



<p>Present: Cllr Frank Mahon (in the Chair), Cllr Stephen Le Tissier, Cllr Ivo Haest, Cllr John Mitchell, In attendance: Clerk, Cllr's and 06 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 05 December 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>	

raise these issues at the next CALM mtg.
 Best Kept Village – to be considered if we decide to enter – we would need a working group.
 Previously messy verges and roads being dug up. We could reconsider. P3 - Willing to help.
 Be good to celebrate this village.
 Cllr Haest asked if P3 would be interested in being involved – possibly but no social media.
 P2 /P3 – will survey the village roads – application form will go on agenda in 2024 when received
 Pleased at enthusiasm from villagers present for BKV.
 Fireworks so successful – Cllr Le Tissier put in lots of work – strong team of volunteers who supported him, massive difference.
 Set up a steering group? – eg. litter picking – Cllr Mahon will request litter picking kits from BC community board - Cllr Mahon noted they will provide gloves / glasses / hoops for bags/ grabbers.
 Noted the old coop is an eye sore.
 P1 – regarding point 12 school traffic issues – has been in touch with head of police, now referred to professional standards – have now stated they will be in buckingham more patrols – buckingham has serious school issues –
 P4 – Noted the car parking is awful in the village – cars parked opposite the chip shop, vans parked on the pavement – not allowed. By the bakers he feels is dangerous.
 Public participation was **closed** by the Chair at 19.59 and the Parish Council meeting was re-opened.

6. Councillor co-option applications

Interview proposed for Dec 11/12 at 6pm until 7.30pm, two present invited to meet cllrs and clerk in library, clerk to email third applicant.
 Do informal meeting / a chat by 09 Jan 2024 mtg
 Then hope to co-opt in Jan mtg – as per the information in the co-option policy

7. Doesn't exist – moved to 14a

8. Clerk report – hard copy passed out to Cllr's

Clerk highlights;
 Wooden stumps out
 Chasing Wicksteed for repairs
 Community AED half funding applied for
 Claim for streetlight column approved

Appendix 1.

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.
 Cottage door – Cllr Mahon to investigate.
 Clerk now to take on investigate bench plaques in VO
 SC Solar group request for help is now on hold.
 Calvert road kept open request over Xmas – didn't happen – it will close.
 Clerk – to measure pinch points with AG.
 Stonemason investigation – Clerk - ongoing

Cllr
Mahon

<p>PCSO mtg – Clerk and AG to arrange. Other points still on-going.</p>	
<p>10. Neighbourhood Watch – Steeple Claydon NHW review – Andy Guest AG not present Cllr Mahon updated met with parishioner - ex-police officer wants to set it up a Speedwatch – Cllr Mahon noted he should meet with Cllr Heast – invite parishioner to join the road safety community group – asking re-equipment.</p>	
<p>11. Neighbourhood Plan Review – Cllr Haest PF email sent on to PC ahead of meeting. Cllrs unanimously agreed to look at a stage 2 review Discussed in Public Participation</p>	<p>Cllr Haest Cllr Mahon</p>
<p>12. Road Safety Strategy a. Update from working group – Cllr Haest/ Cllr Mahon Next mtg this Thursday at the hall at 8.15pm – hope to decide what to prioritise for consultation with the community – what are the most important things to focus on. b. MVAS locations update – Clerk/Cllr Haest Four base units being fitted – with 2 more mobile speed pole units NER / West Street / Opposite new Co-Op and Addison Road - already one at Buckingham Road, one by Church and West Street NER verge now moved to NER car park verge Query received today from Carla at Swarco regarding S171 license query? Delaying fitting date. c. Spinney Update - if any – Cllr Mahon Dangerous driving issues still being reported daily by local resident to Clerk Highways need to move the road signage (from RHS to LHS) – Cllr Mahon to write to Steve Broadbent</p>	<p>Cllr Mahon</p>
<p>13. Rosefield Solar Farm plan – any update Clerk had sent on slideshow of presentation to Cllrs</p>	
<p>14. Steeple Claydon Solar Project Group – Cllr Mitchell Council happy to agree to remove from next agenda</p>	<p>Cllr Mitchell</p>
<p>14a. Biodiversity Policy for discussion Although aimed at District level, PC’s are encouraged to look at the Biodiversity policy, Clerk felt we were already ticking quite a few boxes with our work with the School and Eco club at Rec ground and Vicarage Orchard – maybe with new Cllr who might take on VO. Copy sent round to council by email – to resend to Cllr Haest - could be included with NH/VP. Clerk take forward with cllrs next year</p>	<p>Clerk</p>
<p>15. Working Groups Update on activities and recommendations: A. Finance a. To approve the payments listed in the finance run for the month Appendix 2 Proposed by Cllr Mitchell seconded Cllr Mahon Clerk to contact Wave and send them a water meter reading from Pavilion b. To discuss and agree the proposed budget / precept request for 24/25 - Cllr Mitchell / RFO’s Cllr Mitchell updated meeting; we have reviewed last year's budget and this year's spend to date and forecasting to end of March 24. Done with Cllr Mitchell / Clerk&RFO and Nick O. Draft precept budget for next year – nearly ready to share for discussion and review by Council</p>	<p>Clerk</p>

<p>d. Signage – 3x quotes for nature signs for approval Clerk/ Cllr Davies 12 x a5 metal signs 2 x a4 metal signs 14 x metal stakes SCPC to supply artwork Clerk went through like for like quotes; Quote a £485.12 Quote b £676.00 Quote c £710.00 It was noted quote a was not A4 x2 – instead - 1 x a3 – quote update required from quote a – Clerk to update quotes and send around Council for confirmation. e. Bucks Community Board – any pathway update – Clerk Clerk to chase Alice at BC</p>	<p>Clerk</p>
<p>E. Communications a. Any updates Leaflet mailing done regarding Cllr co-option advert to Claybourne / Nightingale Fold / Steeple View Council to look at different adverts as well as the formal adverts.</p> <p>F. Street Furniture a. Noticeboards x4 update – Cllr Mitchell Cllr Heast has put public one up at VHall replacing old cork board Cllrs discussed the discoloured Perspex on current rec noticeboard. Clerk to buy magnet pins for the public noticeboards x2 – to do a sticker/notice along lines of ‘public noticeboard -please open and use’ Coop – owns land we were considering using for noticeboard – it need planning permission – as considered permanent advertisement board – Cllr Heast following it up – will then request stat plans etc. Pavilion – new noticeboard discussed - could go on old cricket posts – that might need planning permission? Cllr Haest to investigate – it's PC land. Cllr Mitchell then proposed installing the new Pavilion noticeboard onto the old noticeboard posts at the entrance of the rec from Meadoway as a replacement. Council agreed to replace old one at Rec with the new one</p> <p>b. Benches update – Cllr Mitchell Chase re FMMem being installed – Cllr Mitchell agreed to contact contractor</p> <p>c. LED street lighting update – Cllr Mitchell / Clerk Chasing installation date – hoping first quarter 2024 – clerk to continue chasing</p>	<p>Clerk Cllr Haest Cllr Mitchell Cllr Mitchell Clerk</p>
<p>G. Events a. Upcoming events i. Fireworks event 2024 – Cllr Le Tissier - any updates Date for 2024 announced: Saturday 02 November 2024 Clerk to book paramedics ii. Events for 2024 Clerk to contact Clerks of Twyford / Poundon / The Claydons / Calvert Green / Padbury / Charndon – intervillage event – element of competition – tug of war etc Are they interested? Ask for response by next PC meeting. iii. To discuss the D-day anniversary - Beacon Lighting event – 9.15pm on Thursday 06 June 2024 Add to January 24 agenda for discussion.</p>	<p>Clerk</p>

<p>H. HS2 / E-W Rail Any updates - Cllr Mahon Cllr Mahon discussed that HS2 are still giving no funds to BC towards the haul roads repairs. LATs inspect roads to see if emergency works are required.</p> <p>Diversions route – in serious need of repair Same as Charndon</p>	
<p>I. Planning : None received at 24/11/23 A planning issue was discussed by Cllr Le Tissier Cllr Mahon, Cllr Le Tissier and Clerk met with Amy Hudson – a Bucks Council planning officer – re floodlight application for MUGA – we were previously advised by BC of the type of application to make – now appears it is wrong and we need to withdraw and should receive a refund. She advised there is no planning for the skate park or MUGA – Council had been previously advised we did not need them, we now need to apply for Retrospective Planning Permission for these and at the same time to also apply for the lights. Time and cost considerations discussed. Future recommendation agreed – to use a Planning consultant in future. The planning was previously for tennis/basketball/netball - multiuse. Cllr Le Tissier is still investigating.</p>	Cllr Le Tissier
<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.</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.</p>	
<p>18. Date of next meeting: Tuesday 09 January 2024 at the Village Hall Meeting was closed by Cllr Mahon at 21.14</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 09 January 2024 t 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 05/12/2023

- **November 23**

Administration

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

On-going

- November Draft Minutes prepared and on public display
- November 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: NA
- **Streetlights:** Reported: **40 on 24/11, 135 Chaloner 06/11, chased 118 on 16/11 reported on 04/10, 87 on 05/12**

Meetings:

23/11/23- AG re R/A for C/C works

27/11/23 - LAT re NER MVAS

28/11/23 - Childrens corner works

28/11/23 - PM Pavilion mtg

29/11/23 - PM HR mtg – Clerk appraisal

04/11/23 - PM Budget mtg NO/JM

Other

- Mailing done to Claybourne/ Nightingale Fold / Steeple View re co-option adverts
- Rotten wood stumps in c/c to be removed on 28/11/23
- Repair to C/C to Wicksteed due on 07/12/23
- Quotes for wood carving of Ash stumps in c/c
- L&L for gym equipment due date tbc chased 24/11
- Vicarage Orchard pathway – builders were booked 04/10 now delayed by BCB
- SC School Eco Club re VO signage
- LED streetlights – Ordered from Eon 13/10 chased 23/10
- Register of Electors requested 23/10
- 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

Steeple Claydon Parish Council.
Minutes of December 2023

- 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
- 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 -
- Handyman – requested to do: repair pavilion steps / wooden stakes removal in c/c
- 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
- **Fireworks event – 04/11/2023**
- Reported Coronation Place / Greenwood place – worn road signs
- Applied to DHSC community AED fund for 50/50 funding for new AED in 2024 - 20/11 23
- BHIB claim for new streetlight column approved
- Blocked disabled loo repaired

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

Dates: Thurs 02 Nov, Thurs 16 Nov, Thurs 30 Nov, Thurs 14 Dec 2023, Thurs 11 Jan 2024, 25 Jan 24, 08 Feb.

Appendix 2

Payee	Details	P/M	Initials	Category	NET	VAT	Gross
Hannah Holmes	wages and back pay from 01 April 23	BACS		Gen Admin & Wages	£		£
Hannah Holmes	expenses - use of home office / blank cheque / vat claim postage	BACS		Misc	£24.30		£24.30
Sam Hills	wages	BACS		Gen Admin & Wages	£		£
Pat Serle	wages	BACS		Gen Admin & Wages	£		£
Pat Serle	expenses - x5 fiction books	BACS		Library	£26.73		£26.73
Nick Osgerby	wages	BACS		Gen Admin & Wages	£		£
Geoff Phillips	reimburse or fireworks - piping / sealant / LED kit / hardware	BACS		Fireworks S137	£242.51		£242.51

Steeple Claydon Parish Council.
Minutes of December 2023

EAS Medical Group	2 x paramedics for fireworks event	BACS		Fireworks S137	£255.00	£51.00	£306.00
BMKALC	planning demystified x2 - 5094 & 5075	BACS		Misc	£120.00		£120.00
BMKALC	climate change conf x1 - 4136	BACS		Misc	£25.00		£25.00
BMKALC	review neighbourhood policies - 4992 (IH and PF)	BACS		Misc	£140.00		£140.00
Cheryl Rickard	flowers/ compost for planters/white gates	BACS		Street Furniture	£127.00		£127.00
Assured Drainage	external drain cleared and disabled loo blocked	BACS		Hall	£187.50	£37.50	£225.00
Fishlock Heating & Plumbing	service hall boilers / blocked disabled loo repair	BACS		Hall	£595.00		£595.00
Gary Axtell	c/c mini digger works re wooden stakes	BACS		Rec Ground & Pavilion	£135.00		£135.00
The Man who Can	Clive Cotton - apple tree trim at hall	BACS		Hall	£30.00		£30.00
Esferico	library database system	BACS		Library	£295.00	£59.00	£354.00
Wave	15/ 08 - 11/12 - water Pav	DD		Rec Ground & Pavilion	£18.00		£18.00
Wave	12/08 - 26/11 - water hall/lib	DD		Hall	£441.61		£441.61
British Gas	29 sept - 01 Nov Hall/Library	DD		Library	£271.47	£13.57	£285.04
Barclays	account fee 10 oct - 12 nov	DD		Misc	£11.50		£11.50
Buckinghamshire Council	large waste bins empty and rental	DD		Bins	£98.05		£98.05
E.on Next	08/10 - 31/10 - Library / hall	DD		Hall	£148.49	£7.42	£155.91
E.on Next	01/10 - 31/10 - pav	DD		Rec Ground & Pavilion	£47.28	£2.36	£49.64
E.on Next	01/11 - 30/11 - clock/cctv	DD		Clock Tower & Children's	£45.12	£2.26	£47.38

Steeple Claydon Parish Council.
Minutes of December 2023

				Corner			
NPower	01/10 - 31/10 - streetlights	DD		Street Lights	£2,444.44	£488.89	£2,933.33
Village Networks	wifi for hall/library	DD		Hall	£25.00	£5.00	£30.00
Village Networks	wifi for pav	DD		Rec Ground & Pavilion	£25.00	£5.00	£30.00
Checked Safe	lone worker app	DD		Misc	£4.00	£0.80	£4.80
					£9,487.99		£10,160.79
Amazon	12xblue rolls / bin bags / paper ream / gloves	cash card		Hall	£67.68		£67.68
Vonage	VOIP lines - clerk & library	cash card		Misc	£21.76		
HP Store	2 x toner cartridges (black/yellow)	cash card		Misc	£225.98		£225.98
Microsoft	monthly subscription charges	cash card		Misc	£45.00	£9.00	£54.00
Booking Bug	x 2 subs	cash card		Hall	£29.94		£29.94
EE	caretakers phone	cash card		Misc	£9.00		£9.00
Cashplus	fee for cash (fireworks donations)	cash card		Misc	£25.64		£25.64