



DRAFT

# STEEPLE CLAYDON PARISH COUNCIL


## Minutes of Parish Council meeting 6<sup>th</sup> February 2018

Present 2018/310	Councillor Paul Firth (Chair), Councillor Joseph Hodges, Councillor Dan Price, Councillor Trevi Smith, Councillor Doreen Weingart, Cllr Frank Spencer, John Chilver, District Councillor for Steeple Claydon, County Councillor Angela MacPherson, Rachel Taylor (Clerk Elect), Terry Levitt (Caretaker) and 6 parishioners.	Action Points
Apologies and declarations of interest 2018/311	Apologies Cllr Mahon and Cllr Barrett. No declarations of interest. Cllrs Firth and Smith were in receipt of reimbursement cheques as per details in finance section below.	
Minutes of last meeting 2 <sup>nd</sup> January 2018/312	The minutes were circulated ahead of the meeting with no amendments or objections received. Due to an oversight on the night the minutes for the January meeting were not formally approved. This will be resolved at the March 2018 meeting, retrospectively.	Approve minutes formally March 2018
Chairman's Comments 2018/313	The Chair welcomed Rachel Taylor and Terry Levitt as new employees of the Parish Council and wished them well. Rachel would start on 1 <sup>st</sup> March 2018.	
Public Participation 2018/314	Parishioner asked for action to be taken with regard to Walnut tree in recreation ground, planted in 1973 by the PC and which is close to the boundary of this Parishioners garden. There have been some problems with regard sewer blockage. Discussion as to action to be taken being a patch being placed and / or the removal of the tree. Also wished to clarify position with regard to hall hire fees for fund raising events for the village benefit. To be discussed later. Cllr Chilver gave details with regard to an enforcement issues and breach of planning on land near Herds Hill. Parishioner wished to discuss East West Rail development impact and in particular number of HGV's along Buckingham Road. Cllr Firth explained more fully details and had today published a paper on the local forum website (acting in a personal capacity). Talk of alterations to the green triangle at top of Buckingham Road to aid traffic movements. There were simultaneous vehicle movement plans by HS2. Chair encouraged a rigorous response to EWR consultation and would be encouraging PC to do so as well. Also talk of proposed temporary vehicle lay by near bridge between SC and Padbury. Concerns re traffic movements and routing were discussed in more detail together with proposed duration. Parishioner had questions re traffic movement assessment of Addison Road project and with other things going on believed a more comprehensive review should take place. Chair reminded all that it was the BucksCC responsibility to see that the traffic forecasts are accurate. HS2 drop in centres to start in the library this week as a trial and open to the public. To be continued 2 <sup>nd</sup> Friday of the month. This will need to be publicised. Concerns re pot hole reporting less than adequate. Cllr Weingart asked that District Councillor Chilver took back to the Centre, yet again, the terrible state of our roads. Level of support for PC encouraged HS2 group had fallen off and would be reviewed.	Response to EWR consultation
Parish Clerk - Correspondence 2018/315	Clerk referred to the matter of the Walnut tree as mentioned in public participation and the letters received. Cllr Firth withdrew from any discussion or vote as he was a close friend of the Parishioner in question. Cllr Hodges assumed the role of Chair for this matter. He proposed that the tree be cut down because of the potential for further damage this being at the PC expense. He further suggested no further action would be necessary and would not support a retrospective claim. Motion seconded by Cllr Weingart. Parishioner would still be looking to claim £228.44 of costs already incurred. When pressed would accept 50% of this amount. Cllr Smith, as a counter proposal, suggested that the tree be cut down at the Councils expense and a payment of £114.22 be paid to the Parishioner. This motion was seconded by Cllr Spencer. <b>It was resolved</b> by 3:2 that the Parish Council would have the tree removed but not pay any monies by way of reimbursement to the Parishioner.	Action re tree

	<p>Geoff Phillips had contacted the Clerk to ask that due consideration be given to the purchase of new firing equipment for use at firework displays. Current leads are out dated and can be replaced by radio controlled systems. Clerk has asked for supply of a pro-forma invoice to aid understanding but it looks as though a spend of approx. £2,500 is right. The Parish Council thought it was important to support for safety reasons and would want quotes prepared as suggested and were looking to look favourably on this request. Roof on tractor shed needs attention.</p>	<p>Pro forma please from Geoff Phillips</p> <p>Tractor shed roof</p>												
Caretaker Appointment 2018/316	Terry Levitt welcomed into role and had made as strong start. Councillors all wished him well.													
Parish Clerk – plans for retirement of present Clerk in 2018/317	Clerk delighted to introduce Rachel Taylor who will be joining us on the 1 <sup>st</sup> March. Plans already in hand for transfer of duties and Clerk would provide updates as training progressed. Rachel would have her name on letterhead by Mid April.													
Bucks Best Kept Village Competition 2018/318	<p>Cllr Firth distributed notes from internal BBKVC meeting recently held. This was reviewed in outline only. Clerk had received correspondence from The Centre which had been distributed to all the Councillors. Application form, rules and regulations, score chart and map should be refreshed. Application form to be sent in March and entry fee cheque of £25 to be prepared later this evening.</p> <p>New Caretaker is a keen gardener and it was resolved that a future discussion re small budget for planting around the village hall be agreed. A design with low maintenance in mind was being considered.</p>	<p>Cllrs read BBKV handout</p> <p>Enter BBKV and send cq</p>												
Village Project Plan inc SCAPE agreement 2018/319	<p>Councillor Firth and Price had met with representative from SCAPE which is an organisation looking at framework agreements with National Contractors to deliver public sector projects. Not specifically designed for Parish Councils. Management Fee is payable as a proportion of the agreed project cost. In order to start investigating whether or not the Parish Council want to use this system the Parish Council must sign the access agreement to continue dialogue. Chair quoted that if this agreement is signed the Parish Council will not incur any costs or liabilities until architect engaged to develop proposals and employing contractor to carry out the work. There was no doubt that the Parish Council would need professional help and guidance and this system would provide it.</p> <p>Clerk advised that the paperwork be referred to the Parish Councils solicitors as he wanted to be sure of details regarding facts, liabilities and due diligence. The latter being important as there were no specialists within the Parish Council and there was a need to be satisfied that the Framework Agreement complies with our requirements (section 06, Warranties, and representations). Chair to prepare covering letter to go to Solicitor under Clerks signature. Discussion expanded to use of already identified s106 monies and possible usage of these funds. Councillors would consider out of meeting their ideas for the future. Awaiting further information with regard background re clock on recreation ground as remedial action or otherwise needed.</p>	<p>Chair to prepare letter to solicitor</p>												
Working Group update on activities 2018/320	<p><b>Finance</b></p> <p>Bank mandate has been amended and new signatories added. Clerk expected that his successor would be looking at electronic banking as this seems the way forward. Cheque run February 2018</p> <table border="1"> <tr> <td>105174</td> <td>HMRC</td> <td>Tax and NI</td> <td>£259.20</td> </tr> <tr> <td>175</td> <td>Bucks Best kept Village Competition</td> <td>Entry Fee</td> <td>£25</td> </tr> <tr> <td>176</td> <td>Paul Firth</td> <td>Reimbursement for projector screen £136.56; Booking</td> <td>£228.32</td> </tr> </table>	105174	HMRC	Tax and NI	£259.20	175	Bucks Best kept Village Competition	Entry Fee	£25	176	Paul Firth	Reimbursement for projector screen £136.56; Booking	£228.32	
105174	HMRC	Tax and NI	£259.20											
175	Bucks Best kept Village Competition	Entry Fee	£25											
176	Paul Firth	Reimbursement for projector screen £136.56; Booking	£228.32											



		Bug fee (October – January 18) £71.76; Top up Caretakers phone £20	
177	AVDC	Dog waste service April 2017 – March 2018 inc 2 new bins and 1 new post	£1,753.97
178	Contractor	Full electrical check and condition report (v hall)	£ 606.00
179	E'on	Qtly maintenance £613.44 and repairs o/s 22 NER £37.15	£ 650.59
180	E'on	Final elec and gas bill (cottage) trfd into new tenant name	£46.53
181	Contractor	Boiler service, Supply and fit HIVE active heating and boiler service cottage	£640.00
182	Michelle Dench	Invoice 4 cleaning village hall 8/10/15 January	£72.00
183	Contractor	Supply and fit lead to gulley, village hall	£500.00
184	Ultimate Supplies	Janitorial products	£238.31
185	AVDC	Eurobins	£192.50
186	Janus Safety Solutions Ltd	PAT testing	£54.00
187	Trevi Smith	Reimbursement as per schedule	£ 172.96
188	P Hyland	Cleaning of pavilion	£ 50.00
<p>All wage payments paid electronically. Proposed Cllr Spencer seconded Cllr Hodges. Unanimous (voting Councillors)</p> <p>Balances end January 2018 c/a £44,422.48, Tracker £21031.39 Tennis Club £5507.63, Lloyds £50,000, NSC's £5,329.88 (=£126,291.38). Precept request has been submitted in the sum of £93,690 for the year 2018-19 as per EGM on 15<sup>th</sup> January 2018. AVDC has acknowledged receipt.</p> <p><b>Library.</b> WIP. Agreed set up new database book management system to be installed. Initial set up cost about £500 with scanner, bar code reader and cards with training. Being purchased through BucksCC. Duke Of Edinburgh award scheme continued support. Internet connection now switched off early evening</p> <p><b>Recreation Ground.</b> Cllr Price had met with Caretaker. Moles are again a great concern and pest control company has been contacted. Netting wire chain link was dangerous and has been removed by Caretaker. Dog Poo issues remain and 2 more red bins are needed. Councillors agreed to purchase 2 more bins and understood restrictions regard to emptying ( within 25 yards of vehicular access). Caretaker would be happy to remove contents on regular inspections. Agreed for Clerk to get tariff sheet and progress purchase arrangements. Bins to be sited near tennis courts and between pavilion and children's corner. Unanimous. Caretaker had done temporary painting job on ceiling in pavilion to good effect. Caretaker had done some repairs on skate park. Rubbish from under skate board ramp had been removed. Metal post to be added. A lot of broken glass on tennis courts and some motor bike activity. CCTV will be used and authorities will be informed.</p> <p><b>Village Hall and cottage.</b> Need to have a discussion with regard to policy as it relates to the fee charged for hiring the hall. The PC has historically only allowed 1 free hire per annum and this was decided on merit. Chair believed</p>			
			Balances added here on receipt of bank statement
			Order book mgmt. system
			Purchase 2 red dog bins
			Review hire fees and free bookings

	<p>it was in the villages interest that certain activities were encouraged and supported. Agreed separate meeting to discuss. There was a need for a more automated process and review of the whole booking system including payment timing and methods. It was resolved that Cllr Smith should purchase a new cooker for the village hall as the other one was very old and was now broken. Pricing was circa £180 plus delivery, fitting and removal of old unit. It was confirmed that if 3 Councillors agreed to the purchase, then this could be authorised outside this meeting. Working Group would action. Discussion re lock on bin and gates at night. Lights to remain on which are an aid to CCTV. Further consideration to cut off time for internet usage to be given.</p> <p><b>Communication and Events</b>  Next event will be the beacon. Plans need to be considered. Newsletter content discussed and agreed. Content would be refreshed. Cllr Price asked if the dog warden was still making regular visits to the village, Clerk would check and report back. Discussion re mobile library where best information was that it looked like service would be cut back even more. It was believed a number of letters had been sent to AVDC by Parishoners re support for this service. Cllr Firth would prepare an article re Best Kept Village. Fireworks discussion would take place soon. Main display with tribute (100years WW1 end) likely.</p> <p><b>HS2</b>  Friday meeting to be advertised. Fusion ( Contactor doing advanced works – Simon Griffiths) had been met by Chair. Their brief is to help communities and play an active part. Chair to push for details of what they are prepared to do ( sponsorship , small project work using their staff and or equipment etc.) Re EWR, PC aware of consultation and near deadline for responses. Cllr Firth referred to the discussions earlier with regard the concerns of the villagers specifically running of HGV's along A413, into Steeple Claydon to the triangle at the bottom of Buckingham road, then turning left, past the church and to compound near the level crossing. It will be very busy and severe concerns are be raised by the Parish Council. There are a number of pinch points along this route which need highlighting. The timescale of 12 weeks working is questionable. Copy of Parish Council response to be sent to John Bercow as he has requested. The finalised consultation response (completed after the meeting) is copied below for the record:  <i>This response summarises the discussion of the Steeple Claydon Parish Council at its meeting on February 6<sup>th</sup> including public input into the discussion.</i></p> <p><i>The council accepts that there needs to be work to build the railway and that there will inevitably be some short term disruption during its construction.</i></p> <p><i>Having attended the consultation sessions we note the significant change to the construction methodology resulting in higher levels of HGV traffic to the local rural roads. We have concern about the proposed arrangements for delivery vehicles - the local road network is unsuitable for this intensity of traffic. The roads are already in very poor repair and will undoubtedly degrade rapidly once two way HGVs put high stresses on the road edges which generally have no kerb or other structural support.</i></p> <p><i>Particular concerns:</i>  <i>The junction improvements Buckingham Road/ Queen Catherine Road - does this mean removing the grass triangle and willow tree? This is a much loved feature of the village and there will be great opposition if there is a proposal to damage or remove the tree.</i>  <i>At that junction there is a house on the chord leading to the church - this is already a dangerous exit with a history of incidents - special provision would be required to protect this access point</i>  <i>From this point to the existing level crossing two way HGV traffic would be impossible. The local bus drivers know the pinch points on this road which occur even when passing a car, therefore passing HGVs will cause extremely difficult traffic conditions. The double bends by the church are of particular concern - a car cannot pass an HGV at anything other than a crawl at these locations.</i>  <i>A resident at Sandhill has highlighted his concerns about a proposed lay-by position (Mr Glynn) and we consider that he has valid concerns. We support his request that the location of the lay-by is reconsidered</i>  <i>The proposal to use Ox Lane for two way HGV traffic to Verney Junction and Claydon Compound is concerning. The road is already in a poor state and needs repair. Intense HGV traffic will result in quick deterioration in the early days of the traffic movements and there would then be the inevitable delay in carrying out repair work as the roads authority works out what to do and when to do it. In the meantime the HGVs would continue to damage the road and general traffic will choose to route through Padbury village which is already suffering significant traffic impact.</i></p>	<p>Internet cut off time</p> <p>Dog warden activity</p> <p>BBKV article (PF)</p> <p>PF – details of Hs2 involvement</p> <p>Send response to consultation</p> <p>Copy to John Bercow</p> 
--	---	---



	<p><i>There would have to be clear signage indicating priority to prevent confusion and danger.</i></p> <p><i>There is a bus depot in the village which generates a high number of bus movements from the village from around 07:00 and 14:15, returning around 09:00 and 16:30. If there is HGV traffic during these times there will be disruption to their services with inevitable impact on the school children. We would urge you to understand the operation patterns of the company and consider them in your planning.</i></p> <p><i>The information indicates that the traffic will only apply for a 12 week period. Does this take account of the traffic attending the bridge construction site at the crossing point with Queen Catherine Road? We require confirmation of how this programme is to be achieved.</i></p> <p><i>In an attempt to provide alternative suggestions which will help the impact of the anticipated traffic we have identified the following possible solutions</i></p> <p><i>Create a voluntary one way flow of HGVs from the junction of Ox Lane with the Padbury/ Steeple Claydon road, to the Lenborough road to the A413 for traffic leaving the village and through Padbury for vehicles travelling to the village. This will no doubt not be well received by Padbury residents, but it would remove two way HGV traffic along Ox Lane.</i></p> <p><i>Route HGV traffic to the Claydon compound via the Gawcott/Calvert Road, turning into the Botolph Claydon road, through Calvert to the junction for Middle Claydon at Queen Catherine Farm, left at the T junction to the compound. This would require the reconstruction of the road from Queen Catherine Road which is already deteriorated to the extent that it should be classified as a failed road.</i></p> <p><i>In summary we believe that the proposals will result in severe congestion in Steeple Claydon, surrounding roads and other villages, leading to dangerous road conditions, ill feeling and antagonism towards the project. We think the proposal for two way traffic on small rural roads is a desperate attempt to cut project costs at the expense of communities already facing massive disruption from HS2 and local private sector developments. We would urge E-W Rail to think again about how to deliver this important infrastructure project.</i></p> <p><b>Planning Applications</b></p> <p><b>Replacement of internal doors/upright cladding. Replacement of back door. Cladding of internal walls and RSJ goal post in ground floor east room. Outbuilding - cladding of internal walls and ceiling. Room at west side of house - fixed screen divide in glass.</b></p> <p>Planning Application Willowvale Farm 39 West Street Steeple Claydon Buckinghamshire MK18 2NS Ref. No: 17/04803/ALB</p> <p><b>Rear Patio and retaining wall</b></p> <p>Planning Application Willowvale Farm 39 West Street Steeple Claydon Buckinghamshire MK18 2NS Ref. No: 17/04790/ACL</p> <p>The Parish Council had no objection to this planning application</p> <p><b>Conversion of barn to dwelling and erection of ancillary building to house swimming pool</b></p> <p>Planning Application Pear Tree House, Steeple Claydon Road Middle Claydon Buckinghamshire MK18 2ER Ref. No: 18/00190/APP</p> <p>The Parish Council had no objection to this application.</p>	
Matters of a confidential nature 2018/321	Any Parishioners were asked to leave before this item on the agenda. Public meeting closed at	

Signed.....  
Date.....

*[Handwritten Signature]*  
*6/3/18*

Cheque run February 2018

105174	HMRC	Tax and NI	£259.20
175	Bucks Best kept Village Competition	Entry Fee	£25
176	Paul Firth	Reimbursement for projector screen £136.56; Booking Bug fee (October - January 18) £71.76; Top up Caretakers phone £20	£228.32
177	AVDC	Dog waste service April 2017 - March 2018 inc 2 new bins and 1 new post	£1,753.97
178	John Collins Electrical	Full electrical check and condition report (v hall)	£ 606.00
179	E'on	Qty maintenance £613.44 and repairs o/s 22 NER £37.15	£ 650.59
180	E'on	Final elec and gas bill (cottage) trfd into new tenant name	£46.53
181	T Fishlock	Boiler service, Supply and fit HIVE active heating and boiler service cottage	£640.00
182	Michelle Dench	Invoice 4 cleaning village hall 8/10/15 January	£72.00
183	Joe Baughan	Supply and fit lead to gulley, village hall	£500.00
184	Ultimate Supplies	Janitorial products	£238.31
185	AVDC	Eurobins	£192.50
186	Janus Safety Solutions Ltd	PAT testing	£54.00
187	Trevi Smith	Reimbursement as per schedule	£ 172.96
188	P Hyland	Cleaning of pavillion	£ 50.00