

STEEPLE CLAYDON PARISH COUNCIL
 Minutes of meeting 5TH July 2016

<p>Present 2016/125</p>	<p>Cllrs Tanner (Chair), Spencer, Weingart, Firth, Hodges, Clarke, Parishoners S Knight, B Weber, E Weingart, T Smith, E Bennion, T Carroll, C Coombs</p>
<p>Apologies 00126</p>	<p>Cllr Townsend Cllr Drinkwater County Councillor Angela MacPherson.</p>
<p>Declaration of interest personal - prejudicial 00127</p>	<p>Cllr Firth declared an interest re minute 00132. Cllr Tanner declared an interest in Planning application 16/02072/APP Harvest Moon Barn.</p>
<p>Minutes of meeting 7th June 2016 00128</p>	<p>The Clerk was asked to clarify details of voting in minute 0119 which was amended. The minutes were confirmed as a true record and signed by the Chair. Proposed Cllr Firth, seconded Cllr Spencer.</p>
<p>Public Participation 00129</p>	<p>1) Mrs Bennion wanted to raise the subject of the advert for the Caretakers Position with cottage available. She thought this was an opportunity to fill the position and still use the space for offices. Mrs Bennion believed this was what the Chair wanted to achieve and this was refuted by Cllr Tanner who said thus was not what was discussed at all – in fact it was a discussion about a community space. She agreed with Councillor Firth who stated we were looking for the best person for the job. Clerk confirmed he was keeping a register of interested parties. Clerk was asked to note comments from members of the public that there was a wish for the Caretaker position to be made available to someone who would live in the cottage. 2) Mr Carroll congratulated Parish Council on getting skip to clear rubbish outside cottage. He also asked for more attention be given to grass around the hall and cottage. Also asked about his e mails re library and PAT testing which the Clerk confirmed he had responded to earlier in the day. 3) Edi Smockum asked about Hs2 and the upcoming petition at the</p>

	<p>House of Lords. She was disappointed that she still had had no response from the Councillors regarding their opinion and this had been outstanding for 2 months. AP5 response was for Chetwood only. Edi asked for summary of all Hs2 Parish Council comment which was agreed. 4) Chris Coombs asked about Hs2 traffic mitigation and confirmed he would attend meeting on 15th to see what was being recommended. 5) Chair confirmed SC was trying to arrange meeting with the 4 parishes re the £1m mitigation payment and had currently a response from one only. To be chased by Clerk. It was agreed that a meeting as soon as possible would be useful. 6) District Councillor Chilver advised he would be holding a joint surgery with Angela MacPherson on 16th July in the library. 7) Mr Mahon advised that the new cricket square grass had been cut. Discussions had been had with groundsman (David Griffiths) so each knew what was happening. Mr Mahon had asked for use of the village hall on 4th December and had some issues with online booking system but this would be resolved. 8) Mr Coombs asked about the potential walkway through the rec and the need to consider what sort of lighting would be appropriate. Hoped SCPC would be speaking to AVDC on both matters. 9) Confirmed showers in Pavilion were working but 2nd boiler needed to be re commissioned. 10) Question regarding verges, weeds and non cutting. Clerk confirmed Bucks County Council website showed dates for cutting and discussion re budget cuts. Cllr Hodges advised that people complain on a regular basis as this may bring action. 11) Discussion re the well and the need for watering and should bin be removed as gate is locked. Handy person would be asked to remove bin.</p>
<p>Citizens advice bureau 00130</p>	<p>Proposal for outreach facilities to be provided in the village at a cost of £1000 for 1 year – facility provided 3 hour session every 2 weeks. Own IT equipment would be used. Would need internet</p>

	<p>access. Need someone else there to satisfy insurance / lone worker policies and elsewhere there is a caretaker on site. Cllr Firth was looking to be positive and was prepared to attend himself if necessary (as 2nd person on site) if this would move things forward rather than wait until caretaker appointed. Cllr Tanner would also be prepared to support this when available. Cllr Tanner believed the service usage figures justified PC support. Clerk confirmed £1000 was in reserves from previous precept request. Cllr Firth proposed that CAB be asked to provide outreach service once a fortnight at Village Hall SC under the terms of their outline proposal. Seconded by Cllr Tanner. 5 in favour, 1 abstention.</p>
<p>SC Football Club – Pavilion decoration 00131</p>	<p>Mr Weber was asked to comment. Painting proposed was both outside and inside the pavilion. PC would provide the materials. Handy person was happy to prepare the surfaces for painting. Mr Weber confirmed they had competent people to do the job. Clerk confirmed in the past that the PC had expected to receive £25 per home game but changes in committee at FC did not understand this arrangement with PC. This proposed action was in mitigation for last season non payment. Discussion re finances of FC. Cllr Firth keen to support the club and Proposed support on the basis outlined and that this should be subject to annual review. Seconded Cllr Hodges. Unanimous.</p>
<p>Village Networks – upgrade of internet provision 00132</p>	<p>Cllr Firth explained Village networks supplied internet connection to the pavilion and the village hall and had done so for many years for a single user fee of £30 per month. PC had asked for a review of service (particularly download speed) with a view to upgrade. Currently 15-20 mbps down and 2 mbps up. Proposal was to create hot spot within the hall and in the library and the pavilion , full internet connection at pavilion to link in with proposed CCTV upgrade. VOIP available. Cllr Firth left the meeting room prior to any discussion. Cllr Weingart explained</p>

	<p>that Mr Firth had been a keen supporter of the Parish council for many years and long before he had been a Parish Councillor. Clerk read out (in detail) what was proposed by way of update in equipment and cabling would be fitted by the handy person.(51:47) There would be a monthly connection fee of £30 for both properties. The Councillors were mindful of the support given by Village Networks for many years and were agreed the Parish Council should remain with this company and the Parish Council would not seek alternative quotes. Clerk revealed that quote was for £1145 plus vat and Cllr Tanner proposed that the quotation was accepted from Village networks and seconded by Cllr Joseph Hodges. Unanimous. Cllr Firth rejoined the meeting.</p>
<p>Parish Clerk 00133</p>	<p>Clerk addressed the meeting. 1) Vacancy for a Parish Councillor (Natasha Thiebaut) had been posted in accordance with AVDC guidelines both on the Parish Council website and their noticeboard. Advised by AVDC on 1st June that no valid request for election had been received before closure date and as such the SCPC should co-opt a new Councillor. (E mail read out loud). Clerk had subsequently received a letter from Parishoners asking for clarification of the above to which he had responded.</p> <p>2) Subsequently Cllr Townsend advised he is leaving the area and has written to the Council tendering his resignation. Clerk would be following same procedure again. Discussion of costs to Parish should an election be called. Clerk would clarify position in the light of the second resignation. Clerk would take advice about co-option process but should it be appropriate would advertise in the month of August. Proposed Cllr Tanner, seconded Cllr Firth.</p> <p>3) Mr Coombs wished to discuss proposed path across the recreation ground upon the development of housing on North End Road. He had spoken to</p>

Jonathan Clark, Strategic Access Officer, Bucks County Council and very much wanted the PC to be consulted re style of lighting and responsibility for repair and maintenance. Also depth and style of path needs to be considered and dialog with AVDC appropriate. Clerk to contact.

4) Parishioner had asked about promised tree planting in the village which had not happened. AVDC admits some work not completed. Now promised end 2016 by Gareth Bird AVDC Community Spaces manager. Subsequent to this on 28th June Gareth Bird wrote to Clerk to ask if the Parish council would be interested in leasing the open space from AVDC on a long term, basis? Proposed Cllr Hodges, seconded Cllr Tanner that the Parish Council would NOT be interested.

Unanimous. Clerk to respond. 5) E mail re s106 workshop (Paul Hodson Bucks County Council Senior Infrastructure co-ordinator) . Representative to be sent. 6) Apex wishing to run activities on the rec ground. Request declined Proposed Cllr Tanner, seconded Cllr Firth. Unanimous. 7) Ongoing dialog with Co-op regard litter in village has not progressed but has been chased with promised response. 8) Letter from Karl McWhirter re summer fete and asks for permission to use pavilion for teas and coffees and toilet block. Confirms insurance policy premium will be paid once permission given. Agreed. Proposed Cllr Hodges, seconded Cllr Spencer Unanimous.

9) VAHT invite to celebrate 10 years in operation.

10) Audit has been sent and received by Mazars and legal requirements re inspection of return posted on noticeboard and web site.

11) University of Buckingham and Bucks County museum details of functions this year. 12) Letter re Butterfly conservation – asked to send to Stuart Hodges. 13) Business Rates on Pavilion have been paid. 14) Discussion re new dog bin for Buckingham Road and vehicular access. Clarification required re

	vehicular access clause.
<p>Working group update on activities 00134</p>	<p>Finance Balances as at end of June 2016. c/a £94,700, Tracker £21019, Lloyds £50,000, NSC's £5298, Tennis £5,504 total £176,521. Clerk wanted to replace Simon Townsend on finance working group. Cllr Hodges agreed to join group and Cllr Tanner offered her services on a temporary basis. NEST authority for pension payments to be taken from current account and mandate signed. July cheque run and summarised by Clerk in detail. Total £ 4528. Proposed Cllr Hodges, seconded Cllr Firth. Unanimous.</p> <p>People and Assets working group Cllr Clarke reported on behalf of the group. Village Hall had been visited 10 times and Recreation Ground 11 times plus regular safety checks of play equipment. Listed works carried out by handyperson. Fire Extinguisher and emergency lighting annual service for both village hall and pavilion actioned. Replacement items to be confirmed. Access and supervision over 5 days to tradespeople to view cottage and hall works.</p> <p>Communication and Events Cllr Spencer addressed the meeting. Firework meeting had taken place and event would continue this year. Theme this year would be 'pirates'. Clerk to write to novelties company for 2016 brochure. Risk assessment prepared from previous event. Web site improvements moving forward and Clerk has meeting 12th July. Will soon be ready for review by Councillors before going live. Discussion re newsletter entries.</p> <p>Neighbourhood and Development Cllr Firth confirmed Neighbourhood Planning Group would discuss allocation of green spaces as part of the plan. Planning applications - Planning Applications for consideration: Demolition of existing lean to extension. Erection</p>

of part two storey and part single storey and first floor rear extensions.

Planning Application

Victoria Cottage 19 North End Road Steeple

Claydon Buckinghamshire MK18 2PG

Ref. No: 16/02396/APP

Cllr Weingart declared an interest and took no part in the discussion.

Cllr Firth explained details of application. Proposed

Cllr Firth, seconded Cllr Hodges – no objection.

Conversion, extension and alteration of existing kennel building to create new leisure facility

Planning Application

Harvest Moon Barn Winters Tale Farmhouse Calvert

Road Steeple Claydon Buckinghamshire MK18 2HA

Ref. No: 16/02072/APP

Cllr Tanner declared an interest and took no part in discussion.

Proposed Cllr Hodges, seconded by Cllr Weingart that application be supported.

Neighbourhood Plan – making good progress in working groups and discussed plans for rest of year.

HS2 and East West rail

Councillor Hodges had met with representative of National Trust who was concerned regard view from Claydon House to the IMD and sustainable

placement. There had been a discussion about £1m mitigation funds. Introduction to workforce

management travel plans at BucksCC – Mr Coombs would be attending and would report back. Agreed

ongoing support for Edi Smockum in petitioning .

Agreed to bring her up to date with PC feelings and guidance as to how to proceed with petition. (Cllr

Tanner would prepare letter to ES). Local traffic management by way of mitigation regarded as the

prime objective.

Agreed to send a letter to BucksCC ahead of meeting. Cllr Firth would prepare for Clerk's

signature.

Devolved Services

	Chase Cllr Townsend for grass cut map and any other documents to pass back. (2:18:57)
Caretakers Cottage 00135	<p>1) Clerk explained that job spec for refurbishment of cottage and painting of hall had been sent out to 5 contractors with the wish that they would tender for whole job. 2 did not respond, 2 wrote back and declined to quote. Only 1 contractor interested who sent contract manager. Trades on their books called to view job against spec provided and agreed by PC. Cllr Tanner had spent 5 days being on site during these inspections. The quote from contractor would contain separate quotes from trades and in view of PC guidelines Chair asked if this would satisfy our standing orders.. Clerk explained various job quotes without revealing totals. It was suggested a surveyor / architect could be employed by the PC to control the project as an alternative. It was agreed that the quote should be revealed in full to enable an informed decision to be made. Clerk read in detail and agreed to send copy to each Parish Councillor for review and comment. 2) Cllr Hodges and Cllr Tanner had been to solicitors with regard the needed contract of employment and service occupancy agreement for the cottage. Paperwork did need updating from previously used paperwork as legislation had changed. Cllr Hodges proposed and Cllr Tanner seconded that solicitor terms of agreement be signed and returned. Also discussed job application form with solicitor which was fine tuned with his agreement. Agreed advertise caretaker vacancy again with closing date 26th August. (application form available from Clerk until 12th August). Agreed Clerk to send out application form and job description to applicants and those already showing interest.</p> <p>Discussion re evaluation procedures would be subject to a later meeting.</p>
Matters of a confidential nature	Members of the public were asked to leave before this item. Meeting closed at 11:05pm

00136	