



<p>Present: Cllr Frank Mahon (in the Chair), Cllr Stephen Le Tissier, Cllr Ivo Haest, Cllr John Mitchell, 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</p> <p>The Steeple Claydon Parish Council meeting was held in person at the Village Hall on Tuesday 07 November 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.</p> <p><u>REMOTE VIEWING</u> 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</p> <p><u>QUESTIONS FOR PARISH COUNCIL</u> 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 Proper Officer and Clerk to the Council; Ms Hannah Holmes clerk@steepleclaydonparishcouncil.gov.uk www.steepleclaydonparishcouncil.gov.uk Tel. 01296 534698. Part-time - School hours – Monday-Friday</p>	
<p>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>	
<p>1. Apologies To receive Councillor's apologies and Council to approve reasons for absence.</p>	

<p>Cllr Mahon noted it was his understanding that when remedial works are finished then the white lines will be done. Public participation was closed by the Chair at 19.56 and the Parish Council meeting was re-opened.</p>	<p>Mahon</p>
<p>6. Councillor co-option application One application in process, early stages of application. Council agreed to extend the advert – and to do another Facebook advert – Cllrs discussed doing flyers to new estates? Who to deliver? IH / JM me</p>	
<p>7. Confirm meeting dates for next year – 2024 02 January 23 – Council agreed to move the mtg date to 09 January 24. DDay event noted as on 06 June 24 All other annual meeting dates to be agreed at a later date.</p>	
<p>8. Clerk report – hard copy passed out to Cllr’s Clerk highlights; Bucks Council conference on Youth Councils was helpful. S106 application submitted re gym equip HS2 application submitted re streetlights Tree works have started New s/light column on order for Vicarage Road BCB application submitted re VO path - hopefully Jan 24 update Appendix 1.</p>	
<p>9. Action Point List – to go through and update completed actions for the last month. Cllr Le Tissier went through the PC to do app list. X 15 items. Cllr Mahon noted a BC officer lives in the village – leads on emergency plans - Set up a mtg – IH/ FM/ HH – BC officer Lack of Police presence in village discussed. Cllr Mahon to raise with Matt Barbour Tactile paving on NER discussed.</p>	<p>Cllr Mahon</p>
<p>10. Neighbourhood Watch – Steeple Claydon NHW review – Andy Guest AG not present</p>	
<p>11. Neighbourhood Plan Review – Cllr Haest PF email sent on to PC ahead of meeting. PF and Cllr Haest attended the BC workshop, Neil Homer, how to update NP. Stage 2 -extensive review of what new policies could be included, but not requiring a referendum Stage 3 - External examiner review Stage 4 – full referral Stage 2 or 3 discussed in more detail. Council could employ external consultant Neil Homer to do the review, funding is available from BC, so should not cost the PC the £5K to £6K potential costs. Cllr Mahon to speak to chairman of planning committee – PF felt it would be available. Cllrs unanimously agreed to look at a stage 2 review</p>	<p>Cllr Haest Cllr Mahon</p>

<p>12. Road Safety Strategy</p> <p>a. Update from working group – Cllr Haest/ Cllr Mahon/ Cllr Mitchell Wednesday 06 December for next RS meeting chosen – clerk to book the hall – date/time tbc</p> <p>b. MVAS locations update – Clerk/Cllr Haest Cllr Haest noted - Two more residents need to be spoken to and the subcontractor needs confirmation of sizing on NER location. Cllr Haest will check verge sizing specifications.</p> <p>c. Spinney Update - if any – Cllr Mahon Cllr Mahon reported - It is not going back to a two-way system – new extra signage requested by residents, road markings are to be put in place – some repairs are to be done.</p>	<p>Clerk - done</p>
<p>13. Rosefield Solar Farm plan – any update</p> <p>Cllr Mahon, chaired meeting last Friday evening at the SCVHall, it was not well attended, 27 people. If we want to become an ‘interested party’ in this long process, we need to make a collective comment – and encourage personal comments to be submitted by parishioners as well. Council agreed to be an interested party.</p> <p>Cllrs discussed; different viewpoints, eat as well as heat, arable land being used, solar panels on rooves instead, tenant farmers affected, size of site, landfill sites. Will this feedback be listened to? It seems feedback is not being made public.</p> <p>Cllr Haest to write a proposed response which he will send around for council approval before 10 November to list us as an ‘interested party’.</p>	<p>Cllr Haest - done</p>
<p>14. Steeple Claydon Solar Project Group – Cllr Mitchell</p> <p>H and J, local parishioners, who attended the PC mtg last month, this project has been on-going for a long time. Residents who would like to set up a solar project for community benefit – alongside the local railway tracks for example, local construction space, landfill sites.</p> <p>Cllr Mitchell has met with them twice in the last month. Spoke briefly to MP Greg Smith, indicated this is the type of solar project that he as an MP would be inclined to support rather than farmland.</p> <p>SCSPG need to demonstrate it has the support of the local community – one idea - an online poll? If PC support this – Cllr Mitchell is happy to help them measure support. Facebook?</p> <p>Cllr Mahon met with this group some months ago. Supports this project as a C.Cllr - panels on rooves, not on agricultural land.</p> <p>The Bundts(?) that face the railway - would it make sense to put panels on there? Non-reflective panels now available.</p> <p>Has been warned that most likely Network Rail will not allow anything to be put on their bundts? (?spelling?)</p> <p>Cllr Mahon proposes PC should support this project – keen to encourage residents to do this for the village. Seconded by Cllr Mitchell, proposal then withdrawn.</p> <p>Cllr Le Tissier opposes as feels he does not have enough information at present.</p> <p>Ask group to do a Facebook poll then PC will decide based on residents' response.</p>	<p>Cllr Mitchell</p>
<p>15. Working Groups Update on activities and recommendations:</p> <p>A. Finance</p> <p>a. To approve 25% deposit for S106 future reimbursement; for gym equipment x6 and x1 piece of all-inclusive play equipment. All Council agreed that once the correct invoice is received by L&L Creative it can be paid. Agreed by all Councillors present</p> <p>b. To approve the payments listed in the finance run for the month</p> <p>Appendix 2</p> <p>Cllr Mahon proposed, seconded by Cllr Le Tissier, all Cllr’s present agreed.</p> <p>c. Matters which Councillor’s wish to be included within next year's budget 24/25 A wish list has previously been sent around the whole Council. Notify Clerk if any additional items.</p> <p>d. Date of pre-precept/budget meeting to be agreed</p>	

<p>Clerk to send out dates – budget/precept and pavilion need to be discussed. Three date options</p>	<p>Clerk</p>
<p>B. Recreation Ground a. Report from Recreation Ground team Cllr Le Tissier noted – the Old Container has now gone. b. Plumbing quote and electrical works quote for Pavilion EICR – Clerk Cllr Le Tissier noted the Electrician has informed us he may potentially condemn the electrics at the pavilion. Report to be received and quote for repair to follow. Quote has been received for the two boilers at Pav to be serviced. To delay these until electrics update received. Cllr Mahon noted we have two football teams – what about hiring a portable changing room? Or Welfare unit? Toilets / hot water – no shower. Approx 15 x 10 feet. Cllr Le Tissier and Cllr Mahon to investigate further. Caretaker to check pavilion heaters x 3 a week as Cllr Le Tissier has noticed they have been left on before despite signage. c. Outdoor exercise equipment update Once first invoice has been paid – date of installation to follow. d. Tree survey update – Clerk Day 2 of 7 on 20 December 23 e. Repairs on children’s corner update – Clerk Wicksteed have given us 07 December 23 as equipment repair date. To arrange mini digger /rotten wooden logs being removed ahead of that. f. Topographical Survey of rec ground – any update, Cllr Le Tissier Completed and sent round to Council</p>	<p>Cllr Mahon/ Cllr Le Tissier</p>
<p>C. Village Hall, Library & Cottage a. Report from Village Hall team None b. Any Library business: Librarian delighted with the C.1830 documents found in the corridor attic – alongside a metal box – to be on display in Library – road Carpet tiles plus spare quotes for library for precept setting received by clerk. c. Hall tables and chairs – some examples - Cllr Le Tissier / Cllr Mahon On-going – to go on December agenda- Council to note weight of potential new tables/chairs d. Heritage Visit cottage report – Clerk/ Cllr Mitchell Clerk summarised report sent around to Council, french drains recommended for cottage – front door / back door / and side of cottage and sump pump for hall undercroft flooding issues. Cllr Le Tissier explained what a french drain was. Door discussed, needs replacing, needed to wait for Heritage advice. Has recommended a Heritage Consultant would be required for further information and would make any planning applications required Three quotes for new front door by Cllr Mahon – like for like – door discontinued in wood – only similar door is UPVC. Looks the same but is UPVC. Cllr Mahon to ask Heritage for approval. Could have one made? Cost? French drains discussed and ACCO drainage discussed – percolation test – to see how large it needs to be. Roof rainwater dispersal? Paving/concrete groundwork by back door. Cost of £495 per day – Cllr Le Tissier to advise/consult on drainage design. This Saturday morning if OK with Caretaker. Clerk to confirm.</p>	<p>Cllr Mahon / Cllr Le Tissier Clerk – done 06/11</p>
<p>D. Vicarage Orchard a. Any updates - Cllr Davies - absent</p>	

<p>I. Planning : None received at 01/11/23</p>	
<p>16. Youth Council – – Any update - Cllr Mitchell Nothing to add this month</p>	
<p>17. Future agenda Items - Councillors are invited to propose items for consideration for the next agenda. Any Other Business and Future agenda items are invited by all Councillors to be sent to Clerk ahead of preparing the next Agenda.</p>	
<p>18. Date of next meeting: Tuesday 05 December 2023 at the Village Hall Meetings being streamed was discussed – Two Cllr’s were opposed – they would prefer people to attend and interact at mtgs in person Meeting was closed by Cllr Mahon at 21.37</p>	
<p>19. 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.</p>	
<p>The next Parish Council meeting will be held on Tuesday 05 December 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 07/11/2023

• **October 23**

Administration

- Preparation of monthly transactions for November 23 meeting
- Action Point list from Oct minutes onto To Do app

On-going

- October Minutes prepared and on public display
- October 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: 23/02642/CPE
- **Streetlights:** Reported: **50 on 03/10 72 & 118 on 04/10 (72 caught fire 20/10) 105 on 23/10 135 on 06/11**

Meetings:

04/10/2023 - Tree Surgeon

04/10/2023 - Cllr LT re c/c / containers

Other

- Repair to C/C to Wicksteed 04/10 - 07/12/23
- L&L for gym equipment 04/10
- Re-submit S106 for gym/equip 09/10
- Vicarage Orchard pathway – builders were booked 04/10 now delayed by BCB
- SC School Eco Club re VO signage
- Buddy bench ordered 04/10 - 4 week lead time – now in place in rec
- Wicksteed repair ordered 12/10/23 - 4 week lead time – repair date 07/12/23
- Submitted BCB application for VO pathway
- LED streetlights – Ordered from Eon 13/10 chased 23/10
- Register of Electors requested 23/10
- VAT refund submitted for £12,131.53 - audited 2022/2023 accounts (minus MUGA)
- LED streetlight grant submitted to Judith Wainwright 19/09/23 for HS2 mitigation funding
- School road signage issue – LAT – on-going chased 19/09 - sent onto Kate Rolf 21/09/23 - Gullys x 2 replaced 28/09
- MVAS order update – contractor details passed to BC 16/10 Section 171 to apply for 23/10
- Hall fob keys – purchased x10 and to programme – issue with offline box at hall – to investigate
- New x4 noticeboards delivered to hall 27/06/23 - to be fitted – Mike Smith has agreed 19/09/23
- Tree surgeon asked to advise on TPO tree works required – TPO admin to do. Emailed BC 24/07 with update
- Tree surgeon visit – next date - late Dec 23
- Handyman – requested to do: repair pavilion steps / wooden stakes in c/c
- Unity account opening – Clerk to complete application request for further info
- Pavilion boilers x 2 – service to be arranged. Fishlock and one other rung for quotes – issues with electrics Pete Golding to speak to Cllr LT
- Spinney TPO investigated 22/09/23 - as Willow requires annual maintenance done by PC re road signage visibility
- VO draft signage designed with School eco club
- **Clerk attended Conference – Communities Enrichment and Resilience, Tuesday 17/10/23**
- **Clerk attended Clerk Forum Aylesbury Monday 09/10/2023**
- **Fireworks event – 04/11/2023**

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

Dates are: Thurs 05 Oct, Thurs 19 Oct, Thurs 02 Nov, Thurs 16 Nov, Thurs 30 Nov, Thurs 14 Dec, Thurs 11 Jan 24

Steeple Claydon Parish Council.
Minutes of November 2023

Payee	Description	P/M	initial	Category	NET	VAT	Gross
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 - 3 adult fiction books	BACS		Library	£26.65		£26.65
Hannah Holmes	expenses - travel costs 27 miles x 2 Clerk forum and conference Aylesbury @44p/p/m	BACS		Misc	£23.76		£23.76
HMRC	PAYE	DD quarterly		Gen Admin & Wages	£708.26		£708.26
Peter Moss	1 x blue single axel trailer	BACS		Misc	£150.00		£150.00
Spectrum Plastics	100 x library cards	BACS		Library	£127.00	£25.40	£152.40
Landmark Surveys Ltd	topographical survey of rec ground	BACS		Rec Ground & Pavilion	£635.00	£127.00	£762.00
BHIB/ Clear Councils	special event insurance for 1000+ visitors	BACS		Fireworks S137	£112.00		£112.00
RTMachinery	New tractor - TM3267 HST	BACS		Rec Ground & Pavilion	£16,940.00	£3,388.00	£20,328.00
BMKALC	clerk attended Oct 23 Conference	BACS		Misc	£25.00		£25.00
John Mitchell	amazon x2 padlocks /1 x sumup / 2 x zettle	BACS		Fireworks S137	£77.91		£77.91
Bicester Trees	one day rate x 3 men - rec ground tree works	BACS		Rec Ground & Pavilion	£850.00	£170.00	£1,020.00
New Vision Effects	PA/speakers/gazebo s x3	BACS		Fireworks S137	£450.00		£450.00

Steeple Claydon Parish Council.
Minutes of November 2023

John Lamb	timber for firework display			Fireworks S137	£53.87		
Cashplus Card	DD/ general misc buying			Misc	£500.00		£500.00
Bunting & Co.	PAYE for quarter ending 30 Sept 23	BACS		Misc	£250.00	£50.00	£300.00
BMKALC	How to review Neighbourhood plan planning policies	BACS		Misc	£140.00		£140.00
BMKALC	Demystifying planning	BACS		Misc	£60.00		£60.00
Sasse	nappy / sanitary units x6 01/09/23 - 31/08/24	BACS		Hall	£810.96	£162.19	£973.15
TDP	replacement Buddy bench - insurers have awarded £458.10	BACS		Street Furniture	£583.10	£116.62	£699.72
Oakpark	maintenance charge access control	BACS		Hall	£86.40		£86.40
Eon - parish repairs	Maintenance for quarter ending 30/09	BACS		Street Lights	£719.50	£143.90	£863.40
Eon - parish repairs	replace photocell Sycamore Leys	BACS		Street Lights	£23.47	£4.69	£28.16
Gary Axtell	temp repairs to front of pavilion	BACS		Rec Ground & Pavilion	£43.00		£43.00
Golding & Son electrical	emergency call out for no heating at hall and replace disabled alarm VH loo	BACS		Hall	£705.00		£705.00
Dave Griffiths	rec ground Nov/Dec 23	BACS		Rec Ground & Pavilion	£550.00		£550.00
Mike Smith	5hrs @ £15p/h - prep for FNMBench	BACS		Library	£75.00		£75.00
L&L Creative Spaces	25% of 6 x gym equipment and 1 x all inclusive play piece	BACS		Gym equip S106	4613.18	922.64	5535.82
Buckinghamshire Council	bins rental/empty for Oct 23	DD		Bins	£110.45		£110.45

Steeple Claydon Parish Council.
Minutes of November 2023

Village Networks	wifi for hall/library	DD		Library	£25.00	£5.00	£30.00
Village Networks	wifi for pav	DD		Rec Ground & Pavilion	£25.00	£5.00	£30.00
NPower	elec for streetlights 01 - 30 Sept 23	DD		Street Lights	£2,123.88	£424.78	£2,548.66
ICO	annual renewal - £40 reduced to £35 via DD	DD		Misc	£35.00		£35.00
British Gas	Hall/Library 31/08 - 28/09	DD		Library	£31.33	£1.56	£32.89
Eon Next	elec to pav	DD		Rec Ground & Pavilion	£48.17	£2.41	£50.58
Eon Next	elec to hall / library	DD		Library	£177.95	£8.90	£186.85
Barclays	account fee	DD		Misc	£8.50		£8.50
					£35,087.50	£4,635.45	£39,669.08
Vonage	VOIP lines - library/clerk	cashcard		Library	£22.73		£22.73
Microsoft	monthly subs x10 licenses	cashcard		Misc	£45.00	£9.00	£54.00
Co-op	helping hands vouchers	cashcard		Misc	£115.00		£115.00
Amazon	2 x new curtain tie backs for hall	cashcard		Hall	£12.68		£12.68
Amazon	laminating pouches	cashcard		Misc	£10.05		£10.05
EE top up	caretakers phone	cashcard		Misc	£9.00		£9.00
Booking Bug	online diary sub	cashcard		Hall	£29.94		£29.94
					£244.40	£9.00	£253.40