



<p><b>Present:</b> Cllr Frank Mahon (in the Chair), Cllr Le Tissier (Vice Chair) Cllr Ivo Haest, Cllr Christopher Church, Cllr John Mitchell, In attendance: Clerk, Cllr's and 03 members of the public. Livestreaming YouTube channel was off. Dictaphone on for Clerks record. The meeting was opened by Cllr Mahon at 19.30</p> <p>The Steeple Claydon Parish Council meeting was held in person at the Village Hall, MK18 2PY on Tuesday 04 June 2024 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><u>QUESTIONS FOR PARISH COUNCIL</u> 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 <a href="mailto:clerk@steepleclaydonparishcouncil.gov.uk">clerk@steepleclaydonparishcouncil.gov.uk</a>  <a href="http://www.steepleclaydonparishcouncil.gov.uk">www.steepleclaydonparishcouncil.gov.uk</a> Tel. 01296 534698. Part-time - School hours – Monday-Friday</p>	
<p><b>a. Welcome by Chairman</b> 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><b>1. Apologies</b> To receive Councillor's apologies;  Apologies received from; Cllr Emily-Rose Myhill, Cllr Louis Myhill Cllr Pillai is absent – Clerk to contact Cllr.</p>	<p>Clerk notified BC 10/06</p>

<p><b>2. Declarations of Interest</b> To receive declarations of interest and dispensations in respect of matters contained in this agenda; Cllr Mitchell reimbursement on finance run.</p>	
<p><b>3. Minutes</b> To approve and sign the minutes of the meeting held on 16 May 24 Matters arising from the minutes; <b>none</b> Cllr Haest proposed the May 24 draft minutes as a true and accurate description of the meeting, seconded by Cllr Mitchell – all councillors present <b>agreed</b>, so it was <b>resolved</b> to approve them.</p>	
<p><b>4. Chairman’s Comments</b> To receive a report on matters not on the agenda but of interest to the Council and Parish: Cllr Mahon noted it is now purdah, also known as PEP the pre-election period so no political updates for this month – factual updates only i.e. road closures etc. a. Any update for the Parish from SCPC – Cllr Mahon and Sam the caretaker planning on going out from tomorrow strimming at the spinney and doing the ‘fallen soldier’ to start ready for D-Day – not doing roadside verges that are a BC responsibility. Cllr Le Tissier noted the footpath behind L&amp;T is indeed a BC footpath. As is the NER/Buck rd area with bench. Clerk noted she has requested the updated grass cutting map from LAT at BC.</p>	
<p><b>5. Public participation</b> - The meeting was closed by the Chair and public participation was <b>opened</b> at <b>19.38</b>; P1 - Footpath by Langston and Tasker discussed - the footpath belongs to BC – but it is now almost unwalkable. Cllrs agreed that Cllr Mahon could strim it if he chose to - but it belongs to BC. P2 – Church magazine has reported a loss of £1+K - can they have some more financial support from PC? Donation was made by SCPC last year. SCPC now also pays for their magazine monthly updates. Costs and revenue discussed – cost of paper and printing has increased on last year etc PC asked are all other local PC’s / advertisers also paying? Arrange a potential meeting date. Invite: East Claydon / Boltoph and Calvert Green PC’s / Chairs. Possible 2 mtg dates: face to face and teams – Monday 10<sup>th</sup> at 12 midday/library or 5pm? P3 - will send in churches request for financial support for churchyard in writing to the Clerk. Public participation was <b>closed</b> by the Chair at <b>19.54</b> and the Parish Council meeting was re-opened</p>	
<p><b>6. Clerk report</b> – hard copies passed out to Cllr’s <b>Appendix 1</b></p>	
<p><b>7. Action Point List</b> – 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.</p>	All Cllr’s
<p><b>8. Neighbourhood Watch</b> – Cllr Mitchell has mentioned in the Claydon article that the NHW require help to take on the role of coordinator.</p>	
<p><b>9. Neighbourhood Plan Review</b> – any update - Cllr Haest/Clerk Cllr Mitchell has mentioned this in the Claydons article. On-going</p>	
<p><b>10. Road Safety Strategy group;</b> a. Update from working group – Cllr Haest/ Cllr Mahon</p>	

<p>The TOR have been <b>agreed</b> by Council and are back with the working group b. MVAS training update – Cllr Haest – none, all MVAS are working.</p>	
<p><b>11 – not 12. Working Groups Update on activities and recommendations:</b> <b>A. Finance</b> a. To approve the payments listed in the finance run for the month <b>Appendix 2</b> Proposed by Cllr Church seconded by Cllr Haest - all Cllr’s <b>agreed</b> so BACS payments were <b>resolved</b> b. Assurance review for year ending 31 March 24 To agree and Chairman to sign; Review of Internal Auditors report To agree and Chairman to sign Approval of Annual Governance Statement To Agree and Chairman to sign section 1 of the Annual Return Approval of Annual Accounting Statement To agree and Chairman to sign section 2 of the Annual Return All approved by Cllr Mitchell and signed by Cllr Mahon and RFO and <b>agreed</b> by all Cllr’s present – audit 23/24 will now be sent off to external auditors PKFLittlejohn c. Update on Unity/Barclays/Lloyds bank – Clerk / Cllr Mahon Cllr Mahon will visit Barclays in Buckingham asap Clerk noted had received update from Lloyds with regards to the fact we are potentially not covered by FSCS – So I have checked -Is a deposit made by a local authority or parish council protected? Answer:FSCS does not protect deposits made by a public authority, unless it is a small local authority (or parish council) with an annual budget of up to EUR500,000. I spoke to Lloyds, and they agreed the letter is badly worded and it seems they have sent it as they do not know the PC's annual turnover.</p>	<p>Clerk Cllr Mahon</p>
<p><b>B. Recreation Ground</b> a. Report from Recreation Ground team b. Children's corner update – ROSPA report – landscaping start date 17/06, Cllr Mahon will meet contractor on site. Rospa report notes that Swinging seesaw faulty and zipline has a missing finger guard, several bolts also missing from pieces – Clerk is getting in quotes for repairs/replacements. PC hope to aim for playpark to be open by end of June. Installed trampoline issue has been escalated to L&amp;L head office as requires 2m fall zone from zipline so needs amends. Zipline can be chained up if not resolved in time for re-opening. c. Matting upgrade in children's corner – Clerk will get in quotes to prepare for precept 24/25 - would appear a lot of play equipment replaced in 2012 ish – rubber matting seems have part of concrete bases but not all, has two distinct layers of mulch – a contractor recommended if we could get village involved in removing the current matting it would save costs. Metal under swing that is set in first layer of mulch – has bought a patch repair mulch kit to cover it, so we can precept for replacement in the next financial year.</p>	<p>Clerk</p>
<p><b>C. Pavilion Project</b> a. Update from working group Date for mtg – w/c 24 June – clerk to send out email to Cllr’s for a meeting date.</p>	<p>Sent 11/06</p>

<p><b>D. Village Hall, Library &amp; Cottage</b></p> <p>a. Report from Village Hall team: Cllr Mahon noted Cottage door on order. Cllr Mahon to inspect cottage and defect list. Clerk noted mtg held July 23 and has sent around those notes – Clerk awaiting equipment costs from caretaker, has been chased. Cllr Mahon will agree time/date and update list and agree timetable to action costs of goods, they provide the labour.</p> <p>b. Any Library business:</p> <p>c. Cottage drainage issues – all Cllr’s Cllr Mitchell noted we will ask the roofing contractors; Cllr Myhill will speak to them with regards to the cottage works required. Cllr Le Tissier asked about the rising damp in the cottage – Cllr Mahon will take photographs to see if we need to get a damp-proofing company in. Pantry in kitchen was bad and seemed to do with exterior drainage.</p> <p>d. Village Hall roof update – in Library &amp; Kitchen – Clerk / Cllr Mahon / Cllr Myhill Contractor chosen and confirmed letter of intent sent and acknowledged.</p> <p>e. finger post update – Cllr Myhill / Cllr Haest On-going – the four PC assets to be listed; Village Hall / The Pump / The nature reserve (VO)/ Recreation Ground – to go outside the hall – Cllr's to choose exact location so Clerk can notify LAT of ‘whatthreewords’ location and height.</p>	<p>Cllr Myhill Cllr Mahon  Cllr Haest  Clerk</p>
<p><b>E. Vicarage Orchard</b> - Any updates - Cllr Church</p> <p>a. Signage – date of installation - holes to be drilled so they can be set in concrete on 21/06.</p> <p>b. Benches – VO and in front of cottage/hall - date of installation – Friday 21/06/24</p>	<p>Clerk to pass to Cllr Haest</p>
<p><b>F. Youth Council</b> – any update Cllr Pillai absent - Update next month</p>	
<p><b>G. Communications</b> - a. Any updates Clerk / Cllr E Myhill to work on draft social media policy to present to council soon; on-going</p>	
<p><b>H. Street Furniture</b></p> <p>a. Noticeboards update; Coop noticeboard – PA update – Cllr Haest will go ahead and install</p> <p>b. Village name plates and x5 words safety message underneath - Clerk ‘Please drive carefully’ – Clerk to get costs from BC ie West St/ Buckingham Rd Chaloners Hill bench previously requested discussion. Concrete bases are required by BC. Traffic management plan S50 is also required.</p>	<p>Cllr Haest Clerk</p>
<p><b>I. Events</b> - a. Upcoming events: i. Fireworks event Saturday 02 November 2024 – Cllr E Myhill, on-going</p>	
<p><b>H. HS2 / E-W Rail</b> Any updates - Cllr Mahon noted that Addison Road is closed again and EWR doing a lot of road repairs at the moment – coming to the end of their contract and BC want to ensure they repair all their haul routes. Speed humps / roundabouts / chicanes on Addison Road discussed.</p>	
<p><b>I. Planning :</b> <b>K. Planning: 24/01507/ALB</b> - Rhenolds Close 28 North End Road Steeple Claydon Buckinghamshire MK18 2PG Listed building application for repair to spine beam and erection of french drain : DATE COMMENTS REQUESTED BY:- 17 June 2024</p>	<p>Clerk –</p>

<p>PA introduced by Cllr Haest. Cllr Mahon proposed <b>no objection but noted</b> we would expect heritage to pay close attention to this application and also highways for the drainage/ soakaway – seconded by Cllr Church – all other Cllrs present <b>agreed</b></p> <p><b>24/01523/ALB</b> - 11 Queen Catherine Road Steeple Claydon Buckinghamshire MK18 2PZ Listind building application for erection of outbuilding for use as carport and annex with home office and gym over DATE COMMENTS REQUESTED BY:- 18 June 2024</p> <p><b>Cllr Haest noted the application has been withdrawn</b></p> <p><b>24/01522/APP</b> - 11 Queen Catherine Road Steeple Claydon Buckinghamshire MK18 2PZ Householder application for erection of outbuilding for use as carport and annex with home office and gym over DATE COMMENTS REQUESTED BY:- 18 June 2024</p> <p><b>Cllr Haest noted the application has been withdrawn</b></p> <p><b>24/01528/APP</b> - 5 Old School Lane Steeple Claydon Buckinghamshire MK18 2SB Householder application for detached carport : DATE COMMENTS REQUESTED BY:- 18 June 2024</p> <p>PA introduced by Cllr Haest. Cllrs noted PA previously been refused due to protected TPO Oak /biodiversity trees within or adjacent of the site which should be assessed by an independent inspector. Trees have been removed since the last application was rejected. Previous application history is important to note. Cllr Mahon proposes <b>Objecting/opposing</b> this PA Seconded Cllr Church – all Cllr’s present <b>agreed</b> We believe trees have been removed between when the first PA was refused; PA 23/03905/APP and when this PA 24/01528/APP was submitted.</p> <p><b>24/01551/AGN</b> - Elm Tree Farm West Street Steeple Claydon Buckinghamshire MK18 2LJ Erection of general purpose steel framed farm building for the storage of farm machinery, farm produce and farm inputs DATE COMMENTS REQUESTED BY:- 5 June 2024</p> <p>Cllr Heast proposed <b>no objections</b> seconded by Cllr Mitchell all other Cllr’s present <b>agreed</b></p>	<p>done – 05/06/24</p> <p>Clerk done 05/06/24</p> <p>Clerk done 05/06/24</p>
<p><b>12. Future agenda Items -</b></p> <p>Councillors are invited to propose items for consideration for the next agenda.</p> <ul style="list-style-type: none"> <li>• Cllr Church re Tilia homes and CCTV progress.</li> <li>• Cllr Church re Defib training date to be set.</li> <li>• Cllr Church asked for Cllr co-option to be added to July agenda.</li> </ul> <p>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.</p>	
<p><b>13. Meeting was closed by Cllr Mahon at 20.53</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.</p>	
<p><b>The next Parish Council meeting will be held on Tuesday 02 July 2024 at 7.30pm.</b></p> <p>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 for 17/05 - 04/06/2024

- **May 2024**

#### Administration

- Preparation of monthly transactions for June 24 meeting
- Annual Parish Meeting prep and minutes
- Action Point list from minutes onto To Do app

#### On-going

- May Draft Minutes prepared and on public display
- June agenda prepared and on public display
- Wages and finance run prepped
- On-going email correspondence
- Website updates
- Parishioner Correspondence
- Planning Application PC response submitted ref: **none**
- **Streetlights**: Reported: **none**

#### Meetings:

- APM – 21/05/24
- IA – 24/05/24
- ROSPA – 28/05/24

#### Other

- Letter of intent sent ref – playpark landscaping – 17/05/24
- Letter of intent sent ref - cottage door – 17/05/24
- Letter of intent sent ref - hall roof repairs – 23/05/24
- emailed x 5 API companies 31/05 re re-surfacing c/c
- Rospa repair inspection – patch repair kit / repairs on swing seesaw and zipline req'd
- School road signage issue – signs installed
- APM draft minutes sent to Cllrs 22/05
- Insurance documents checked and updated
- Audit prep for 23/24 AGAR by PKFLittleJohn and Internal Auditor 24/05/24
- Started to update asset register from ledger 01/05/24 ongoing
- Passed second FILCA exam (2 of 5)
- School road safety competition notices to designer for quotes (metal or as VO signs)
- Cottage – Gas safety certificate for 24/25 done
- Trampoline installation – chased Sovereign/L&L for update on amends 03/06
- Regular users PLI requested – 28/05
- Chased update on National Grid/NPower streetlight details 03/05, 03/06
- Booked hall for General Election – notified regular users 23/05

Please note: The Clerk will be at the Library for a 'Clerk Clinic' every fortnight, on Thursdays from 09.30 - 10am - during term time, please email to book an appointment.

Dates: Thurs 13 June, Thurs 27 June, Thurs 11 July – school holidays – Thurs 05 September, Thurs 19 Sept.

## Appendix 2

Payee	Details	Pay / Meth	Initials	Category	Net	VAT	Gross
Cashcard	£100 for HH and cashcard DD/petty items	BACS			500.00		500.00
Hannah Holmes	wages	BACS		Wages	£		£
Sam Hills	wages	BACS		Wages	£		£
Pat Serle	wages	BACS		Wages	£		£
Nick Osgerby	wages	BACS		Wages	£		£
Hannah Holmes	expenses - office use £10.11/ 25 miles at .45p/p/m £11.25	BACS		Misc	£21.36		£21.36
Sam Hills	expenses - £20 petrol for lawnmower / £10 phone topup / toilet cleaner etc	BACS		Hall	£35.00		£35.00
Pat Serle	expenses - books / bulbs / compost (£5?)	BACS		Library	£29.80		29.80
Cllr John Mitchell	reimbursement for bench fixings x3	BACS		Vicarage Orchard	£76.00		£76.00
Clear Council Insurance	annual PLI - last yr of 3yr contract	BACS		Insurance	£4,456.60		£4,456.60
ROSPA	annual inspection playarea / MUGA / caretaker checklist	BACS		Clock Tower & Children's Corner	£196.00	£39.20	£235.20
HMRC	PAYE - month 3	BACS		Wages	£830.2		

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					5		£830.50
BMKAL C	Cllr x2 - training Quotes/contract/ tenders	BACS		Misc	£180.0 0		£180.00
Dunns Windows	May service - dusting/windows /gutters	BACS		Hall	£245.0 0		£245.00
Melani e Rose	Internal Audit 23/24 accounts	BACS		Misc	£65.00		£65.00
Oakpar k	01/06/24 - 31/05/25 hall & cottage alarm maint / em lighting and pav / fire extinguishers hall and pav - credit on account of £172.80	BACS		Hall	£695.0 0	£139.0 0	£661.20
Swarco	x2 poles for MVAS units - will claim back from HS2 road safety fund	BACS		Street Furniture	£673.8 5	£134.7 7	£808.62
Dave Martin	VO for March, April, May	BACS		Vicarage Orchard	£240.0 0		£240.00
Dave Griffiths	Rec maintenance for May - NB Tractor service booked for 560 hrs	BACS		Rec Ground & Pavilion	£580.0 0		£580.00
E-on Next	01 April - 30 April 24 elec - Pav	DD		Rec Ground & Pavilion	£38.62	£1.93	£40.55
E-on Next	01 April - 30 April elec - CCTV / Clock	DD		Clock Tower & Children's Corner	£43.47	£2.17	£45.64
Eon	2 x new shields	BACS		Street Lights	£90.00	£18.00	£108.00
British Gas	19 April - 01 May 24 - Gas for hall /library	DD		Hall	£296.7 8	£59.35	£356.13
Wave	water for hall/library 12 Feb- 11 May 24	DD		Hall	£160.3 6		£160.36
Wave	water for pav 15 feb - 14 May 24	DD/SO		Rec Ground & Pavilion	£18.00		£18.00
Barclay s	account fee and asst payments	DD		Misc	£10.00		£10.00



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					£12,530.87	£394.42	£12,722.94
Vonage	VOIP line for library / clerk	cashcard		Library	£25.06		£25.06
Checked Safe	Lone worker app for caretaker	cashcard		Misc	£5.00	£1.00	£6.00
Buckingham Garden Centre	flowers for hall/ white gate planters	cashcard		Hall	£146.94		£146.94
Amazon	punched pockets	cashcard		Admin & equipment	£4.99		£4.99
Asda	APM soft drinks	cashcard		Misc	£11.25		£11.25
Amazon	paper towels / magnets x50 / hazard tape / dog waste bags	cashcard		Admin & equipment	£43.47		£43.47
Online Playgrounds	primer and patch repair kit - under swings	cashcard		Clock Tower & Children's Corner	£94.50	£18.90	£113.40
Keenflame Heating & Plumbing	Cottage annual gas safety cert / service to 31/05/25	cashcard		Misc	£115.00		£115.00
					£446.21	£19.90	£466.11