



<p>Present: Cllr Frank Mahon (in the Chair), Cllr Stephen Le Tissier, Cllr Ivo Haest, Cllr John Mitchell, Cllr Emily-Rose O’Dell, Cllr Louis Myhill, Cllr Christopher Church, In attendance: Clerk, Cllr’s and 03 members of the public. Livestreaming YouTube channel was off. Dictaphone on for Clerks record. The meeting was opened by Cllr Mahon at 19.31</p> <p>The Steeple Claydon Parish Council meeting was held in person at the Village Hall, MK18 2PY on Tuesday 06 February 2024 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>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. Cllr Diya Pillai sends her apologies to be noted – Council accepted the apology.</p>	
<p>2. Declarations of Interest To receive declarations of interest and dispensations in respect of matters contained in this agenda None</p>	

<p>Cllr's requested we choose a date for APM via email – Clerk to do</p>	<p>07/02/2</p>
<p>7. Clerk report – hard copy passed out to Cllr's Appendix 1</p>	
<p>8. 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. Noted the App randomly closes his mobile phone down. Cllr O'Dell still needs to install To Do app. Clerk sent invite link. Cllr O'Dell confirmed now installed. White gate – CALM mtg – Cllr Mahon will chase Cottage door – Cllr Mahon to investigate. Verbal quote waiting for written quote Dog warden – struggling to get them to come out - Cllr LT to pass to Cllr Mahon/ Cllr O'Dell BCB re speedwatch funding to do - £700+ - Cllr Mahon to do MVAS training - Cllr Haest has asked road safety Vol group / which cllrs would like to attend training. Clerk still to measure pinch points with AG. Has emailed AG requesting date. Stonemason investigation – Clerk – ongoing, Librarian wants to help PCSO mtg – Clerk and AG to arrange. Has emailed AG – will chase again. Cllr Haest – MUGA / Skatepark PA re Lights Biodiversity policy – Clerk to speak to Cllr Church Cllr Haest – planning application – to produce monitoring system outcome of local PA's - will email draft around</p>	<p>Cllr Mahon Cllr O'Dell Cllr Haest Clerk Clerk Clerk Cllr Haest Clerk Cllr Haest</p>
<p>9. Steeple View Playpark 'adoption' request – any update - Cllr Le Tissier/Cllr Mahon Meeting arranged for 11am Friday 09 Feb 24 Tilia – Mark Wakeling Highways – Cllr Mahon to confirm Maintenance Company for Steeple View – FirstPort Cllr Mahon, Cllr Le Tissier, Cllr Church and Clerk will attend.</p>	
<p>10. New Cllr's to confirm which working groups they wish to join - Clerk Cllr Le Tissier requested to now be Rec Ground Lead. Cllr Mahon agreed. Cllr Le Tissier requested to come off Village / Hall / Library and HS2/EWR groups due to the Pavilion project.</p>	
<p>11. Youth Council – Any update - Cllr Mitchell Cllr Mitchell noted Cllr Pillai to be Youth Council Lead.</p>	
<p>12. Neighbourhood Watch – Steeple Claydon NHW review – Andy Guest not present. Cllr Le Tissier updated the meeting that X3 youths have been charged with drugs offences by Police. SCPC encourages everyone to report any incidents to 111 or online via TVP if no-one is in imminent danger. a. Flood protection kits – Cllr Le Tissier Carried forwards from Jan mtg. Prices have been circulated. BC now warning of floods. Clerk noted they have not been precepted for. Cllr Mahon concerned if we lend one out what happens if they get broken? They would need to be checked. Cllr Mahon proposed we buy x2 petrol flood protection kits from the HS2 mitigation fund monies of £12,7K. Would want Cllr Le Tissier to be in charge of those two kits.</p>	

<p>Wifi went down at Hall. Cllr Le Tissier declared an interest and abstained from voting. Clerk to send around price list to Council, Cllr Le Tissier to write a set of instructions. Cllr Haest seconded. Cllr Le Tissier suggested we locate one at V/Hall one at pavilion/NER</p>	<p>Cllr Le Tissier Clerk</p>
<p>13. Neighbourhood Plan Review – any update - Cllr Haest Cllr Haest noted PF has sent in an application off for funding.</p>	
<p>14. Road Safety Strategy a. Update from working group – Cllr Haest/ Cllr Mahon Detailed data from the MVAS units will help the road safety group make decisions on the road safety issues list. Cllr Le Tissier asked about difficulties of telling difference of make of cars/vans as to what then shows on DVLA list. b. MVAS update – Clerk/Cllr Haest Cllr Haest updated the installation dates are now 05 & 06 Feb 24 c. MVAS training – Clerk / Cllr Haest - Has asked speed watch and road safety group if they can attend training - for up to x8 people - Any Cllr's interested in the training to contact Cllr Haest. d. Spinney Update - if any – Cllr Mahon/Clerk - LAT reply Has agreed to half of our requests. e. TOR (Terms of Reference) to be agreed – Cllr Haest hard copy given out and has been sent around via email to Cllr's. Amendments have been made as suggested from previous TOR. No further comments from Cllr's Appendix 2</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 Emailed to Cllr's and hard copy given out at mtg. Clerk read them through. Proposed by Cllr Le Tissier seconded by Cllr Haest all Cllr's agreed. Appendix 3 b. Confirm precept 2024/25 submitted – RFO/Cllr Mitchell £162,600.00 done 21/01/24 c. Confirm £50K reserves moved to main account for 2024 spend – RFO / Cllr Mitchell - confirmed d. SC Toddler Group - 6-month funding review – Becky Trathen. BT noted participation in TG has improved, shed issues mean they need to replace some items, they want to focus on baby rooms in the future. Cllr Le Tissier has proposed 6 months extension, seconded by Cllr Mahon, all other Cllr's agreed. SCPC agreed to request for a further six months of free hall hire. To be reviewed in 6 months. Clerk to send SCB&TG Cllr Mahon BC email to help with BCB funding application for approx. £300.00 - Cllr Mahon discussed the small grants scheme might be suitable as up to £1K e. Updated S137 figure for 2024/25 2024 / 25 is £10.81 per elector – 10.81 x 2143 (Jan 24 updated RoE) = £23,165.83 max S137 spend 24/25</p>	<p>Clerk – done 15/02/24</p>
<p>B. Recreation Ground a. Report from Recreation Ground team Cllr Le Tissier updated the meeting regarding plumbing works on pavilion – isolating showers has been done. Electrical safety issue. b. Electrical/plumbing works update for Pavilion – Clerk/ Cllr Le Tissier Clerk to book electrical works so pavilion can remain open c. Tree work – any update – Clerk Last rec ground works due 07/02/24</p>	<p>Clerk – done 15/02</p>

<p>Confirmed tree works for rec 06/02/24</p> <p>Clerk has previously sent out tree surgeons report. The clerk went through some of the tree work due. VO works to be discussed with Cllr Church and new VO cllrs to get agreement on the Lleylandi</p> <p>d. Children’s corner update; Landscaping quotes for children’s corner – Cllr Le Tissier / Clerk</p> <p>Cllr Le Tissier has met with three contractors - It's currently too wet to quote said two of the three companies – expect to re-do quotes in March/April time – to go on March agenda</p> <p>Turf and grass seeds discussed. ROSPA inspection required before C/C can be re-opened – matting on the ground issues? Cllr Le Tissier and Cllr Mahon asked Clerk to get a ROSPA inspection quote done to get points for repair.</p> <p>e. Outdoor exercise equipment update - installation date now moved to 18 March 24 – issues with container ship.</p> <p>f. Dog waste – Cllr Le Tissier</p> <p>Cllr Le Tissier discussed the ‘pooper snooper’ app – dog warden is needed to come and fine someone</p>	<p>Clerk</p> <p>Cllr Mahon</p>
<p>C. Village Hall, Library & Cottage</p> <p>a. Report from Village Hall team</p> <p>b. Any Library business: Cobbles have been installed; FNMBench to follow.</p> <p>c. Cottage drainage investigated - Cllr Le Tissier Guttering on cottage discussed – PLI of contractor. Needs to be £5M. Undercroft still unresolved. Cllr Haest discussed down pipe with Cllr Le Tissier – missing/rotten wood under sunken roof tile. Need new batons. Add too leadwork repair on roof. Cllr Mahon and Clerk to meet and discuss hall roof. Other contractors to be asked to review roof. IBS quotes given out – with a copy of invoice for works done last time. Insurers advised Clerk as wear and tear it won't be covered by insurance. Clerk has asked other clerks for local Heritage level roof companies into quote. Approx £20K of works quoted.</p> <p>d. Toddler group shed roof repair update – Cllr Le Tissier / Clerk Contractor has been.</p> <p>e. Village Hall roof leak update/quote – in Library & Kitchen - Clerk Cllr Mahon to go through work already done by IBS.</p>	<p>Clerk/Cllr Mahon</p>
<p>D. Vicarage Orchard</p> <p>a. Any updates Cllr Mahon updated regarding the VO footpath, trip hazards been removed and additional silver sand has been added.</p> <p>b. Signage – any update – Clerk At printers – to be installed.</p> <p>c. Bucks Community Board pathway – any update – Clerk - completed this morning and checked by Cllr Mahon Cllr Le Tissier noted path is not fully accessible / incline to be measured by Cllr Le Tissier – discussed regulations required. Could be considered a ramp. Sensory Trust measurements read out. Cllr Haest concerned about camber. Cllr Le Tissier will measure incline and update Council.</p>	<p>Cllr Le Tissier</p>
<p>E. Communications</p> <p>a. Any updates</p> <ul style="list-style-type: none"> • Kings Portrait – applications open mid-Feb 24 <p>Sad news announced today regarding the King having Cancer discussed. Council agreed Clerk to apply for one portrait. One for the Hall – size approx. A2 would fit.</p> <p>F. Street Furniture</p> <p>a. Noticeboards x2 update - Installed at rec ground entrance by Cllr Haest Additional noticeboard to be fitted at old pavilion discussed.</p>	<p>Clerk – done 12/02</p>

<ul style="list-style-type: none"> Coop noticeboard – PA update – Cllr Haest submitted info to BC await their reply. <p>b. Benches update – Cllr Mitchell Cobbles are in so FNMBench in next couple of weeks by Cllr Mitchell / Cllr Haest – needs to be done by end of Feb for BCB.</p> <p>c. LED street lighting update – Cllr Mitchell / Clerk LEDS being installed x156 in the village at the moment – on-going. Any problems please contact the Clerk with the pole number on the SCPC sticker.</p> <p>d. Finger post signage of PC assets – Clerk/ Cllr Myhill</p> <p>Clerks father is a volunteer for Dorset Councils finger posts – white painted wood with black metalised letters – in Hall grounds – to point to PC assets – Hall / Recreation Ground / Vicarage Orchard (the PC assets) Volunteer so only cost of wood/paint/letters - was on wish list and was precepted for. Cllr Myhill can carve out the letters onto wood. Then it can be painted. Council agreed to Clerk and Cllr Myhill to discuss further. Oak biggest costs. Clerk to check with highways re post installation.</p>	<p>Clerk/ Cllr Myhill</p>
<p>G. Events</p> <p>a. Upcoming events</p> <p>i. Fireworks event 2024 – Cllr Le Tissier - any updates Clerk has booked 2x paramedics Olympic theme for 2024</p> <p>ii. Events for 2024 – Inter Village Event Responses received to date; Calvert Green – Cllr Gary Atkins & Ryan from CGCA Charndon – Cllr Kelly Gates interested Twyford - whilst councillors are in favour of collaborations, they were unsure if villagers would be up for “travelling” between venues on the same day. A Teams would be good – let me know favoured dates and we will try and fit in with one of them Poundon – chased 17/01 Boltoph/East - chased 17/01 Padbury – no Cllr Le Tissier and Cllr O’Dell to take this forwards.</p> <p>iii. To discuss the D-day anniversary - Beacon Lighting event – 9.15pm on Thursday 06 June 2024 Clerk to ask BALC to see if we have missed the boat – no response received Council agreed to remove from agenda</p>	<p>Cllr Le Tissier/ Cllr O’Dell</p>
<p>H. HS2 / E-W Rail</p> <p>Any updates - Cllr Mahon covered this in Chairmans comments.</p>	
<p>I. Planning :</p> <p>24/00063/ALB - Pond Farmhouse Calvert Road Steeple Claydon Buckinghamshire MK18 2HD Listed building application for re-tiling and associated repairs to existing roof structure, re-building of upper section of southern gable, rebuild bowing masonry over lounge/snug window, crack repairs and repointing in lime mortar, underpinning of buttress, up-grade and repair all gutters and downpipes and installation of french drains: DATE COMMENTS REQUESTED BY:- 6 February 2024 - Extension granted until 09/02/2024 Cllr Haest introduced the PA, a listed building. Cllr Mahon proposes No objection, seconded by Cllr Haest – all cllrs present agreed</p> <p>24/00164/APP - 11 Queen Catherine Road Steeple Claydon Buckinghamshire MK18 2PZ Householder application for single storey rear extension and flat roof light/lantern DATE COMMENTS REQUESTED BY:- 12 February 2024 Cllr Haest introduced the PA Cllr Mahon proposed No objection, seconded by Cllr O’Dell - all cllrs present agreed</p> <p>24/00282/APP - Sturmer 3 Claydon Hill Farm Barns Claydon Hill Steeple Claydon Buckinghamshire MK18 2EN Change of use of land to equestrian, construction of stable block and yard, arena and provision of hardstanding and all-weather turnout facilities: DATE COMMENTS REQUESTED BY:- 22 February 2024 Cllr Haest introduced the PA</p>	<p>Clerk – done 07/02/24 Clerk – done 07/02/24 Clerk – done 07/02/24</p>

<p>Cllr Church proposed we support, seconded by Cllr Mahon Cllr Haest abstained from comment on this PA.</p>	
<p>16. 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 the Clerk (minimum of a week) ahead of preparing the next Agenda.</p>	
<p>18. Date of next meeting: Tuesday 05 March 2024 at the Village Hall Meeting was closed by Cllr Mahon at 21.24</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 March 2024 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 06/02/2024

- January 2024

Administration

- Preparation of monthly transactions for Feb 24 meeting
- Action Point list from minutes onto To Do app

On-going

- Jan Draft Minutes prepared and on public display
- Feb 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: 23/03905/APP - done

- **Streetlights:** Reported: **80** on 05/01, **69** on 08/01, **118** on 08/01, **86** on 25/01, **114** on 26/01, **95** on 31/01, **74** on 31/01, **145** on 01/02

Meetings:

09/01 - LAT re spinney/FM

10/01 - staff to Westbury

16/01 - library / FM

17/01 - school eco club signs

18/01 - forest school to VO

18/01 - S106 mtg JH/SLT/JM

21/01 - finance / JM

25/01 - pav mtg /SLT / SM

27/01 - Litter pick

29/30/31/01 & 06/02 - VO pathway installation

Other

- L&L for gym equipment due date now : MON 18 MARCH 24
- Vicarage Orchard pathway – installed 29/01 - 01/02
- SC School Eco Club re VO signage finished – at printers
- LED streetlights – confirmed being installed in Jan/Feb/March
- School road signage issue – LAT – on-going
- MVAS order update – installed 05 & 06 Feb 24 – to arrange reimbursement HS2/BC
- Tree surgeon visit – next date - now wed 07 Feb (Rec) and 16 March (VO)
- Pavilion boilers x 2 – service to be arranged if Council approve quote
- Applied for final £244.75 BCB funding for FNM bench installation
- Chased IBS re damp in library/kitchen from roof 14/12/23 & 08/01/2024 & 30/01& 06/02
- To book playsafe inspection for new gym installations
- Paid Hall annual brown bin renewal
- Submitted precept request
- New Cllr's set-up admin; emails / id badges / working groups

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

Dates: Thursday 08 Feb, Thursday 22 Feb, Thursday 07 March, Thursday 21 March, Thurs 04 April

Appendix 2

[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

December 2023

Appendix 3

Payee	Details	Method	Initial	Category	NET	VAT	Gross
Winslow Community Bus donation	Agreed at Jan mtg 24 £100	BACS		Misc	£100. 00		£100.0 0
Hannah Holmes	wages	BACS		Wages	£		£

Steeple Claydon Parish Council.
Minutes of February 2024

Sam Hills	wages	BACS		Wages	£		£
Pat Serle	wages	BACS		Wages	£		£
Nick Osgerby	wages	BACS		Wages	£		£
Hannah Holmes	expenses - travel to Westbury 45p + 5p for passengers x 19.6 miles = £9.80 - monthly home office £10.11 & £10 eye test at specsavers - laptop usage	BACS		Admin & equipment	£29.91		£29.91
Pat Serle	expenses - 2x adult fiction / 2 x childrens books	BACS		Library	£26.00		£26.00
HMRC	PAYE	DD Quarterly		Wages	£732.36		£732.36
Mike Smith	installation of FNMBench 3 x hrs @£15 = £45 plus x 12hrs @ £15 = £180 / timber length @ £6.75	BACS		Street Furniture	£231.75		£231.75
Reimburse Mike Smith / Travis Perkins	Ballast and cement (Sand 2 x bulk bag / 10 x 25kg cement	BACS		Street Furniture	£184.48	£36.90	£221.38
SLCC	Clerk/RFO on FILCA course - England	BACS		Admin & equipment	£120.00	£24.00	£144.00
Bunting & Co	PAYE / pension services for quarter ended Dec 23	BACS		Admin & equipment	£250.00	£50.00	£300.00
Buckinghamshire Council	empty/rental large bins/recycling Jan 24	DD		Bins	£84.85		£84.85
Village Networks	wifi at hall/library	DD		Hall	£25.00	£5.00	£30.00
Village Networks	wifi at pav	DD		Rec Ground & Pavilion	£25.00	£5.00	£30.00
E-on	s/light maint for quarter ending Dec 23	BACS		Street Lights	£719.50	£143.90	£863.40
NPower	s/light elec for 01 Dec - 31 Dec 23	DD		Street Lights	£2,965.69	£593.14	£3,558.83
E-on Next	elec to hall/library 01 Dec - 31 Dec 23	DD		Library	£214.70	£10.74	£225.44

Steeple Claydon Parish Council.
Minutes of February 2024

E-on Next	elec to clock/CCTV 01 Jan - 31 Jan 24	DD		Clock Tower & Children's Corner	£46.41	£2.32	£48.73
Barclays	account fee 13 Dec - 14 Jan 24	DD		Misc	£10.00		£10.00
British Gas	Gas to Hall/Library 02/12 - 01 Jan 24	DD		Hall	£586.67	£117.33	£704.00
					£9,622.83	£988.33	£10,611.16
Vonage	VOIP line clerk / Library monthly fee	cashcard		Admin & equipment	£22.16		£22.16
Co-Op	helping hands vouchers purchased - funds received	cashcard		Helping Hands 23 24	£180.00		£180.00
Booking Bug	Booking Bug Hall/Pav online booking monthyl fee	cashcard		Hall	£29.94		£29.94
Microsoft	licenses for 365/cllr emails	cashcard		Admin & equipment	£73.86		£73.86
Buckinghamshire Council	Brown Bin for hall	cashcard		Bins	£55.00		£55.00
Checked Safe	lone worker app	cashcard		Admin & equipment	£5.00	£1.00	£6.00
					£365.96		£366.96