

STEEPLE CLAYDON PARISH COUNCIL
Minutes Parish Council meeting 6th June 2017

		<u>ACTION POINTS</u>
Skateboard repairs ongoing.	Cllr Firth (Chair) Cllr Barrett, Cllr Hodges, Cllr Spencer, Cllr Mahon, Cllr Price – 3 Parishoners.	
Apologies and declarations of interest 2017/225	Apologies Cllr Weingart and Cllr Smith, John Chilver District Councillor, Angela MacPherson County Councillor. Cllr Price declared interest in reimbursement of cost of tools for Caretaker – cheque 105081- £255.19.	
Minutes of meeting 2nd May 2017 2017/226	In a break to tradition Draft minutes had been displayed ahead of the meeting on the website after Councillors had scrutinised for any errors. The minutes of the 2 nd May meeting were confirmed as a true record and signed by the Chair. Proposed Cllr Mahon, seconded Cllr Price. Unanimous.	
Matters Arising 2017/227	Clerk made reference to draft minutes and guidelines for public participation. Discussion should be for agenda items. Comments should normally be attributable to ‘a parishoner’ rather than by name. It is now common practice and lawful to record meetings to aid the taking of minutes. Recreation ground inspections were agreed and Cllr Price discussed work in progress. Caretaker timesheets shared with Cllr Price. Cllr Hodges chasing contactor re fence in cottage garden. Walk round village had taken place.	
Public Participation 2017/228	A Parishoner thanked Clerk for publishing draft minutes. Asked for update re Hs2 group re Parish Fete on 24 th June and having a presence. Also asked about grass cutting. Chair understood AVDC (O’Connor) only did public spaces not verges. SCPC had not opted in to devolved services and was reliant on BucksCC to do their minimum. Parishoner concerned about litter and in particular cigarette butts. Clerk referred to correspondence with co-op and indeed hoped that this could be progressed. Discussion regarding small boxes provided to smokers. Mixed recycling bin would be appreciated outside co-op. Chair thanked all for their participation in litter picking.	Grass cutting Clerk to find exactly who cuts what and when.
Parish Clerk – correspondence 2017/229	Clerk addressed the meeting. Thank you card from Pat Butler following the tea party in thanks of her service as librarian. AVDC have asked for local information in order to set up contingency plan in case of need for disaster scenario. (Village hall and similar SC). Clerk to respond. Correspondence re footbridge diversion and diversion of footpath re Hs2 development. Ongoing. Parishoner had asked for update re co-op repairs and there had been an item on local radio. (3 Counties). SCPC had submitted response re s106 funding should Buckingham Road development go ahead. General Data Protection Regulation paperwork discussed and to be reviewed by Cllr Barrett. Discussion re firework night and effect on new Bovis construction on drop zone and possible future use of cow field next to Church. E mail from Bill Hughes from East and Botolph Claydon Parish Council regarding possible grant funding from Hs2 towards sentinel system costing £5,000. Cllr Firth would like to include in our thoughts about developing MVAS system (and other initiatives) where another unit could be purchased and extend review into North End Road. E mail from Alan White at Gawcott Parish Council wishing to develop dialogue with regard to safeguarding / improvement of	GDPR would be reviewed by Cllr Barrett who would report back on action required Cllr Firth would contact both Verney Estates and Bovis re this matter Clerk to respond saying keen for them to be part of SCPC plan and suggest meeting after summer break.

	highways ahead of the Hs2 onslaught and associated future traffic management. Discussed and Cllr Firth keen to discuss once contractor appointed.	Clerk to maintain dialogue between Gawcott and SCPC. Letter already written 30/05/17																												
A Plan for the Village – Chair 2017/230	Cllr Firth shared his thoughts for the future over and above its statutory duties. Growing population deserved improving infrastructure and services and for such projects Parish Council well placed to be involved. Cllr Firth summarised many of the positive activities going on in the village. An inspired Parish Council would be a catalyst for growth. Supported by Councillors. Cllr Mahon very keen for the ‘village walk’ to continue as there had been very positive feedback. Diarised to repeat. Cllr Firth wanted to develop a template for use in identifying how the village could be made a better place. The Hs2 ‘team’ would also play a part in that. It would be important that the parishoners and established groups had their say.	Cllr Firth would put more detailed proposals to PC at their September 17 meeting. Tuesdays 19 th September 2017 – next village walk 24 th June ‘preparing for hs2’ at fete and Cllr Barrett would attend. And e mail group for support. Would also arrange manning for stall at Fayre on August 28th																												
Review of insurances 2017/231	Clerk advised that Parish Council should do this annually. Cllr Spencer had reviewed – year 2 or a 3 year premium agreement. Councillors discussed and happy (with some minor changes) that cover was adequate and appropriate.																													
Librarian 2017/232	A job description had been prepared by one of the Parish Councillors. Some amendments were suggested. Discussion regarding librarian duties to include rota preparation and delivery. Councillors would be considering opening hours and as to whether there was scope to increase. Discussion regarding rates of pay for this position and holiday entitlement. Discussions re ideas for book stock control and candidates opportunity to suggest changes as part of the interview process. Cllr Firth would finalise paperwork, Cllr Spencer to get in newsletter and Clerk to manage application process. Closing date for applications would be 7 th July and interviews to be 11 th July.																													
Working group update on activities 2017/233	<p>Finance Bank balances 31st May 2017, C/a £76,276.95, Tracker £21,027.70, Lloyds £50,000, NSC’s £5,329.88 Tennis courts £5,506.66. (½ Annual precept paid in April). Cheque run June 2017.</p> <table border="1"> <tr> <td>105069</td> <td>Aon UK</td> <td>SCPC Insurance policy</td> <td>£5,058.24</td> </tr> <tr> <td>105070</td> <td>Ed Potocki</td> <td>Reimbursable expenses as per schedule</td> <td>£134.78</td> </tr> <tr> <td>071</td> <td>Contractor</td> <td>Library computer repairs as per details provided</td> <td>£275.00</td> </tr> <tr> <td>072</td> <td>Trevi Smith</td> <td>Reimburse re leisure line window cleaner</td> <td>£5.00</td> </tr> <tr> <td>073</td> <td>Bucks County Council</td> <td>Library salary Pat Butler final payment</td> <td>£ 187.21</td> </tr> <tr> <td>074</td> <td>Groundsman</td> <td>May recreation ground upkeep</td> <td>£ 500.75</td> </tr> <tr> <td>075</td> <td>Contractor</td> <td>Period 01/06/17 to 31/05/18 maintenance charges covering fire alarm system, emergency lighting, fire extinguishers and access control system</td> <td>£930.00</td> </tr> </table>	105069	Aon UK	SCPC Insurance policy	£5,058.24	105070	Ed Potocki	Reimbursable expenses as per schedule	£134.78	071	Contractor	Library computer repairs as per details provided	£275.00	072	Trevi Smith	Reimburse re leisure line window cleaner	£5.00	073	Bucks County Council	Library salary Pat Butler final payment	£ 187.21	074	Groundsman	May recreation ground upkeep	£ 500.75	075	Contractor	Period 01/06/17 to 31/05/18 maintenance charges covering fire alarm system, emergency lighting, fire extinguishers and access control system	£930.00	
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076	PRS for Music	Performing Rights	£130.10
077	ROSPA	Annual inspection play area and skate board park	£184.80
078	David Martin	Vicarage Orchard maintenance qtly.	£240.00
079	HMRC	Tax and NI	£546.20
080	George Browns	Oils and tyre v sealant as per schedule - ordered by Groundsman and confirmed.	£85.85
081	Dan Price	Reimbursement of Screwfix toolkit for caretaker - as per schedule and receipt	£255.19
082	Nick Osgerby	Postage stamps £14.52 April 2017 and £14.52 June 2017 - against receipts	£29.04
083	Contractor	Janitorial supplies	£78.85
084	E'on	3 x invoices re quarterly maintenance contract (late submission) and 1 x new lantern west street	£2284.32
Wages paid electronically on 1 st June as signatories now on holiday			

Recreation Ground

Skateboard repairs were progressing with new hardboard purchased. Boiler concerns had been investigated at pavilion – ongoing. Grids entry to children’s play area will be refreshed by contractor. (JH to arrange). Clock tower in need of reinvestment as falling into disrepair. Solar power for future? Green shed usage to be reviewed and/or cleared. Electricians may need to be disconnected. ROSPA report had been circulated to all Councillors for action planning.

CCTV had been installed (Rec and V Hall) and now needed to be commissioned and Cllr Mahon would arrange for specialist to advise the Council. Clerk to arrange access and be at meeting. Clerk and Caretaker (Ed) would be trained and authorised to interrogate system as required. CCTV signage was in place.

Village Hall, Cottage and Library

Cllr Mahon advised that hall had been cleaned from top to bottom re cobwebs etc and windows cleaned. Stage curtains would be removed by Caretaker with assistance and sent to dry cleaners. Some Ivy still needs to be removed from shed. Contractor who had done work on cottage to be asked to provide start and finish date for outstanding work.

Communication and Events

Next firework meeting to be end of July. Newsletter entries discussed. Draft minutes now being published before following meeting and newsletter to highlight this. Chair to speak to Ian regarding more info being put on SCPC website.

Neighbourhood and development

Neighbourhood Plan now submitted to AVDC. Examiner to be appointed. Vote of thanks given to team who had done such a

Paul Firth to speak to NV regard fireworks on land adjacent to church and future of clock tower on Rec..

ROSPA report - actions

Clean curtains!

PF -> IM re website entries.

PF -> to provide list of thanks to Clerk

	<p>good job. Post assessment next step would lead to referendum. Discussion regarding traffic movements.</p> <p>Planning Applications for consideration</p> <p>Application for reserved matters pursuant to outline permission 15/01490/AOP relating to appearance, landscaping, scale and layout for the erection of 60 dwellings with associated parking, garages, public open space and drainage</p> <p>Planning Application Land At North End Farm North End Road Steeple Claydon Buckinghamshire Ref. No: 17/00543/ADP</p> <p>Outline application with access to be considered and all other matters reserved for a residential development of upto 110 dwellings, an A1 convenience store up to 280sqm and new D2 health facility.</p> <p>Planning Application Land Adjacent Addison Road Steeple Claydon Buckinghamshire Ref. No: 17/01010/AOP The Parish Council recorded no objection to both planning minor amendments. Proposed Cllr Firth, seconded Cllr Price.</p> <p>Parishoner had written in concerned about the layout of houses in the new North End development concentrated affordable housing in one specific area. The Parish Council believed this was typical of such developments and did not consider any further action was appropriate.</p>	<p>Diary 23/5 walk village. Meet 7pm v/hall</p>
<p>Matters of a confidential Nature 2017/234</p>	<p>The public were asked to leave before this item on the agenda. Public meeting closed</p>	

Signed..... Dated.....