



Present:

Cllr Frank Mahon (in the Chair), Cllr John Mitchell, Cllr Ivo Haest, Cllr Stephen Proffitt, Cllr Andrew Shergold

In attendance: Clerk, Cllr's and 02 members of the public.

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 03 December 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. Please note Clerk is part-time: 9.30am - 2.30pm, Monday to 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;

Cllr S Le Tissier sent in their apologies; they were noted by Council.

<p>Cllr E Myhill sent in their apologies; they were noted by Council.</p> <p>Cllr C Church sent in their apologies; they were noted by Council.</p> <p>Cllr L Myhill – might be late or unable to attend - noted by Council.</p>	
<p>3. Declarations of Interest</p> <p>To receive declarations of interest and dispensations in respect of matters contained in this agenda;</p> <p>None</p>	
<p>4. Minutes</p> <p>To approve and sign the minutes of the meeting held on 05 November 2024</p> <p>Matters arising from the minutes; None</p> <p>Cllr Shergold proposed the November 24 draft minutes as a true and accurate description of the meeting, seconded by Cllr Proffitt – all councillors present agreed, so it was resolved to approve them.</p>	
<p>5. Chairman’s Comments To receive a report on matters not on the agenda but of interest to the Council and Parish:</p> <p>a. Any update for the Parish from SCPC:</p> <p>Cllr Mahon updated the meeting on the magnificent Seniors Christmas Lunch held at the Village Hall on Sunday 12-4pm which was attended by 77 seniors from the village – A huge thanks to Hilary, Kerry and their team of volunteers for their magnificent service.</p> <p>Thanks went to the sponsors which enabled it to happen – Padbury Meats, Claydon Environmental and EKFB together with all the customers from the weekly meat raffles at the Prince Of Wales pub.</p> <p>b. Any update for the Parish from BC:</p> <p>Cllr Mahon reminded the meeting about the two drop ins at the Village Hall Library to support online applications regarding pension credit's – Friday 06 Dec 2.30-4pm and Thursday 12 Dec 10am – 1pm</p> <p>Cllr Mahon was delighted to note a £1k worth of food from EKFB from their staff donations – this was split between SC £500 / Grendon Underwood £250 / Twyford £250 worth of food bank items.</p> <p>The three parishes are grateful to employees and staff of EKFB.</p> <p>SC Clerk will send on a certificate of thanks.</p> <p>Cllr Mahon discussed ‘Sacks of Hope’ Charity in Bicester, provide family sacks of: presents/food / toiletries/ toy vouchers. Working with SC School x20, Twyford School x10, Grendon Underwood School x 10, Quainton x10. Cllr Mahon’s Chosen charity of 2025</p> <p>www.sacksofhope.org</p>	
<p>6. Public participation - The meeting was closed by the Chair and public participation was opened at 19.39</p>	

<p>P1 – Church request for support of the churchyard volunteers and the equipment they use</p> <p>Clerk requires bac details. Clerk discussed reasons for donation request and powers of spend.</p> <p>St Michaels sent through a list of items such as hedge trimmer etc required for the volunteers to maintain the churchyard worth £745.00 - Proposed by Cllr Mahon seconded by Cllr Mitchell agreed by all Cllrs present, so it was resolved. It was noted by Cllr Mitchell that the churchyard annual donation is usually precepted for as £350.00</p> <p>P2 – Wanted to discuss the Old Coop – Coop HQ have confirmed not under offer at the moment.</p> <p>P2 interested to turn building into a community hub of some sort, no firm details as yet.</p> <p>Cllr Mahon noted he is personally happy to support anything that stops derelict buildings in the village –</p> <p>P2 feels that this village needs a focus for the community – see’s real potential in that building – knows about asbestos in floor tiles, feels its manageable. Long leases discussed.</p> <p>P2 would also like to comment on agenda items: 10. NHPlan review and item 14 Molly’s cafe</p> <p>Cllr Mahon proposed to Move item 10 to 7 and item 14 to 8 for discussion to continue.</p> <p>Public participation was closed by the Chair at 19.53 and the Parish Council meeting was re-opened.</p>	
<p>7. Clerk report – hard copies passed out to Cllr’s</p> <p>Appendix 1 – please let Clerk know if you have any queries.</p> <p>Clerk asked Council re CCC request sent on for storage container in NER – had previously approved temporary storage facility has now requested free container storage. Cllrs want to know what type of storage and temporary - how long for – not keen an adding another container for the NER car park and that planning may be required if permanent.</p>	Clerk - done
<p>8. Action Point List – to go through and update completed actions for the last month.</p> <p>Cllrs were reminded by Clerk to check the To Do app regularly and to update when they have completed an action point.</p>	All Cllr’s
<p>9. Neighbourhood Watch – any update - none</p> <p>PC agreed to leave on agenda going forwards</p> <p>Cllr Mitchell will make a note in the Jan magazine article regarding the NHW lead vacancy</p>	Cllr Mitchell
<p>10. Neighbourhood Plan Review – any update - Cllr Haest/Clerk</p> <p>PF has sent an email to all people who expressed interest in joining the group. Positive response received.</p> <p>Meeting date tbc – hopefully early Jan 25</p>	
<p>11. Road Safety Strategy group;</p>	Cllr

<p>C. Pavilion Project</p> <p>a. Project update from working group:</p> <p>Clerk to send on details of possible interested volunteers to Cllr Mitchell.</p> <p>Pav mtg to be arranged in January 2025</p>	<p>Clerk – done 06/12</p>
<p>D. Village Hall, Library & Cottage</p> <p>a. Any update from working group</p> <p>b. Caretakers update: monthly notes – No update submitted from caretaker.</p> <p>c. Any Library business: Cllr Mitchell and Clerk repaired damaged car park railings – quote to follow</p> <p>d. Lone worker policy – Clerk / HR Cllrs - Policy submitted to HR cllrs and staff – no feedback – so will be put forward in Jan 25 mtg with no amends.</p> <p>e. Finger post update – Cllr L Myhill / Cllr Haest /Clerk sent LAT email 14/11 req’d STAT plans – to chase</p> <p>f. Undercroft – Cllr Myhill, Cllr Mitchell – updated the PC that he is meeting a heritage builder on Friday 06/12/24 for advice/quote</p> <p>g. Chaloner Hall terracotta sign repair – any update - Clerk Clerk meeting a heritage master stone mason terracotta specialist to look at the damage on Chaloner Library sign.</p>	
<p>E. Vicarage Orchard & Biodiversity - Any updates - Cllr Church</p> <p>a. Trees, Fencing & CCTV – Cllr Church</p>	
<p>F. Youth Council – any update</p>	
<p>G. Communications - a. Any updates – policy still needs to be approved as need to add in a social media policy – re-send draft templates to communications group</p>	<p>Clerk</p>
<p>H. Street Furniture - any update from working group</p> <p>Clerk noted two leaning columns had been reported this month: 82 and also 129 – 129 will be repaired on 22/12</p> <p>Bench Cllr Haest noted West Street / Victory Road slats broken, Clerk noted we have assumed ownership of the 30+ benches that have been counted in the village but will need to check ownership. Clerk requested more details to be sent to be investigated further – then we look at getting it repaired/replaced by Cllr’s.</p> <p>a. Noticeboards update; Cllr Haest</p> <p>Cllr Haest has been in contact with Coop HQ in Manchester, about permission to put it on their land, but the Coop are leasing it, so we need permission from the landlord – who is landlord? Tilia? Management company? Cllr Proffitt noted there may be a covenant that we cannot. Cllr Mahon thought Coop owns the building, someone else owns freehold, so ground rent every year. Cllr Haest will contact the management company to ask.</p>	

	Cllr Haest
<p>I. Events - a. Upcoming events:</p> <p>a. Post event meeting date tbc. Date to be agreed with fireworks group</p> <p>b. Fireworks date for 2025 Date to be agreed by fireworks group</p>	
<p>J. HS2 / E-W Rail</p> <p>Any updates – Cllr Mahon.</p> <p>Cllr Mahon noted the EWR drop in last week at the Village Hall – discussing the addition of the new holding loop – Bletchley & Cambridge - cllrs discussed the communications received, lack of EWR representatives at the meeting. Freight trains slower than the passenger trains,</p> <p>Cllr Mahon noted HS2 are funding after 3 years of work, to resurface Calvert Road to East / Boltoph Claydon. Footbridge to ‘poor’s piece’ discussed, Cllr Mahon noted HS2 confirmed it will be done.</p>	
<p>K. Planning: 24/03348/APP - Tudor Cottage 18 North End Road Steeple Claydon Buckinghamshire MK18 2PG Householder application for extension to existing outbuilding for home office ancillary to the main residence DATE COMMENTS REQUESTED BY:- 11 December 2024 Cllr Haest introduced the PA: windows discussed, doors discussed, views discussed, bricking up an existing window – what materials are being used? Ecologist comment regarding bat survey, Cllr Mahon noted Heritage will advise as it is a listed building. No objections proposed by Cllr Mahon seconded by Cllr Proffitt, agreed by all cllrs present; with a note to be added: draft of comments discussed to be sent by Cllr Haest to Clerk before 10/12 latest.</p> <p>24/03349/ALB - Tudor Cottage 18 North End Road Steeple Claydon Buckinghamshire MK18 2PG Listed building application for extension to existing outbuilding for home office ancillary to the main residence DATE COMMENTS REQUESTED BY:- 11 December 2024 As above.</p>	Cllr Haest / Clerk
<p>L. Best Kept Village – any update from working group.</p>	
<p>13. Rosefield Solar Farm – Cllr Mahon</p> <p>Public consultation still open until 15/12/2024</p>	
<p>14. Molly’s Cafe – any update – Cllr Mitchell</p> <p>Keep on the agenda for next month. Discussed in public participation.</p> <p>PF - Director of Molly’s updated Council that cafe is in uncertain times due to property sales, few more</p>	

<p>months uncertainty ahead, had a fantastic response to community appeal for support towards rent / donations coming in to cover any additional rent costs.</p> <p>Noted a new manager Caz, is starting soon, has lots of ideas for the cafe.</p>	
<p>15. CLG Greatmoor – Cllr Mahon</p> <p>Keep on agenda for next month, no update recently.</p>	
<p>16. Local Solicitors for SCPC title deeds – Clerk</p> <p>Fireproof safe – proposed by Cllr Mahon seconded by Cllr Mitchell – to be bought and installed</p>	<p>Clerk bought 06/12</p>
<p>17. Future agenda Items -</p> <p>Councillors are invited to propose items for consideration for the next agenda.</p> <p>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:</p> <p>Tuesday 07 January 2025 at the Village Hall from 7.30pm</p> <p>Meeting was closed by Cllr Mahon at: 20.47</p> <p>Cllr Mahon Wished everyone a very Merry Christmas and a Safe New Year</p>	
<p>21. 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 07 January 2025 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, Mon-Fri 9.30am - 2.30pm</p> <p>Clerk phone – 01296 534698. Website https://www.steepleclaydonparishcouncil.gov.uk</p> <p>Email – Clerk@steepleclaydonparishcouncil.gov.uk</p>	

Signed.....

Date.....

Summary of Clerk activity from 05/11 - 02/12/24

• November 2024

Administration

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

On-going

- November Draft Minutes prepared and on public display
- December agenda prepared and on public display
- Wages and finance run prepped
- On-going email correspondence
- Website updates
- Parishioner Correspondence: any items of note:
 - CCC request for free container storage at NER car park – 26/11 - to Rec Cllrs
 - Request for Local Nature Recovery Strategy to be considered – passed to Cllr Church under Biodiversity.
 - Volunteering at library request.
- Planning Application PC response submitted ref: N/A
- **Streetlights:** Reported: **82** – column leaning 21/11/24 **129** – column leaning 02/12/24
- **Fixmystreet:** Reported: Overflowing bins – QCRd 11/11 - done by 12/11

Meetings: JM/GP - re fence repair at hall 22/11

JM / SH – Cut & collect Xmas tree 29/11

Other:

Hall & Cottage Roof works completed Nov 24

Aluminium guttering divert on cottage completed 10/11

Fencing repairs – contractor damage x2 – awaiting quote for repair

C/C re-surfacing – or grass – ROSPA reply sent on 08/10 - on-going

- Chainsaw carver for VO – quote for Leylandii carving – chased 05/09 / 30/09 / 01/10 / 26/11
- Road widths/pinch points x2 – V/h and white gates - mtg with AG – chased 15/07 - Cllr Mitchell / Cllr Mahon & LAT mtg
- AED at Pavilion – installation on Monday 09 Dec 24 – to claim back half funding through BVCB
- Title Deeds requested and received from SRA - Solicitor or Fire Proof safe? Agenda item for Dec.
- Signage at the rec ground – *to meet with Cllr SLT email sent 10/10,*
- Investigating reducing costs of unmetered streetlights – especially standing charge – ongoing
- Street pole Poppies put up and taken down.
- Clerk compiled list of suggested jobs for prisoners sent to Cllr Mahon – 06/11/24
- Draft Certificate of thanks to EKFB for food bank donations to SC / GU & Twyford – 26/11
- Ordered additional MVAS brackets – arranged to claim back from HS2 road safety fund
- EKFB agreed to remove large noticeboard stored at back of hall – 22/11
- EKFB interested in supporting BKV 25 – Cllr E Myhill
- EKFB interested in supporting VO sensory garden – Cllr Church
- Fireworks spend costs sent out to fireworks team.
- SC Forest School visit to VO being re-scheduled – Clerk to chase
- Cottage shed – damp issues – items to be moved to YC shed 20/11
- Tilia streetlights not on – contacted Tilia for update: 06/11, 18/11, 26/11
- PC gave SCFC permission to mow rec pitch 18/11
- Lone worker draft policy sent out 18/11

- Staff AL booked – now put onto Outlook shared calendar 12/11
- Plumbing works for hall / pav - booked 06/11
- Requested STAT plans for fingerpost from LAT on 14/11
- Ordered new waste bin for bottom of Chaloners Hill 02/12 installed 12/24-01/25
- Bought 27/11 and Planted out winter flowers at hall/library entrances 29/11

Please note: The Clerk will be alternating at the **Library & Mollys Cafe – fortnightly for a 'Clerk Clinic', on Thursdays from 09.30 -10am - during term time**, please email Clerk to book an appointment.

Dates: Thursday 14 November Library, Thursday 28 November Mollys Cafe, Thursday 12 December Library, Thursday 09 January 2025 Mollys Cafe.

Appendix 2

Payee	Details	Payment Method	CLlr initials	Category	NET	VAT	Gross
Hannah Holmes	wages & half backpay to april 24	BACS		Wages	£		£
Sam Hills	wages	BACS		Wages	£		£
Pat Serle	wages	BACS		Wages	£		£
Nick Osgerby	wages	BACS		Wages	£		£
Hannah Holmes	expenses - office use	BACS		Admin & equipment	£10.11		£10.11
Pat Serle	expenses - books	BACS		Library	£23.33		£23.33
HMR C	PAYE - Nov 24 month 8	BACS		Wages	£918.88		£918.88
HMR C	PAYE - Dec 24 month 9	BACS		Wages	£907.08		£907.08
Geoff Phillips	led controllers/ gaffer tape / diodes/ cable ties	BACS		Fireworks S137	£97.38		£97.38

Steeple Claydon Parish Council.
Minutes of December 2024

John Lamb	Lipo battery x2	BACS		Fireworks S137	£64.21		£64.21
New Vision Effects	Sound services for fireworks	BACS		Fireworks S137	£450.00		£450.00
Acute Ambulance and Medical	paramedic x 1 first responder x 1 and 1 x RRV	BACS		Fireworks S137	£292.50	£58.50	£351.00
Eon - parish repairs	west street install shields pole 15	BACS		Street Lights	£61.50	£12.30	£73.80
Eon - parish repairs	ash grove - replumb column	BACS		Street Lights	£135.00	£27.00	£162.00
Dunn's Windows	Hall clean inside & out / gully clean / rafters clean	BACS		Hall	£245.00		£245.00
BMK ALC	Cllr course Listed buildings and conservation	BACS		Hall	£50.00		£50.00
Esferico	annual sub library pergamon management system	BACS		Library	£295.00	£59.00	£354.00
Oakpark	em lights added fire retardant clips	BACS		Hall	£220.00	£44.00	£264.00
Dave Martin	VO works Sept/Oct/Nov 24	BACS		Vicarage Orchard	£240.00		£240.00
Royal British Legion	wreath - missed out of delivery	BACS		Wreaths for Remembrance Day S137	£20.00		£20.00
B Heath	Refund VH party - hall double booked 01/12/24	BACS		Hall	£45.00		£45.00
E.on Next	CCTV / Clocktower elec 01 - 30 Nov 24	DD		Clock Tower & Children's Corner	£47.21	£2.36	£49.57
Wave	water to pav 15 aug - 14 nov 24	DD		Rec Ground & Pavilion	£7.00		£7.00

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Wave	water to hall 12 aug - 11 nov 24	DD		Library	£22. 06		£22.06
British Gas	gas to hall/library 02 Oct - 01 Nov 24	DD		Hall	£46 6.75	£93.3 5	£560.1 0
NPower	01 Oct - 31 Oct 24 elec to s/lights	DD		Street Lights	£46 4.89	£23.2 4	£488.1 3
Village Networks	hall wifi Nov 24	DD		Library	£25. 00	£5.00	£30.00
Village Networks	Pav wifi Nov 24	DD		Rec Ground & Pavilion	£25. 00	£5.00	£30.00
YPG	elec to pav Nov 24	DD		Rec Ground & Pavilion	£60. 30	£3.02	£63.32
YPG	elec to hall/library nov 24	DD		Hall	£18 3.02	£9.15	£192.1 7
Barclays	account fee 14 oct - 12 nov 24	DD		Admin & equipment	£9.7 0		£9.70
					£9,028 .14	£341. 92	£9,370 .06
Amazon	Moss remover	cash card	14 November 2024	Hall	£30. 99		£30.99
Amazon	post it notes x 25 packs	cash card	25 November 2024	Admin & equipment	£13. 99		£13.99
Microsoft	monthly fee	cash card	22 November 2024	Admin & equipment	£63. 70	£12.7 4	£76.44
Amazon	label remover - rec ground notice board	cash card	24 November 2024	Rec Ground & Pavilion	£12. 95		£12.95
Zemp Lar	fee for cash - put on card	cash card	06 November 2024	Fireworks S137	£32. 07		£32.07
Amazon	x10 pack of moisture absorbers for	cash card	15 November 2024	Hall	£11. 95		£11.95

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	youth club shed						
Amazon	black cable ties for poppies on lamp posts	cash card	05 November 2024	Street Furniture	£14.99		£14.99
Vonage	library / clerk phones	cash card	05 November 2024	Admin & equipment	£24.10		£24.10
Checked Safe	lone worker app	cash card		Admin & equipment	£4.00	£0.80	£4.80
							£222.28