



<p>Present: Cllr Frank Mahon (in the Chair), Cllr Ivo Haest, Cllr Christopher Church, Cllr John Mitchell, Cllr Emily-Rose Myhill, Cllr Diya Pillai, Cllr Le Tissier (Vice Chair) In attendance: Clerk, Cllr's and 01 members of the public. Livestreaming YouTube channel was off. Dictaphone on for Clerks record. The meeting was opened by Cllr Mahon at 19.31</p> <p>The Steeple Claydon Parish Council meeting was held in person at the Village Hall, MK18 2PY on Tuesday 02 April 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>1. Apologies To receive Councillor's apologies; – Cllr Louis Myhill sent in his apologies - Council agreed to accept them</p>	
<p>2. Declarations of Interest To receive declarations of interest and dispensations in respect of matters contained in this</p>	

<p>agenda Cllr Le Tissier noted he now has a working relationship with contractor Pete Golding Electricals in his business. No others</p>	
<p>3. Minutes To approve and sign the minutes of the meeting held on 05 March 24 Matters arising from the minutes; None Cllr Church proposed the March 24 draft minutes as a true and accurate description of the meeting, seconded by Cllr Haest – all councillors present agreed, so it was resolved to approve them.</p>	
<p>4. Chairman’s Comments To receive a report on matters not on the agenda but of interest to the Council and Parish. a. Any update from Bucks Council: LAT – highways mtg held with x3 local elected members every month regarding Grendon Underwood – raised concerns regarding roads and potholes locally SC and other villages – when is EWR going to come back and repair the works at white bridge - repairs already starting to fail. Pushing Highways to repair asap as excessive rain has caused delays. Cllr Haest asked to attend future mtgs on this topic, Cllr Mahon agreed to invite him to next meeting. Cllr Mahon noted whole of West Street is now considered a ‘failed road’ - from old coop to junction needs to be re-surfaced. b. Any update for the Parish from SCPC: A big thanks to the 20+ volunteers who helped distribute 500+ easter eggs in the village in under 2 hours. They did a magnificent job. Litter pick organised for Sat 06 April at 10am at Village Hall – advert to go on Facebook again this week.</p>	<p>Cllr Mahon</p>
<p>5. Public Participation – Standing Orders are set aside to allow for public participation The meeting was closed by the Chair and public participation was opened at 19.40; P1 – felt that walking and cycling around the village is dangerous – cars parked badly – spoken to TVP regarding his appeal for help – PCC spoke to Jason Hogg and refer themselves to professional standards – he was ignored officially by TVP. BC say they cannot do anything with no lines in place. Best Kept Village on agenda – is it worthwhile as cars parked on verges/dropped kerbs around the village like they were dumped. Cllr Mahon noted numbers of cars per house has increased over the years. Local road diversions also cause more cars on our roads as they pass through. Public participation was closed by the Chair at 19.48 and the Parish Council meeting was re-opened.</p>	
<p>Chair Cllr Mahon then handed over the meeting to Vice Chair Cllr Le Tissier as he needed to leave at 19.49.</p>	
<p>6. Clerk report – hard copy passed out to Cllr’s Appendix 1 Clerk noted the new gym equipment has had the post installation playsafe report which noted the individual instruction plates had not been fitted, and welcome signage needed larger font for warnings – Clerk contacted company who will rectify this on Friday 05/04, signage to follow when printed. Heras fencing will be removed Monday 08/04 In touch with Eon with regards to LED changeover and ordering shield adjustments as required.</p>	

<p>VAT and audit prep ready for year end, internal auditor booked and meetings with Nick arranged.</p> <p>Flood protection kits – advertise we now have two to houses on NER - to do flyer for each house – include in magazine article. Move kits to tractor shed. Petrol and oil will be good for one year was agreed. Unleaded petrol. Move them both to tractor shed.</p> <p>Clerk has passed first FILCA exam.</p>	
<p>7. 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> <p>Cllr Mitchell went through Councils to do list;</p> <p>Cllr Mahon to send Clerk a link online for driving license for unitary account.</p> <p>Cllr Haest will set a date for MVAS on-line training and record it</p> <p>Wildflower seeds – via Cllr Le Tissier who can access some for FOC via EWR – school eco club for rec ground and litter pickers</p> <p>Cottage – still flooding in front door- chase for quotes – Cllr Mahon</p> <p>Cllr Haest – planning page for SCPC – cllr comments still required on draft sent out</p> <p>Cllr Haest and Clerk – village emergency plan – to set a date to move this project forward</p>	<p>All Cllr's</p> <p>Clerk</p> <p>Cllr Haest</p> <p>Cllr Le Tissier</p> <p>All Cllr's Clerk</p>
<p>8. Neighbourhood Watch – Steeple Claydon NHW review – Andy Guest</p> <p>AG not present</p> <p>Cllr Le Tissier noted property damage has been reported at a house near rec ground.</p>	
<p>9. Neighbourhood Plan Review – any update - Cllr Haest/Clerk</p> <p>Cllr Haest discussed the stage 1 review grant we received – had first mtg with Neil Homer Ltd and colleague Matt, Cllr Haest, Paul Firth and Clerk, met on 27/03 - reviewed current neighbourhood plan. Gave an overview of process of neighbourhood plan.</p> <p>Allotments discussed as have 25-year lease. Claydon estate own the allotments – NER and Church allotments are both outside village boundary (not parish). Claydon estate could potentially breach that lease and offer land 1 mile down the road – land opposite NER could then be built on?</p> <p>Allotments were previously earmarked as green spaces – this was removed at the request of Claydon estate – statutory protection for allotments in place only – Neil Homer will check this query.</p> <p>BC might not have their local plan ready until 2027 – draft is to be produced within a month – but does not specify local sites. Asked NH to confirm that SC has completed current allocation of +301 houses – in accepted NHP has now been met.</p> <p>Cycling infrastructure walking/cycling was discussed.</p> <p>Heart of the village? Where is it now?</p> <p>Protect certain key feature houses? Not just listed but also any character houses.</p> <p>What are coop planning for old shop? Council to write to coop to ask them.</p> <p>NHP wording re coop – has to be proven as not viable for a village asset</p> <p>Green Spaces to be earmarked/updated</p>	<p>Cllr Haest</p> <p>Cllr Haest</p> <p>Cllr Haest</p> <p>Cllr Haest</p>

<p>b. Children’s corner update; Landscaping quotes for children’s corner – Clerk – only two quotes received. Cllr Emily Myhill and Clerk to prepare quotes for May meeting</p> <p>c. Outdoor exercise equipment update - post installation inspection Done – missing instr=uction plates will be fitted by company.</p>	
<p>C. Pavilion Project</p> <p>a. Update from working group; Clerk sought BALC advice and they put the Clerk in touch with clerks who had built pavilions using S106 funds. Had a team's mtg with x7 Bucks Clerks, the Haddenham Clerk and Aston Clinton Clerk have both built award winning sports pavilions using S106 funding, happy to host a Cllr’s visit to view the builds. Their advice was – correct way forward is for a working group: Agree a TOR for working group Elect a Lead Cllr Agree a brief - break down into stages if helpful Instruct x3 architects - re what are our options - i.e. rebuild / refurb / extend etc. Go to the village with options - host an open day at hall / questionnaires in magazine / online etc. Choose option Appoint architects / project manager See if brief need to go to Gov. tender Planning Application to be made -- Clerk to arrange a pavilion meeting with pavilion project working group. Cllr Le Tissier has stepped down from the pavilion working group. Cllr Le Tissier noted he still intends to move forward with the pavilion project. Progress with the architect from Westbury – currently suspended Write and tell architect and the Plunkett foundation - notify them of this update. Cllr Mitchell agreed to create a template TOR to present to Council ahead of next month’s meeting.</p>	<p>Cllr Mitchell</p>
<p>D. Village Hall, Library & Cottage</p> <p>a. Report from Village Hall team</p> <p>b. Any Library business: none</p> <p>c. Cottage drainage issues - Cllr Mahon? Cllr Le Tissier noted the cottage downpipe is not coping – PC to put piece of guttering to different piece of downpipe 10 feet away – ask Matt Dunn / contractors – heritage level as Grade II listed.</p> <p>d. Village Hall roof leak update/quotes – in Library & Kitchen – Clerk / Cllr Mahon / Cllr Myhill Mtg on Friday Cllr L Myhill to look at issue and get quotes.</p> <p>e. finger post update – Cllr Myhill / Clerk Cllr Myhill absent</p> <p>f. Cottage door – any update – Cllr Mahon Cllr Mahon absent</p>	<p>VH Cllrs / Clerk</p>

16. 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 07 May 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 for 02/04/24

- **March 2024**

Administration

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

On-going

- March Draft Minutes prepared and on public display
- April 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: **24/00406/VRC & 24/00430/AGN**
- **Streetlights**: Reported: 80 chased shield 20/03, 100 req shield 21/03, 13 chased shield 21/03, 98 shield req 25/08, 24 on 02/04
- **FixMyStreet**; reported: missing manhole covers by footpath Addison Rd 18/03 (they said they could not find it - re-submitted 21/03. broken highways warning bends in road sign into SC on Buck rd 19/03 worn nameplate for Queen Catherine Road 22/03. Flytipping footpath from Dene to the paddocks 22/03

Meetings:

17/03/2024 - VO mtg

23/03/2024 - VO

27/03/2024 - PF/NH - VPlan

28/03/2024 - landscapers

31/03/2024 - landscapers

Other

- L&L for gym equipment due date now : finish Thursday 21/03 - installing missing instruction plates 05/04
- Booked playsafe inspection for new gym/trampoline installations – MON 25 MARCH
- SC School Eco Club re VO signage finished – at printers
- LED streetlights – confirmed being installed in Jan/Feb/March - note move to NPower for reduction in price.
- School road signage issue – LAT – on-going chased 12/03
- MVAS order update – installed 05 & 06 Feb 24 – to arrange reimbursement HS2/BC
- Tree surgeon visit – Sat 16 March (VO)
- Chased IBS re damp in library/kitchen from roof 06/02 – asked BALC / BC Heritage
- Missing Bin – NER/Buck rd spinney - BC costs - £124.99 - ordered and confirmed map location 22/03
- Unity account application submitted – 16/02/24 - Cllr update req'd
- Mandate changes for Barclays accounts prepared – pc mtg
- NHP mtg – Neil Homer / PF / Cllr Haest – 27 March 24
- Ordered replacement lock for rec noticeboard 18/03
- Contacted PC insurers re add in new gym equipment
- Contacted BALC re PC become VAT registered query
- Flood Kit prep – unboxed/ labelled / stored / instructions scanned and laminated / fuel storage containers x 2 ordered
- VAT claim preparation for 23/24
- Audit prep for 23/24 AGAR by PKFLittleJohn
- Passed first exam in FILCA

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: Thursday 18 April, Thursday 02 May, Thursday 16 May, Thursday 30 May

Appendix 2

Payee	Details	Payment method	Cllr initial	Category	NET	VAT	Gross
Swarco	2 x MVAS units - pre-approved by PC, reimburse via HS2 road safety fund and VAT claim 23/24	BACS		Street Furniture	£10,422.02	£2,084.40	£12,506.42
Hannah Holmes	wages	BACS		Wages	£		£
Sam Hills	wages	BACS		Wages	£		£

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Pat Serle	wages	BACS		Wages	£		£
Nick Osgerby	wages x 9 hours	BACS		Wages	£		£
Hannah Holmes	expenses - home office	BACS		Admin & equipment	£10.11		£10.11
Pat Serle	books - x3 adult fiction	BACS		Library	£28.60		£28.60
David Martin	VO works Dec 23/Jan 24/ Feb 24	BACS		Vicarage Orchard	£240.00		£240.00
Church notice board company	new locks x2 for new noticeboards	BACS		Street Furniture	£18.60	£3.72	£22.32
Golding & Son Electrical	remedial work to pavilion following EICR- funds from HS2 mitigation fund interest	BACS		Rec Ground & Pavilion	£1,875.00		£1,875.00
rCOH Ltd	Neil Homer NHP mtg - £2312.00 covered by grant rec'd	BACS		Misc	£2,362.00	£472.40	£2,834.40
rCOH Ltd	Neil Homer NHP mtg	BACS		Misc	£347.00	£69.40	£416.40
ROSPA	play installation report on x6 gym equipment - to claim back via S106	BACS		Rec Ground & Pavilion	£415.00	£83.00	£498.00
Eon	Streetlight upgrade to LED x 156 - to claim back from HS2 mitigation fund and VAT claim will be made 23/24 - funds from LewisFF will be reimbursed.	BACS		Street Lights	£35,848.00	£7,169.60	£43,017.60
Laura Clarke	cleaning cover at hall	BACS		Admin & equipment	£115.00		£115.00
HMRC	PAYE for month 1	DD - quarterly		Wages	£715.33		£715.33
NPower	streetlights 01 feb - 29 feb 24	DD		Street Lights	£2,713.83	£542.77	£3,256.60
Eon Next	sports pav 01 feb -	DD		Rec Ground &	£568.		

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	29 feb 24			Pavilion	44	£113.69	£682.13
Eon Next	library 01 feb - 29 feb 24	DD		Hall	£192.78	£9.64	£202.42
Village Networks	wifi to hall/library	DD		Library	£25.00	£5.00	£30.00
Village networks	wifi to pav	DD		Rec Ground & Pavilion	£25.00	£5.00	£30.00
Barclays	charges 13 feb - 12 mar 24	DD		Misc	£10.00		£10.00
Checked safe	lone worker app	cashcard		Misc	£4.00	£0.80	£4.80
Amazon	x6 fairy doors	cashcard		Vicarage Orchard	£9.99		£9.99
Coop	Helping hands voucher x£25	cashcard		Helping Hands 23 24	£25.00		£25.00
Booking Bug	monthly fee	cashcard		Hall	£29.94		£29.94
HPackard	2 x toners	cashcard		Admin & equipment			£211.98
EE	caretakers phone	cashcard		Admin & equipment	£10.00		£10.00
Microsoft	fees and services emails / 365	cashcard		Admin & equipment			£70.56
Vonage	VOIP phone clerk & library	cashcard		Admin & equipment			£24.73
British Gas	catch up bill - rang BG and they will reissue and spread over 6 months	DD - on hold		Hall	£2,378.65	£475.73	£2,854.38
					£61,720.83		£73,063.25