4 years.

The barometer and library plaque have been restored. Vital drainage repairs in the recreation ground are currently on-going.

The Annual Governance and Accountability return was prepared for the Audit and is presented to the Parish Council for signing off in this the June PC meeting

**A few headline figures**

- Closing balance 31 March 2022 - £241,742
- Opening balances for April 2023 - £344,910
- Total Spend 21/22: £125,511 (inc. VAT) against total income of: £150,529
- Total spend 22/23: £300,650 (inc VAT) against total income of: £295,973

**Expenditure – some headlines**

**Staff costs**

2021/22 - £41,384

2022/23 - £44,260

**All other spend**

2021/22 - £125,511 (kitchen)

2022/23 - £300,650 (MUGA/Kitchen/Roof repairs/CCTV pole)

**Precept**

2021/22 - £103,750

2022/23 - £119,550

**Total other income**

2021/22 - £46,779

2022/23 - £176,423

The 2021/22 VAT claim of £36,580.10 was approved and has been received.

The 2022/23 VAT Claim will as usual be submitted now the internal audit is fully completed. An approximate VAT claim of £28,352.82 will be made.

A thorough review of figures by the whole Parish Council enabled the precept for 2022/23 to be set at: £119,550

There is of course an ongoing requirement for maintenance of Parish Council assets to meet health and safety insurance requirements. County Council funding remains under great pressure.

All wage payments have been made after deduction of tax and NI where appropriate and in line with current legislation.

Additionally, the Parish Council is observing employee pension regulations, and these are being arranged by the Council's accountants who run the payroll.

We adjusted the Caretaker and Librarian pay in accordance with national guidelines. The Parish Council continues to make retrospective adjustment to wage levels to accommodate all staff in post for over 12 months.

Online banking has been in use for nearly four years now, with relevant checks put in place with the Clerk only setting up the transaction and two Councillors who are now able to complete and confirm the process. The monthly payments will be scheduled to go through the Friday after the meeting as standard, unless a Bank Holiday week-end – giving three days for the relevant Councillors to process payment after they have been agreed at the meeting.

A cashcard is in use – as a way of avoiding petty cash, and of having to reimburse Cllrs and staff, it allows the cash for hall hire etc to be paid in at the post office so this can be done regularly.

Nick Osgerby has been retained to support the audits five hours a month, going forwards, as the internal and external audits are in place to inspect the accounts when larger amounts go through the system from S106 funds.

Thank you.