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| <p>Present: Cllr Frank Mahon (in the Chair), Cllr John Mitchell, Cllr Stephen Le Tissier Cllr Ivo Haest, Cllr Christopher Church, Cllr Emily Myhill, Cllr Louis Myhill, Cllr Stephen Proffitt 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</p> <p>The Steeple Claydon Parish Council meeting was held in person at the Village Hall, MK18 2PY</p> <p>on Tuesday 01 October 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 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</p> <p>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>2. Apologies To receive Councillor's apologies; None received although Cllr E Myhill will be late in.</p> | |
| <p>3. Declarations of Interest To receive declarations of interest and dispensations in respect of matters contained in this agenda; None Cllr Mitchell and Cllr Haest have reimbursements on the finance run. Cllr Haest regarding a PA – notified Council that he is neighbours so may abstain, although no personal interest mentioned?</p> | |

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| <p>Cllr Mahon noted a letter received by clerk in public participation and will not vote if a vote is taken on the letter.</p> | |
| <p>4. Minutes To approve and sign the minutes of the meeting held on 03 September 2024 Matters arising from the minutes; Cllr Le Tissier went through the minutes noted in public participation, the gritting route discussed, Cllr Mahon will chase for response – will send on LAT gritting route for when Gawcott route is closed. Cllr Mahon still to attend school to look at parking issues – in his diary. Item 12 – comment on speed watch scheme not being active Cllr Le Tissier has spoken to some of the volunteers and they assured it was active. Cllr Haest noted that was good to hear but Cllr Haest gets the activity report from TVP – no activity recorded. Graham Holt – organiser – clerk to ask for an update. Rec ground – children's corner whole area coverages still to be quoted for. Clerk clinic was discussed and agreed that Clerk can alternate between the library and Mollys Cafe during term time. Clerk to arrange and advertise. Cllr Mitchell proposed the September 24 draft minutes as a true and accurate description of the meeting, seconded by Cllr L Myhill – all councillors present agreed, so it was resolved to approve them.</p> | <p>Cllr Mahon Clerk Clerk</p> |
| <p>5. Chairman's Comments To receive a report on matters not on the agenda but of interest to the Council and Parish: a. Any update for the Parish from SCPC: b. Any update for the Parish from BC: MOJ update – 23 October there is a resident information event – Grendon and SpringHill – build for day-to-day operation. Drop in event – Grendon Underwood village Hall 3pm-8pm C.Cllr Mahon surgeries in the POW pub 1-3pm on Thursday's New Govt. means test winter fuel allowance. Discussed Pension credits – has x243 questions – want to support people in filling out the application form. Qualified officers to come to village and hold drop-in sessions at the hall Support our Elderly residents – apply to qualify for winter fuel allowance Can clerk help – Cllr Mahon to check with C.C and will update with more information as it comes.</p> | <p>Cllr Mahon</p> |
| <p>6. Cllr Co-option – whole Council Cllrs discussed with applicant that they plan to retire next Aug 2025, and therefore his time availability. Also the skills needs of the Council regarding social media and Youth Council idea were discussed. Cllr Mitchell discussed engage with junior school and work with schools' own youth council. Revd Dr Andrew Shergold has applied and was proposed by Cllr Mitchell, Seconded by Cllr Mahon and total of five Cllrs agreed so it was RESOLVED that he will now become a Cllr. All paperwork given to Cllr Shergold and Declaration of Acceptance of Office signed and witnessed by Clerk. Clerk will set up Cllr email account / register on BC website etc</p> | <p>Clerk - done</p> |
| <p>7. Public participation - The meeting was closed by the Chair and public participation was opened at 20.02 Query via email, read out by Clerk. Hi, I write on behalf of a group of Claydon residents who are interested in holding a one-day music festival in the village next year and seek permission to use Steeple Claydon Recreation Ground to hold the event. The date we have in mind is Saturday 12th July 2025. We would need access to the ground the afternoon before to bring in some equipment and the morning after the event to clear and clean the site. It is our intention to use a large trailer as a stage and to bring in small local breweries and food vans to provide food and drink. We will also provide entertainment for young children (inflatables etc). It is hoped</p> | |

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| <p>we can secure sponsorship therefore making it a free event for villagers. We would take care of all insurances and Licences and provide power and toilets to the site. We would also fully comply with any requirements the Council advise. Further information can be provided on request. We hope the Council will look favourably on our request and look forward to hearing from you. H Haines Cllr E Myhill proposed approval for that date for an event that we will discuss in more detail, seconded by Cllr J Mitchell,- Cllr Mahon and Cllr Le Tissier abstained, six Cllr's approved so motion carried. Cllr Le Tissier suggested organisers meet with the Cllrs events team separately. Cllr Proffitt discussed parking – issue with village parking during events – Cllr Mitchell noted BC require quite a lot of information on event RA's. P1 – Lewis family bequest to benefit the village. P1 – pavilion project has some queries. Volunteers welcome to join the working group, email the Clerk. P1 – Karls bakery – surprised and disappointed about PC decision to not investigate further and no discussion publicly on Karls's bakery – comments had been made on social media – saying PC not getting involved. Cllr Mitchill apologised as it was a personal comment that was deleted within 20 minutes. Karls bakery closing is a sad and difficult decision. Speaking personally - Cllr Mahon knows some people who are interested in keeping it as a bakery. Discussion about Community Assets, extra-ordinary meetings discussed, Cllr Mahon noted this would start a 6 month cooling off period – was that best for Karl's? Decided not to arrange an EOM. P2 – email has been sent onto Cllr Haest and Cllr Mahon as had questions for follow up. Item 12 to be moved up agenda. Public participation was closed by the Chair at 20.25 and the Parish Council meeting was re-opened.</p> | <p>Events Cllrs</p> |
| <p>8. Clerk report – hard copies passed out to Cllr's Appendix 1</p> | |
| <p>9. 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>10. Neighbourhood Watch – any update - none PC agreed to leave on agenda going forwards</p> | |
| <p>11. Neighbourhood Plan Review – any update - Cllr Haest/Clerk Public meeting agreed and booked for: Village Hall - Tuesday 15 October 7pm – 9pm</p> | |
| <p>12. Road Safety Strategy group; a. Update from working group – Cllr Haest/ Cllr Mahon Moved up agenda for discussion as requested at 20.25 Cllr Haest noted no road safety mtg since May due to his illness – main issue 10 point action plan signed off – to take it to consultation, which has been delayed until after the summer holidays.. Meeting still to be called. HS2 mitigation fund application guidance – criteria stated a preference for small monetary value projects and not previously awarded applicants Previously the PC discussed not having a chicane on Addison Road but instead speed bumps have been requested. Approx £13K per bump inc £8K consultation fee .. Moving the 30mph signage further out of village was also applied for but HS2 wishes to consider only one project which was therefore dropped</p> | <p>Cllr Haest</p> |

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| <p>13. Working Groups Update on activities and recommendations:</p> <p>A. Finance:</p> <p>a. To approve the payments listed in the finance run for October</p> <p>Appendix 2</p> <p>Cllrs agreed the October 24 finance run, Cllr Mitchell will authorise the set-up payments.</p> <p>b. Update on Unity/Barclays/Lloyds bank – Clerk / Cllr Mahon Unity account now open. Clerk asked Council to agree to move £5K from Lloyds and £5.5K from NS&I accounts to the Unity savings account to gain interest and then close the Lloyds and NS&I accounts. Proposed by Cllr Mahon seconded by Cllr Le Tissier unanimous in approval. So it was resolved. Cllr Mahon to still to go to Barclays for as his proof of ID for banking.</p> | <p>Clerk. Cllr Mahon</p> |
| <p>B. Recreation Ground</p> <p>a. Report from Recreation Ground team None</p> <p>b. Signage – i. review current notices – ii. Rec Ground Bye Laws update? Clerk/ Cllr Le Tissier Delayed while Cllr Le Tissier and Clerk to arrange a meeting to move forwards.</p> <p>c. New AED at Pavilion – any update on Buckinghamshire Community Board funding application – Clerk Mtg cancelled due to flooded/closed roads and rescheduled for 10/10</p> <p>d. Nightingale Fold to rec ground – lack of footpath lighting – Cllr E Myhill Cllr E Myhill investigating as the PA from Bovis did specify footpath and lighting – PC did the footpath via S106 restricted funding won't allow for streetlights – is there blame? Lights really are required. On-going Cllr Le Tissier noted that Council will be employing a planning consultant – would be sensible to get them involved – Cllr E Myhill will take this forwards.</p> | <p>Clerk/Cllr Le Tissier</p> <p>Cllr E Myhill</p> |
| <p>C. Pavilion Project</p> <p>a. Update from working group - Next Mtg booked for Thurs 24 October at 8pm</p> | |
| <p>D. Village Hall, Library & Cottage</p> <p>a. Any update from working group Additional roof leak in toilet corridor reported on 27/09 being looked at by roofers.</p> <p>b. Any Library business: new carpet tiles fitted 10/09/2024 - Clerk</p> <p>c. Cottage drainage issues – all Cllr's Drains have cleared and gutter to be moved from RHS to LHS of the kitchen bay window. Remote control camera to check – Cllr Le Tissier can do it at the weekend – this Friday AM 8-8.30am</p> <p>d. Village Hall roof update – in Library & Kitchen – Clerk / Cllr Mahon / Cllr L Myhill: Works start date 24/09/2024 - will take several weeks</p> <p>e. finger post update – Cllr L Myhill / Cllr Haest What three words / height / LAT to be notified once Cllr's have chosen and approved.</p> <p>f. Undercroft – Cllr Myhill, Cllr Mitchell Previous investigations discussed by Cllr Le Tissier, BC heritage have been, to fill it with concrete was a no by Heritage – pump to be installed – issue is where does it drain <u>to</u>. Discussed. Brickwork repairs are also required and upright wooden support beams will need to be replaced. Contractors to quote for solution? Pump it out and see what happens – led by Cllr Le Tissier – cllrs agreed</p> | |
| <p>E. Vicarage Orchard & Biodiversity - Any updates - Cllr Church</p> <p>a. Trees, Fencing & CCTV – Cllr Church CCTV talking to Cllr Le Tissier – still to follow up Fencing – will require 3 quotes – to go through Clerk.</p> | |

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| F. Youth Council – any update - none | |
| G. Communications - a. Any updates – none. | |
| H. Street Furniture a. Noticeboards update; Cllr Haest Lock on rec noticeboard still to be replaced, Cllr Haest has the spare lock and will do. b. Replace broken bin on Chaloners Hill – Clerk / Cllr Mitchell Cllr Mitchell has repaired it, caretaker aware and will monitor. | |
| I. Events - a. Upcoming events: i. Fireworks event Saturday 02 November 2024 – Cllr E Myhill, next fireworks mtg this Thursday (clerk noted - clerk cannot make it this week apologies) b. Order wreath/s for Remembrance Sunday & streetlight poles - Clerk 10 x streetlight poppies - previously agreed, Clerk will purchase. 2 x wreaths RBL in Winslow clerk to contact to arrange/order - Cllr Mahon has the contact details. | |
| J. HS2 / E-W Rail Any updates – Cllr Mahon discussed this in public participation | |
| K. Planning: 24/02613/APP - Rosedene North End Road Steeple Claydon Buckinghamshire MK18 2PG Householder application for replacement roof with first floor accommodation, including the insertion of front and rear dormer windows, side extension, single storey front and rear extension, insertion of roof lights to single storey rear, oriel window to ground floor rear elevation and fenestration alterations : DATE COMMENTS REQUESTED BY:- 4 October 2024 Cllr S Proffitt abstained. Cllr Haest introduced – approved in 2020, new application, similar to before, discussed application details. Cllr Mitchell proposed No Objection , seconded Cllr E Myhill, other voting cllrs approved, so it was agreed 24/02735/APP - Cymbeline Court North End Road Steeple Claydon Buckinghamshire MK18 2PG Householder application for single storey flat roof rear extension to replace conservatory DATE COMMENTS REQUESTED BY:-11 October 2024 Cllr Mahon proposed No Objection , seconded by Cllr Church x7 cllrs approved, so it was agreed | Clerk – done Clerk - done |
| L. Best Kept Village – any update from working group. None | |
| 14. Rosefield Solar Farm – Cllr Mahon National Grid have said the current site equipment at East Claydon substation is obsolete and need to build a new substation into which the Rosefield solar farm site will feed Keep on agenda for next month to reply to consultation pre-application Development Consent Order (DCO) which closes 14 November. | |
| 15. Molly’s Cafe – any update – Cllr Mitchell Keep on agenda for next month. | |
| 16. PSPO Consultation – Clerk Cllrs discussed and agreed to get Clerk to ask for whole village to be included. Including the three new estates. | Clerk - done |
| 17. Taxi Policy Consultation – concludes 24/11/24 Detail's on SCPC website under BC press releases 24. | Clerk- done |
| 18. Volunteer Bucks – Clerk Councillors happy to sign up clerk to do | Clerk |
| 19. Future agenda Items - Councillors are invited to propose items for consideration for the next agenda. | |

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| 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>20. Date of next meeting: Tuesday 05 November 2024 at the Village Hall</p> <p>a. Dates of 2025 meetings for approval – Clerk Dates sent to Cllr’s ahead of mtg, approved – will go on notice boards and SCPC website.</p> <p>b. Choose date for Annual Meeting of the Parish – May 2025 – Clerk Tuesday 20 May 2025 at 7pm at the Village Hall</p> | Clerk - done |
| <p>13. Meeting was closed by Cllr Mahon at 21.21</p> | |
| <p>14. Confidential Items</p> <p>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 November 2024 at 7.30pm.</p> <p>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 from 03/09 - 30/09

- **September 2024**

Administration

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

On-going

- September Draft Minutes prepared and on public display

- October 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:
- **Streetlights:** Reported: none
- **Fixmystreet:** Reported: overgrown hedges on st. Michales way – overgrown hedges on Beech Leys 30/09 Other: Queried missing name plate on LHS of Vicarage Road from Addision road 02/09/24

Meetings:

09/09 & 11/09 - Prep Library

11/09 - HR – SH

23/09 - Finance mtg – NO & JM

25/09 - BCB

30/09 - VO - forest school

30/09 - Hall roofers

01/10 - Hall roofers

Other:

hall roof repairs – works start w/c 23/09

C/C re-surfacing **to write brief** /with rec cllr now have x3 quotes in

- Continue to update asset register from ledger - ongoing
- Chainsaw carver for VO – quote for Leyllandii carving – chased 05/09 / 30/09 / 01/10
- Road widths/pinch points x2 – V/h and white gates - mtg with AG – chased 15/07 - Cllr Mitchell / Cllr Mahon & LAT mtg
- AED mtg with AG / chased 15/07
- AED at Pavilion via BCB – agreed in principle – submitted application paperwork to BCB
- Library carpet fitted 10/09/2024 - desk painted in black gloss
- Title Deeds requested and received from SRA – Village Hall & Library & Cottage/ Recreation Ground, Vicarage Orchard - on Oct agenda for new Solicitor to be appointed – currently in a safe.
- Signage at the rec ground – review and consolidate – sent to cllrs
- Confirmed BG Lite 3 yr contract for Pavilion / Hall & Library Gas.
- Cottage guttering works agreed with Cllrs and Attleys roofers
- Hall leak in toilet corridor investigated with roofers 01/10
- Disabled toilet battery changed 01/10
- Requested annual plumbing service for hall/ cottage / pavilion due 11/24

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: Thurs 05 September, Thurs 19 September, Thursday 03 October, Thursday 17 October, Thursday 14 November, Thursday 28 November, Thursday 12 December

Appendix 2

Steeple Claydon Parish Council.
Minutes of October 2024

| 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 | expenses - office | BACS | | Admin & equipment | £10.11 | | £10.11 |
| Pat Serle | expenses - 4 x fiction books | BACS | | Library | £27.47 | | £27.47 |
| Claydon Flooring | fitting/supplying carpet tiles (& spare) for library | BACS | | Library | £1,195.00 | | £1,195.00 |
| Claydon Magazine | 1 pg colour 2 issues - Fireworks advert | BACS | | Fireworks S137 | £142.00 | | £142.00 |
| Cllr Ivo Haest Quest | black aerosol paint - noticeboards | BACS | | Street Furniture | £9.54 | £1.91 | £11.45 |
| Cllr John Mitchell | annual sum up fee | BACS | | Fireworks S137 | £12.00 | | £12.00 |
| Cllr Ivo Haest - Forge Timber | replace backing board VO welcome sign | BACS | | Vicarage Orchard | £35.21 | | £35.21 |
| Assured Drainage | clear pipes back of hall by cottage | BACS | | Cottage | £125.00 | £25.00 | £150.00 |
| Nick Osgerby | printer ink reimburse | BACS | | Admin & equipment | £13.98 | | £13.98 |
| HMRC | PAYE month 7 | DD | | Wages | £787.92 | | £787.92 |
| Buckinghamshire Council | lg bins waste empty/rental Aug 24 | DD | | Bins | £59.35 | | £59.35 |
| Village | wifi at | DD | | Library | £25.0 | | |

Steeple Claydon Parish Council.
Minutes of October 2024

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| Networks | hall/library | | | | 0 | £5.00 | £30.00 |
| Village networks | wifi at pav | DD | | Rec Ground & Pavilion | £25.00 | £5.00 | £30.00 |
| NPower | streetlights 01 Aug - 31 Aug | DD | | Street Lights | £390.61 | £19.53 | £410.14 |
| British Gas | Hall/Library 02 Aug - 01 Sept 24 | DD | | Hall | £33.49 | £1.67 | £35.16 |
| Eon Next | elec to clock etc 01 Aug - 31 Aug | DD | | Clock Tower & Children's Corner | £44.29 | £2.21 | £46.50 |
| YPG | Elec to Hall/Library | DD | | Hall | £123.80 | £6.19 | £129.99 |
| | | | | | £6,491.83 | £66.51 | £6,558.34 |
| Amazon | 500 x dog waste bags | Cashcard | 18 September 2024 | Rec Ground & Pavilion | £9.99 | | £9.99 |
| Amazon | 2400 white hand towels | cashcard | 18 September 2024 | Hall | £20.90 | | £20.90 |
| Amazon | 200 gloves for dog waste dispenser | cashcard | 25 September 2024 | Rec Ground & Pavilion | £7.98 | | £7.98 |
| Hewlett Packard | 3 x toners (black/blue/cyan) | cashcard | 25 September 2024 | Admin & equipment | £299.98 | £59.99 | £359.97 |