



<p><b>Present:</b> Cllr Stephen Le Tissier (in the Chair), Cllr Frank Mahon, Cllr Andrew Shergold In attendance: Clerk, Cllr's and 04 members of the public. Dictaphone on for Clerks record. The meeting was opened by Cllr Le Tissier at <b>19.30</b> The Steeple Claydon Parish Council meeting was held in person at the Village Hall, MK18 2PY on Tuesday 02 June 2025 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><b>QUESTIONS FOR PARISH COUNCIL</b> 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 <a href="mailto:clerk@steepleclaydonparishcouncil.gov.uk">clerk@steepleclaydonparishcouncil.gov.uk</a> <a href="http://www.steepleclaydonparishcouncil.gov.uk">www.steepleclaydonparishcouncil.gov.uk</a> Tel. 01296 534698. Please note Clerk is part-time: 9.30am - 2.30pm, Monday to Friday</p>	
<p><b>1. Welcome by Chairman</b> Cllr Le Tissier 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. Fire exit points discussed, meet in the car park at the front.</p>	
<p><b>2. Apologies</b> To receive Councillor's apologies; Cllr Stephen Proffitt submitted his apologies.</p>	
<p><b>3. Declarations of Interest;</b> In accordance with Sections 30 (3) and 235 (2) of the Localism Act 2011; To receive declarations of interest and dispensations in respect of matters contained in this agenda: Cllr Mahon; regarding item 15.b. he will abstain and leave the room as he is a Unitary Cllr on a relevant Central and North Bucks committee. Cllr Le Tissier discussed we might then be inquorate on the PA.</p>	
<p><b>4. Minutes</b> - To approve and sign the minutes of the meeting held on 06 May 2025 Approved by Cllr Mahon and seconded by Cllr Shergold, signed off by Cllr Le Tissier a. Matters arising from the minutes None</p>	
<p><b>5. Councillor Co-Option</b> – to consider any co-option applications received. Two completed applications have been received and distributed to Cllr's, and Cllrs arranged a walkabout. Alison Mapplethorpe was Proposed by Cllr Le Tissier, seconded by Cllr Mahon, all cllrs present agreed, so it was <b>resolved</b>. Chris Watts was Proposed by Cllr Mahon, seconded by Cllr Shergold, all cllrs present agreed, so it was <b>resolved</b>. Acceptance forms signed and witnessed, PIF's given out and welcomes were issued. Clerk will send on details of Cllr emails / good councillors guide/ working groups etc.</p>	Clerk - done
<p><b>6. Chairman's Comments</b> - To receive a report on matters not on the agenda but of interest to the Council</p>	

and Parish: Cllr Le Tissier discussed the Tilia estate, Steeple View; streetlights x11 are installed but not connected – regarding the installation of the white gates and 30mph signage – PC has been chasing this for over 2+ years. Still no contractors for streetlights, chair is looking for planning breaches to BC planning agreement. Children's caution signage request has been made – Clerk to chase and to fund from HS2 road safety fund.	
<p><b>7. Public Participation</b> – Standing Orders are set aside to allow for public participation - The meeting was <b>closed</b> by the Chair and public participation was opened at 19.47</p> <p>P1 – white gate/ planter on Addison Road is to be re-placed/relocated – Cllr Le Tissier in communication with BC and Tilia</p> <p>P1 – discussed the Heras fencing around the culvert – Cllr Le Tissier noted works are currently happening there.</p> <p>P1 – discussed broken bench on Chaloner's Hill – P1 will remove it and retain the wood.</p> <p>P1 – mentioned eggshell white paint would be better for the village entrance gates, not gloss. P1 to let Clerk know what is required.</p> <p>P2 – noted the rec clock is running slow – PF has spoken to Pete R– it is connected to the national time clock so turn off for half hour – Cllr Le Tissier will do this.</p> <p>New cllrs introduced themselves.</p> <p>P2 – discussed a charity called Bags of Taste – helping people to cook meals from scratch for themselves. Development programme which needs to find 60 people – 2 groups of 30 – trained in their own home £6K funding has been raised via the Verney Trust, will launch the programme soon – already in contact with; School/church/drs to find relevant families.</p> <p>Cllr Shergold commends the project seconded by Cllr Mahon, all cllrs were in favour of supporting this project.</p> <p>Public participation was closed by the Chair at 20.07 and the Parish Council meeting was <b>re-opened</b>.</p>	Cllr Le Tissier
<b>8. Clerk report:</b> monthly report. <b>Appendix 1</b> – Hard copies given to Cllrs.	
<b>9. Caretakers update:</b> monthly report. Hard copies given to cllrs	
<b>10. RFO annual report:</b> Hard copies given out to Cllr's and RFO read the annual report aloud to the meeting. <b>Appendix 2</b>	
<p><b>11. Action Point List</b> – 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. To Do List can be found in Outlook under a blue tick.</p> <p>Some jobs on the list need to be re-allocated – Cllr Le Tissier and Clerk to update list.</p>	Clerk/Cllr Le Tissier
<p><b>12. Neighbourhood watch – any update?</b> Leave on agenda – no update</p> <p>A NHW Co-ordinator in needed for the village. Advertise as such in magazine</p>	
<p><b>13. Neighbourhood Plan Review</b> – any update from working group?</p> <p>Paul Firth invited to speak and he updated the meeting on the NHP – quick review given, we developed NHP in 2017/2018 – to set out villages' aspirations for any settlements – it now must comply with BC planning framework document– no local BC planning development plan – to meet criteria of national housing targets.</p> <p>ONeill Homer are consultants on how to refresh our current plan as a valid plan</p> <p>We have set up a NHP development team of volunteers, we had boards up on display at the APM. We aim to deliver an updated within the next year, by spring 2026. Referendum discussed.</p> <p>Call for sites by BC – some fields have been noted as potential sites for development - a NHPlan should help protect against any unwanted developments. An important document for the village.</p> <p>Funding – a grant was used last time, provided by locality – costings might be approx £20K.</p>	
<b>14. Road Safety Strategy</b> a. Any update from working group? <b>None.</b> Keep on agenda for next month.	

<p><b>15. Working Groups Update on activities and recommendations:</b></p> <p><b>A. Planning and Development</b> – includes; Planning, Developments and Roads / Street Furniture / EWR &amp; HS2 / Neighbourhood Plan / Best Kept Village</p> <p>a. Any updates – Best Kept Village litter picks are at the hall, every Saturday 10am-12midday. Cllr Mahon discussed no response yet received from the HS2 mitigation fund on the extension request and word change as discussed from ‘mitigation’ to ‘enhancement’. Funding closes at end of 2026. Still no final design of IMD. Discussed we could have £210K to allocate within the parish. Cllr Le Tissier is to be invited by Cllr Mahon to next CALM meeting.</p> <p>b. <b>25/01257/APP</b> - Saxeton 52 West Street Steeple Claydon Buckinghamshire MK18 2NS Change of use from dwellinghouse (Use Class C3a) to a children's home (Use Class C2) DATE COMMENTS REQUESTED BY: - 12 June 2025</p> <p>Cllr Mahon left the room.</p> <p>Cllr Le Tissier introduced the PA, but the two new cllrs had not had a chance to review PA, no voting quorum of Cllr's therefore no comment.</p>	Cllr Mahon
<p><b>B. Properties and Facilities</b> – to include; Village Hall, Cottage &amp; Library / Recreation Ground / Vicarage Orchard / Pavilion project</p> <p>a. Tractor &amp; Fireworks shed doors – replacement quotes: Clerk / Cllr Le Tissier</p> <p>Clerk and Cllr Le Tissier agreed to a meeting Mon 09/06 at 11am to discuss quotes</p>	
<p><b>C. Finance</b></p> <p>a. To approve the payments listed in the finance run for June 2025</p> <p><b>Appendix 2</b></p> <p>Proposed by Cllr Shergold, seconded by Cllr Le Tissier, all Cllrs present approved, so it was <b>resolved</b></p> <p>b. To sign off the AGAR 24/25 (Annual Governance and Accountability Return) and review Internal Auditors report</p> <p>Review of Internal Auditor report discussed and agreed.</p> <p>Proper Officer went through:</p> <p>To Agree and Chair to sign; Section 1 of the Annual Return - Signed by Cllr Le Tissier</p> <p>To agree and Chair to sign section 2 of the Annual Return – Signed by Cllr Le Tissier</p> <p>Annual approval of the PC financial risk management assessment 24/25 - RFO / Cllr Proffitt</p> <p>All audit paperwork had been approved by Cllr Proffitt, proposed by Cllr Mahon, seconded by Cllr Le Tissier and agreed by all Cllr's present, so it was <b>resolved</b> and paperwork all signed.</p> <p>Clerk noted the Notice for Public Rights would go on the noticeboard and website as appropriate; to book an appointment via the Clerk, as per the RFO report, and that the signed off AGAR for 24/25 will now be sent off to the external auditors PKFLittlejohn.</p> <p>c. VAT claim for 24/25 will be submitted once AGAR is completed.</p>	
<p><b>D. Youth Council</b> – a. any update from working group</p> <p>Cllr Shergold has held a meeting with Kaz from Molly's Community Cafe.</p> <p>b. Council to consider request for £250.00 to set up the Youth Council Cafe – Cllr Shergold</p> <p>Proposed by Cllr Shergold, seconded by Cllr Le Tissier supported by all other Cllr's present so it was <b>resolved</b>. Cllr Shergold wondered if there was possibility of on-going food support funding, RFO to investigate powers of spend.</p>	
<p><b>E. Communications</b> - any update from working group -</p> <p>Cllr Le Tissier to write Claydons monthly magazine article. Cllr Le Tissier noted we wanted to improve our communications to the village. Discussed agreed Council statements and what people understand is the role of a PC.</p>	Cllr Le Tissier
<p><b>F. Events</b></p> <p><b>a. Annual Parish Meeting</b> – review of event 24/05/2025 – Cllr Le Tissier</p> <p>Successful event as a Saturday afternoon event. Approximately 40/50 attendees</p> <p>Things to do different next time, not B/H half term-constraints due to elections this year.</p> <p>The cakes were excellent and £99.50 in donations raised for the WI. Cllr Shergold discussed a PC display</p>	

board at next APM. Ask the Cllr question time discussed. <b>b. Fireworks update</b> – event date; Saturday 01/11/2025 - Cllr Le Tissier; Fireworks team have met up, Cllr Le Tissier gave a brief update. Theme is <b>Spooks and Sparkles</b> – (but not too spooky and no handheld sparklers allowed !) Next meeting date: Thursday 26 June 7pm at the library Display this year will start with reduced noise fireworks to build up to some bangs. Good causes for donations still being discussed. Budget is decided, £7K. Electronic door counters are in use at the event. Cllr Le Tissier asked clerk to speak to SC Horticultural Society regarding hosting the pumpkin competition at fireworks – none held last year due to bad growing conditions. Guy competition – Cllr Le Tissier confirmed that Paula’s bakery is now going to sponsor it.	Clerk - done
<b>16. Rosefield Solar Farm</b> – any update - Cllr Mahon Cllr Mahon noted the updated consultation came out recently. Noted that next Sunday 08/06 at 10am meet at the Mushroom Club for national community walk for one hour.	
<b>17. CLG Greatmoor</b> – any update - Cllr Mahon Cllr Mahon is now chair for 4 years – in lockdown on site, x4 meetings a year. Cllr Mahon will update after the next board meetings.	
<b>18. Future agenda Items</b> - 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.	
<b>19. Date of next meeting: Tuesday 01 July 2025 at the Village Hall</b>	
<b>20. Confidential Items</b> - 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. 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.	
<b>Meeting was closed by the Chair, Cllr Le Tissier at 21.15</b>	
The next Parish Council meeting will be held on <b>Tuesday 01 July 2025</b> 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 <a href="https://www.steepleclaydonparishcouncil.gov.uk">https://www.steepleclaydonparishcouncil.gov.uk</a> Email – Clerk@steepleclaydonparishcouncil.gov.uk	

Signed.....

Date.....

## Appendix 1

## Summary of Clerk activity from 06/05

- **May 2025**

### Administration

- Preparation of monthly transactions for June 25 Annual Meeting of the Council
- Action Point list from May minutes onto To Do app
- Annual SCPC Insurance booked with Clear Councils until 01 June 2026
- Annual RFO report

### On-going

- May Draft Minutes were prepared and on public display
- June agenda prepared and on public display
- Wages and finance run prepped
- On-going email correspondence
- Website updates ongoing
- Planning Application PC response submitted ref: none
- **Streetlights:** 136 – tilting pole/s 09/05 - elevated to National Grid 14/05 ref 99824-h
- **Fixmystreet:** Reported: missing bin on Buckingham road 16/05 **ref 7579003** – PC can replace **£146**. West Street nameplate missing screws 22/05 - response 27/05 will be fixed
- Parishioner correspondence: query re footpath works / query re spinney signage – emailed LAT / broken bench on Chaloners Hill 22/05

### Meetings:

- **09/05 - NO audit prep**
- **13/05 - NO & SP audit sign off**
- **15/05 - Toddler Group mtg**
- **16/05 - AS re YC**
- **16/05 - took down poppies**
- **21/05 - litter pick with EWR on field footpaths near EWR line**
- **23/05 - Co-op support APM items collected**
- **24/05 - litter pick and APM**
- **30/05 - MRose re Internal Audit**

### Other:

- Fencing repairs at hall/cottage – roof contractor damage x2 – awaiting quote for one more repair
- Ordered new rec ground signage 04/03 - chased 02/05 plus boundary maps x5 plus VO signs to follow
- Started Scribe database for 25/26 finance
- Roller door quotes – with CllrLT to chase for choice
- Sent out invites to APM and follow ups
- Brief for Library /Kitchen repairs sent around 07/04 and 23/04 - two quotes to date 22/05
- Booked rec ground drainage jetting maintenance 14/05 - 20/05
- Bought Fairy doors, created with Brownies, for VO. To varnish and put up in VO. 20/05
- Electrician to move the AED at pavilion due to overheating issue – 14/05 Cancelled – confirmed AED unit is good for –10 to 60 degrees
- Booked paramedics for fireworks 13/05
- Contacted BBORG for fireworks 12/05 - TBC
- Returned x4 return of election expenses to BC 19/05
- Enquired re Caution Children Playing signage for Addison Road Play Park 20/05
- Submitted Barclays mandate with Cllr updates 08/05

- Enquired to BC on costs to replace the bench on NER/Buck rd corner 20/05
- Prepped VAT claim for 24/25 financial year. £14,628.69
- Cllr PIF forms on website (SLT to follow)
- 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 01 May Library, Thursday 15 May Mollys Cafe, Thursday 26 June Mollys Cafe, Thursday 04 September Library, Thursday 18 September Mollys Cafe

## Appendix 2

### Appendix 3 02/06/2025

#### The Proper Officer reported as follows:

Good evening. I have now been in role as Proper Officer for 6.5 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, Nick Osgerby for his continued support with the financial audit.

I am pleased to confirm that the internal audit was completed and passed with no advisories on our 2024/25 figures on Friday 30/05/2025, 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".

2024/25 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 landscaped children's corner since the works done last summer, installed a sunken trampoline, added six new bits of gym equipment using S106 funds. We've replaced four waste bins in the village. Upgraded all our x156 streetlights to LED using the HS2 mitigation funds, which is saving over a £1,000 a month for the parish. We also claimed back over £17,000 from Npower, and received nearly £14,000 in interest from the HS2 mitigation fund,
- Installed a new Defib at both the hall and pavilion, and together with an outside heated/cooled box unit at the pavilion with half funding from Bucks Community Board and one defib unit FOC from EKFB for hosting an information evening on defibrillators.
- Had extensive roof works at the hall around the chimney in Kitchen/library to repair the lead which had failed due to aging. New carpet has been fitted in the library.

- Installed a pathway at Vicarage Orchard, half funded by Bucks Community Board, installed two new MVAS units and more poles around the village – the £15,000 was funded by the HS2 road safety fund.

The Annual Governance and Accountability return was prepared for the 2024/25 Audit and is presented to the Parish Council for signing off by Cllr Le Tissier, the Chair, in this, the June 2025 SCPC meeting - this has been gone through in detail by Cllr Proffitt, the Lead Cllr from the Finance working group. The annual Finance Risk Assessment has been approved and signed off by Cllr Proffitt.

The Notice of Public Rights will be on display from Wednesday 06 June 2025 - you can contact the Clerk to arrange to view the Annual Governance and Accountability Return (AGAR) throughout from Friday 06 June 2025 to Friday 18 July 2025

The 2023/24 VAT claim was: £31,596.87 (01/04/2023 - 31/03/2024)

The 2024/25 VAT claim will be submitted for: £14,628.69 (01/04/2024-31/03/2025)

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 six 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. We are also externally audited at a higher level by PKFLittlejohn. We are also delighted to announce we have subscribed to the Scribe database which is sector specific for Parish & Town Councils. So, we will be running two sets of accounts as usual, to confirm the figures.

Thank you.

### Appendix 3

Payee	Details	Payment method	Cllr Initial	category	Net	VAT	Gross
Hannah Holmes	wages	BACS		Wages	£		£

Steeple Claydon Parish Council.  
Minutes of June 2025

Sam Hills	wages	BACS		Wages	£		£
Pat Serle	wages	BACS		Wages	£		£
Nick Osgerby	wages x 10.25 hrs	BACS		Wages	£		£
Hannah Holmes	expenses - office space £10.11p/mth - x9 plants	BACS		Admin & equipment	£13.11		£13.11
Pat Serle	expenses - books x5	BACS		Library	£24.50		£24.50
Sam Hills	expenses - petrol to course 36m at 45p/p/m & blue tac x2	BACS		Admin & equipment	£18.60		£18.60
Haddenham Parish Council	Playground Inspection Course & exam - caretaker SH 29/05 inv ref HPC26-16	BACS		Training Courses	£274.00		£274.00
Oakpark Alarms	01/06/25-31/05/26 alarm maintenance Hall/cottage, lights contract hall/pav, fire extinguishers maint	BACS		Hall	£737.00	£147.40	£884.00
Dave Martin	VO works March/April/ May	BACS		Vicarage Orchard	£240.00		£240.00
Dave Griffiths	rec ground works May - nb new fuel filter to be ordered for tractor	BACS		Rec Ground & Pavilion	£585.00		£585.00
Melanie Rose	Internal Audit for 24 25 AGAR	BACS		Admin & equipment	£70.00		£70.00
Barclays	monthly fee and 1x cheque	DD		Admin & equipment	£12.10		£12.10



Scribe	accounts database monthly fee	DD		Admin & equipment	£68.00	£13.60	£81.60
HMRC	PAYE month 3	DD quarterly		Wages	£1,058.02		£1,058.02
British Gas Lite	Pav gas	DD		Rec Ground & Pavilion	£21.79		£21.79
British Gas Lite	Hall gas	DD		Hall	£341.92		£341.92
Starboard Systems	Scribe monthly fee - accountancy package	DD		Admin & equipment	£81.60		£81.60
YPG	Pav elec	DD		Rec Ground & Pavilion	£56.81	£2.84	£59.65
YPG	Clocktower/ CCTV elec	DD		Clock Tower & Children's Corner	£15.40		£15.40
YPG	Hall/lib elec	DD		Library	£149.97	£7.50	£157.47
eon next	final elec to cctv/c/t	DD		Clock Tower & Children's Corner	£2.13		£2.13
Buckinghamshire Council	waste hire/empty May	DD		Bins	£93.40		£93.40
Wave	waste and water 15/02-14/05 - £7 p/m DD	DD		Rec Ground & Pavilion	£7.00		£7.00
					£7,588.73	£171.34	£7,759.67
Bucks Recycling	4 yd skip hire for 05/06	cashcard		Rec Ground & Pavilion	£220.00	£44.00	£264.00
Checked Safe	lone worker app	cashcard		Admin & equipment	£4.00	£0.80	£4.80
EE	caretakers phone	cashcard		Admin & equipment	£8.06		£8.06
Microsoft	monthly fee for office 365	cashcard		Admin & equipment	£55.20		£55.20
Amazon	cups/tray/b rush	cashcard		Library	£26.13		£26.13
Amazon	fairy doors x12	cashcard		Vicarage Orchard	£14.85		£14.85

Steeple Claydon Parish Council.  
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Amazon	BKV - gloves 3 x 5 / bin bag holders x5 / paper towels	cashcar d		Misc	£52.8 0		£52.80
Vonage	VOIP line for library / Clerk	cashcar d		Admin & equipment	£22.7 4		£22.74
					£403.78	£44.80	£448.58