



<p>Present: Cllr Frank Mahon (in the Chair), Cllr Le Tissier (Vice Chair) Cllr Ivo Haest, Cllr Christopher Church, Cllr John Mitchell, Cllr Emily-Rose Myhill, Cllr Louis Myhill 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 20.07</p> <p>The Steeple Claydon Parish Council meeting was held in person at the Village Hall, MK18 2PY on Thursday 16 May 2024 admission from 8pm onwards for an 8pm 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 on 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 Cllr Mahon then stepped down as Chair.</p>	
<p>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 Cllr Frank Mahon was Proposed by Cllr Mitchell seconded by Cllr <u>O'Dell??</u> all other Cllr's present</p>	

<p>agreed</p>	
<p>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</p> <p>Cllr Stephen Le Tissier was Proposed by Cllr Mahon seconded by Cllr Church all other Cllr's present agreed</p>	
<p>4. Apologies</p> <p>To receive Councillor's apologies;</p> <p>Absent – Cllr Diya Pillai – all Cllr's were happy to accept her absence</p>	
<p>5. Declarations of Interest</p> <p>To receive declarations of interest and dispensations in respect of matters contained in this agenda</p> <p>Cllr Mitchell reimbursed on finance run</p> <p>No others</p>	
<p>6. Public Participation – Standing Orders are set aside to allow for public participation</p> <p>The meeting was closed at 20.13;</p> <p>NHPlan was agreed to brought up the agenda as requested.</p> <p>Public participation was closed at 20.14</p> <p>As agreed moved item 14 to 6.b</p>	
<p>7. Minutes</p> <p>To approve and sign the minutes of the meeting held on 02 April 24</p> <p>Matters arising from the minutes; none</p> <p>Cllr Mitchell proposed the March 24 draft minutes as a true and accurate description of the meeting, seconded by Cllr Church – all councillors present agreed, so it was resolved to approve them.</p>	
<p>8. Nomination and Election to the following working groups:</p> <p>- 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:</p> <p>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</p> <p>To add Cllr Le Tissier to Pavilion project group. It was agreed to add in a NHPlan steering/working group – These working groups are to feedback recommendations to Council at meetings for decisions. This can always be reviewed in future.</p>	Clerk
<p>9. To review, update and reinstate;</p> <p>i. Standing Orders</p> <p>Approved – no amends</p> <p>ii. Financial Regulations</p> <p>To approve these and note the new updated BALC Financial Regulations received this month to be looked at and reviewed by Finance Cllrs for amending and adopting later in the year, current financial regulations approved – no amends</p> <p>iii. Code of Conduct</p>	Clerk / finance Cllr's

<p>Approved - no amends iv. Procurement Policy Amend and add in from £25K up to £30K as per BALC update – all Cllrs agreed.</p>	<p>Clerk / finance Cllr's</p>
<p>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 Cllr Mahon noted had monthly mtg with LAT for Grendon Underwood ward – EWR have done road repairs, Shipton lee etc. Big progress is being made. Gov potentially making a small u-turn on solar farms – a letter is tabled at parliament – asking for no more solar farms to be built on good farming/agricultural land. Asked not to approve new solar farms unless necessary – on roofs not land. Cllr Le Tissier noted it was that the best agricultural land must be protected – our local land is cat D food production level. Cllr Mahon and other local C.Cllr's are keen on solar for roofs not agricultural land. Good to consider - Cumulative impact of several applications in the same area Cllr Mahon has also secured BC funding for high viz jackets for SC primary school children. b. Any update for the Parish from SCPC The local road repairs bring with them the issue of local road closures; Cllr Mahon felt the proper repairs in the good weather were worth the disruption. Sandhill road closure was discussed and the Addison road could be closed June – Sept 24 – potentially Towersey Festival is at same sort of time and Cllr Mahon has raised this with Highways. Calvert road due to reopen in June 2025 Cllr Mahon noted - Highways on the M25 – closed 2 junctions at 6pm on a Friday 7am opened Mon at 4am; they knocked down and rebuild a bridge in one weekend – so it is possible!</p>	
<p>11. Clerk report – hard copies passed out to Cllr's Appendix 1 Clerk noted the new gym equipment has had the instruction plates fitted. Tree works now completed at VO. Eco Club afternoon planting hall planters and sowing wildflower seeds by MUGA on 15/05</p>	
<p>12. Action Point List – to go through and update completed actions for the last month. Cllrs were reminded by Clerk to check the To Do app regularly and to update when they have completed an action point.</p>	<p>All Cllr's</p>
<p>13. Neighbourhood Watch – Steeple Claydon NHW review – Andy Guest AG has resigned. Cllr Mahon would like a volunteer from the village to step forwards. Cllr's already have so many commitments already. Cllr Mahon suggested speaking to Speedwatch co-ordinator GH. Noted: PCSO due to come to APM on 21/05 - has been emailed and asked for any advice on NHW</p>	<p>Cllr Mahon</p>
<p>14. Neighbourhood Plan Review – any update - Cllr Haest/Clerk (6 b.) Cllr Haest and PFirth, has sent on received update from ONH, also the summary written by PF, Do PC want to review the neighbourhood plan? If we don't it will be out of date – currently 6 years old – will be 7 when completed. Review and revise with the changes within the village – closing of post office, moving of coop, Swan practice etc Update in the new NHP – if large changes need to happen, that has costs – major revision was felt</p>	

<p>not needed and no substantial changes but felt it does need updating / revisions / prove public consultation – 5yr currency of NHP – to note BC do not have a NHP document in place for next 2/3 years</p> <p>Cllr Mahon was worried about no reference to solar farms currently – which are becoming a large local issue – look at housing dev’s in the village – could take further to outside of parish boundary – HS2/EWR / Solar farm etc – that is Government level</p> <p>PF recommends that we only do it; if funding is available through locality – at little cost to PC – without their help does not want to be involved. Their experience / support is invaluable.</p> <p>All Cllr’s invited to participate in this activity – as will be a benefit to have more Cllrs involved</p> <p>Cllr Mahon is in support of carrying on and making progress – some dramatic changes in the village need reflecting.</p> <p>Take action plan forward suggested to Set up a working/steering group of Cllr’s</p> <p>To agree a TOR?</p> <p>Invite the village to join steering group? 8 or 9 parishioners joined previously 7yrs ago</p> <p>– Cllr Mahon suggested we invite the previous group to re-join. It was agreed that Cllr Haest is to invite the previous participants and advertise for new volunteers. PF happy to publicise it too.</p> <p>P2 – discussed the analysis of responses – the local demand for 2/3 bed homes has been ignored but have had 5/6 bed homes built – eg. Wolverton Mill only has 2/3 bed houses in the whole estate. SCPC can observe in review that not meeting required housing mix – we can state what we want</p> <p>Cllr Chris Church joined the working group</p> <p>Council ask PF and Cllr Haest to continue this project and move it forwards</p>	<p>Cllr Haest</p> <p>Cllr Haest</p>
<p>15. Road Safety Strategy group;</p> <p>a. Update from working group; HS2 application – Cllr Haest updated the meeting and had sent out the minutes and list of x28 items – used this to make a top ten list, LP has done a draft of the top 10 priorities, including; Entrance roads, Roads signs they think need updating, a ‘School street’ on Meadoway, Initiatives around the school.</p> <p>Take it forward and how to consult with the community – re speed bumps/ one way system / 20mph zones etc. Encourage walking to school / cycling to school i.e. CCC</p> <p>– speak to Mrs Brewer at school about what they do already.</p> <p>Zebra crossing at coop corner / double yellow lines BC contact details sent to school by Clerk last week.</p> <p>NER 7.5tonne restrictions</p> <p>Pavement around NER to allotments to complete the circle as promised by Bovis years ago (Nightingale Fold)</p> <p>Consult with the Community via: Info day at village hall / advert/insert in magazine / Facebook etc</p> <p>Cllr Le Tissier noted to advertise it at the APM next week ask groups to get their members to respond</p> <p>Cllr Mahon noted Coop corner is an accident waiting to happen with cars parked along Addison road – traffic lights in Sept to become a 2-way bridge – concerned about speeding into the village</p> <p>Cllr Mahon proposed to ask HS2 –given all of the Addison road disruption – consider putting in a chicane on</p>	<p>Cllr Haest</p>

<p>LHS of road 200 yds before entering the village – priority to be given to vehicles leaving the village. Similar to the one on way to Twyford. Cllr Haest showed the data collected from SCPC MVAS unit – on Addison road by Co-op, speed 85+% going faster than 30mph. The cars parked by co-op on road by Tilia workers are causing the speed to slow overall – although then viewing is restricted turning out of co-op. HS2 road safety fund application criteria – signage / not routine maintenance by HWays What to go in application? Narrow bridge on West street discussed. Speed camera and fines discussed.</p>	<p>Cllr Mahon</p>
<p>16. Working Groups Update on activities and recommendations: A. Finance a. To approve the payments listed in the finance run for the month Cllr’s approved all items on finance run - Cllr Church seconded by Cllr Mahon, all Cllr’s present agreed Appendix 2 RFO noted - The lewis family fund has been reimbursed from S106 received, will then receive the VAT up to final amount. Cllr Mahon discussed the VO block paving addition to bring up to BCB standard for an accessible path. This ensured we received our reimbursement. RFO noted the S106 for gym equipment will be submitted once relevant bank statement is received and processed. b. Annual 2023/24 accounts report prepared for internal auditor, updated asset register, signed off by Cllr Mitchell and RFO – asset register book is being put online by Clerk this year. c. Update on Unity bank – Clerk / Cllr Mahon And Barclays ID d. Update NS&I mandate – Clerk / Cllr Mitchell / Cllr L Myhill Mandate Signed at mtg. RFO noted it is planned to then move Lloyd's £5K and NS&I £5K funds into higher interest savings account with Unity.</p>	<p>Clerk Clerk</p>
<p>B. Recreation Ground a. Report from Recreation Ground team - none b. Children’s corner update; Landscaping x3 quotes for children’s corner – all given same brief: PC brief as agreed – · to grade and level area of approx 130m2 · Grade A topsoil · turf · rolled to finish · Make children’s corner safe and useable · Note edging of play pieces & matting - level up to make safe Company A - £4,600 plus VAT Company B - £10,470 plus VAT Company C - £3,000 plus VAT Cllr’s asked if local companies, Clerk replied; x2 from Grendon Underwood and x1 from SC Cllr Le Tissier wanted to vote for the company based in SC, no seconder. Cllr Mahon proposed Company C – after discussion this was seconded by Cllr Mitchell - Cllr E and L Myhill abstained – Cllr Le Tissier voted no, all other cllrs present agreed Please reply within 10 working days of date of letter of intent to agreed contractors includes; <ul style="list-style-type: none"> • Copy of PLI • Start and finish date that is acceptable • To provide x2 previous references c. Matting in Children’s Corner – upgrade is required – it is very worn - Council discussion – Co (creative play) has been booked for provisional quote 21/05</p>	

<p>c. Streetlight on Vicarage – Clerk update from Eon - ‘We have been out to have a look at what can be done on this light, and it looks like it would be best to turn the lantern away from the windows direction and more towards facing the road and then install shields on all sides.’ Clerk will update Council when this is done.</p> <p>d. Waste bin Queen Catherine Road – Clerk ALSO Vicarage Close (streetscene email 16/05) Costs £146.00 each inc installation All Cllr’s approved x2 new waste bins so it was agreed – Clerk to order</p>	Clerk
<p>I. Events - a. Upcoming events: i. Fireworks event 02 November 2024 – Cllr E Myhill, on-going</p>	
<p>H. HS2 / E-W Rail Any updates -</p>	
<p>I. Planning : none</p>	
<p>13. Annual Parish meeting date: Tuesday 21 May 24 at 7pm Clerk has sent out invites/put up posters Refreshments to be bought – Cllr L Myhill and Clerk</p>	
<p>14. 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>15. Date of next meeting: SCPC meeting on Tuesday 04 June 2024 at the Village Hall at 19.30 Meeting was closed by Cllr Mahon at 22.03</p>	
<p>16. 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 04 June 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 16/05/24

- April 2024

Administration

- Preparation of monthly transactions for May 24 meeting
- Annual Parish Meeting preparation
- Action Point list from minutes onto To Do app

On-going

- April Draft Minutes prepared and on public display
- May 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: **24/00406/VRC & 24/00430/AGN**
- **Streetlights:** Reported: **1 on 04/04, 100 on 08/04 & 24/04, 39 on 08/04, shields ordered 03/05 for 100,**

Meetings:

- Audit prep NO – 09/04/24 & 16/04/24 & 25/04/24
- Bird box event – Sat 13/04/24
- Hall roof quote – 15/04/24
- Hall roof quote 16/04/24
- Pavilion project pm mtg – 17/04/24
- Attended North Bucks Clerks Forum in Aylesbury 22/04/24
- L&L creative gym installation sign off 23/04/24
- Landscapers for quote 24/04/24
- Library pm mtg – 24/04/24
- NHPlan mtg – 30/04/24
- AGAR pm mtg – 13/05/24

Other

- SC School Eco Club re VO signage and seed planting 15/05/24
- School road signage issue – LAT – on-going chased rep. Inc. 07/05/24 - now installation due in 2 weeks from 14/05
- MVAS order update – reimbursement HS2/BC received – x2 poles costs to follow
- Unity account application submitted – 16/02/24 - Cllr FM update req'd 23/02/24
- Barclays update now required 15/05 – Cllr FM CTax bill
- Contacted BALC re PC become VAT registered query – response rec'd - SCPC is not required to register for VAT for hall hire/pav income.
- Submitted VAT claim for 23/24 - £31,596.87 - sent 25/04/24
- Audit prep for 23/24 AGAR by PKFLittleJohn and Internal Auditor 24/05/24
- Submitted updated Barclays mandate – sent 25/04/24
- Sent out invitations to APM to local groups 04/04 and updating
- Requested mandate for NS&I account – 12/04/24 - May agenda
- Tilia hedgerow to be re-instated – chased Mark Wakeling for update 22/04 & 07/05 & 16/05
- Started to update asset register from ledger 01/05/24 ongoing
- Details of new bin QRd 02/05/24 / Vicarage Close 16/05
- Passed second FILCA exam (2 of 5) 03/05/24

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 16 May, Thursday 30 May, Thurs 13 June, Thurs 27 June, Thurs 11 July.

Appendix 2

Cash card	Plants for Village Hall planters	BACS	PAID	Hall	£125.00		£125.00
Cash Card	Helping Hands vouchers	BACS	PAID	Helping Hands 23 24	£250.00		£250.00
Cash Card	General spend / DD/	BACS	PAID	Misc	£500.00		£500.00
Hannah Holmes	wages	BACS	PAID	Wages	£		£
Sam Hills	wages	BACS	PAID	Wages	£		£
Pat Serle	wages	BACS	PAID	Wages	£		£
Nick Osgerby	wages - x12 hrs	BACS	PAID	Wages	£		£
LKS Roofing	pre-paid for roof quote / few broken tiles were replaced with our spares- approved by Cllrs on email	BACS	PAID	Hall	£295.00	£59.00	£354.00
Hannah Holmes	expenses / home office / 28miles @0.45p/p/m / parking	BACS		Misc	£25.31		£25.31
Pat Serle	expenses - outdoor plants for by bench (library courtyard)	BACS		Library	£29.00		£29.00
Cllr John Mitchell	expenses - mileage collecting 10xFOC compost 19 miles @ 0.45p/p/m	BACS		Misc	£17.10		£17.10
L&L Creative	outstanding balance of gym x6 and 1 x trampoline	BACS		Gym equip 24 S106	£13,839.52	£2,767.90	£16,607.42
Helping Hands funds to Twyford	Funds rec'd from BC into SCPC account -	BACS		Helping Hands 23 24	£200.00		£200.00

Steeple Claydon Parish Council.
Minutes of May 2024

PC	BC permission confirmed						
BMKALC / NALC	annual subscription at 2138 electorate	BACS		Misc	£448.98		£448.98
North Bucks Parishes Planning Consortium	Annual membership yr end 31 March 25	BACS		Misc	£20.00		£20.00
BMKALC	1 x Cllr to recruitment/ induction & retention course	BACS		Admin & equipment	£50.00		£50.00
Dave Griffiths	March rec maint plus litter picking when caretaker AL	BACS		Rec Ground & Pavilion	£380.00		£380.00
Dave Griffiths	April rec maint plus weed control	BACS		Rec Ground & Pavilion	£675.00		£675.00
PPL PRS	music license fireworks event	BACS		Fireworks S137	£222.04	£44.41	£266.45
PPL PRS	music license VHall	BACS		Hall	£426.40	£85.28	£511.68
Eon - parish repairs	replace column Vicarage Lane - BHIB agreed claim put in 28/11/23 - recieved £1387 on 30/11/23	BACS		Street Lights	£853.20	£170.64	£1,023.84
Eon - highways	The Island - rear shield	BACS		Street Lights	£45.00	£9.00	£54.00
Eon Highways	maintenance for quarter ending 31 March 24	BACS		Street Lights	£719.50	£143.90	£863.40
Buntings	PAYE services for quarter ended 31 March 24	BACS		Admin & equipment	£250.00	£50.00	£300.00
M Muckleston	extend block paving in VO - x9 sq m	BACS		Vicarage Orchard	£1,170.00	£234.00	£1,404.00
HMRC	PAYE for April	DD		Wages	£789.18		£789.18
Alchemy Fireworks	15 minute display to music	BACS		Fireworks S137	£2,500.00	£500.00	£3,000.00
NPower	streetlights 01 Mar - 31 Mar 24	DD		Street Lights	£2,777.58	£555.52	£3,333.10
NPower	streetlights 01 Apr -	DD		Street Lights	£2,477		

Steeple Claydon Parish Council.
Minutes of May 2024

	30 Apr 24				.32	£495.46	£2,972.78
Buckinghamshire Council	waste rental / collection March 24	DD		Bins	£113.40		£113.40
British Gas	6mth installment plan of £475 p/m until oct 24 - plus March 24 bill	DD		Hall	£778.93	£155.78	£934.71
Eon Next	elec for 01 march - 31 march 24	DD		Library	£194.72	£9.74	£204.46
Eon Next	clock/cctv tower	DD		Clock Tower & Children's Corner	£46.19	£2.31	£48.50
Eon Next	pavilion elec 01 -31 march 24	DD		Rec Ground & Pavilion	£41.38	£2.07	£43.45
Village Networks	wifi for hall/library April 24	DD		Library	£25.00	£5.00	£30.00
Village Networks	wifi for pav April 24	DD		Rec Ground & Pavilion	£25.00	£5.00	£30.00
Barclays	account fees - 13 mar - 14 apr	DD		Misc	£10.00		£10.00
British Gas	Hall from 02 Apr - 18 Apr	DD		Hall	£311.69	£62.33	£374.02
Post Office	2 x a4 envelopes and mailing HMRC re VAT claim and Barclays updated mandate	cashcard		Admin & equipment	£9.60		£9.60
Hewlett Packard	1 x Blue toner	cashcard		Admin & equipment	£101.66	£20.33	£121.99
Microsoft	licenses x 12 monthly fee	cashcard		Admin & equipment	£58.80	£11.76	£70.56
Amazon	logitech wireless mouse	cashcard		Admin & equipment	£9.99		£9.99
Amazon	100 x a4 laminating pouches	cashcard		Admin & equipment	£8.99		£8.99
					£34,308.58	£5,389.43	£39,698.01

Month/Yr	Barclays 40487	Barclays reserve (Lewis) 3771	NS&I	Barclays 8909	Lloyds	Total	notes
Jan-24	£52,104.77	£100,540.22	£5,481.78	£540.23	£5,000.00	£163,667.00	transfer £50K reserves from Lloyds Jan 24 mins
Feb-24	£58,162.03	£100,540.22	£5,481.78	£540.23	£5,000.00	£169,724.26	HS2 env/mit fund interest £12738.82 NHP Grant 2312.00 VO op/refund 1875.00
Mar-24	£45,687.83	£100,916.21	£5,524.19	£542.25	£5,000.00	£157,670.48	to also inc cashcard = 765.22 = 158,394.
Apr-24	148761.6	45392.19	5524.19	542.25	5000	205220.23	Half precept rec'd £81,300.00, reimbursed for LED s/l £35,848.00, reimbursed VO path £1875.00

Appendix 3

Sports Pavilion Project Working Group (SPPWG)

Project	Provision of a sports pavilion and car park at the Steeple Claydon Recreation Ground
Principle Committee	SPPWG reporting to full council
Membership	Cllr Louis Myhill, Cllr Ivo Haest, Cllr John Mitchell, Cllr Emily Myhill, Cllr Frank Mahon / community representatives
Lead councillor	Cllr Louis Myhill and Cllr Haest
Project consultants	TBC
Developer	TBC
BC/S106 contact	Joe Houston

Purpose

To work with the project management consultants appointed by the Council to deliver a pavilion, fit for purpose, to serve the village at its recreation ground.

Meetings ;

- To oversee all details with regards to pavilion project
- The members and project manager consultants will meet as necessary to progress the project.

- A record of all meetings will be made by the working group lead councillor which will serve as a report to the whole council at monthly meetings
- A member of the SPPWG will be responsible for representing the Council's interests at meetings involving outside organisations, including BC, appointed project management consultants, architects and appointed contractors.
- Meetings will not be open to members of the public, unless specifically invited / community representatives

Budget

The project is funded by S106 contributions for the purpose of building a sports facility – currently circa £650k.

All expenditure must be approved in advance by Council.

The Clerk/RFO will maintain a record of expenditure against budget.

First steps

- Appoint a project lead councillor.
- Discuss options including refurbishment of existing pavilion and car park and/or construction of new pavilion and car park.
- Consult with parishioners and canvas opinion on preferred option.
- Appoint project management consultants to finalise a specification for the building work.
- Ensure a compliant tendering process is carried out.
- Work with BC, appointed project management consultants and appointed contractors to deliver the project.