



<p>Present: Cllr Frank Mahon (in the Chair), Cllr Stephen Le Tissier, Cllr Stephen Proffitt, Cllr Andrew Shergold In attendance: Clerk, Cllr's and 01 member of the public. Dictaphone on for Clerks record. The meeting was opened by Cllr Mahon at 19.32 The Steeple Claydon Parish Council meeting was held in person at the Village Hall, MK18 2PY on Tuesday 01 April 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>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</p>	
<p>Cllr Mahon amended the agenda layout as below. 4. 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>5. Apologies To receive Councillor's apologies; None received. Cllr Mahon noted he will need to leave the PC meeting early Ward Cllr Patrick Fealty, was due to attend but sends his apologies to also receive agendas and minutes for Clerk SCPC monthly meetings. Patrick.Fealty@Buckinghamshire.gov.uk</p>	Clerk
<p>6. Declarations of Interest; 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: None.</p>	
<p>8. Minutes - To approve and sign the minutes of the meeting held on 01 April 2025 Approved by Cllr Proffitt and seconded by Cllr Le Tissier, signed off by Cllr Mahon a. Matters arising from the minutes Cllr Shergold noted that his presentation had been submitted to Council on 31/03/25</p>	
<p>1. Nomination and election of Chair of the Council - To receive nominations for the position of Chair of the Council and to elect a Councillor to that position - Acceptance of Office of Chair to be signed Cllr Mahon is standing down and he thanked everyone for his support over the last few years. Cllr Mahon explained the voting procedure. Cllr Le Tissier stood for Chair, Cllr Mahon seconded, unanimous vote by remaining Cllr's. So, it was resolved Cllr Proffitt also thanked Cllr Mahon for his service. 13 years as a Parish Cllr so far.</p>	

<p>2. Nomination and election of Vice Chair - To receive nominations for the position of Vice-Chair of the Council and to elect a Councillor to that position - Acceptance of Office of Vice-Chair to be signed Frank Mahon nominated Cllr Proffitt to be Vice Chair, seconded by Cllr Le Tissier, all Cllrs agreed unanimously. So, it was resolved.</p>	
<p>3. All member Cllrs to sign Declaration of Acceptance of Office / Pecuniary Interest Forms after Local Elections Done – Cllr Le Tissier’s to follow on – for Clerk to scan and submit to BC/put on SCPC website. Cllr Mahon left the meeting at 19.46</p>	
<p>7. Public Participation – Standing Orders are set aside to allow for public participation - The period for public participation shall not exceed 15 minutes. The meeting was closed by the Chair and public participation was opened at 19.47 P1 - thanked Cllr Mahon for his hard work over the years, it has been most appreciated. P1 - Lack of progress in Road Safety Group – not met for a year as a group. No response received from ex-Cllr, volunteers should be replied too. No village consultation. Lack of communication is frustrating. P1 – Best Kept Village – noted the new coop car park is un-tidy. To investigate car park issue further agreed by Cllr Le Tissier. Public participation was closed by the Chair at 19.56 and the Parish Council meeting was re-opened.</p>	
<p>9. To consider rationalising the working groups as below; Cllr Le Tissier Planning and Development – to include; Planning Developments and roads / Street Furniture / EWR & HS2 / Neighbourhood Plan / Best Kept Village Properties and Facilities – to include; Village Hall, Cottage & Library / Recreation Ground / Vicarage Orchard / Pavilion Project To retain: HR – Finance & Funding – Events – Communications – Youth Council - Appointment of members to working groups to follow and Chairs of these groups will be determined at the first working group meeting. Cllr Le Tissier discussed reducing the number of working groups, especially as currently only four cllrs. Budgets as set will remain. Cllr’s agreed to discuss this again in a six-month review. Hope for more Cllrs to join in the meantime. Adverts to co-opt can be issued for co-option in June meeting. Clerk to update new working groups list and send around to Cllrs to confirm Cllr Le Tissier proposed we adopt the new working groups, seconded by Cllr Shergold and all Cllr’s present in favour, so it was resolved.</p>	Clerk
<p>10. To review, update and reinstate; i. Standing Orders with BALC amends Proposed by Cllr Andrew Shergold seconded by Cllr Le Tissier all Cllrs present approved, so it was resolved ii. Financial Regulations with BALC amends Proposed by Cllr Proffitt seconded by Cllr Shergold all Cllrs present approved, so it was resolved iii. Code of Conduct Proposed by Cllr Shergold seconded by Cllr Proffitt all Cllrs present approved, so it was resolved iv. Procurement Policy Proposed by Cllr Shergold seconded by Cllr Proffitt all Cllrs present approved, so it was resolved</p>	
<p>11. 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 Buckinghamshire Council; none from Cllr Mahon b. Any update for the Parish from SCPC; none, a new Chair, discussion of Cllr recruitment.</p>	
<p>12. Confirmation of arrangements for insurance cover: To note that the Council is currently insured through Clear Councils Insurers. The Policy Schedule is circulated to Councillors as confidential. The current arrangements expire on 01 June 2025. The broker will offer renewal terms well before the renewal date. Clerk has gone out for comparison quotes.</p>	
<p>13. Clerk report – hard copies supplied to Cllr’s Appendix 1 – please let the Clerk know if you have any queries at all. Clerk clinics are fortnightly, please email the Clerk to book into a clinic.</p>	

14. Caretakers update – monthly notes – no report received Clerk to ask where it is and to update cllrs when received.	Clerk – 07/05
15. 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. List can be found in Outlook under a blue tick. Discussed we need to reallocate jobs due to new working groups	Clerk?
16. Neighbourhood Plan Review – any update from working group? None will update in June PC mtg – working group is attending the APM. Parish boundary map discussed, Clerk to send a copy to Cllr Shergold. Cllr A. Shergold is happy to join the NHood Plan review working group.	Clerk
17. Road Safety Strategy a. Any update from working group? None. Cllr Shergold discussed the spinney roundabout and parish council authority, PC can always report back to contractor as can a parishioner. One network website has a page ‘one Causeway’ that shows footpath works.	
18. Working Groups Update on activities and recommendations: A. Finance a. To approve the payments listed in the finance run for the month of May 2025 Proposed by Cllr Le Tissier, Seconded by Cllr Proffitt, all Cllrs present agreed so it was resolved Cllr Proffitt to put through BACS payments before Friday 09/05 b. Annual 2024/25 accounts report being prepared for internal auditor – RFO RFO, NO and Cllr Proffitt have met to start going through the accounts for AGAR 24/25, next meeting booked in. c. Update banking mandate – Barclays– RFO/Finance Cllrs Barclays mandate updated and signed.	Clerk
B. Recreation Ground - a. Update from working group? b. Pavilion boiler repair quote/s Go ahead with received quote for boiler repair, agreed by all Cllrs present Cllr Le Tissier noted a steel stake has been buried within the rec ground, asked the caretaker to remove it.	Clerk – done 12/05 Clerk
C. Pavilion Project - a. any update? None	
D. Village Hall, Library & Cottage a. Update from working group b. Any Library business: Closing of FOSCL and petty cash query – Librarian. Cllr Le Tissier read through librarian’s letter regarding FOSCL is closing. They have closed account and purchasing bags with final funds. Council happy for Clerk to speak to Librarian. c. Hall boiler repair quote/s - Cllr Mahon - Cllrs asked what does this fix? Clerk to get clarity from caretaker Third storey hall windows restoration briefly discussed.	Clerk - Done Clerk - done
E. Vicarage Orchard - a. Any update from working group? None	
F. Youth Council – Update from Cllr Shergold - April note sent around Council, to meet with Clerk to move project forwards. Agreed on: Friday 16th at 10am library with Cllr A Shergold and Clerk	Clerk/ Cllr Shergold
G. Communications - a. Any updates? A Cllr to write Claydons magazine article. Cllr Le Tissier agreed to write article – advertise to co-opt as cllrs needed – APM – magazine deadline is 10/05	Cllr Le Tissier
H. Street Furniture - a. Update from working group a. New bench for North End Road / Buckingham Road corner. Discussion about previous bench location and the lack of footpath there. Clerk to contact BC and ask if they install benches too. Get costs/examples. Cllr Shergold noted a bin was now missing on NER/Buckingham Road. Clerk to report on fixmystreet	Clerk - done

I. Events - a. Upcoming events: a. Any update from working group? APM – 24/05/25 Go ahead and print poster– noticeboards and Facebook – Clerk to do Wednesday 07/05 12 groups booked in. Push N.Hood Plan / Fireworks volunteers / become a Cllr Fireworks – Clerk to do; Book paramedics Talk to BBORG	Clerk done Clerk done 12/05
J. Best Kept Village a. Any update from working group? Email received this evening from ex Cllr Haest with an action plan.	
K. HS2 / E-W Rail a. Any Updates - Cllr Mahon - None b. Requested litter pick on footpath by the EWR line on Wednesday 21 May – contact Clerk to join in – Facebook post to advertise that EWR are clearing the site litter - Clerk to do	Clerk
L. Planning: none received as at 30/04/25 Council discussed and agreed to invite ex Cllr Haest to report back on received P/A's. Cllr Le Tissier to speak to him.	Cllr Le Tissier
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.	
18. Date of next meeting: Tuesday 03 JUNE 2025 at the Village Hall from 7.30pm	
Meeting was closed by the Chair, Cllr Le Tissier at 21.17	
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 03 June 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 01/04 - 06/05

- April 2025

Administration

- Preparation of monthly transactions for May 25 Annual Meeting of the Council
- Action Point list from April minutes onto To Do app

On-going

- April Draft Minutes prepared and on public display
- May agenda prepared and on public display
- Wages and finance run prepped
- On-going email correspondence
- Website updates
- Planning Application PC response submitted ref: HS2 retro submitted to DevCon
- **Streetlights:** none reported
- **Fixmystreet:** Reported: tonne bag by Victory road sign ref 7513501
- Parishioner correspondence: footpath works query – one network causeway / job support / road safety query Claybourne entrance

Meetings:

- **03/04 & 01/05 Clerk Clinic**
- **23/04 Clerks forum**
- **24/04 & 28/04 NO re audit prep**
- **25/04 & 29/04 Scribe training**
- **30/04 - NO & SP Audit prep**
- **02/05 - bunting & poppies for VE Day 80**

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
- Quotes requested for PC annual insurance due June 25
- Started Scribe database for 25/26 finance
- Roller door quotes
- Sent out invites to APM and follow ups
- Contacted EKFB re litter pick required on footpath near EWR line – has been booked for 21/05 by EKFB – vols requested
- Bookingbug – contacted to update PC payment details 23/04 - error code issue
- Brief for Library /Kitchen repairs sent around 07/04 and 23/04
- YPG – contacted re billing issue for clocktower – got £75 + £40 refund as DD
- Lloyds – closed account – and got account fee waived for April and May total - £8.50 saved
- Policy updates – Standing Orders updated 2025 sent around 23/04
- Updated Financial Regulations and sent round to Cllrs 28/04
- Half precept received for 25/26 £84,975.00
- 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 03 April Mollys Cafe, Thursday 01 May Library, Thursday 15 May Mollys Cafe, Thursday 12 June Library, Thursday 26 June Mollys Cafe

Appendix 2

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	Audit prep & Fin Regs work 20.5hrs	BACS		Wages	£		£
Hannah Holmes	expenses - office space	BACS		Admin & equipment	£10.11		£10.11
Pat Serle	books x3	BACS		Library	£20.71		£20.71
Sam Hills	expenses - cottage paint x 4 / dec set	BACS		Cottage	£70.00		£70.00
Sam Hills	paint for cottage x4 / dec set x1	BACS		Admin & equipment	£22.09		£22.09
Cashcard	petty cash for gas certificate etc	BACS		Misc	£500.00		£500.00
Scribe	sector specific accounts database setup fee	BACS		Admin & equipment	£619.00	£123.80	£742.80
BMKALC	annual subscription with x2225 MOP inv 6028	BACS		Admin & equipment	£489.51		£489.51
Joseph Hodges	supply & deliver 205 Litres of gas oil	BACS		Rec Ground & Pavilion	£147.60	£7.38	£154.98
Laura Clarke	AL cleaner cover	BACS		Hall	£25.00		£25.00
Fishlock Heating & Gas	fault with hall boiler - new gas valve fitted	BACS		Hall	£345.00		£345.00
North Bucks Parishes Planning Consortium	annual sub fee	BACS		Admin & equipment	£20.00		£20.00

Steeple Claydon Parish Council.
Minutes of May 2025

NBPPC							
Buntings	services for quarter ending 31/03/25	BACS		Admin & equipment	£250.00	£50.00	£300.00
Spectrum Pastics	reprint library cards x100	BACS		Library	£149.00	£29.80	£178.80
VoyTec Installations	call out and repair WC at cottage 04/04/25	BACS		Cottage	£239.10	£47.82	£286.92
Chiltern Secure Shredding	Old PC papers - NO inv 71615	BACS		Admin & equipment	£44.00	£8.80	£52.80
Dave Griffiths	April at rec plus weedkiller	BACS		Rec Ground & Pavilion	£690.00		£690.00
Dave Martin	Rec Ground AL cover 12/02	BACS		Rec Ground & Pavilion	£50.00		£50.00
Unity	Account start up funds - previously approved chq	cheque 382		Admin & equipment	£500.00		£500.00
Unity	Account fee	cheque 382		Admin & equipment	£6.00		£6.00
Eon Next	final bill for clocktower 01-31 march 25	DD		Clock Tower & Children's Corner	£10.14	£0.51	£10.65
Buckinghamshire Council	Bins empty and rental march 25	DD		Bins	£72.80		£72.80
Buckinghamshire Council	Bins empty and rental april 25	DD		Bins	£116.40		£116.40
Barclays	account fee 13/03-13/04	DD		Admin & equipment	£8.50		£8.50
Scribe	monthly fee	DD		Admin & equipment	£68.00	£13.60	£81.60
Village Networks	wifi for hall	DD		Library	£25.00	£5.00	£30.00
Village Networks	wifi for pav	DD		Rec Ground & Pavilion	£25.00	£5.00	£30.00
British Gas	final bill for pav 08/03-20/03	DD		Rec Ground & Pavilion	£28.59	£1.42	£30.01

Steeple Claydon Parish Council.
Minutes of May 2025

YGP	elec for pav	DD		Rec Ground & Pavilion	£61.80	£3.09	£64.89
YGP	elec for hall	DD		Hall	£168.50	£8.43	£176.93
HMRC	PAYE month 2	DD		Wages	£1,071.13		£1,071.13
					£9,641.29	£304.65	£9,945.94
Amazon	black bin bags / toilet rolls	cashc ard	01 April 2025	Misc	£41.35		£41.35
Amazon	gloves x 5 S/M/L / bin bag holder	cashc ard		Misc	£52.80		£52.80
Amazon	white paper towels	cashc ard		Hall	£24.99		£24.99
Dunelm	2x paint for cottage	cashc ard		Cottage	£35.95		£35.95
HPackard	3 x toners	cashc ard		Admin & equipment	£239.14	£47.83	£286.97
Vonage	VOIP line for library and Clerk	cashc ard		Admin & equipment	£22.26		£22.26
Dunelm	decorating set	cashc ard		Cottage	£11.95		£11.95
Open Rent	Gas safety certificate for cottage	cashc ard	08 May 2025	Cottage	£115.00		£115.00
Vonage	VOIP line for clerk and library	cashc ard		Admin & equipment	£22.74		£22.74
					£566.18	£47.83	£614.01