



**Present:**

Cllr Frank Mahon (in the Chair) Cllr Stephen Le Tissier, Cllr Marie Cherry, Cllr Ivo Haest, Cllr Jason Davies

In attendance: Cllr's and **02** members of the public.

Livestreaming YouTube channel was on.

The meeting was opened by Cllr Mahon at **19.30**

The Steeple Claydon Parish Council meeting was held in person at the Village Hall on Tuesday 03 January 2023, 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.

REMOTE VIEWING

If you do not wish to attend in person you can view the proceedings via our new Steeple Claydon Parish Council YouTube channel, there will be no commenting available on this livestream in line with government guidance

QUESTIONS FOR PARISH COUNCIL

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.

If you need any help or information from your PC, please contact the parish clerk.

Ms Hannah Holmes

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Tel. 01296 534698. School hours – Monday-Friday

**1. Apologies**

To receive Councillors apologies and Council to approve reasons for absence.

Cllr Mitchell has submitted his apologies to Council, most Cllr's present agreed to accept the apologies.

Apologies from Cllr Proffitt received most Cllr's present agreed to accept the apologies.

One Cllr abstained.

**2. Declarations of Interest**

To receive declarations of interest and dispensations in respect of matters contained in this agenda

Cllr Proffitt has a reimbursement on the finance run for concrete and paint for VH sign,

<p>but was not present at the January mtg.</p>	
<p><b>3. Minutes</b></p> <p>To approve and sign the minutes of the meeting held on Tuesday 06 December 22</p> <p>Matters arising from the minutes.</p> <p>Minutes were Proposed as an accurate and true representation of the meeting by Cllr Davies seconded by Cllr Haest, <b>agreed</b> by all Cllrs present and signed off by the Chair, Cllr Mahon</p>	
<p><b>4. Chairman's Comments</b></p> <p>To receive a report on matters not on the agenda, but of interest to the Council and Parish.</p> <p>Cllr Mahon wished everyone a healthy and prosperous New Year</p> <p>The £500 has been received from BC for the Helping Hands pilot voucher scheme – this project is administered by the Helping Hands Charity. Done via a means tested basis. All vouchers are in denominations of £5, excluding alcohol and cigarettes. Clerk has the Co-Op vouchers to distribute locally. Calvert Green and Twyford have vouchers aswell. SCPC clerk email is being advertised locally.</p> <p>To help people who could maybe not afford to get to Tesco's and use a large denomination such as £25 - a potential waste.</p> <p>PC to advertise to school via Cllr Cherry who is on FOSCS, to go on PC website and Claydons magazine</p>	<p>Cllr Mahon / Cllr Cherry</p>
<p><b>5. Public Participation – Standing Orders are set aside to allow for public participation</b></p> <p>Public participation - The meeting was closed and public participation was opened at <b>19.44</b></p> <p>P1 - Q1 – HS2 and EWR to repair all roads at end of contract queried 2025 or 2045 – SCPC is constantly pushing this on the CALM agenda with HS2 and EWR. Cllr Mahon informed mtg of 17 January Communities and localism select committee in North Bucks, 10am at Aylesbury Gateway, public are allowed to discuss in public participation, but questions to be pre-submitted.</p> <p>P1 - Q2 – The Co-Op carpark has cigarette butts in it and their lack of recycling bins – SCPC responded it's a private company and land – with regards to BKV we can speak to them nearer the time.</p> <p>P1 - Q3 – White Bridge slow light timings discussed - Cllr Mahon reiterated these are temporary lights, and will be returned back to old system</p> <p>P1 - Q4 – Lewis family donation still in trust – PC responded it is to go towards future PC projects – towards future projects such as the pavilion – potentially recognised by naming rooms/parts in new pavilion.</p> <p>P1 - Q5 – very concerned about local letters not being delivered / parcels being prioritised</p> <p>Cllr Le Tissier has today contacted Royal Mail for an update – will send on response to Council</p> <p>Cllr Davies received a parishioner query regarding flooding in NER car park/gardens – Cllr</p>	<p>Cllr Le Tissier</p> <p>Cllr Le Tissier / Cllr Davies</p>

<p>le Tissier will give a price for tanker and jet if required.</p> <p>Public participation was closed at <b>20.00</b> and the Parish Council meeting was re-opened.</p>	
<p><b>6 Clerk Report – appendix 1</b> Clerk thought it would be useful to reinstate the monthly Clerk’s report. Hard copy given to Council. Council agreed Clerk to re-open the Clerk Clinic’s in the Library, to discuss details with Librarian. Half hour session, twice a month.</p>	
<p><b>7 Action Point List –</b></p> <p>Cllr Le Tissier went through the to do list and updated Cllr responses.</p> <p>Cllr Davies needs app details again. Cllr Cherry will help Cllr Davies.</p> <p>Cllrs reminded to tick off their own completed tasks.</p>	<p>Cllr Cherry</p>
<p><b>8. Working Groups Update on activities and recommendations:</b></p> <p><b>A. Finance</b></p> <p>a. To approve the payments listed in the January finance run for the month Run read out by Clerk. Proposed by Cllr Mahon, seconded by Cllr Cherry, all Cllrs present <b>agreed</b>.</p> <p>Cllr Mitchell is happy to approve payments agreed via On Line Banking.</p> <p>b. Budget and Precept setting 2023/24 for approval – Cllr Mitchell / RFO</p> <p><b>b. From Cllr Mitchell:</b> Budget precept already circulated to councillors for consideration. Overall, it represents a 10% increase on last year's spend. With the increased revenue from tax paying new builds the increase will impact Steeple Claydon households by something in the region of 12p/household per year. I would like councillor approval to put the budget forward to Bucks Council subject to the addition of £2k meeting the anticipated SCPC contribution to the Claydons Magazine.</p> <p>Proposed budget and precept request proposed by Cllr Davies seconded by Cllr Le Tissier all Cllrs present <b>agreed</b></p> <p>c. Procurement Policy for approval – Cllr Mitchell / RFO</p> <p>A draft procurement policy has been circulated for approval.</p> <p>Proposed by Cllr Le Tissier seconded by Cllr Cherry all Cllr’s present <b>agreed</b></p> <p><b>B. Recreation Ground</b></p> <p>a. Report from Recreation Ground team</p> <p>Cllr Mahon - drainage at rec already discussed, updated about the Pavilion burst toilet pipe, water is currently off.</p> <p>Cllrs will investigate the downpipe on the pavilion further, as it’s blocked. Then might require T Fishlock advice. Possible Cowl or dergo valve required.</p> <p>b. HS2/BC Trees for Rec Ground update - Cllr Haest / Cllr Cherry</p> <p>Cllr Davies – tree locations at rec to be chosen/put in place. Children’s corner fence line.</p> <p>c. No smoking signs update – Clerk / Cllr Le Tissier</p> <p>Much safer – clerk to ask for a starry key/torque - Richard from Active</p> <p>d. MUGA Lights – Cllr Le Tissier</p> <p>Planning permission – as per undercroft query, Cllr Mahon will ask BC re advice lights with reference to previously granted permission for the old tennis courts. Cllr Le Tissier to re-send emails to Cllr Mahon to ask BC.</p>	<p>Cllr Mitchell</p> <p>RFO</p> <p>RFO</p> <p>Cllr Le Tissier/ Cllr Davies</p> <p>Cllr Davies</p> <p>Clerk</p> <p>Cllr Mahon</p>

### **C. Village Hall, Library & Cottage**

#### a. Report from Village Hall team

Cllr Mahon noted the cottage shower pump had an airlock issue – a problem with the three tanks in the loft – two tanks have been made redundant – getting a price to link the three together

To ask Pete why combi boiler cannot do the shower?

Cottage has British Gas Home Serve, issues with Gas safety certificate – keep Cllr Le Tissier in the loop

#### b. Any Library business

Note from Cllr Mitchell read by Clerk: Installation of the first Florence Nightingale memorial bench Pat Serle secured from the Co-Op is in hand and will be in place before the February PC meeting. The refurbished barometer is in place and looks excellent. Repairs to the brickwork and rendering of the host pillar will be completed before the February PC meeting. Planning approval for the lintel replacement has been given by Bucks Heritage and it is expected Burgess Building maintenance will attend to complete roof repairs and kitchen refurb snagging will be carried out during January.

#### c. Boiler/water heaters update – ladies loo's – Cllr Proffitt

Completed

#### f. Badminton tape replace date 08/01/2023

Will be meeting at 10am Sunday

#### g. Hall sign post repair update – Cllr Proffitt absent

#### h. Cottage gate – no parking sign/light

Caretaker to ask Pete Golding to sort security light. Clerk to purchase signage.

#### i. Manual intervention booking bug – Cllr Le Tissier

No longer relevant

#### j. Platinum Jubilee Fund – Considered for Undercroft.

But unfortunately, unsuitable as per their FAQ 9. Read out and discussed. Other halls in village might be suitable. Clerk to send to Linda O Dell and to FOSCS via Cllr Cherry

### **D. Vicarage Orchard**

#### a. Any updates - Cllr Davies

### **E. Communications**

#### a. Training and Development Policy for approval - Clerk

Clerk discussed standard policy to be in place as investigating courses for staff. To go on February agenda.

#### b. Settlement and Review letter from BC – Clerk

Council went through key/non-key services, decided needs further discussion. Part two to be looked at further by Council. Add to February agenda.

Clerk discussed emergency plan document previously started by an ex-Cllr.

Flooding/buses/lorries/train/IMD incidents. Clerk to speak to Duncan from BBORG. To go on February agenda

### **F. Street Furniture**

a. From Cllr Mitchell: Proposal for replacement noticeboards has been given approval by Cllrs Marie Cherry and Stephen Le Tissier subject to ordering the 'Heritage' boards. Is there another councillor happy to approve so the notice boards can be ordered?

Cllr  
Mahon/Caretaker/  
Cllr Le Tissier

Caretaker/Clerk

Clerk / Cllr Cherry

Clerk

Clerk

Clerk

Cllr Mitchell

<p>All Cllrs present <b>agreed</b> to replacement noticeboards discussed</p> <p><b>b. From Cllr Mitchell:</b> One FN memorial bench will be put into place during January. The old bench is to be set aside for repair and repositioned on a location half way up Chaloner’s Hill. We await news on arrival of the second Florence Nightingale memorial bench.</p> <p>c. Recycling BC review hall and pavilion – Clerk – delayed until Harry at BC back off AL on 09/01/23</p>	
<p><b>G. Events</b></p> <p>a. Next year’s events</p> <p>    i. Kings Coronation on 06 May 23</p> <p>Cllr Le Tissier has registered on the coronation website to get information – to collaborate with other organization, maybe the Church. To go on the Feb agenda Clerk noted the only official correspondence received says no beacons required.</p>	Clerk
<p><b>H. HS2 / E-W Rail</b></p> <p>a. Any Updates – Cllr Mahon eagerly awaiting the interest on mitigation fund – as informed before Christmas it is coming in. Could be used to fill in undercroft?</p>	
<p><b>I. Planning</b></p> <p><b>22/04085/ALB</b> - Rhenolds Close 28 North End Road Steeple Claydon Buckinghamshire MK18 2PG</p>	
<p>Listed building application for replacement thatched roof and tiles. Renovation of the bread oven roof/chimney stacks and repointing.</p> <p>DATE COMMENTS REQUESTED BY:- <b>6 January 2023</b></p>	Clerk – done 05/01/23
<p>Cllr Haest introduced the PA.</p> <p>It was agreed that the PC wish to Oppose this application, based on the red line shown in the application is different to the land registry outline - Council wish to ask for clarification on site boundaries.</p>	Clerk email/wa reminder to IH sent on 10/01
<p>Proposed that SCPC Oppose by Cllr Mahon seconded by Cllr Le Tissier</p> <p>All Cllrs present <b>agreed</b></p>	
<p><b>22/04227/APP</b> - 2 Manor View Steeple Claydon Buckinghamshire MK18 2RW</p> <p>Householder application for car port with storage space over</p> <p>DATE COMMENTS REQUESTED BY:- <b>16 January 2023</b></p>	
<p>Cllr Haest introduced and introduced.</p> <p>After discussion it was agreed to Oppose proposed by Cllr Haest to write up discussed queries and send onto Clerk regarding surface water collection/draining issues.</p>	Cllr Mahon
<p>Why two dormers in roof space?</p> <p>How is roof construction being supported?</p>	Cllr Mahon
<p>Seconded by Cllr Le Tissier, Clerk to await comments for Cllr approval from Cllr Haest before submission. All other Cllrs present <b>agreed</b> to Oppose with the issues discussed</p> <p>b. Tilia – non-reinstatement of hedgerow for 2+ years – Cllr Le Tissier</p> <p>Discussed and agreed that Cllr Mahon to speak to Tilia regarding overdue hedge reinstatement – as it is now is 3 years next month that they are late replacing hedgerow.</p> <p>On Willowvale Way - Open culvert at new children's gym / needs fencing around? – request an update for Council.</p>	
<p><b>9. Neighbourhood Watch</b> – Steeple Claydon NHW review by Andy Guest</p> <p>Andy not present, so no report.</p>	

<p><b>10. Commission Boundary Consultation</b> - Cllr Mahon updated Council it closed on 05/12/22, Awaiting response Cllr Le Tissier to ask SC NHW for an update regarding recent issue at graveyard</p>	<p>Cllr Le Tissier</p>
<p><b>11. Road Safety Strategy</b> – Any update – Cllr Haest/ Cllr Mahon Cllr Haest gave an update regarding the two approved mobile MVAS – awaiting price information to send on</p>	
<p><b>12. Youth Council</b> – Cllr Haest / Cllr Mitchell Note submitted from Cllr Mitchell: A second offer of help has not materialised. Bringing together a youth council will be initiated by Cllr Mitchell with some assistance from his wife and Cllr Jason Davies. Input from young people will be sought by engagement with the school youth council, existing youth organisations in the village and meetings with young users at the MUGA and skatepark.</p>	<p>Cllr Davies / Cllr Mitchell</p>
<p><b>12. Future agenda Items</b></p> <p>Councillors are invited to propose items for 07 February 23 agenda.</p> <ol style="list-style-type: none"> <li>1. Cllr Le Tissier would like the HRH portrait on February agenda.</li> <li>2. Cllr Le Tissier would like the old photographs from the kitchen that we had previously discussed putting into the bell bar area, conservation of local history. Put on February agenda.</li> </ol>	<p>Clerk Clerk</p>
<p><b>13. Any Other Business and Future agenda items are invited by all Councillors to be sent to Clerk ahead of preparing the next Agenda.</b> Meeting was closed by Cllr Mahon at <b>21.21</b></p>	
<p><b>14. Confidential Items</b></p> <p>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 Le Tissier at 21.40</b></p>	
<p><b>The next Parish Council meeting will be held on Tuesday 07 February 2023 at 7.30pm.</b> 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 <a href="https://www.steepleclaydonparishcouncil.gov.uk/">https://www.steepleclaydonparishcouncil.gov.uk/</a> Email – Clerk@steepleclaydonparishcouncil.gov.uk</p>	

Signed.....

Date.....

Appendix 1.

**Summary of Clerk activity**

**December 2022**

**Administration**

- Preparation of monthly transactions for January 23 meeting
- Proof of Nov 22 accounts spend and income to NO
- Tractor and Ride on mower insured from 24/12/22 – reduction in fee £177
- Invoiced hall/rec ground regular users for November 22
- Action Point list from December minutes onto To Do app
- Riddor report submitted
- Community Bus donation confirmed
- Online 23 bookings confirmed with hall user IKK now administering
- Precept calculator sent to PC
- Notification of Maverick Skatepark TLC visit sent on

**On-going**

- Minutes prepared and on public display
- January agenda
- December wages and finance run
- On-going email correspondence
- Website updates
- Parishioner Correspondence
- Planning Application response submitted – via DevCon.
- Ladies loo's water heater repaired 20/12/22
- Streetlights – 14 West Street/ 110 West End Close / 81 Redland Close / 61 Addison Road
- LED list from Eon has been requested and chased

**Meetings:**

- BC had to again delay recycling mtg due to their hire-car troubles

**Other**

- Village Hall Christmas tree cut and collected
- Clerk HR details agreed with HR Cllrs
- Caretaker – Ladder course booked and completed
- Caretaker - IOSH online course booked
- Helping Hands vouchers purchased - £250.00 Co-Op
- Badminton tape/ soft cloths/ white spirit/ floor scrapers purchased for 08/01/23
- Broken glass poster for hall/pavilion
- FN dim Clock – booked visit with Pete & Paul – for Spring
- Wet floor signs purchased

- Kitchen lintel repairs booked for Jan 23 with Burgess builders
- Oakpark requested for fire safety inspection of hall kitchen
- Chased EWR re vol painting of white gates etc
- Plumber booked to fix burst toilet pipe at pavilion.
- Barometer restored and put back in place.

Re-open Clerk Clinic's - twice monthly at Library, agreed by Council

## Appendix 2. January Finance Run

Payee	Details	Payment method	Chq Cleared	Category	Net Value	VAT Paid	Gross
Hannah Holmes	wages and backpay to 01 April 22 - L26 Clerk	BACS		Gen Admin & Wages	£		£
Sam Hills	wages	BACS		Gen Admin & Wages	£		£
Pat Serle	wages	BACS		Gen Admin & Wages	£		£
Nick Osgerby	wages	BACS		Gen Admin & Wages	£		£
Pat Serle	expenses - 4 children's books	BACS		Library	£31.79		£31.79
Winslow Community Bus donation		BACS		Misc	£100.00		£100.00
HMRC	PAYE month 10	online		Gen Admin & Wages	£2,083.81		£2,083.81
Tony Fishlock	thermostat for ladies loo's water heater	BACS		Hall	£115.00		£115.00
Esferico Ltd	Library database annual sub Dec 22 - Nov 23	BACS		Library	£295.00	£59.00	£354.00
Cashcard	£500 from BC for helping hands vouchers. Rec'd to 40487 to move across to cashcard - £250 spent on 21/12/22	BACS		Misc	£500.00		£500.00
Cashcard	reimburse for MS Amlin insurance spend	BACS		Rec Ground & Pavilion	£202.00		£202.00



Steeple Claydon Parish Council.  
Minutes of JANUARY 2023

Cashcard	expenses and direct debits for microsoft 365 etc	BACS		Misc	£250.00		£250.00
Cllr Stephen Proffitt	6 x bags of concrete and 1 x hammerite black paint - VH sign	BACS		Hall	£82.00		£82.00
Village Networks	wifi for hall	DD		Hall	£25.00	£5.00	£30.00
Village Networks	wifi for pav	DD		Rec Ground & Pavilion	£25.00	£5.00	£30.00
NPower	Elec for S/L 01 Oct - 31 Oct 22	DD		Street Lights	£1,050.24	£210.05	£1,260.29
Eon Next	Elec to pav 01 Oct - 15 Nov 22	DD		Rec Ground & Pavilion	£22.99	£1.15	£24.14
					£10,203.95	£280.20	£10,534.15
MS Amlin - Agricultural Vehicles Policy	Tractor and ride on mower insurance 24/12/22 - 24/12/23	Cashcard	22 December 2022	Rec Ground & Pavilion	£202.00		£202.00
Helping Hands Vouchers	vouchers purchased after funds from BC received - to be transferred to cashcard	Cashcard	21 December 2022	Misc	£250.00		£250.00
Eon Next	Elec to Cottage in-between caretakers standing charges 16 Nov - 30 Nov 22	Cashcard	08 December 2022	Misc	£48.93	£2.45	£51.38
Microsoft 365	licenses for SCPC computers monthly	Cashcard	21 December 2022	Misc	£54.00		£54.00
Booking Bug	online diary for hall/pav	Cashcard	29 December 2022	Hall	£29.94		£29.94
Vonage	VOIP line - Library & Clerk	Cashcard	05 December 2022	Misc	£24.99		£24.99
Amazon	extension cable	Cashcard	01 December 2022	Hall	£34.95		£34.95