



Steeple Claydon Parish Council

Notice of the MAY 2024 monthly meeting of the Parish Council

To: All Members of Steeple Claydon Parish Council

You are hereby summoned to attend a meeting of the Parish Council at; The Village Hall, 48 Queen Catherine Road, MK18 2PY - to be held on **Thursday 16 May 2024 at 8pm** for the purpose of transacting the business as set out below. Members of the press and public are welcome.

AGENDA

1. Welcome by Chair

2. Nomination and election of Chairman - To receive nominations for the position of Chair of the Council and to elect a Councillor to that position - Acceptance of Office to be signed

3. Nomination and election of Vice Chair - To receive nominations for the position of Vice-Chair of the Council and to elect a Councillor to that position - Acceptance of Office to be signed

4. Apologies - To receive Councillor's apologies

5. Declarations of Interest - To receive declarations of interest and dispensations in respect of matters contained in this agenda

6. Public Participation – Standing Orders are set aside to allow for public participation

7. Minutes - To approve and sign the minutes of the meeting held on 02 April 2024

a. Matters arising from the minutes

8. Nomination and Election to the following working groups - Councillors were asked to identify the group to which they wished to be assigned. Chairs of these groups will be determined at the first group meeting:

Events / Finance and Funding / HR / Planning Developments & Roads / Recreation Ground / Communication / Street Furniture / Vicarage Orchard & Biodiversity / Village Hall, Library & Cottage / HS2 & EWR / Best Kept Village / Pavilion Project

9. To review, update and reinstate;

i. Standing Orders

ii. Financial Regulations

iii. Code of Conduct

iv. Procurement Policy

10. Chairman's Comments To receive a report on matters not on the agenda but of interest to the Council and Parish

a. Any update from Bucks Council

b. Any update for the Parish from SCPC

11. Clerk report

12. Action Point List – to go through and update completed PC actions for the last month.

13. Neighbourhood Watch – AG has resigned - Steeple Claydon NHW review / update

14. Neighbourhood Plan Review – any update - Cllr Haest/Clerk

15. Road Safety Strategy

a. Update from working group; HS2 application – Cllr Haest

16. Working Groups Update on activities and recommendations:

A. Finance

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

b. Annual 2023/24 accounts report prepared for internal auditor, updated asset register, signed off by Cllr Mitchell and RFO

c. Update on Unity bank – Clerk / Cllr Mahon

d. Update NS&I mandate – Clerk / Cllr Mitchell / Cllr L Myhill

B. Recreation Ground

- a. Report from Recreation Ground team
- b. Children's corner update; Landscaping x3 quotes for children's corner – Clerk
- c. Matting in Children's Corner – upgrade required – Council discussion

C. Pavilion Project

- a. Update from working group
- b. TOR

D. Village Hall, Library & Cottage

- a. Report from Village Hall team
- b. Any Library business:
- c. Cottage drainage issues - Cllr *Mahon*?
- d. Village Hall roof leak – x3 quotes – Clerk / Cllr L Myhill
- e. finger post update – Cllr L Myhill / Clerk
- f. Cottage door – any update – Cllr Mahon

E. Vicarage Orchard - Any updates - Cllr Church

F. Youth Council – any update - Cllr Pillai

G. Communications - a. Any updates – Cllr E Myhill

H. Street Furniture

- a. Noticeboards update; Coop noticeboard – PA update – Cllr Haest
- b. Sandholme noticeboard request – Cllr Mitchell
- c. Streetlight on Vicarage – Clerk update
- d. Waste bin Queen Catherine Road - Clerk

I. Events - a. Upcoming events:

- i. Fireworks event 02 November 2024 – Cllr E Myhill - any updates

J Best Kept Village Working Group – Cllr Church / Cllr L Myhill

K. HS2 / E-W Rail

- a. Any Updates - Cllr Mahon

L. Planning: none as at 10/05/2024

17. Future agenda Items - Councillors are invited to propose items for consideration for the next agenda.

18. Date of next meeting: 7.30pm Tuesday 04 June 2024 at the Village Hall - Annual Parish meeting on 21 May 24 at 7pm

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.

Ms Hannah Holmes
Clerk to the Council

10/05/2024

In accordance to the Data Protection Act 2018, all attendees of the meeting are hereby notified that the meeting will be recorded as an aide memoire for the Clerk when compiling the minutes. The recordings are held securely and are deleted after the resolution that the minutes are a true and correct record. Members of the public should be aware that being present at a meeting of the Council or one of its working groups will be deemed as the person having given consent to be recorded (photograph, film, audio recording) at the meeting, by any person present. A person or persons recording the Parish meeting are reminded that the 'Public Participation Session' period may not be part of the formal meeting and that they should take legal advice for themselves as to their rights to make any recording during that period.