



Present:

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

In attendance: Clerk, Cllr's and **02** members of the public.

Livestreaming YouTube channel was off. Dictaphone on for Clerks record.

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 04 July 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

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

1. Apologies

| | |
|---|--|
| <p>To receive Councillor's apologies and Council to approve reasons for absence</p> <p>None</p> | |
| <p>2. Declarations of Interest</p> <p>To receive declarations of interest and dispensations in respect of matters contained in this agenda</p> <p>None</p> | |
| <p>3. Minutes</p> <p>To approve and sign the minutes of the meeting held on 06 June 2023</p> <p>Matters arising from the minutes – None</p> <p>Cllr Le Tissier proposed the June draft minutes as a true and accurate description of the meeting seconded by Cllr Proffitt, whole council agreed.</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 discussed it has been just over 3 months since the BC new transport agreement – on 16/07 at the BC the full council request a summary for 90 days performance review.</p> <p>No PC mtg in August so Cllr Mahon will update Cllrs via email and at the September meeting</p> <p>Cllr Mahon updated the meeting and read out Buckinghamshire in numbers from BC.</p> <p>Appendix 1</p> | |
| <p>5. Public Participation – Standing Orders are set aside to allow for public participation</p> <p>The meeting was closed by the Chair and public participation was opened at 19.37</p> <p>P1 – on behalf of Claydon Cycling Club has raised the issue of rec ground byelaws not allowing bikes, as CCC are hosting special bike events. Should PC review Byelaw?</p> <p>Cllr Mitchell noted PC have new noticeboards to display Rec specific information.</p> <p>Clerk to ask BALC on process how to review Byelaws – add to September agenda.</p> <p>Cllr Davies felt current Byelaws were OK as the rec is hired by CCC for specific events with RA's, PLI etc and PC are aware of those.</p> <p>NER car park discussed.</p> <p>P2 – Claydons magazine advertising costs queried, asked to be discussed at next magazine meeting, Cllr Le Tissier reiterated the PC do not run the magazine but had been assured there would be no discrimination of any denomination of faith, but that the magazine is responsible for their fee's.</p> <p>Bucks Litter Lotto discussed – raised concerns it was only accessible to those with smart phones for QR code. Cllr Mahon will raise with BC.</p> <p>Road safety group, next mtg date is Thursday</p> <p>Public participation was closed by the Chair at 19.48 and the Parish Council meeting was re-opened.</p> | <p>Clerk emailed BALC 05/07/23</p> |
| <p>6. Clerk report – hard copy passed out to Cllr's,</p> <p>Clerk highlighted;</p> <p>Audit submitted to PKF Littlejohn and response received.</p> <p>EWR half painted hall railings, will be back to finish soon, date tbc.</p> <p>Delivery of x4 noticeboards received.</p> <p>Appendix 2.</p> | |
| <p>7. Action Point List – to go through and update completed actions for the last month.</p> <p>Cllr Le Tissier went through the PC's list;</p> | |

- FNMem bench – date of installation - Malc & Cllr Mitchell have met in preparation of the work happening. Cobbles on netting.
- Clerk has spoken to Lee about removal/disposal of the old container.
- Line painter – SCFC / Overweight FC - Cllr Davies will liaise
- Buddy Bench – ‘like for like’ replace via insurance claim, cost of expenses, we would need to do installation/removal of old bench, for at the recreation ground. Clerk to arrange new bench, Cllr’s concerned it will happen again if same bench. September agenda.
- Active Landscapes to sign off the MUGA one year after installation/completion. Cllr Le Tissier and Clerk to arrange.
- Youth council – Cllr Mitchell’s wife has been asked to help after the school holidays
- Traffic cones costs – Cllr Le Tissier will pass onto council
- TRRO – village safety – Cllr Mahon to do
- PIP for MUGA lights – Cllr Le Tissier to complete forms
- Addison roads white gates – Tilia – Clerk and Cllr Mahon to prep email – inc benches/bins etc
- Church white gates – calm mtg
- Bench plaques in VO– ongoing
- X8 flats we will get the S106, completed.
- VO wildlife cameras – has purchased x2 Cllr Davies will test them out.
- John M- monthly report for Claydon magazine

8. Working Groups Update on activities and recommendations:

A. Finance

a. To approve the payments listed in the finance run for the month

Appendix 3

Proposed for approval by Cllr Davies seconded by Cllr Cherry, all Cllr’s **agreed**

b. To authorise regular budgeted invoices and expenses due to be paid in August - being approved via a quorum of Cllr's via email, to then be ratified in the September meeting.

Proposed by Cllr Mahon, seconded by Cllr Davies, all Cllr’s present **agreed**

Cllr Mitchell will put through this month's BACS

Cllr Cherry will put through the September BACS – Clerk to remind nearer the time

B. Recreation Ground

a. Report from Recreation Ground team

b. MUGA Lights PIP – Cllr Le Tissier / Cllr Mahon

Cllr Le Tissier will send into BC. (n.b. not in rec team)

c. Outdoor exercise equipment submissions for village consultation – Clerk/Cllr Le Tissier

Cllr Le Tissier and clerk met and reviewed the four submissions, we have excluded x3 and have clarification for last bidder and can then go in front of council to then bring in village consultation.

One was very expensive prices

One proposal felt amateur

One had equipment that was directed to a younger audience

d. SC FC update – Cllr Le Tissier

Cllr Le Tissier and Cllr Davies discussed that SCFC has been resurrected – now all back up and running.

Cllr Davies will put SCFC in communication with PC – manager/sec/treasurer/ chairman to come to Sept PC meeting – Cllr Davies to arrange invitation to PC meeting.

e. Tree survey results - Clerk

– negative tree survey – so only trees with issues are noted.

Bicester trees to come out – to look at TRO tree #20 and Cllr Le Tissier and Cllr Cherry to speak with

Clerk
emailed BT

Bicester trees on work required by tree plan, quote is approximately £2K for the 6 month timeline of work – mainly at rec, plus £850+ for VO work – mainly under the 9 month timeline, Clerk recommended we agree to precept £3-£4K for this work to be done when setting precept in December 23, Clerk can book the work to be done out of nesting season, early 2024 when we receive precept funds for 24/25 Clerk noted tree #9 and tree #20 have options of treatments. Tree surgeon is approved by BC. Been useful in TPO application work. TPO from 1993. The maintenance plan 'tree review' would need re-done in 2026.

f. Vandalism of pavilion toilets / children's corner /portaloo

– TVP update, no further action. Pavilion CCTV does not cover door into toilet or children's corner – CCTV pole covers whole rec ground.

g. Retention fee for MUGA – Cllr Mitchell/Clerk

S106 funding approval received. Meeting to be arranged for sign off – Clerk to arrange

h. EICR quote for pavilion

– All Cllrs **agreed** to the EICR for Pavilion – same electrician PG – approx £500, required for insurance. Cllr Le Tissier – looking at pavilion project. S106 Funds discussed. Clerk mentioned NO would like to be involved. Cllr Le Tissier is meeting a Quantity surveyor and an architect to see what is possible/realistic for the funds we have available.

Clerk would like Quantity Surveyor contact details for rebuild cost for VH. - Cllr Le Tissier to send on details.

C. Village Hall, Library & Cottage

a. Report from Village Hall team

b. Any Library business:

c. Bell bar photographs (from April) – Cllr Cherry / Clerk

Cllr Cherry meeting SC historical society so hope to get more photos of Village Hall/life

Cllr Le Tissier discussed that the SC Angling Club have lot of trophies. Can we put them somewhere at the Village Hall? Trophy cabinet?

Cllr Cherry suggested – storage in loft area in corridor, if space.

d. Fire Safety assessment update – Clerk

Clerk has sent round updated fire safety assessment and the 3 & 6 month actions have been arranged.

e. Martyn's Law – Cllr Le Tissier

Cllr Le Tissier discussed the Legislation going through Government at the moment – the new anti-terror attack law. Appropriate measures for venues;

Under 100 - NA

100+ –799 – standard tier (HALL) Clerk noted Village Hall has a maximum capacity of 208 people.

800+ (Rec Ground)

Will be examples of How to train staff on anti/terrorism - safeguarding etc to follow

le fireworks stewards

Hall hirers

Ask BALC for advice/implementation

D. Vicarage Orchard

a. Any updates - Cllr Davies

b. Bench plaques – any update – Cllr Davies ongoing

c. Nature CCTV – any update – Cllr Davies

Cllr Davies has himself bought x 2 cameras to test – will update Council at September meeting

d. Metalled signs to show different vegetation/trees/ hedgehog area in VO

Clerk and Cllr Davies to meet to move forwards.

e. Tree survey results

Discussed previously by Council under rec ground.

E. Communications

a. Any updates – Cllr Cherry

on
06/07/23

Emailed AL
on
06/07/23 -
mtg
13/07/23
Emailed
Pete G
06/07/23
Cllr Le
Tissier

Clerk
emailed
balc
06/07/23

Clerk – TO
DO

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|---|--|
| <p>Magazine regarding the need for Marshalls for Fireworks Check re back page advert request – sept/oct/nov - clerk to chase b. Village Emergency Document – next mtg date to be agreed – DH / Clerk / Cllr Haest / Cllr Proffitt Mid- August – clerk email to prompt group to set meeting date</p> | <p>Emailed RS 06/07/23</p> |
| <p>F. Street Furniture a. Noticeboards update – Cllr Mitchell Delivered and Cllr Mitchell and Cllr Proffitt will arrange them going up in due course.</p> | <p>TO DO mid-Aug.</p> |
| <p>b. Benches update – Cllr Mitchell Re-approach Scouts as new leaders regarding their report/survey. Clerk</p> | <p>Clerk messed</p> |
| <p>c. Bench on Chaloner’s Hill – Cllr Proffitt Clerk - to chase LAT to response to bench paperwork</p> | <p>Mrs B 20/07</p> |
| <p>d. Poppies – for Lamppost/s - Clerk Clerk rang RBL and they advised plastic poppies for lampposts were £10 each – agreed to purchase x10, all cllrs agreed – as we have two wreaths in cupboard to use in 2023.</p> | <p>TO DO LAT Clerk to</p> |
| <p>e. LED street lighting update – Cllr Mitchell Progressing – HS2 mitigation fund would cover this – will require third quotation – as over £25K Funding resources are down – landfill grants etc Solar farm in Gawcott – money/grants discussed Third quote to be collected. Clerk/Cllr Mitchell</p> | <p>order x10 Done 18/07 Cllr Mitchell/ Clerk</p> |
| <p>f. White name-gates into SC – consider additional safety wording on nameplates? Clerk LAT has been asked for costs for x4 white gates – no reply received – to go on September agenda</p> | <p>Done</p> |
| <p>g. School signage LAT update – Clerk Clerk to go back and chase response again, and to include Z from BC/SCNW/SC School/ PC</p> | <p>Done</p> |
| <p>G. Events a. Upcoming events i. Fireworks date – Saturday 04 November 2023 – Cllr Le Tissier - any updates Card-reader? Do council want one for fireworks this was discussed – but as there are lots of entry points into rec ground, they would need one for each entry point - so not suitable for fireworks events Changes to fireworks – eg. position of ice cream van. We will also have an additional borrowed lighting tower in middle of rec. Cllr Davies in charge of the lights More Marshalls on the night are required – request parishioners to ‘bring your actual cash’ – our two strong messages to publicise. Theme is Kings Coronation – Red/White/Blue/Purple – proceeds to go to new metaled signage for the SC Remembrance Garden and its general upkeep. Cllr Mahon discussed that the remembrance requires an AGM to elect a new chairman for remembrance garden committee. PC could potentially be asked to take over the Remembrance Garden? This was discussed. Cllr Mahon will update Council after RG AGM. Cllr Mahon / Cllr Le Tissier / Cllr Cherry - all happy to be involved. Beautifully maintained by Bryn and Pat as noted by Cllr Mahon.</p> | <p>Done</p> |
| <p>H. HS2 / E-W Rail a. Any Updates - Cllr Mahon Elm tree farm – back in planning – more mtgs are to happen Calms mtg HS2 & EWR on 16/07, Cllr Mahon will update Council at the next meeting. Council discussed the track being used so road repairs were discussed. Clerk noted that BC EWR representative had not responded to query onc- When will they start the repairs – the x12 roads currently agreed to be repaired, but which ones are they? No response from BC as yet.Cllr Mahon will have a reply after 16/07 EWR likely to pay BC to repair the roads – but no answer yet on what is the schedule of works? Cllr Haest – EWR query – raised at road safety group, EWR interested to improve their image – the verge repair required on QCRd to the Church was suggested we ask EWR to mend the verges. Cllr Mahon – EWR might repair verges because they have got lot of spare material to make this good as</p> | <p>Cllr Mahon/ Cllr Le Tissier/ Cllr Cherry</p> |

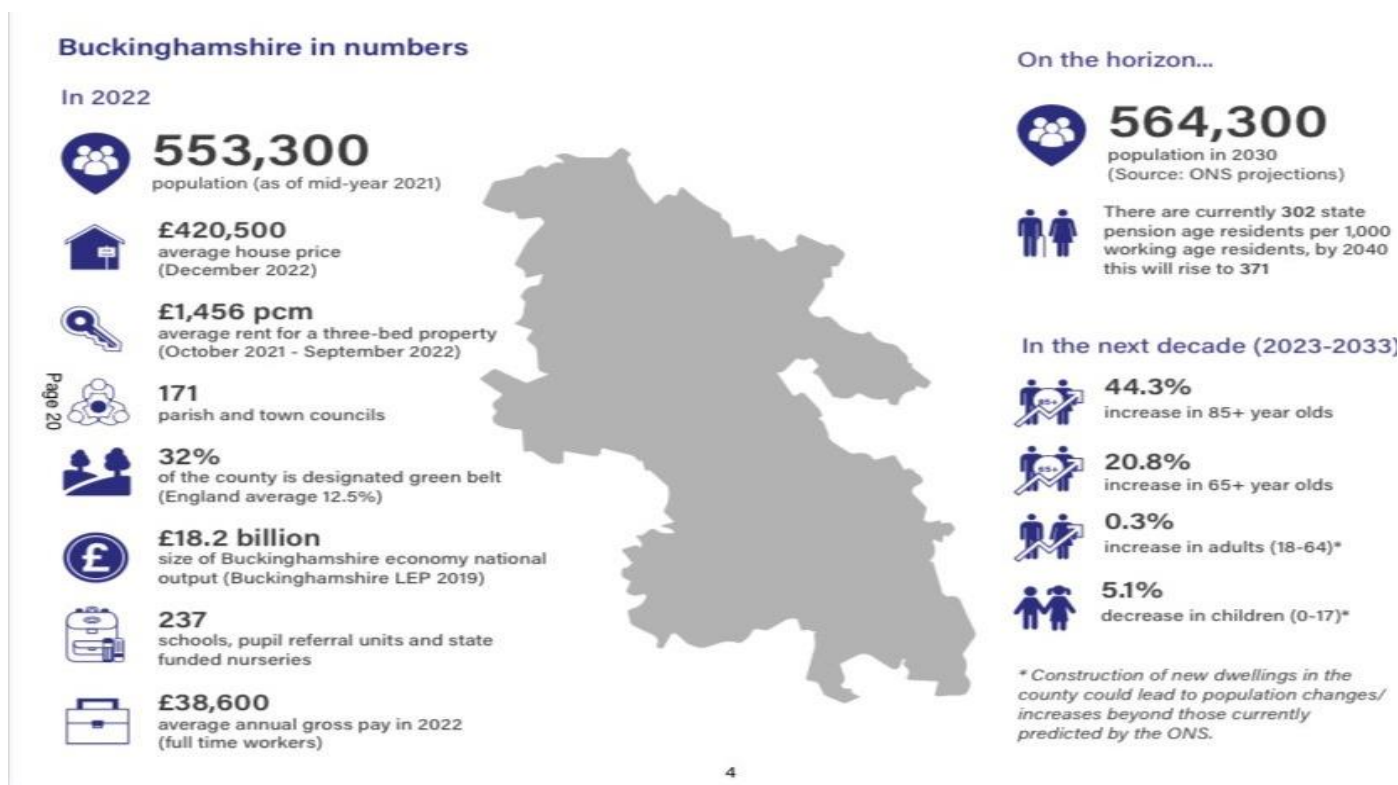
| | |
|---|--|
| <p>closing compounds. What do we mean by repair – a soft verge? / Levelling? / edging? /raising? / grass?/ cones?/ Rotavate the ground? - No curbs wanted. Cllr Haest to write proposed email and send around for council approval before sending. Cllrs agreed to email being prepared.</p> <p>I. Planning : 23/01856/APP - 13 North End Road, Steeple Claydon, Buckinghamshire MK18 2PG Householder application for demolition of outbuildings, erection of two storey rear extension, extension of porch, garage conversion into habitable space, Insertion of dormer window and amendments to fenestration: DATE COMMENTS REQUESTED BY:- 18 July 2023 Cllr Haest introduced the PA and discussed the PA with Council. Cllr Davies proposed No Objections, seconded by Cllr Cherry all other Cllrs present agreed Cllr's noted concerns about roof water adding to risk of flooding – Cllr Haest wants a comment with regards to light being affected. Comment by 16/07 for Council final approval.</p> <p>Note: Chair notified meeting the following PA was received late in the day of agenda being publicised for July mtg – Council agreed to it being added on the night as was felt to be un-controversial and is an AGN 23/01976/AGN - Land Off Sandhill Road Steeple Claydon, Bucks MK18 2EN Erection of agricultural storage and hay barn : DATE COMMENTS REQUESTED BY:- 13 July 2023 Cllr Haest introduced the AGN – an open hay barn with roller shutters. Council discussed the AGN. Cllr Mahon proposed No Objections, seconded by Cllr Davies, all other Cllr's agreed b. Tilia – non-reinstatement of hedgerow for 3+ years any new playground opening update and drainage hole update – Cllr Le Tissier/ Cllr Mahon Cllr Mahon to prepare email for Tilia for Council approval with Clerk before September meeting</p> | <p>Cllr Haest</p> <p>Cllr Haest/ Done – 17/07/23</p> <p>Clerk – comment submitted 06/07/23</p> <p>Cllr Mahon / Clerk</p> |
| <p>9. Neighbourhood Watch – Steeple Claydon NHW review – Andy Guest Andy was not present but Cllr Le Tissier gave the meeting an update. An increase in anti-social behaviour at the skate park has been reported – sports for all have approached him to raise with PC about the bad language / behaviour being used. Signs - discussed more CCTV signage. Laminated / metaled / stickers. Skatepark a bit self-policing – Cllr Le Tissier is currently working/meeting with village youth. Encourage all residents to report any incidents to correct authority as required to TVP via 111 or online. But also, to record any incidents with us as a PC and SC NHW. Also to note - Rural buildings are being damaged, is being reported locally – Twyford? X4 in last 2 weeks, broken into and damaged – potentially youths? Get worse over summer holidays. PC to put a post on Facebook encouraging people to report incidents/CCTV reminder? Cllr Mahon – offered to write to TVP's Matthew Barber/Barbour(spelling?) – council agreed to this. Police need to be seen to deter – Cllr Mahon noted an increased Police PCSO presence had promised, will chase this up.</p> | <p>Cllr Mahon</p> |

| | |
|--|--------------------------------|
| To move this item up the agenda - before working groups, for September meeting, | |
| <p>10. Road Safety Strategy – a. Update on refreshing working group – Cllr Haest/ Cllr Mahon b. MVAS locations update – Clerk/Cllr Haest Clerk needs MVAS site stat plans – SWARCO say usually the Unitary Council provides these – however BC says it is Swarco who provide these. On-going. c. Terms of Reference – appendix 4 The first Safety Group mtg 08/06 - small group – the TOR of this sub-group still needs final approval by SCPC Date of next road safety meeting – Thursday 13/07 at 8.15pm at Village Hall Group is to get community involvement – creating a Facebook specific group to raise issues and get engagement with parishioners - Chairman to be appointed. PC just to receive RSG updates. TOR need re-writing for Council to agree as if part of PC has to be approved by PC To move this item up the agenda for September meeting, council agreed</p> | <p>Clerk</p> <p>Cllr Haest</p> |
| <p>12. Youth Council –Cllr Mitchell/Cllr Davies. On-going</p> | |
| <p>14. Future agenda Items</p> <p>Councillors are invited to propose items for 05 September 2023 agenda.</p> <ul style="list-style-type: none"> • Village Plan review – Clerk to invite PF | <p>Clerk done</p> |
| <p>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 05 September 2023 at the Village Hall Meeting was closed by Cllr Mahon at 21.36</p> | |
| <p>The next Parish Council meeting will be held on Tuesday 05 September 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



Appendix 2

Summary of Clerk activity for 04/07/23

- June 23

Administration

- Preparation of monthly transactions for July 23 meeting
- Audit sent to PKF Littlejohn
- Action Point list from June minutes onto To Do app
- AGAR on SCPC website
- Exercise of Public Rights Notice on public display and website

On-going

- Minutes prepared and on public display 02/06/23
- July 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:

Caretaker - CCTV – Vandalism at playpark

FM - Cottage check - postponed

SLT - TPO & Gym equipment village consultation – 24/06/23

Other

- EWR re vol painting black railings at Village Hall – half completed 15/06/23 - to finish
- Fire safety inspection – report update and action findings

Steeple Claydon Parish Council.
Minutes of JULY 2023

- Negative tree survey – report received 05/06/23 - on July agenda
- FILCA – to be booked after summer holidays
- Emergency Planning Document Draft v 3 to be updated after mtg on 20/04/23
- School parking issue – LAT mtg 07/06/23 - refresh road signs & x3 new pole signs - follow up email sent 08/06 - to follow up with photos of new signage – wrong lampposts
- HS2 fund query sent – response received
- MVAS order and correspondence with HS2/BC re reimbursement paperwork and SWARCO re fitting
- FN mem Bench BCB reimbursement received
- Reported to TVP – vandalism of pavilion toilets / playpark
- EICR booked with Pete Golding - for cottage / library / village hall – late July 23
- Cottage 6 month check - 24/06/23 - to reschedule
- Hall fob keys – purchased x10 and programme
- Stocks hired out for £1 Thurs 22/06/23 - returned on 27/06/23
- New x 6 a4 metalised no smoking areas signs for children's corner/skatepark/MUGA - awaiting caps
- New x4 noticeboards delivered to hall 27/06/23
- Tree surgeon asked to advise on TPO tree works required
- Rospa report received
- VAT audit prep started
- Lee to dispose of old container
- CCTV – booked health monitoring and x10 downloads p/yr
- S106 invoice submitted to BC re MUGA

Please note: The Clerk will be at the Library for her 'Clerk Clinic' every fortnight, on Thursday's from 09.30 -10am - during term time.

Dates are: Thurs 13 July, Thurs 07 Sept, Thurs 21 Sept

Appendix 3

| Payee | Details | Payment Method | Cllr initial | Category | NET | VAT | Gross |
|-----------------------------------|--|----------------|--------------|---------------------|---------|-----|---------|
| bouncy castle hire - Ashley James | price already agreed and paid but figure omitted from May finance run list | | 05 May 2023 | Kings Coron 23 S137 | £195.00 | | £195.00 |
| Hannah Holmes | wages | BACS | | Gen Admin & Wages | £ | | £ |
| Sam Hill | wages | BACS | | Gen Admin & Wages | £ | | £ |
| Pat Serle | wages | BACS | | Gen Admin & Wages | £ | | £ |
| Nick Osgerby | wages | BACS | | Gen Admin & Wages | £ | | £ |
| Pat Serle | expenses x4 childrens books | BACS | | Library | £28.17 | | £28.17 |

Steeple Claydon Parish Council.
Minutes of JULY 2023

| | | | | | | | |
|--------------------------------|---|------|--|---------------------------------|-----------|---------|-----------|
| Sam Hill | expenses - weed blade / key for rec gate | BACS | | Misc | £43.99 | | £43.99 |
| A Buckland & Sons | extra tonnage of weight 900KG over | BACS | | Misc | £121.50 | £24.30 | £145.80 |
| The Parish Noticeboard Company | 50% payment upon receipt of x4 noticeboards | BACS | | Street Furniture | £2,436.00 | £812.00 | £2,436.00 |
| UK Security Group | x10 CCTV downloads a year - x4 already used | BACS | | Rec Ground & Pavilion | £500.00 | £100.00 | £600.00 |
| Dave Martin | caretaker cover - rec ground -litter pick/bins 03/04/23 3hrs 20mins | BACS | | Rec Ground & Pavilion | £50.00 | | £50.00 |
| Dave Griffith | Rec ground maintenance June 23 | BACS | | Rec Ground & Pavilion | £555.00 | | £555.00 |
| cashplus | cashcard | BACS | | Misc | £500.00 | | £500.00 |
| Rospa | annual inspection - childrens corner / MUGA | BACS | | Clock Tower & Children's Corner | £153.50 | £30.70 | £184.20 |
| HMRC | PAYE - month 4 | DD | | Gen Admin & Wages | £708.26 | | £708.26 |
| E-on Next | 08/05-31/05 elec to library/hall | DD | | Library | £115.94 | £5.80 | £121.74 |
| British Gas | Hall/Library 01/05-01/06 | DD | | Hall | £111.52 | £5.57 | £117.09 |
| E-on Next | 01/05-31/05 elec to pav | DD | | Rec Ground & Pavilion | £35.43 | £1.77 | £37.20 |
| Village Networks | wifi to hall/library | DD | | Hall | £25.00 | £5.00 | £30.00 |
| Village Networks | wifi to pavilion | DD | | Rec Ground & Pavilion | £25.00 | £5.00 | £30.00 |
| British Gas | 07/05-07/06 pavilion | DD | | Rec Ground & Pavilion | £54.19 | £2.70 | £56.89 |
| Barclays | account fee 15/05-12/06 | DD | | Misc | £10.00 | | £10.00 |
| NPower | elec for streetlights May 23 | DD | | Street Lights | £1,577.74 | £315.55 | £1,893.29 |
| Buckinghamshire Council | waste empty/rental June 23 | DD | | Bins | £84.85 | | £84.85 |
| E-on Next | elec to FNMclock & CCTV 01-30/06 | DD | | Clock Tower & Children's | £42.44 | £2.12 | £44.56 |

| | | | | | | | |
|---------------|---|----------|--|---------|------------|-----------|------------|
| | | | | Corner | | | |
| | | | | | £10,354.19 | £1,310.51 | £10,852.70 |
| | | | | | | | |
| Vonage | Voip phone for clerk/library 04/07-03/08 | cashcard | | Library | £17.08 | £3.42 | £20.50 |
| Checked safe | lone worker app | cashcard | | Misc | £4.00 | £0.80 | £4.80 |
| Amazon | a4 paper x 5 reams / staples/40x black biros/highlighters/p aperclips | cashcard | | Misc | £54.21 | | £54.21 |
| EE | caretakers phone | cashcard | | Misc | £9.00 | | £9.00 |
| Microsoft | licenses | cashcard | | Misc | £54.00 | | £54.00 |
| Paxton | 10 x hall fobs | cashcard | | Hall | £50.00 | £10.00 | £60.00 |
| Open Rent ltd | cottage gas safety certificate | cashcard | | Misc | £45.00 | | £45.00 |
| Amazon | x 250 cable ties for hall flowers etc | cashcard | | Misc | £12.63 | | £12.63 |
| | | | | | £245.92 | £14.22 | £260.14 |
| | | | | | | | |

Appendix 4

Terms of Reference V 1.2,

June 2023 Terms of Reference Road Safety Group Steeple Claydon

Introduction

It is expected that road safety will be a long term problem and with ever changing circumstances there is a need to review road safety from time to time.

Purpose

To improve the road safety in Steeple Claydon Parish. This includes pavements.

Objectives

1. To map the current road safety issues
2. To advise Steeple Claydon Parish Council on priorities to be addressed
3. To advise SCPC on possible sources for funding the different priorities

4. To advise and assist SCPC with the consultation of Steeple Claydon parishioners regarding road safety priorities and possible solutions
5. To advise on and assist SCPC with the implementation of road safety projects

Composition

Any parishioner who is interested in improving the road safety in Steeple Claydon and has a contribution to make. It is beneficial to have representation from different age groups and geographical areas of the parish to ensure an as broad as possible perspective on the road safety issues. External organisations may be invited to become a member or attend meetings as and when relevant eg local police, Buckinghamshire Council, Speedwatch.

Ways of working

This is a subgroup of SCPC and therefore accountable to SCPC and will be chaired by SCPC. The frequency of meetings will be variable depending on the issues to be addressed. It is not expected that this will not be more than a monthly meeting lasting not more than an hour. It is very well possible and acceptable that members will only like to be temporarily involved in certain objectives of the group.

The group will receive administrative and some limited financial support from SCPC if required for effective functioning of the group..

The members will participate on a voluntary basis.

Ivo Haest

May 2023