



**Present:**

Cllr Frank Mahon (in the Chair), Cllr Stephen Le Tissier, Cllr Marie Cherry, Cllr Jason Davies,  
In attendance: Clerk, Cllr's and **02** 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 02 May 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)

[www.steepleclaydonparishcouncil.gov.uk](http://www.steepleclaydonparishcouncil.gov.uk)

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

**2. Nomination and Election of Chairman**

Cllr Mahon and Cllr Le Tissier who stood down their positions as per Council's policy.

Cllr Davies nominated Cllr Mahon to be Chair again, this was seconded by Cllr Cherry

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| <p>Cllr Mahon accepted and signed relevant paperwork</p>  |  |
| <p><b>3. Nomination and Election of Vice Chair/s</b><br/>Cllr Mahon proposed Cllr Le Tissier, this was seconded by Cllr Cherry<br/>Cllr Le Tissier accepted and signed relevant paperwork<br/>All other current Cllr's have stated to Clerk they are happy to re-instate their positions; it was agreed by Council that Cllr's not present can complete their paperwork within 28 days of this meeting.</p>   |  |
| <p><b>4. Nomination and Election to the following working groups</b> - Councillors are asked to identify the group to which they wished to be assigned. Chairs of these groups will be determined at the first group meeting.<br/>Events / Finance and Funding / HR / Planning Developments &amp; Roads / Recreation Ground / Communication / Street Furniture / Vicarage Orchard / Village Hall, Library &amp; Cottage / HS2 &amp; EWR<br/>No amends with Cllr's present, all Cllr's are requested to notify Clerk of any proposed changes.<br/>Cllr Haest has noted to the Clerk that he would like a meeting to discuss working groups in the future.</p>  |  |
| <p><b>5. Chairman's Comments</b><br/>To receive a report on matters not on the agenda but of interest to the Council and Parish<br/>Cllr Mahon updated the meeting with BC news with regards to TfB has gone, it is now Buckinghamshire Highways – Balfour Beatty as main contractor and Atkins as design contractor.<br/>Eight teams are increasing to 10 teams – teams have all required equipment in one truck.<br/>Pothole pro discussed – has been purchased – it can apparently do one pothole every eight minutes – everything these days in on nine-month trials. Targets must be achieved. New Schedule of rates. Not a lump sum contract. Still advise people to go on FixMyStreet Buckinghamshire to report potholes.<br/>Names requested of any SC seniors by Cllr Mahon– they have been invited to the SC school for a celebration afternoon tea – year 5 will be serving teas/cakes - please let Cllr Mahon know any contact details. 01296 730222</p>  |  |
| <p><b>8. Apologies – moved up the agenda on the night.</b><br/>To receive Councillor's apologies and approve reasons for absence.<br/>Cllr John Mitchell<br/>Cllr Ivo Haest<br/>Cllr Steven Proffitt<br/>All Cllr's have notified the Clerk of their absences.<br/>Council accepted their apologies.</p>  |  |
| <p><b>6. Public Participation – Standing Orders are set aside to allow for public participation</b><br/>Public participation - The meeting was closed by the Chair and public participation was opened at <b>19.46</b><br/>P1 – Here to discuss the flooding on NER road car park area – two companies have been out as requested by PC – Cllr Le Tissier to update as it is on the agenda<br/>P2 – repairs on Padbury rd thanks to Cllr Mahon for continuing to chase the repairs, have been done was 24/7 for four nights – then changed to 7pm-6am overnight works – but on the Saturday am Cllr Mahon realised only less than 40% of the work had been done – has asked BC the question as to when the rest of repairs will happen.<br/>P2 - Fix my street is not noting repeat reports – even if the pothole is 20 yards down the road as it assumes its only one pothole. Cllr Mahon has so far been unable to get the exact criteria of the three different classifications of pothole types. Cllr Mahon said – if FixMyStreet not working, please email Cllr Mahon direct and he will send onto BC to chase.<br/>Cllr Mahon went to Calvert Green PC mtg last week – regarding road closure issues.<br/>Will wrote to cabinet minister Mr Broadbent tomorrow. Cllr Le Tissier urged people to email</p> |  |

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| <p>rather than post on Facebook.</p> <p>P2 – school parking, the School, the PC and SCNHW had a meeting regarding road safety outside the school.</p> <p>P2 would be interested in attending any road safety meetings that Cllr Haest might set up as has not heard anything as yet.</p> <p>P2 – the Claydons magazine has charged for PC community event adverts – seems wrong. Cllr Le Tissier noted it was agreed local PC’s will all pay full price for adverts/articles, as otherwise the parish mag would collapse – management of the mag will improve going forwards. The magazine is felt to be a great asset to the villages, reaches those not on the internet. We were told it would fold otherwise.</p> <p>P2 felt they have made it more expensive – but it was noted that makes it more attractive to advertisers. PC did take forward the lack of other denominations, so no one is denied access in the future.</p> <p>Public participation was closed by the Chair at <b>20.02</b> and the Parish Council meeting was re-opened.</p> |       |
| <p><b>7. To review, update and reinstate;</b></p> <p>i. Standing Orders</p> <p>ii. Financial Regulations</p> <p>iii. Code of Conduct</p> <p>iv. Policies – Clerk noted Procurement policy has the NALC update from £25K to £30K not inc. VAT as at Jan 2023. Once signed Clerk will update website</p> <p>No amends to any documents – all signed off by Chair</p>   | Clerk |
| <p><b>9. Declarations of Interest</b></p> <p>To receive declarations of interest and dispensations in respect of matters contained in this agenda</p> <p>None stated.</p>  |       |
| <p><b>10. Minutes</b></p> <p>To approve and sign the minutes of the meeting held on Tuesday 04 April 2023</p> <p>Matters arising from the minutes. None</p> <p>Minutes were Proposed as an accurate and true representation of the meeting proposed by Cllr Davies, seconded by Cllr Le Tissier and <b>agreed</b> by all Cllrs present, signed off by the Chair, Cllr Mahon</p>  |       |
| <p><b>11 Action Point List –</b></p> <p>Cllr Le Tissier - went through the to do list and updated with Cllr responses.</p> <p>Clerk adds any new action points after each monthly meeting.</p> <p>Cllrs were reminded to tick off their own completed tasks before the next meeting.</p>   |       |
| <p><b>12. Working Groups Update on activities and recommendations:</b></p> <p><b>Finance</b></p> <p>a. To approve the payments listed in the cheque run for the month</p> <p>Clerk read aloud the finance run.</p> <p>Approved by Cllr Davies and seconded by Cllr Le Tissier</p> <p>Cllr Michell had emailed Clerk to state he will put the BACS run through once approved.</p> <p>b. Claydons Magazine update – Cllr Mahon</p> <p>As discussed previously in the mtg, we are holding ongoing mtgs to move forwards to get improvements.</p>  |       |

### Recreation Ground

a. Report from Recreation Ground team

Cllr Mahon watched the recent Football charity match – a great success – good game.

b. MUGA lights PIP – Cllr Le Tissier – onto June agenda requested

c. Outdoor exercise equipment submissions – Clerk – Wicksteed have not yet submitted their proposal, Clerk to chase – otherwise will not be included. Then Council to discuss village consultation.

S106 information update requested by Cllr Le Tissier.

d. CCTV monitoring - Cllr Mitchell will report back to Council – to go on June agenda

e. Flooding in NER car park – Cllr Le Tissier

Cllr Le Tissier discussed it with the meeting and Chair allowed the resident present at the meeting to join this section for discussion as it is a serious matter.

Land drainage – plastic pipes with holes – drain towards the carpark

Showed the meeting an image showing rec land drainage pipes. Blue lines show additional set of pipes.

All pipes hit one manhole by NER carpark. 225ml plastic pipe into culvert/ditch NER to river

Our PC responsibility ends at end of red line – then its BC responsibility.

Big area, a lot to drain. One pipe successfully jetted.

Annual planned maintenance should be implemented once this issue is sorted to maintain pipes in good order.

Next is to dig up the pipe and repair – could be a root which might mean tree is unsafe – could be a manhole – possibly under the old containers in NER carpark.

Several £K costs is to be expected – Council agreed to move this forward – but need to be aware of costs as this has not been precepted for. This is a serious matter. Clerk advised we can precept for ongoing costs in Dec for 24/25, as Council's reserves are reduced as we have had to do roof repairs to the hall / CCTV pole / Kitchen repairs etc. Lewis family donation might need to be used after £2K spend, Cllr Davies assured Council they would be happy with that.

Weatherhead a specialised company is sending through a quote.

Cllr Le Tissier is speaking to Andy from Weatherhead company tomorrow.

Clerk to notify resident who attended mtg with date when it is received.

f. Overgrown tree reported in Rec ground – Clerk has spoken to affected resident and to Dave G and he will trim back branches after September– Clerk

g. School planting wildflower seeds for KC3 – Clerk has arranged for it to be beside the MUGA and will oversee on Friday. School will put up signage.

### Village Hall, Library & Cottage

a. Report from Village Hall team

None

b. Radiator leak by fire door – plumber is booked

c. School planting up planters at hall/pump for KC3 – Clerk will oversee with caretaker on Friday.

### Vicarage Orchard

a. Any updates

b. Bird boxes and bug hotels – Cllr Proffitt has installed the bird boxes and bug hotels from the school eco club (plus a fairy door)

c. CCTV – Cllr Davis is looking into naturecams, buying one personally – trialling it at VO

### Communications

a. Any updates

None

### Events

a. **Kings Coronation Big Pic-Nic** event at the recreation ground – this Sunday 07 May 2023, 11am until 3pm.

b. **Fireworks – 04/11/23**

Council agreed that any Funds raised will go towards new signage at the memorial garden on Meadoway. Cllr Davies to return water bowser back to village hall.

c. Traffic cone costs – Cllr Le Tissier move to June agenda

Clerk

Clerk

Cllr Le  
Tissier

Clerk

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| <p><b>Street Furniture</b><br/>a. Any updates<br/>b. Notice boards update – locations and styles – Clerk<br/>Cllr Mitchell has sent out the details to Council – Clerk showed Council the images of noticeboards ordered. Recreation ground noticeboard discussed as it needs the Perspex removed to then be an open noticeboard.<br/>c. Bench on Chaloner's Hill update – Cllr Proffitt<br/>Will move to June agenda. Cllr Proffitt speaking to Malc.</p>                                   |                          |
| <p><b>13. Planning</b><br/>23/01218/APP - 50 Vicarage Lane Steeple Claydon Buckinghamshire MK18 2PR Householder application for part ground, part first floor extension to rear in render with Velux window<br/>DATE COMMENTS REQUESTED BY:- 17 May 2023 - – No Objections / Supports / Opposes<br/>PA was discussed by Council.<br/>No Objections – Proposed by Cllr Cherry seconded by Cllr Mahon</p>  | <p>Done<br/>09/05/23</p> |
| <p><b>14. Youth Council</b> –Cllr Mitchell/Cllr Haest/Cllr Davies<br/>Cllr Mitchell to include Cllr Davies in connecting with the local youth.</p>   |                          |
| <p><b>15. HS2 / E-W Rail Any Updates</b> – Cllr Mahon<br/>Discussed in Pub Part – will write to EWR regarding village gates by Church</p>  |                          |
| <p><b>16. Road Safety Strategy</b> – Any update – Cllr Haest<br/>School road safety mtg 02/05 - Clerk<br/>Clerk to chase Cllr Haest regarding setting up a road safety mtg and to invite P2.</p>   | <p>Clerk</p>             |
| <p><b>17. Emergency Village Plan for BC</b> – any update – Cllr Haest<br/>On-going, Clerk had a meeting with Cllr Haest and a resident involved with BBORG</p>   |                          |
| <p><b>18. Annual Parish Meeting 7.30pm on 24 May 2023</b></p>  |                          |
| <p><b>19. Future agenda Items</b><br/><br/>Councillors are invited to propose items for 06 June 2023 agenda.<br/><br/>Cllr Le Tissier - Football Club to go on June agenda<br/><br/>Berks and Bucks FA about Football teams that no longer exist</p>   |                          |
| <p><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><br/><b>Date of next meeting: Tuesday 06 June 2023 at the Village Hall</b><br/><b>Annual Parish Meeting: Wednesday 24 May at 7.30pm</b><br/>Meeting was closed by Cllr Mahon at <b>21.01</b></p>  |                          |
| <p><b>The next Parish Council meeting will be held on Tuesday 06 June 2023 at 7.30pm.</b><br/>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><br/>Email – Clerk@steepleclaydonparishcouncil.gov.uk</p> |                          |

Signed.....

Date.....

## Appendix 1.

### Summary of Clerk activity for 02/05/23

- April 23

#### Administration

- Preparation of monthly transactions for May 23 meeting
- Proof of March 23 accounts to NO
- Invoiced hall/rec ground regular users for Feb 23
- Action Point list from April minutes onto To Do app
- Lloyds mandate update – passed to Cllr JM and confirmed it works
- Prepared SO/FR/Policies documents updated for meeting
- Prepared Cllr PIFs/ Cllr forms for mtg

#### 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:

Streetlights: 108 West End Close, 151 The Paddocks, 2 North End Road, 77 The Island (side shield fitted) 64 Addison Road

#### Meetings:

Jan from Rainbows & Girl Guides rep re o/n RA – approved

Cllr Mitchell – Streetlights/ insurance / noticeboards 18/04

Nick Osgerby – audit prep 20/04/23

Duncan – Emergency Planning Doc prep 20/04

Cllr Proffitt – Chaloners Hill bench paperwork prep mtg 21/04

Dave G – where to plant wildflowers at rec 26/04

Sam – bought flowers/compost 28/04

School / BC / SCPC / SC NHW/ – zoom with regards to school parking issues 02/05

#### Other

- EWR re vol painting black railings at Village Hall May 23 TBC by EWR
- Helping Hands Voucher scheme admin
- Fire safety inspection – Wednesday 26 April – 09.30am
- Negative tree survey – report due end of May
- Caretaker - IOSH online course booked and she has nearly completed it
- FILCA – to be booked after Audit 22/23 completed
- First Aid at Work training for staff x3 (1 day) Booked – 05/05/23 - date changed to Thurs 25/05
- Streetlight – LED changeover costs being investigated E.On / Zeta SL – contract info to Eon
- Emergency Planning Document Draft v 3 to be updated after mtg on 20/04/23
- School parking issue – arrange mtg PC/School/NHW/Buckinghamshire Council parking team – requested 10/03/23 - Cllr Mahon & LAT mtg 21/03/23 chased LAT 27/03/23 chased LAT 18/04/23
- MVAS order and correspondence with HS2/BC re reimbursement paperwork
- FN Bench BC reimbursement paperwork
- Queried PPLPRS music license – received updated quotes for fireworks event and KC Big Lunch music 23

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- Assured drainage reg investigating rec ground flooding / NER car park 03/04/23 - booked for 07/04
- Contacted Weatherheads to book jet lorry 18/04/23 - brambles trimmed back 16/04

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 04 May, Thurs 18 May, Thurs 01 June, Thurs 15 June, Thurs 29 June, Thurs 13 July, Thurs 07 Sept, Thurs 21 Sept

## Appendix 2

| Payee                      | Details  | P/M  | Cllr initial | Category              | Net       | VAT | Gross     |
|----------------------------|--|------|--------------|-----------------------|-----------|-----|-----------|
| Hannah Holmes              | wages  | BACS |              | Gen Admin & Wages     | £         |     | £         |
| Sam Hills                  | wages - NMW adjustment   | BACS |              | Gen Admin & Wages     | £         |     | £         |
| Pat Serle                  | wages - NMW adjustment   | BACS |              | Gen Admin & Wages     | £         |     | £         |
| Nick Osgerby               | wages - audit prep   | BACS |              | Gen Admin & Wages     | £         |     | £         |
| Pat Serle                  | expenses - history book / childrens book x 1 / adult fiction x 2               | BACS |              | Library               | £30.54    |     | £30.54    |
| Hannah Holmes              | expenses - compost x 4 / hall flowers  | BACS |              | Hall                  | £140.80   |     | £140.80   |
| Cllr Cherry                | planters x 6 /set of drawers for hall paperwork                                | BACS |              | Hall                  | £50.93    |     | £50.93    |
| HMRC                       | PAYE   | BACS |              | Gen Admin & Wages     | £708.86   |     | £708.86   |
| Dave Griffith              | April rec maint / petrol / herbicide   | BACS |              | Rec Ground & Pavilion | £640.00   |     | £640.00   |
| Claydons Magazine          | 1 full page colour page x 11 for 12 month                                      | BACS |              | Misc                  | £781.00   |     | £781.00   |
| BHIB                       | Annual Insurance renewal - looked at by Clerk / Cllr Mitchell                  | BACS |              | Insurance             | £3,540.73 |     | £3,540.73 |
| Parish Noticeboard Company | 50% payment - 3 X Classic aluminum / 1 x wall mounted / A2 poster display case | BACS |              | Street Furniture      | £2,436.00 |     | £2,436.00 |

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|                       |  |      |  |                                 |           |         |           |
|-----------------------|--|------|--|---------------------------------|-----------|---------|-----------|
| PPL PRS music license | Fireworks music 15 mins  | BACS |  | Fireworks S137                  | £103.92   | £20.78  | £124.70   |
| PPL PRS music license | King Coronation event music  | BACS |  | Kings Coron 23 S137             | £103.92   | £20.79  | £124.71   |
| British Gas           | 01 March 23 - 31 March Village Hall/Library                                  | BACS |  | Hall                            | £578.37   | £115.67 | £694.04   |
| Bucks Event Medics    | 2 x paramedics 11am - 3pm  | BACS |  | Kings Coron 23 S137             | £126.00   | £25.20  | £151.20   |
| MK Bouncy Castle hire | x 2 bouncy castle toddler / youth  | BACS |  | Kings Coron 23 S137             |           |         |           |
| E-on                  | fit rear shield to S/L The Island  | BACS |  | Street Lights                   | £25.00    | £5.00   | £30.00    |
| NALC                  | National Assoc of Legal Clerks annual subs x parish pop of reg electors 2092 | BACS |  | Misc                            | £429.28   |         | £429.28   |
| George Browns         | long handled hedge trimmer   | BACS |  | Rec Ground & Pavilion           | £907.00   | £181.40 | £1,088.40 |
| A Buckland & Son      | small skip for cottage for garden waste                                      | BACS |  | Hall                            | £250.00   | £50.00  | £300.00   |
|                       |  |      |  |                                 |           |         |           |
| E-on Next             | 01 March - 31 March 23 VH/Library  | DD   |  | Library                         | £129.96   | £6.50   | £136.46   |
| E-on Next             | 01 March - 31 march Pav  | DD   |  | Rec Ground & Pavilion           | £26.27    | £1.31   | £27.58    |
| E-on Next             | 01 March - 31 march FNMC & CCTV  | DD   |  | Clock Tower & Children's Corner |           |         | £48.51    |
| NPower                | S/L 01 Feb - 28 Feb  | DD   |  | Street Lights                   | £1,151.45 | £230.29 | £1,381.74 |
| NPower                | S/L 01 March - 31 March  | DD   |  | Street Lights                   | £1,260.07 | £252.01 | £1,512.08 |
| Village Networks      | wifi for hall/library  | DD   |  | Library                         | £25.00    | £5.00   | £30.00    |
| Village               | wifi for pav   | DD   |  | Rec Ground &                    | £25.00    |         | £30.00    |



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|             |  |          |  |          |                |             |                |
|-------------|--|----------|--|----------|----------------|-------------|----------------|
| Networks    |  |          |  | Pavilion |                | £5.00       |                |
| Barclays    | account fee 40487<br>13 feb 23 - 12<br>March 23                                    | DD       |  | Misc     | £13.00         |             | £13.00         |
| Barclays    | account fee 40487<br>13 Mar - 12 Apr 23  | DD       |  | Misc     | £8.50          |             | £8.50          |
|             |  |          |  |          | £16,668.<br>40 | £918<br>.95 | £17,635.<br>86 |
| Amazon      | 5 x blutac/ 12 x<br>sticky notes/ hook &<br>loop/<br>staples/laminating<br>pouches | cashcard |  | Misc     | £41.11         |             | £41.11         |
| Microsoft   | 19/04-18/05<br>monthly subs x 10<br>licenses                                       | cashcard |  | Misc     | £45.00         | £9.00       | £54.00         |
| Amazon      | Rain water deflector<br>bar strip for cottage                                      | cashcard |  | Misc     | £13.49         |             | £13.49         |
| Vonage      | clerk/library VOIP<br>phone monthly<br>charge                                      | cashcard |  | Misc     | £22.25         |             | £22.25         |
| booking bug | monthly fee  | cashcard |  | Misc     | £29.94         |             | £29.94         |
| Amazon      | REFUND for ladder<br>as part missing<br>289.54                                     | cashcard |  |          |                |             |                |
|             |  |          |  |          |                |             |                |