



<p>Present: Cllr Frank Mahon (in the Chair), Cllr Stephen Le Tissier, Cllr Stephen Proffitt, Cllr Chris Church, Cllr Andrew Shergold</p> <p>In attendance: Clerk, Cllr's and 03 members of the public.</p> <p>Dictaphone on for Clerks record. The meeting was opened by Cllr Mahon at 19.32</p> <p>The Steeple Claydon Parish Council meeting was held in person at the Village Hall, MK18 2PY on Tuesday 07 January 2025 admission from 7.15pm onwards for a 7.30pm start.</p> <p>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>QUESTIONS FOR PARISH COUNCIL</p> <p>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</p>	
<p>1. Welcome by Chairman</p> <p>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</p> <p>To receive Councillor's apologies; Cllr I Haest sent in their apologies – noted by Council Cllr L Myhill sent in their apologies - noted by Council Cllr E Myhill sent in their apologies - 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; None</p>	
<p>4. Minutes</p> <p>To approve and sign the minutes of the meeting held on 03 December 2024 Matters arising from the minutes; None Cllr Shergold proposed the December 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: Cllr Mahon was sad to say one of our cllrs resigned officially today – Cllr John Mitchell and this was requested to be noted in article for magazine. He has been a huge support to the SCPC in the four years that he served as a Councillor and will be very much missed.</p> <p>b. Any update for the Parish from BC: Cllr Mahon noted that BC road repairs are being difficult with the current wet/cold weather.</p>	
<p>6. Public participation - The meeting was closed by the Chair and public participation was opened at 19.37</p> <p>P1 – with regards to CCC request for a container reply will be sent into Council, they have the funds raised and quotes for it, wanted to check it was still OK. How big is it asked Cllr Mahon, CCC noted it was a 20 foot container, not permanent as applying to HS2 legacy fund for a new location. Two years initially, depending on funding. Has a lot of equipment to store.</p> <p>Cllr Le Tissier asked where would you like to put it – CCC are happy to negotiate with PC – but would like around Pavilion area.</p> <p>Cllrs agreed it is to be added to Feb agenda. CCC will submit a formal plan for the next meeting.</p> <p>P2 – asked about whether the local sewerage was sufficient to cope with new building works – are Anglian water going to increase facility at local sewage plant – Cllr Le Tissier and Mahon thought not.</p> <p>P2 discussed Taylor Close – lots of rain causes backups in toilets – manhole in road by Taylor Close was lifted and system purged – no problems since then.</p> <p>Cllr Mahon noted we are not experts in sewerage at the PC – Cllr Le Tissier discussed the spending cycles of water companies, Cllr is not aware of plans in next 7 years for any works at SC sewerage plant.</p> <p>P3 – NHPlan no updates at the moment – will look to get ready for next month.</p> <p>P2 – Is there any possibility of a halt being installed at SC? – a small station – Cllr Mahon replied no, a parking/passing bay only was planned for goods trains. Cllr Mahon discussed that Winslow will increase in size due to the station now being there.</p> <p>P3 noted he was on PC when he submitted case to select committee and PC at the time included a request for a station at SC on EWR – although it was felt that development would surely follow.</p> <p>Public participation was closed by the Chair at 19.52 and the Parish Council meeting was re-opened.</p>	
<p>7. Clerk report – hard copies passed out to Cllr's Appendix 1 – please let Clerk know if you have any queries. Cllr Le Tissier agreed to meet with Clerk to look at iron gate at hall – won't open, as stonemason requires access to repair the brick sign. Friday 10/01</p>	
<p>8. Caretakers update – monthly notes – none received</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>	All Cllr's
<p>10. Neighbourhood Watch – any update - none PC agreed to leave on agenda going forwards and to add a request into Claydons magazine article</p>	Cllr Proffitt - done
<p>11. Neighbourhood Plan Review – any update - Cllr Haest/Clerk Meeting date to be set by PF this month – NPPF discussed – lots of information in the Neil Homer document</p>	
<p>12. Road Safety Strategy group; a. Update from working group – Cllr Haest/ Cllr Mahon Cllr Haest is away, meeting date is still tbc.</p>	Cllr Haest
<p>13. Working Groups Update on activities and recommendations: A. Finance a. To approve the payments listed in the finance run for January 2025 Appendix 1 January finance run approval was Proposed by Cllr Mahon and seconded by Cllr Church, all other Cllrs</p>	

<p>agreed and so it was resolved b. RFO to confirm precept request 25/26 has been submitted Precept request was submitted and acknowledged by BC on 12/12/2024</p>	
<p>B. Recreation Ground a. Report from Recreation Ground team b. Signage – i. review current notices – ii. Rec Ground Bye Laws update to be considered Clerk/ Cllr Le Tissier Meeting to be set – next week 15/01 - 10.30am library c. Nightingale Fold to rec ground – lack of footpath lighting – on-going, Cllr E Myhill - to add to Feb agenda d. Re-surfacing of some of children's corner items as required – quotes – on-going, Clerk</p>	<p>Clerk/Cllr Le Tissier</p>
<p>C. Pavilion Project a. Project update from working group: b. Date of next meeting: Cllr Haest / Cllr Myhill Cllr Mitchell had sent invites to the three volunteers interested in the w/group. Scope of works to be sent on to all Council – Cllr Myhill and a w/g meeting needs to be arranged</p>	<p>Cllr L Myhill</p>
<p>D. Village Hall, Library & Cottage a. Any update from working group Cllr Mahon discussed key box spare keys for scpc cottage on the wall – they will only be an emergency or with prior notice. Cllr Le Tissier concerned they are not very secure – agreed to request a spare key in boiler room key box – check contract of accommodation regarding accessing cottage. Cllr Le Tissier discussed the email sent to whole council by ex-Cllr J Mitchell regarding the undercroft: On Friday 6th December I met Mike Woodford of Inspire Building Services (specialists in listed building maintenance – previously worked on our village hall roof) and he inspected our undercroft. It was damp, as expected, but not flooded. In short, his advice was that the cost of tanking the space would be expensive and worth considering only if we wanted to use the basement space. Filling the space with concrete has already been ruled out by heritage. The other option is to pump the water out when it fills the space and that can be done using a sump pump activated by a float. Where to pump the water? Out of the undercroft via any one of the ventilation bricks at high level depositing the water into a gully which feeds into a drainage point at the side of the village hall. Worth considering and relatively unexpensive. Flooding the undercroft does not appear to be leading to issues of damp in the village hall. The damp staining above the fireplace in the main hall is old and just that – staining. Nick used a detection tool to measure damp and the stained area is dry. If it were painted white again it would stay white. The staining is believed to be an old problem from the roof before it was repaired. The damp wall in the kitchen is believed to be wicking up moisture but unrelated to the undercroft. The permanent fix would be to tank the wall. The scale of the problem does not seem to be major and a crude solution would be to clad it whilst allowing the space to breath. I would recommend obtaining a quote for tanking it/adding a damp course membrane before making a decision. Whilst on site I gave him background on the damp damage evidenced in the kitchen and library remedied by the recent lead work repairs. He agreed it would be best to allow the areas to dry out with a view to replaster the worst affected areas and repaint in Spring 2025. The repairs seem to be successful so far. The damaged area appears to be drying out. Cllrs agreed not to do anything with the undercroft at the moment - Cllrs agreed that caretaker to re-paint white – above the fireplace – Clerk noted it had been re-painted in 2019 Kitchen damp on indoor wall – discussed. No resolution. Cllrs discussed the damp in library – to mark out the damp with a marker – Clerk / caretaker to do Cllr Mahon to ask 'Claridge' regarding replastering in the library in springtime. b. Any Library business: Librarian none</p>	<p>Caretaker to repaint</p> <p>Clerk Cllr Mahon</p>

<p>c. Lone worker policy for approval – plus worker alarms - Clerk / HR Cllrs - clerk to ask other clerks what alarms they use</p> <p>d. finger post update – Cllr L Myhill / Cllr Haest Clerk confirmed the STAT plans had been received from BC; the finger post now just needs installing by Cllrs.</p> <p>e. Under croft – Cllr Myhill, Cllr Mitchell – as discussed above, to remove from agendas</p> <p>f. Chaloner Hall terracotta sign repair – any update – gate repair might be required - Clerk Clerk and Cllr Le Tissier to investigate 10/01/25</p>	<p>Cllr Heast/Cllr L Myhill</p> <p>Clerk/Cllr Le Tissier</p>
<p>E. Vicarage Orchard & Biodiversity - Any updates - Cllr Church</p> <p>a. Trees, Fencing & CCTV – Cllr Church On going – welcome board has been removed and Cllr Haest is replacing its plinth. Cllr Le Tissier discussed the Duke of Edinburgh award – potentially some volunteers at VO – Cllr Le Tissier sent Cllr Church the contact details of local secondary school</p>	<p>Cllr Haest</p>
<p>F. Youth Council – any update</p>	
<p>G. Communications - a. Any updates – Cllr Proffitt will write this month’s article for Claydons magazine</p>	
<p>H. Street Furniture - any update from working group none</p>	
<p>I. Events - a. Upcoming events: a. Post event meeting date tbc. Date to be agreed with fireworks group</p> <p>b. Fireworks date for 2025 – Saturday 01 November 2025 possible provisional date Date to be agreed by fireworks group – await other local event dates</p>	
<p>J. HS2 / E-W Rail Any updates – Cllr Mahon. Cllr Mahon sent an email to Abdul regarding are we receiving annual interest from mitigation fund pot. Awaiting update on the extension request to 2030 Free Native Saplings discussed – available from HS2 – email sent on from Cllr Le Tissier to whole council whilst at the PC mtg</p>	
<p>K. Planning: 24/03755/APP - 1 Queen Catherine Road Steeple Claydon Buckinghamshire MK18 2PZ Conversion and alteration of redundant barns with addition of link to provide a single residential dwelling, provision of new shared access following closure of existing access, landscaping of existing access and driveway DATE COMMENTS REQUESTED BY:- 15 January 2025 PA introduced by Cllr Mahon – it was noted it is Listed so will come under the BC heritage planning dept Cllr Mahon proposed No Objection, Cllr Le Tissier counter-proposed Support Cllr Mahon then seconded Support – a sympathetic restoration and a benefit to the village – all other cllrs present in support were unanimous so it was resolved</p> <p>24/03706/ALB - 1 Queen Catherine Road Steeple Claydon Buckinghamshire MK18 2PZ Listed building application for conversion and alteration of redundant barns with addition of link to provide a single residential dwelling, provision of new shared access following closure of existing access, landscaping of existing access and dri DATE COMMENTS REQUESTED BY:- 15 January 2025 Same consultee comment response agreed for both.</p>	<p>Clerk – done – 10/01/25</p>
<p>L. Best Kept Village – any update from working group. none</p>	
<p>14. Rosefield Solar Farm – Cllr Mahon</p>	

15. Molly's Cafe – any update – Cllr Mitchell To be removed from agenda Cllr Le Tissier to speak to PF	
16. CLG Greatmoor – Cllr Mahon Keep on agenda for next month. Cllr Mahon is chairing CLG mtg next week – all CLG regular attendees have been invited	
17. 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. <ul style="list-style-type: none"> • Charndon / Calvert PC to discuss the streetlights – to go on Feb agenda • Set date for Annual Parish Meeting – open day at weekend? – do something different for 2025? 	
18. Date of next meeting: Tuesday 04 February 2025 at the Village Hall from 7.30pm	
Meeting was closed by Cllr Mahon at: 20.45	
19. Confidential Items That under the Public Bodies (Admission to Meetings) Act 1980, the public and representatives of the press and broadcast media is excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.	
The next Parish Council meeting will be held on Tuesday 04 February 2025 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, Mon-Fri 9.30am - 2.30pm Clerk phone – 01296 534698. Website https://www.steepleclaydonparishcouncil.gov.uk Email – Clerk@steepleclaydonparishcouncil.gov.uk	

Signed.....

Date.....

Appendix 1

Summary of Clerk activity from 04/12 -

- December 2024

Administration

- Preparation of monthly transactions for January 25 meeting
- Action Point list from December minutes onto To Do app

On-going

- December Draft Minutes prepared and on public display
- January agenda prepared and on public display
- Wages and finance run prepped
- On-going email correspondence
- Website updates
- Parishioner Correspondence: any items of note:

- Food van requests x 2
- Planning Application PC response submitted ref: 24/03348/APP & 24/03349/ALB No objections & comment
- **Streetlights:** Reported: **129** on 02/12, **91** on 04/12
- **Fixmystreet:** Reported:

Meetings:

Other:

Fencing repairs at hall/cottage – roof 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 –RFO to claim back half funding through BVCB
- Purchased fire proof safe 06/12 - installed by Cllr Mitchell
- Signage at the rec ground – *to meet with Cllr SLT email sent 10/10,*
- Investigating reducing costs of unmetered streetlights – especially standing charge – ongoing
- SC Forest School visit to VO being re-scheduled – Clerk to chase in Jan 25
- Cottage shed – damp issues – items to be moved to YC shed 20/11
- Tilia streetlights x11 not on reported - they do not expect them to be connected until end Feb 25 earliest
- Lone worker draft policy sent out 18/11 - Jan agenda for approval
- Plumbing works for hall / pav - booked 06/11 - asked to also check Hive is working correctly
- Requested STAT plans for fingerpost from LAT on 14/11 and 09/12 - STATS rec'd on 10/12
- Met Heritage stonemason to review Chaloner terracotta sign – 05/12 - gate needs to be able to be opened – email to Hall Cllrs 13 & 16/12
- Met barometer repairer Dan for keys adjustment – 10/12
- Put up Xmas lights at hall – 10/12
- Plumbing for cottage booked in by Sam 19/12
- Contacted Bucks Security to arrange annual rec ground CCTV health check 17/12
- Hall Shed roof re-felting quote requested 06/01
- New carbon monoxide alarms bought for hall 03/01
- Arrange volunteer cover for Library 17/12 onwards – Librarian back 07/01

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 12 December Library, Thursday 09 January 2025 Mollys Cafe, Thursday 23 Jan Library, Thursday 06 February Mollys Cafe, Thursday 20 February at Library, Thursday 06 March Mollys Cafe

Appendix 2

Steeple Claydon Parish Council.
Minutes of January 2025

Payee	Details	Payment Method	Cllr Initial	Category	NET	VAT	Gross
Zemplar - SCPC cash card	petty cash purchases / DD's etc	BACS		Admin & equipment	£500.00		£500.00
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 - books	BACS		Library	£25.45		£25.45
Claydons PCC	St Michaels churchyard maintenance	BACS		Churchyard volunteer support S137	£745.00		£745.00
Golding & Son Electrical	install new circuit for defib box and install box - reclaim half	BACS		Rec Ground & Pavilion	£485.00		£485.00
Eon parish repairs	re-plumb column at Sandholme	BACS		Street Lights	£135.00	£27.00	£162.00
Eon parish repairs	maintenance for quarter ending Dec 24	BACS		Street Lights	£210.50	£42.10	£252.60
Eon parish repairs	re-plumb column Redland Close	BACS		Street Lights	£135.00	£27.00	£162.00
Wel Medical	PAV - aed SP1 and cabinet - to reclaim half	BACS		Street Furniture	£1,350.00	£270.00	£1,620.00
BMKALC	Cllr - Public Rights of Way course inv 5777	BACS		Training Courses	£40.00		£40.00
BMKALC	Cllr - Village Greens on 29/10 inv 5746	BACS		Training Courses	£40.00		£40.00
BMKALC	Cllr - Commonland inv 5785	BACS		Training Courses	£40.00		£40.00
Tony Fishlock	Cottage - call out 12/12/24 re Co alarm going off	BACS		Cottage	£85.00		£85.00
Tony Fishlock	Pav - isolate gas and disconnect LHS boiler -	BACS		Rec Ground & Pavilion	£120.00		£120.00

Steeple Claydon Parish Council.
Minutes of January 2025

	modify upper vent to fall in with regs as per quote						0
Tony Fishlock	Hall - call out 27/12/24 temp repair hall boiler / source, supply, install new bearing plate to boiler	BACS		Hall	£320.00		£320.00
British Gas	Gas to hall 02 Nov - 01 Dec - clerk asked boiler to be checked	DD		Hall	£923.38	£184.67	£1,108.05
Eon Next	electric to FNM Clock/CCTV rec 01-31/12/24	DD		Clock Tower & Children's Corner	£46.50	£2.32	£48.82
ICO	annual renewal new exp date 10/12/2025	DD		Admin & equipment	£35.00		£35.00
Buckinghamshire Council	Dog waste emptying 01/04/24-31/03/2025	DD		Bins	£1,425.00	£285.00	£1,710.00
Buckinghamshire Council	empty and rental of large bins and recycling Nov 24	DD		Bins	£106.45		£106.45
Buckinghamshire Council	empty and rental of large bins and recycling Dec 24	DD		Bins	£98.00		£98.00
Buckinghamshire Council	LIB VOL DBS check x 1	DD		Library	£71.20	£7.04	£78.24
Yorkshire Gas & Power	elec to hall/library	DD		Hall	£174.72	£8.74	£183.46
Yorkshire Gas & Power	elec to pav dec 24	DD		Rec Ground & Pavilion	£61.74	£3.09	£64.83
HMRC	PAYE month 10	DD		Wages	£739.99		£739.99
NPower	streetlights 01 Nov - 30 Nov 24	DD		Street Lights	£553.81	£110.76	£664.57
Village Networks	wifi for hall dec 24	DD		Hall	£25.00	£5.00	£30.00
Village Networks	wifi for pav dec 24	DD		Rec Ground & Pavilion	£25.00	£5.00	£30.00
					£11,912.72	£977.72	£12,890.41

Steeple Claydon Parish Council.
Minutes of January 2025

Garden Centre	Winter Flowers for library/hall / clock for kitchen / tubs x 2	cash card		Hall	£152.85		£152.85
Garden Centre	Brunch x 3 - approved by HR Cllrs	cash card		Misc	£41.75		£41.75
Amazon	Clock for hall and AA batteries x24	cash card		Hall	£25.48		£25.48
Amazon	Carbon monoxide alarms x3	cashcard		Hall	£32.79		£32.79
Sacks of hope	Helping Hands funds	cashcard		Helping Hands 23 24	£270.00		£270.00
Vonage	VOIP line Clerk / Library	cashcard		Library	£21.08		£21.08
Checked Safe	lone worker app	cashcard		Admin & equipment	£4.00	£0.80	£4.80
Yale UK	fire and water chest - large	cashcard		Admin & equipment	£89.99	£18.00	£107.99
					£637.94	£18.80	£656.74