



<p><b>Present:</b> Cllr Frank Mahon (in the Chair.) Vice Cllr John Mitchell, Cllr Stephen Le Tissier, Cllr Ivo Haest, Cllr Jason Davies</p> <p>In attendance: Hannah Holmes – Parish Clerk and 04 members of the public. Livestreaming YouTube channel not on.</p> <p>The meeting was opened by Cllr Mahon at <b>19.30</b></p> <p>The Steeple Claydon Parish Council meeting was held in person at the Village Hall on Tuesday 07 December, admission from 7.15pm onwards for a 7.30pm start.</p> <p>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 or ask the council questions about their activities. The agenda is published on the website on the Thursday before the meeting.</p> <p><u>COVID GUIDANCE</u> Normal social distancing advice apply to the public and Council.</p> <p><u>REMOTE VIEWING</u> Was unavailable for this meeting. A Dictaphone was used for clerk's notes.</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 of the day of the meeting, details below.</p> <p>If you need any help or information from your PC, please contact the parish clerk. Hannah Holmes clerk@steepleclaydonparishcouncil.gov.uk <a href="http://www.steepleclaydonparishcouncil.gov.uk">www.steepleclaydonparishcouncil.gov.uk</a> Tel. 01296 534698. School hours – Monday-Friday</p>	
<p><b>1. Apologies</b> Apologies received from Cllr Marie Cherry, all Cllrs present accepted the absence.</p>	
<p><b>2. Declarations of interest</b> Cllr Mahon to abstain from commenting on the PA's in item 10</p>	
<p><b>3. Minutes &amp; Matters Arising</b> The 07 December 2021 Minutes circulated to public and Cllr's via website and email. Cllr Haest noted a meeting had been agreed but had failed to yet happen. Cllr Mahon to contact BC re set a planning mtg with Susan Browning – meeting to be arranged.</p>	Clerk



<p>Cllr Le Tissier proposed that they be approved as a true and accurate representation of the meeting; this was seconded by Cllr Davies, all other Cllrs who had been present at that meeting agreed. The minutes were <b>agreed</b> and signed off by Chair Cllr Mahon.</p>	
<p><b>4. Chairman's Comments</b> Welcomed BORG to the meeting, noted Item 6 will be moved to item 5 in case the public want to discuss it. This meeting is being recorded via Dictaphone for the Clerk to produce the official minutes. With regret I advise the public and Council that Cllr Rowan Bullivant has unfortunately resigned today, we thank him for his service on the parish council and wish him good luck in the future. Wanted to briefly discuss that the Community Boards are currently under review in Buckinghamshire Council and Cllr Mahon is working with a scrutiny group that has asked for a policy to be put in place to help ease support for small community groups. Cllr Le Tissier noted he has made a request to Community Board for funding. Noted the budget at full council at Buckinghamshire being decided at the end of the month. Will update Council as he hears back.</p>	
<p><b>5. Public participation - Opened at 20.02</b> P1 – A sign has appeared on the bus stop on West street – an EWR sign? – going out towards Hodges farm is another smaller sign – saying no 7.5tonne - Cllr Mahon to look at sign - Mud on the roads – still awful – aware Cllr Mahon has previously managed to get more done by the local road sweepers – but concerned they are making more of a mess at the moment – Cllr Mahon has become aware of a company in Birmingham who provide a road sweeper called 'back to black' and properly clears right to the tarmac. He has this week contacted EWR and HS2 – he has got assurances that they would look into these type of sweepers. Has concerns about the concrete batching plant etc and concerned about villagers' health and what contaminates are in the mud. What are we breathing in? P2 – spinney and church verges section need to be rebuilt – it is felt that EWR should be approached to restore it – path not grass strip, as used for vehicle parking, to a load bearing standard - Cllr Mitchell to take forward Discussion followed about the verges past the Church – they were due to be re-done – they are currently felt to be dangerous. Public participation was <b>closed at 20.11</b></p>	<p>Cllr Mahon          Cllr Mitchell</p>
<p><b>6. BORG – Bucks, Oxon Response Group – Cllr Mahon</b> BORG Chairman introduced BORG – a Voluntary group of 4x4 enthusiasts – help with trees broken / cars stranded etc</p>	



Trained in cold water rescue, spent a lot of time in Buckingham when they were flooded – sandbags/medicine etc – small funding from Bucks Council – drivers get fuel allowance – always looking for more volunteers to join or advice on getting funding. Volunteer organisation since 1977 – 25+ years. Varied background of the volunteers, make use of their vehicles, help during snow, nurses to work, elderly home support, usually x3 weeks a year – since pandemic started in 2020 has done x 36,0000+ miles Delivering vaccines to schools, organisations and set up to then help. Train up off road as most work done in adverse weather – work with; TVP, Bucks Search and response, as a national organisation it is growing. Funding comes from grants, donations and the members. Considering becoming a registered Charity – does lots of fundraising and awareness events - does Bucks Show and the organisers donate. Winslow run the car park, Stoke Mandeville, - but that only covers the cost of the mileage. Buckinghamshire Council support each year with a grant. BORG have won the Queens award for voluntary services.

Computer system that allocates volunteers – 74 on response. Try to avoid vehicle recovery. Done under instruction of Fire or Police.

Want to get involved locally and raise awareness and if possible do fundraising. Local village events, and Towersey Festival.

Invite them to the SCPC May Annual Parish Meeting

Link to BORG website from SCPC website and facebook page – agreed by all Councillors present, so it was **AGREED**

Clerk/  
Cllr  
Cherry

**7. Working Groups Update on activities and recommendations:** Volunteers are encouraged to join.

a. **Finance**

- i. To approve the payments listed in the cheque run for the month and January's finance run for public record.

Cllr Mahon approved, and Cllr Mitchell seconded, all other Cllrs present agreed. Cllr Mitchell will therefore put through BACS payments and initial the finance runs.

- ii. Precept agreed by Council for 2022/23 and request submitted to Buckinghamshire Council

b. **Recreation Ground**

- i. Report from Recreation Ground team

Cllr Mitchell talking to Paul Firth regarding the NER SCPC car park – chosen a local contractor and now looking into a designer.

- ii. Pavilion CCTV brief – update - Cllr Le Tissier

Cllr Le Tissier proposal to go back to CCTV company to update prices and get done at the same time as MUGA.

Seconded by Cllr Mahon. All Cllrs present approved so it was **AGREED**

- iii. Rainbow Buddy Bench by Clocktower

The bench has now been fitted by Cllr Mitchell, Cllr Cherry and master William Cherry – update to go on Facebook this week.

Cllr Le  
Tissier

Cllr  
Cherry



<p>iv. MUGA submissions – Cllr Le Tissier gave an update: Contractor to do groundworks next to MUGA where proposed CCTV tower will go. We went through the procurement process, three were interested, but due to covid etc. we only received one tender. But it is within budget, within scope, a local Great Horwood company – Cllr Le Tissier has checked their references for approval. Cllr Mahon concerned about lights / light pollution. Provision of lights discussed. Cllr Mahon discussed that the school may have safeguarding requirements that will need consideration. Cllr Le Tissier to meet with the school to check requirements. Images of proposed design will once again be made public, via posters, website, facebook etc Cllr Le Tissier proposing the proposal is accepted. Seconded by Cllr Mahon all Cllrs present, so it was <b>RESOLVED</b> Clerk to write to Michael Carter that Council have we voted to accept provision to publish those and contract to sign.</p>	<p>Cllr Le Tissier Cllr Cherry / Clerk Clerk Clerk Clerk</p>
<p>v. Jubilee Celebrations – Cllr Le Tissier Events team to set a mtg date for Towersey Festival zoom. 10 Feb 22 via Zoom with Joe Heap. Cllr Mahon knows a Classic cars contact if required. Cllr Haest – tree planting for Jubilee - Link to ‘green canopy event’ – 1000 trees / Clerk to chase for update. Contact past organisers of local events such as; BandJam / Cllr Mahon used to arrange PhoenixBury – has a list of bands who may do it FOC Dates in diary for meetings: 1 - Towersey festival 2 - Jubilee celebrations – to arrange zoom / teams Protection order we have been recently made aware of discussed – will update when Council hear back from Buckinghamshire Council</p>	<p>Clerk / Cllr Le Tissier</p>
<p><b>c. Village Hall, Library &amp; Cottage</b> i. Report from Village Hall team Specialist contractor has been to look at the hall, Cllr Le Tissier has met with him One quote for the undercroft – a price to replace blown bricks / lime mortar / preservation works then fill and seal – will take about a year for building to dry out, a year. Also a second quote for new doors, catches etc that need repair as noted by Cllr Cherry</p>	<p>Cllr Mahon Clerk</p>
<p>ii. Exterior/Interior Kitchen works – any update – Cllr Mitchell None – still waiting on BC financial decision iii. Flooded undercroft – Cllr Le Tissier – any update Cllr Mahon to check and see if we have to pay for Buckinghamshire Council heritage advice</p>	<p>Cllr Mitchell</p>
<p>iv. Roof report – Cllr Mahon To be included in specialist in listed buildings contractor ‘Inspired Building Solutions’</p>	



<p>v. Lighting quotes – Library / Hall / Kitchen Quotes for upgrade to LED throughout hall, library discussed and Cllr Le Tissier happy to approve and propose, seconded by Cllr Davies – all other Cllrs present <b>AGREED</b>. Clerk to arrange.</p>	<p>Cllr Le Tissier</p>
<p>vi. Badminton tape Council to email Badminton group as concerned about the state of the floor tape.</p>	<p>Clerk</p>
<p>vii. Fire retardant treatment – Stage curtains &amp; pelmet Quote received for cleaning and fire retard treatment as it only lasts 5 years – quote does not include taking down or putting back up, this will require a scaffolding tower. Investigate cost of new curtains made from a fire retardant material – Cllr Mitchell</p>	<p>Clerk/ Cllr Mitchell</p>
<p><b>d. Vicarage Orchard</b></p>	<p>/ Cllr Davies</p>
<p>i. Any update- Cllr Cherry</p>	
<p><b>e. Communications</b></p>	
<p>i. Communications Policy – Cllr Le Tissier First draft has been sent round Council and comments will be collated by Cllr Le Tissier when received</p>	
<p>ii. SCPC Keys – Cllr Le Tissier Cllr Cherry and Clerk have nearly two full sets, plus spares and unknowns and are trying to arrange a third set</p>	
<p>iii. Councillor Co-Option – now three spaces, advert to be written/agreed and submitted to BC and to go on SCPC website/noticeboards</p>	
<p><b>f. Street furniture</b> – any update</p>	
<p>i. Dog Waste discussion – Cllr Mitchell sent around a proposal for more dog waste signage, x2 new bins etc. Approx costs £929.00 Proposed by Cllr Mitchell, seconded by Cllr Mahon all other councillors present <b>AGREED</b>. Cllr Le Tissier proposed Council to advertise an app called pooper snooper – helps collate relevant information, Cllrs agreed.</p>	
<p><b>8. Fireworks:</b> Any update – Cllr Le Tissier Early April mtg date to be fixed 05 November 2022 - date in diary</p>	<p>Cllr Le Tissier</p>
<p><b>9. Addison Road</b> – Hedge incorrectly removed by Kier/Tilia update - Cllr Le Tissier Council approved the letter previously circulated via email – Cllr le Tissier to send</p>	<p>Cllr Le Tissier</p>
<p><b>10. Planning:</b> <b>21/04862/APP</b> - 11 Queen Catherine Road Steeple Claydon Buckinghamshire MK18 2PZ Householder application for demolition of rear walls and erection of single storey rear extension DATE COMMENTS REQUESTED BY:- 17 February 2022</p>	



<p><b>21/04863/ALB</b> - 11 Queen Catherine Road Steeple Claydon Buckinghamshire MK18 2PZ          Householder application for demolition of rear walls and erection of single storey rear extension          DATE COMMENTS REQUESTED BY:- 17 February 2022</p> <p>Cllr Mahon left the meeting          Cllr Heast introduced the planning application and it was discussed.          Cllr Haest proposed No Objections, seconded by Cllr Mitchell, all other Cllrs present agreed, except for Cllr Mahon who Abstained.</p>	<p>Clerk</p>
<p><b>11. HS2 - Cllr Mahon</b> – already discussed re back to black road sweepers update.</p>	
<p><b>12. E-W Rail</b> – Any updates – Cllr Mahon – received an update today on the bridge at Sandhill Road – imminent solution as to why it is almost a one lane track at the moment. Requested updates and improvements to hardcore etc.</p>	
<p><b>13. Road Safety Strategy</b> – Cllr Haest          Extensive plan and proposal, group is currently prioritising what to do. Discussed he wishes to apply to HS2 road safety fund. Council agreed.          Cllr Mahon suggested Cllr Haest write to HS2 enquiries – that you have requested application, received no response and request an extension of 10 days.</p>	
<p><b>14. Any Other Business and Future agenda items are invited by all Councillors to be sent to Clerk ahead of preparing Agenda.</b></p> <ul style="list-style-type: none"> <li>• NER car park update - PF/JM update</li> <li>• SLT – keys – for various buildings – processes</li> <li>• Jubilee event – work with/invite Claydon estates</li> <li>• Clerk clinics to re-start once a month at the hall when closed for two hours once a month. Contact insurers re lone worker issues</li> <li>• Fireworks mtg choose date in March for April</li> <li>• Towersey Festival zoom mtg</li> <li>• Action List – to go on agenda. For updating each month.</li> </ul> <p><b>Meeting was closed by Cllr Mahon at 21.20</b></p>	<p>Clerk</p>
<p><b>16. 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.  <b>The meeting was closed by Cllr Mahon at 21.20</b></p>	



**The next Parish Council meeting will be held on Tuesday 01 March 2022 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. January Finance Run**

Payee	Details	Payment method	Cllr Initial	Category	Net Value	VAT Paid	Gross
Hannah Holmes	wages	BACS		Gen Admin & Wages	£		£
Terry Levitt	wages	BACS		Gen Admin & Wages	£		£
Pat Serle	wages	BACS		Gen Admin & Wages	£		£
Pat Serle	expenses - x3 childrens books	BACS		Library	£21.47		£21.47
Christopher Trigg Insurers	B851 FNV & KX08 AEL Insurance Dec 21 - Dec 22	BACS		Insurance	£337.20		£337.20
Winslow & District Community Bus S137	annual donation	BACS		Misc	£50.00		£50.00
HMRC	PAYE	Chq 5371		Gen Admin & Wages	£639.51		£639.51
World of Wood	wooden bookcase -	BACS		Library	£208.33	£41.67	£250.00



	covered by Kier/Tilia donation						
British Gas	Gas to hall/Library 02 Nov - 01 Dec 21	DD		Hall	£328.33	£65.66	£393.99
British Gas	Gas to Pav - 07 Nov - 07 Dec 21	DD		Rec Ground & Pavilion	£26.07	£1.30	£27.37
E-on	Elec to streetlights Dec 21	DD		Street Lights	£1,323.65	£264.73	£1,588.38
E-on Next	elec to sports pav 01 Nov - 30 Nov 21	DD		Rec Ground & Pavilion	£58.14	£2.91	£61.05
Oakpark	Fire extinguishers - commission / supply / disposal	BACS		Hall	£418.00	£83.60	£501.60
Oakpark	Emergency lighting - 6W led bulkhead replace	BACS		Hall	£85.00	£17.00	£102.00
Micosoft 365	Zoom	Cash Card		Misc	£11.40	£2.28	£13.68

### Appendix 2 – February Finance Run 2022

Hannah Holmes	Wages	BACS		Gen Admin & Wages			
Terry Levitt	Wages & SSP	BACS		Gen Admin & Wages			
Pat Searle	Wages	BACS		Gen Admin & Wages			





Pat Searle	expenses - 3 x adult fiction/ 1 x child book / 1 x British History book	BACS		Library	£29.27		£29.27
Bunting & Co	PAYE services quarter ending 31 Dec 21	BACS		Misc	£225.00	£45.00	£270.00
Buckinghamshire Council	Trade Waste	BACS		Bins	£64.30		£64.30
Eon - Highway Lighting	replace s/l 97 & 99 Vicarage Close	BACS		Street Lights	£520.00	£104.00	£624.00
Eon - Next	Elec to Library / Hall	DD		Library	£160.65	£8.03	£168.68
Eon - Next	Elec to pav 01/12/21 - 31/12/21	DD		Rec Ground & Pavilion	£123.28	£6.16	£129.44
CashPlus Card	for petty cash purchases	BACS		Misc	£500.00		£500.00
HMRC	PAYE	Chq		Gen Admin & Wages	£238.99		£238.99
Cherry's Cleaning Services	VH & Pav cleans 14.5hrs	BACS		Hall	£174.00		£174.00
Peter Golding Electrical	call out / disconnect cooker	BACS		Hall	£175.00		£175.00
E.on Next	Clock power supply Nov & Dec 21	DD		Clock Tower & Children's Corner	£26.17		£26.17
BMKALC	Cyber Security Awareness course x 2 Cllrs	BACS		Misc	£76.00		£76.00
British Gas	Gas to hall 02/12/21 - 01/01/22	DD		Hall	£374.68	£74.93	£449.61
Vonage - VOIP phones x 2	Library & clerk phone line	Cash Card		Misc	£21.77		£21.77



Booking Bug	online booking system for Hall and Pavilion	Cash Card		Misc	£29.94		£29.94
Microsoft	Office 365 19/01/11 - 18/02/22	Cash Card		Misc	£11.40	£2.28	£13.68
Amazon - Cllr Cherry	Samsung AO3 phone for Caretaker	Cash Card		Misc	£139.00		£139.00
Amazon - Cllr Cherry	Sim card and pre-load £10	Cash Card		Misc	£18.99		£18.99
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
Dave Martin	Rec Ground & Pav cover x 27 hrs	BACS		Rec Ground & Pavilion	£270.00		£270.00
E-on	Maintenance for quarter ending Dec 21	BACS		Street Lights	£457.14	£91.43	£548.57