

STEEPLE CLAYDON PARISH COUNCIL

Minutes of meeting 7TH June 2016

Present 2016/113	Cllrs Tanner (Chair), Spencer, Weingart, Firth, Hodges, Clarke, Drinkwater. Parishoners T Smith, E Bennion, L Piper, E Weingart,
Apologies 00114	Cllr Townsend
Declaration of interest personal - prejudicial 00115	Nil
Minutes of meeting 3rd May 2016 00116	The minutes were confirmed as a true record and signed by the Chair. Cllr Hodges observed that the vote for Deputy Chair had included vote of Councillor who was intending to resign. The Clerk advised that resignation was effective upon receipt in writing which did not occur until 17 th May. Nothing had been done incorrectly but the Clerk would minute this observation as requested. Minutes proposed by Cllr Spencer seconded Cllr Weingart. Unanimous.

<p>Public Participation 00117</p>	<p>1)Mr Weber from the football club asked about Council tax on Pavilion and Clerk confirmed he had the paperwork and would deal with. Funday to be 9th July. Regarding season 2015-16 club wished to provide maintenance work on pavilion (internal and external painting but not at height). to compensate for unpaid match fees. Parish Council to provide materials. Cllr Firth thanked the football club for its offer. 2)Mrs Smith wanted to know what progress had been made with regard to the cottage. Cllr Weingart referred to recent meeting by Councillors in the cottage, the scheduling of work that needed to be done and the work already undertaken re job description. Mrs Smith was disappointed in the time this was taking. 3) A parishioner asked about the length of grass in Meadoway and Clerk confirmed he had had many complaints and would contact TfB. 4) Civic Pride had undertaken a co-ordinated litter pick in the village on 2 dates and this was most successful. Cubs and brownies also involved. Thanks given. 5) Well pump maintenance discussed and Cllr Weingart keen to help. Watering to discuss. 6) Outside cottage very untidy at moment and comment passed. 7) Civic Pride did wish to continue. 8) Clerk to again chase Co-op with regard their support for lessening of litter. 9) Cllr Tanner said the painting of the white village gates by the BucksCC had come to nothing despite chasing.</p>
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<p>Parish Clerk correspondence 00118</p>	<p>1) Discussion re box to take old ink cartridges and Cllr Spencer will arrange free of charge (and emptying).2) Discussion re recreation ground in evenings. 3) Phoenixbury group had asked for use of Rec Ground on 29th May- a detailed positive response had been given subject to various requirements but in the end they were still able to use public house grounds. 4) Discussion re clearance of brick shed previously used by Bucks Care. – ongoing. 5) Parishioner had asked about missing books in library – Clerk to investigate and respond. (0.29.00)It was suggested by Cllr Firth that Pat Butler had discretion to deal with books as she saw fit. 6) Parishoner was embarrassed by entry into the best kept village competition bearing in mind condition of verges through non grass cutting. Cllr Tanner confirmed there were to be only 4 cuts this year and thought 3 already completed. 7) Clerk to enquire regard promised tree planting that had not happened. 8) Enquiry re PAT testing again received. Cllr Drinkwater agreed to draft a response to letter and Clerk would review and sign as appropriate. 9) There was still some concern about throwing away electrical items that had been gifted to village despite apparent non usage. 10) E mail from Librarian advising union jack flags had gone missing and was asking for whereabouts or replacement. Clerk to discuss with librarian. 11) Clerk referred to hedge row removal on North End. Cllr Hodges had attended at the request of a Parishoner. Matter had been reported to AVDC as requested and response from Mr Holton the Ecologist. Any similar activity should be reported immediately to the police. 12) Request for hall hire for dog classes. Discussion but considered to be not appropriate for village hall and decline to be sent. Cllr Hodges was able to offer an alternative venue and advice to be sent. 13) Road sign Coronation Place to be reported and new one requested. 14) Correspondence with Karl McWhirter about possible summer fayre and our requirements should it proceed. 15) Pot holes on North End reported. 16) Clerk had received notice in writing from Natasha Thiebaut that she was standing down as a Parish Councillor. Clerk will follow guidelines as laid out by AVDC .</p> <p>17) Ian Gillespie from English Rural had been in touch for update re rural housing in village and Cllr Weingart was going to follow up. 18) Clerk had received poster re activity sessions in park environment on a Wednesday evening. Clerk or Chair knew nothing of this and no permissions had been given. Clerk had spoken to Paul Hodson, Localities and Communities Manager at BucksCC and agreed I would advise Angela MacPherson – District Councillor. Ongoing. 19) Clerk had apologised to librarian for non receipt of e mails and these have now been copied and passed to the Chair. 20) Tractor had been taxed for 12</p>
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<p>Working groups reports 00119</p>	<p>Finance Clerk ran through in detail cheques that were due for payment immediately. Cheque run total £ 12,759. Payments authorised, unanimous. Re audit, Clerk provided copies of annual governance statement having first confirmed and exhibited signed off internal audit. Also provided summary of variances year on year and list of non recurring expenditure for year by way of explanation. Cllr Firth read from Annual Governance Statement (AGS) and on completion of this Cllr Hodges proposed that the AGS be signed on behalf of the Council by the Chair. Seconded by Cllr firth. Unanimous. Clerk then presented section 2 Approval of Accounting Statement (AS) which was fully explained and discussed. It was proposed by Cllr Hodges and seconded by Cllr Clarke that AS be signed on behalf of the council by the Chair. Unanimous.</p> <p>People and Assets working group Cllr Drinkwater addressed the meeting. Handy person work continues and itemised. Cllr Drinkwater proposed that this arrangement of retention is continued until the new Caretaker is ‘in post’. Seconded Cllr Firth. Unanimous.</p> <p>Re Pavilion windows proposed cover of upper windows on front elevation to be covered in acrylic and also replacement of damaged glazing. 2 panes of glass and 2 at rear had already been authorised by 3 Councillors as an emergency requirement at a cost of £368. Confirmed by Clerk. Acrylic spend proposed by Cllr Firth and seconded Cllr Hodges. 5 in favour, 2 abstentions (1 being Cllr Weingart). Cherry Leys resident requests loan of tables for Q90 celebrations – agreed. Phoenixbury event had also been supported by loan of tables . 7 visits to Recreation ground and 8 visits to village hall re regular inspections as required by terms of insurance and health and safety.</p> <p>Communication and Events Cllr Spencer addressed the meeting. (1:39:00) Fireworks meeting had been arranged. Risk assessment to be provided by DT. Website meeting set for 16th with Ian Millard. Natasha Thiebaut to be contacted as some work had been already done on this project. Newsletter update. New books in library article well presented and thank you.. MVAS data captured and Cllr Firth asked for a volunteer to interpret and Lorna Piper volunteered. Fireworks night will be Saturday 5th November and marshalls should be invited in good time.</p> <p>Neighbourhood and Development Cllr Firth reviewed recent planning application decisions. Re neighbourhood plan meeting with Neil Homer (DT and DW in attendance) further guidance provided. Ideas and thoughts of groups being collated as move toward public consultation in</p>
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<p>ROSPA report plus youth bus survey 00120</p>	<p>Cllr Tanner advised there was interest in starting a youth club in the village. Process being looked at. PC would try and be supportive. Youth bus survey and contact with those who responded could prove useful in planning for future. Skate bowl request detailed. Grant for this project appeared sensible and unanimously agreed as way forward.</p> <p>Cllr Clarke was investigating and would be supported by Cllr Weingart. Discussion regard ongoing work required on skateboard park as per ROSPA report. Cllr Hodges would make enquiry of fabricator contact and get a budget figure. Weeds needed attention in children’s play area. Perimeter fence at Rec ground needs mending – handy person advised.</p>
<p>Caretakers Cottage inc schedule of works, caretaker job description, instructions to solicitor, contract of employment and tenancy agreement. 00121</p>	<p>Spec for works had been prepared. List of needed contractors would be extensive for different trades if 3 quotes to be requested. Cllr Firth asked if we had considered going out to tender for a ‘whole contract’. Cllr Hodges thought this sensible and all agreed. Cllr Tanner formally proposed that quotation from one builder be found to do both jobs (cottage and hall) but only the cottage contract to be awarded to start with. Seconded Cllr Spencer. It was decided that PC would go out for quotes on this basis – unanimous. Job to be advertised at 37.5 hours per week with observation of minimum wage legislation. One person to be contracted kiv pension regulator requirements. Councillors agreed wording for advert. Interested parties should write in for an application form and job description. Cllr Spencer to liaise with Editor of Claydon’s Newsletter. Clerk would arrange meeting with Parish council solicitor to discuss legal paperwork.</p>
<p>Refurbishment of village hall and library 00122</p>	<p>Councillors agreed specification for village hall including plastering and painting. Invitations to quote as above 00121. Discussion re possible cork board and hooks. Cllr Tanner would like to highlight listed areas within the hall.</p>
<p>Citizens Advice Bureau 00123</p>	<p>Unfortunately time ran out and this subject put forward to next meeting.</p>
<p>Matters of a confidential nature 00124</p>	<p>Members of the public were asked to leave before this item.</p>

Signed..... Dated.....