

#### Present:

Cllr Frank Mahon (in the Chair), Cllr Christopher Church, Cllr John Mitchell, Cllr Stephen Le Tissier 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 19.30

The Steeple Claydon Parish Council meeting was held in person at the Village Hall, MK18 2PY

on Tuesday 02 July 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.

## QUESTIONS FOR PARISH COUNCIL

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

## 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

## 2. Apologies

To receive Councillor's apologies;

Apologies received from; Cllr Emily Myhill and Cllr Louis Myhill Cllr Ivo Haest Council noted the apologies

#### 3. Declarations of Interest

To receive declarations of interest and dispensations in respect of matters contained in this agenda;

none

#### 4. Minutes

To approve and sign the minutes of the meeting held on 04 June 24 Matters arising from the minutes; It was agreed to note:

**24/01523/ALB** and **24/01522/APP** - 11 Queen Catherine Road Steeple Claydon Buckinghamshire MK18 2PZ Householder application for erection of outbuilding for use as carport and annex with home office and gym over DATE COMMENTS REQUESTED BY:- 18 June 2024: was discussed online because it was not withdrawn as Cllr Haest reported in the June 24 meeting: decision to Support the PA was approved based on response from Cllrs received. It was noted that all Cllr's should respond to PA's.

Cllr Le Tissier proposed the May 24 draft minutes as a true and accurate description of the meeting, seconded by Cllr Mitchell – all councillors present **agreed**, so it was **resolved** to approve them.

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

Cllr Mahon noted it is purdah, also known as PEP the pre-election period, so no political updates for this month – factual updates only i.e. road closures etc.

a. Any update for the Parish from SCPC -

A note about local equestrian's demonstration hack regarding bridge repairs required at Kingsbridge – they moved the hack start time from 07.30am to 08.30am to avoid rush hour traffic and the bridge is being repaired by BC.

- **6. Public participation** The meeting was closed by the Chair and public participation was **opened** at **19.38**;
- P1 would like to remind everyone about Methodist Hall public meeting reagrding Molly's Community Cafe at 7.30pm on 08/07

Bleak prospect of now having to pay significant amounts of rent from this September and not sure how to do that and ask the village their opinions and thoughts.

Invited Cllr's to attend. Three Cllr's plan to attend.

Cllr Mahon noted the email received by a director of Molly's.

P1 noted it is not a formal request for funds from Molly's to the PC at the moment.

No decisions will be made this evening. Public are very welcome to attend the Mollys meeting.
P1 – NHPlan review – PF / IH and Clerk to arrange a mtg to move it forwards. Cllr Haest has been

- P1 NHPlan review PF / IH and Clerk to arrange a mtg to move it forwards. Cllr Haest has been unwell, so delays on plans, and hope to carry this project forwards in the autumn.
- P2 Discussed lack of grass/verge cutting reports issues on fixmystreet says they are being ignored and grass is now 3 foot high on Meadoway and North End Road onto Buckingham Road P2 Discussed the Church magazine funding request has sent on the Church accounts
- information onto SCPC. Cllrs noted they are trying to arrange a meeting with the magazine and the relevant PC's.

Public participation was **closed** by the Chair at **19.43** and the Parish Council meeting was reopened.

7. Clerk report – hard copies passed out to Cllr's

Noted refund for streetlight LEDs, approx £17K, also received back S106 funding for the gym

equipment.					
Appendix 1					
8. 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.  Clerk read out to do jobs still left to do on app.  Discussed dog wardens - SDK environmental — dog warden service for Bucks since 2022 — contact environmental health — Cllr Le Tissier re-sent details onto Cllr Mahon as requested.	All Cllr's				
9. Cllr Co-option advert – to advertise x2 Cllr vacancies	Cllr Mitchell				
To include in Claydons magazine article and Cllr Mitchell will rewrite co-option advert, send round to Cllr's for approval and clerk/caretaker to hand-deliver to the three new estates.					
10. Neighbourhood Watch – any update - none	Clerk				
PC agreed to leave on agenda going forwards  11. Neighbourhood Plan Review – any update - Cllr Haest/Clerk  Cllr Mitchell has mentioned this in the Claydons article. On-going	CICIK				
Note from Cllr Haest read out -					
Update NP: nothing done. Need to specify green spaces, assets, green corridor, future housing needs and housing design codes.					
RSG: last meeting was 28 May but minutes not even written due to Ivo hospital admission. No progress made. Was planned to have public consultation ready end June (Microsoft Forms with help from Emily-Rose) and public even in village hall early July. Public consultation before summer holidays.					
Include Cllr Le Tissier in any NHPlan emails	clerk				
PF/Clerk/Cllr Haest to arrange a meeting to move this forward					
12. Road Safety Strategy group; a. Update from working group – Cllr Haest/ Cllr Mahon The TOR have been agreed by Council and are back with the working group b. MVAS training update – Cllr Haest note was read aloud - none, all MVAS are working. MVAS: data downloading ongoing. As Addison road is closed the MVAS was turned 180 degrees on 23 June so traffic from Molly's towards COOP is monitored. Put in such a way that traffic turning into Vicarage Lane is not measured but only traffic turning off towards COOP and down the closed Addison Road (Tila workers, Redhouse Close) Cllr Haest will write HS2 application for speed bumps near COOP as decided in last SCPC meeting and share with SCPC before submitting final draft by 31 July	CIIr Haest				
13. Working Groups Update on activities and recommendations:					
A. Finance a. To approve the payments listed in the finance run for the month Proposed by Cllr Church seconded by Cllr Mahon so it was RESOLVED					

Cllr Mitchell will approve online before this Friday.

It was noted by Cllr Mahon that the first tractor service by RTM was included in the price.

Wicksteed repair items are FOC as used the Voucher. Cllr Mitchell will help clerk fit the items.

#### Appendix 2

b. RFO annual report 23/24

#### Appendix 3

c. Scribe accounts; sector specific finance package for consideration – RFO and Cllr Mitchell have discussed this with NO and would like to ask for Council to agree to this sector specific accounts package.

Council agreed to precept for 2025/26 - estimated costs are £600 for the PC to join and monthly fee of £70 Clerk to get updated price as won't require certain aspects of package.

d. Update on Unity/Barclays/Lloyds bank – Clerk / Cllr Mahon

Cllr Mahon has a banking appointment on Friday

Clerk noted that as there is no meeting in August that Council should agree to authorise regular budgeted invoices and expenses due to be paid in August - being approved via a quorum of Cllr's via email, to then be ratified in the September meeting.

Proposed by Cllr Mahon, seconded by Cllr Mitchell, all Cllr's present agreed so it was RESOLVED

#### **B. Recreation Ground**

- a. Report from Recreation Ground team
- b. Children's corner update ROSPA report landscaping start date 01/07

Caretaker to water twice a day for two/three weeks from this week

c. Matting upgrade quotes in children's corner – any update – Clerk

On-going – will write a brief with a rec Cllr once x3 general quotes in for pricing for planning for precept.

d. 23/02642/CPE - Recreation Ground North End – PA for retrospective lights at MUGA - Cllr Haest

Cllr Mahon discussed retrospective for MUGA and skatepark and ordinary PA for the lights

Cert of lawfulness – paperwork collated to hard copy and give to Patrick Fealty – FM and PF to arrange mtg all emails 05/07

to move forwards and submit a PA.

#### C. Pavilion Project

a. Update from working group - none

Date for mtg – clerk to send out another email to Cllr's to set a meeting date over the summer.

D. Village Hall, Library & Cottage

a. Report from Village Hall team:

b. Any Library business:

Cllr's happy for Clerk to order new carpet tiles for library – as had been previously agreed to be on Wishlist done and precepted for in 24/25 04/07

c. Cottage drainage issues – all Cllr's

Cllr Mahon very happy with the new cottage front door

d. Village Hall roof update – in Library & Kitchen – Clerk / Cllr Mahon / Cllr Myhill

Clerk noted we are awaiting a start date from the scaffolders.

e. finger post update – Cllr Myhill / Cllr Haest

Clerk has sent round the email with location details – can Cllr's respond please?

f. Defib training day – date tbc – Community Heartbeat 2 hr session at hall

Various dates when hall is available read out. Mainly Monday's / Tuesday's

Tuesday 23 July at the hall chosen – Clerk to confirm and book trainer and installation of new AED

Clerk to apply for grants/matched funding as we have precepted for an AED – but can use that for matched sent funding for an AED and a heated cabinet to be installed at the Pavilion. Cllrs agreed they are happy for

Clerk to move this forward.

Aed email

Cllr's

Cllr

Clerk

Mahon/

sent on

Clerk to do

Clerk –

03/07

g. PAT testing – to be discussed – Cllr Mahon	
PAT testing – Cllr's happy for caretaker to go on course.	
Cllr Le Tissier noted approx £31 - online course – high speed training.	SI 1
The content of the co	Clerk
Clerk to contact insurers to see if it is an annual requirement. Cllr Le Tissier discussed the	04/07
requirements of PAT testing – offered to pass on a PAT testing register book.	
e. finger post update – Cllr Myhill / Cllr Haest	
On-going – the four PC assets to be listed; Village Hall / The Pump / The nature reserve (VO)/	Cllr
Recreation Ground	ли Myhill /
I to go outside the hall. Clir's to reply to Clark email to choose exact location so Clark can notify. I	F cllrs
LAT of 'whatthreewords' location and height for stat plan.	ii Ciii 3
E. Vicarage Orchard - Any updates - Cllr Church	Adverts
a. Signage – date of installation done - 21/06/24 one more MINT sign to be installed with mint plants by Cllr c	or litter
Church	ick
b. Benches – date of installation done – 21/06/24 Wooden x 2 installed by Cllr Mitchell	lone
Cllr Le Tissier offered to touch up the enamel wording on brass plaques.	5/07/24
c. Village Litter Pick – new dates First Sat in August 03/08/2024 – it was <b>agreed</b> that Litter Picking is to	Clerk
come under Best Kept Village in future	
F. Youth Council – any update - none	
G. Communications - a. Any updates – none.	
H. Street Furniture	
a. Noticeboards update;	
i. Coop noticeboard – PA update – Cllr Haest	
None	
ii. Sandholme noticeboard– installation date: tbc – Cllr Haest	
None	
I. Events - a. Upcoming events:	
i. Fireworks event Saturday 02 November 2024 – Cllr E Myhill, on-going	
Arrange a catch up mtg?	
Cllr Le Tissier has written to Phil Gomm – re fireworks and horses - no response yet.	
HS2 have been in touch re borrowing the outside lights again – Cllrs were keen to use them again.	
H. HS2 / E-W Rail	
Any updates - None	
I. Planning : none as at	
	one
Buckinghamshire MK18 2LJ Erection of general Purpose steel framed farm building for the storage $0^3$	3/07/24
of farm machinery, hay and straw on 01/07/2024 - comments to be submitted by 15/07/2024 -	
Cllr's present <b>agreed</b> to support the AGN.	
12. Future agenda Items -	
Councillors are invited to propose items for consideration for the next agenda.	
None.	
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.	

13. Meeting was closed by Cllr Mahon at 20.25	
14. 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.	
The next Parish Council meeting will be held on Tuesday 03 September 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	

Signed	
Date	

Appendix 1

## Summary of Clerk activity from 04/06/24

• June 2024

#### **Administration**

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

## On-going

- June Draft Minutes prepared and on public display
- July 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: 24/01507/ALB on 05/06/24 24/01528/APP on 05/06/24 24/01551/AGN on 05/06/24 24/01523/ALB on 18/06 24/01522/APP on 18/06
- Streetlights: Reported: 39 not 37 shield on wrong post 10/06 all sorted 26/06

## **Meetings:**

Playpark matting - 05/06
Scribe accounts - 12/06
VO mtg - CC/DM 18/06
Trampoline amends completed - 19/06
Other:

Playpark landscaping – booked for w/c 24/06 now 01/07

Cottage door installed – 10/06/24

Letter of intent sent ref - hall roof repairs – 23/05/24 - chased 13/06 / 24/06 - waiting to hear from scaffolders for start date

Met with x2 API companies on site; re re-surfacing in c/c - **to write brief** /with rec lead cllr Patch repair kit used under swing 12/06/24

Emailed wicksteed 12/06 re bolts / repairs on swing seesaw and zipline req'd (£150 voucher from delay last summer) chased 25/06 - order approved 27/06

- Audit submitted for 23/24 AGAR by PKFLittleJohn 06/06/24
- Continue to update asset register from ledger ongoing
- School road safety competition notices to designer for quotes (metal or as VO signs) ordered 01/07
- Gym / trampoline S106 refund applied for £18,867.70 (plus VAT of £3,773.54) on 14/06 approved 17/06
- New electric contracts with YPG from Eon Next for Hall/Library, Pavilion and CCTV/clock started 10/06/24 Gas still with British Gas
- Streetlighting refund from April 23 onwards for retrospective LED upgrades £17,282.21
- Early indications show a saving of over £1k per month from D2D LED installation
- Caretaker phone pay as you go contract one year £7p/m annual savings £36
- Painted wood/benches at pump 27/06
- Danish Oil annual treatment on chainsaw sculptures in c/c 28/06

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: Thurs 11 July - school holidays - Thurs 05 September, Thurs 19 September

## Appendix 2

Payee	Details	Payment method	Cllr initial	Category	NET	VAT	Gross
Hannah Holmes	wages	BACS		Wages	£		£
Sam Hills	wages	BACS		Wages	£		£
Pat Serle	wages	BACS		Wages	£		£
Nick Osgerby	wages	BACS		Wages	£		£
Hannah Holmes	expense s £10.11 home	BACS		Misc	£10.1 1		£10.11

	office					
Pat Serle	expense s - 5 adult fiction books	BACS	Library	£25.2 8		£25.28
S Cannon	Replace ment front door for cottage plus fitting	BACS	Cottage	£1,075.0 0		£1,075.0 0
Bicester Tree Services	Day rate x 3 men for 3 days Rec & VO	BACS	Rec Ground & Pavilion	£2,65 0.00	£530.0 0	£3,180.0 0
Clear council insurance	addition al cost to raise cover for FR donations held overnight from £2.5K to £5K	BACS	Insurance	£30.8 6		£30.86
Small Joinery Solutions Ltd	oak wood post with cutting for finger post	BACS	Street Furniture	£120. 00	£24.00	£144.00
BMKALC	Al Comms & engageme nt	BACS	Misc	£60.0 0		£60.00
Eon - parish repairs	new shield on streetlight ref 123465	BACS	Street Lights	£45.0 0	£9.00	£54.00
Eon - parish repairs	new shield on streetlight ref 123877	BACS	Street Lights	£45.0 0	£9.00	£54.00
Eon - parish repairs	new shield on streetlight and adjust ref 124092	BACS	Street Lights	£61.5 0	£12.30	£73.80
Dave Griffiths	rec maintenan ce for June	BACS	Rec Ground & Pavilion	£570. 00		

Barclays	account fee and asst payments x 3 13 may - 12 june	DD	Misc	£11.5 0		£11.50
British Gas	02 May - 01 June 24 hall / library	DD	Hall	£260. 88	£13.04	£273.92
Eon Next	08 may - 31 may 24 - hall / library	DD	Library	£115. 23	£5.76	£120.99
Eon Next	01 May - 31 May 24 - clock tower / cctv pole	DD	Clock Tower & Children's Corner	£44.4 1	£2.22	£46.63
Eon Next	01 may - 31 may 24 pav	DD	Rec Ground & Pavilion	£55.3 2	£2.77	£58.09
Buckingha mshire Council	Bins rental and empty for 2 large bins April 24 - plus annual £85 duty of care charge	DD	Bins	£173. 90		£173.90
Buckingha mshire Council	Bins rental and empty May 24	DD	Bins	£73.6 0		£73.60
Nest	staff pensions	DD	Wages	£75.8 6		£75.86
HMRC	PAYE month 4	DD quarterly	Wages	£787. 12		£787.12
Wicksteed	Voucher used for screws / bolts / finger plate / nuts (NB £31.60 of £150 used)	N/A	Rec Ground & Pavilion	£-		£-
Village	wifi for	DD	Hall	£25.0		

Networks	hall / library			0	£5.00	£30.00
Village Networks	wifi for pav / CCTV	DD	Rec Ground & Pavilion	£25.0 0	£5.00	£30.00
				£9,76 7.71	£618.0 9	£9,815.8 0
	office					
Microsoft	365 and x11 emails monthly charge 19/06- 18/07	cashcard	Admin & equipment	£53.5 9	£10.72	£64.31
Vonage	VOIP line library and clerk	cashcard	Admin & equipment	£23.6 4		£23.64
Checked safe	monthly fee - lone worker app for caretaker	cashcard	Admin & equipment	£4.00	£0.80	£4.80
Amazon	tool box for caretaker	cashcard	Admin & equipment	£29.9 9		£29.99
Amazon	Danish oil for annual treatment of chainsaw sculpture in c/c	cashcard	Clock Tower & Children's Corner	£12.9 9		£12.99
				£124.21	£11.52	£135.73

## Appendix 3

# 28/06/2024

## The Proper Officer reported as follows:

Good evening. I have now been in role for 5.5 years; I really do enjoy the role, although it is a very busy one. The Council have as ever, been very supportive, which is most appreciated as there is always so very much to be done.

As part of my role as Proper Officer and Clerk to the Council I am the Responsible Financial Officer and as such I once again offer my sincere thanks to the retired previous Parish Clerk, Nick Osgerby for his support with the financial audit.

I am pleased to confirm that the internal audit was completed and passed with no advisories on our 2023-24 figures on Friday 24/05/2024, undertaken once again by Melanie Rose, who is the Proper Officer and Clerk to the Council for Waddesdon.

This audit is all in accordance with the Accounts and Audit Regulations 2003 and 2006, the Local Audit and Accountability Act 2014 and Smaller Authorities (Transparency Requirements) (England) Regulations 2015/494 and as directed in "Governance and Accountability for Local Councils in England & Wales: A Practitioners' Guide".

2023/24 was once again an active financial year for the Parish Council with a retained focus on asset maintenance and repair, health and safety requirements and insurance priorities.

We have installed six pieces of new gym equipment in the rec ground via S106, also a new trampoline in the playpark, we have bought two more MVAS (Mobile Vehicle Activated Signs) units and poles via the HS2 road Safety Funding, we have replaced the vandalised buddy bench, replaced the street light that caught fire on Vicarage Road, installed the beautiful Florence Nightingale bench via Bucks Community Board funding on cobblestones outside the Library, the PC own a new tractor to maintain the rec ground. We have also had all of our trees in the rec ground and Vicarage Orchard surveyed, resulting in works being required, Vicarage Orchard has also got new signs designed by the school children and installation of two Co-op donated benches was done on 21/06.

We have used some of the HS2 mitigation funding to update all of our x154 streetlights to dusk to dawn 18W LEDS, this has meant a large reduction in our streetlighting bill eg.

April 24 was £1,778.47 and is now £517.29 (saving £1,261.18)

May was £1,641.79 is now £ 477.66 (saving £1,164.13)!

Plus a £17+K refund to go back into the scpc reserves.

We have heritage roof specialists booked to start the repairs required to the hall/ library and cottage rooves. The landscapers should finish at childrens corner within the next few weeks so it can be re-opened since it was closed due to safety issues in August 23.

The Annual Governance and Accountability return was prepared for the Audit and is presented to the Parish Council for signing off in this the June PC meeting

#### A few headline figures

- Closing balance 31 March 2023 £241,742
- Opening balances for April 2024 £192, 805
- Total spend 22/23: £300,650 (inc VAT) against total income of: £295,973
- Total Spend 23/24: £170,187 (inc VAT) against total income of £186,713

# Expenditure – some headlines

#### Staff costs

2022/23 - £44,260

2023/24 - £50,895 (four staff members - one FT)

#### All other spend

2022/23 - £300,650 (MUGA/Kitchen/Roof repairs/CCTV pole/Rec drainage works)

2023/24 - £170,187 (Gym equipment (S106) / trampoline (S106) / tree works / tractor)

## **Precept**

2022/23 - £119,550 2023/24 - £131,86 2024/25 - £162,600

## **Total other income**

2022/23 - £176,423 - \$106 / insurance / VAT / hall hire 2023/24 - £54,853 - \$106 /insurance / VAT / hall hire / BCB funding / HS2 mit fund interest

The 2021/23 VAT total Claim was: £48,711.63 (01/04/2021 - 06/05/2022 & 07/05/2022 - 31/03/2023) The 2023/24 VAT claim was: £31,596.87 (01/04/2023 - 31/03/2024)

A thorough review of figures by the whole Parish Council enabled the precept for 2023/24 to be set at: £131,860 and the 2024/25 precept to be set at: £162,600

There is an ongoing requirement for maintenance of Parish Council assets to meet health and safety and insurance requirements. County Council funding remains as usual under great pressure.

All wage payments have been made after deduction of tax and NI where appropriate and in line with current legislation.

Additionally, the Parish Council is observing employee pension regulations, and these are being arranged by the Councils accountants who run the payroll.

We adjusted the Caretaker and Librarian pay in accordance with national guidelines. The Parish Council continue to make retrospective adjustment to wage levels to accommodate all staff in post for over 12 months.

Online banking has been in use for nearly five years now, with relevant checks put in place with the Clerk only setting up the transaction and two Councillors who are able to complete and confirm the process. The monthly payments will be scheduled to go through the Friday after the meeting as standard, unless a Bank Holiday week-end – giving three days for the relevant Councillors to process payment after they have been agreed at the meeting.

A cashcard is in use – as a way of avoiding petty cash, and of having to reimburse Cllrs and staff, it allows the cash for hall hire etc to be paid in at the post office so this can be done regularly.

Nick Osgerby has been retained once again to support the audit at five hours a month, going forwards, as the internal and external audits are in place annually to inspect the accounts as when larger amounts go through the system from S106 funds etc. You are also externally audited at a higher level by PKFLittlejohn. We are also investigating sector specific accountancy packages. Thank you.