

STEEPLE CLAYDON PARISH COUNCIL
Minutes of Annual Parish Council meeting and May meeting 2017

Present 2017/214	Cllr Firth (newly elected Chair), Cllr Hodges, Cllr Weingart, Cllr Mahon, Cllr Smith, Cllr Price, Cllr Mahon. L Piper, I Millard		<u>ACTION POINTS</u>
Apologies 2017/215	Cllr Barrett		
Appointment of Chair and Vice Chair 2017/216	Cllr Hodges Vice Chair of the Parish Council introduced proceedings. Cllr Firth was nominated for the position of Chair by Cllr Mohan. This was seconded by Cllr Hodges. There were no other nominations. Cllr Firth was prepared to stand and was duly elected – unanimous. Clerk asked Cllr Firth to sign acceptance of office paperwork which he did. Cllr Firth took over the Chair of the meeting. Cllr Weingart wished to nominate Cllr Hodges as Vice Chair. Seconded Cllr Spencer. Cllr Hodges was prepared to stand. – unanimous, and he was duly elected.		
Appointment of Officers 00217	FINANCE	Clerk, Cllr Smith , Cllr Hodges and Cllr Spencer	Groups are asked to meet and consider their responsibilities. Report back at June meeting.
	RECREATION GROUND	Cllr Price , Cllr Weingart and Cllr Spencer	
	VILLAGE HALL, LIBRARY AND COTTAGE	Cllr Mahon , Cllr Smith and Cllr Weingart	
	NEIGHBOURHOOD AND DEVELOPMENT to include Planning Applications and Village infrastructure	Cllr Firth , Cllr Hodges and Cllr Barrett	
	COMMUNICATIONS AND EVENTS	Cllr Spencer , Cllr Weingart, Cllr Price and Cllr Smith	
	* bold type indicates Key contact		
Minutes of meeting 4th April 2017 00218	April minutes had been circulated ahead of the meeting. The minutes of the meeting dated 4 th April 2017 were confirmed as a true record and signed by the Chair. Proposed Cllr Firth, seconded Cllr Mahon. Unanimous. Clerk asked to clarify for the future the posting of draft minutes prior to next monthly meeting. Clerk concerned that his wording be checked prior to going public.		Clerk asked to obtain guidance re posting of draft minutes 1 week before meeting. Please clarify if comments made during public participation should be minuted as the meeting is closed at that time. Matters arising to be re-introduced in future agendas.
Public Participation 00219	Clerk responded to minute amended by Parishoner. Thanks were given for the party provided for the departing librarian and minuted as requested. Questions asked about number of responses to draft neighbourhood plan – 50 (Cllr Firth).		
Audit 2017 00220	Parish Clerk was pleased to confirm that the internal audit had been successfully completed on April 26 th and signed off by Alan Lambourne. Clerk had already given a very detailed summary at the Parish Assembly meeting previously – see those minutes for further details. Section 1 – Annual Governance statement 2016/17 was approved by the whole Council and the Chair confirmed the statement by signature. Section 2 being the Accounting Statement 2016/17 was approved by the whole Council and the Chair confirmed the statement by signature. The Parish Council also considered		

	<p>Risk Assessment and financial controls being in place. A summary was signed by the Chair confirming compliance with this list of controls. Clerk was thanked for all the work put in.</p>																																																												
<p>Parish Clerk – correspondence 0221</p>	<p>Clerk confirmed a response had gone to AVDC regarding s106 payment to the village should a development to the East of Buckingham Road (currently on appeal) be agreed. A response in line with previous correspondence had been sent identifying new multi user games area and skate board park should funds materialise.</p> <p>Another volunteer identified for library and details on file. TWAO notification to be put on website.</p>																																																												
<p>Working group update on activities 0222</p>	<p>Finance</p> <p>Month dominated by audit and full report had been given at Parish Assembly. Bank mandate changes still not resolved but work in progress.</p> <p>Cheque run for May was discussed:</p> <table border="1"> <tr> <td>105052</td> <td>void</td> <td></td> <td></td> </tr> <tr> <td>105053</td> <td>rCOH</td> <td>Invoice 3 – professional fees Neighbourhood plan (duplicate cq 105052)</td> <td>£6,502.21</td> </tr> <tr> <td>105054</td> <td>Catherine Hodges</td> <td>Afternoon tea for leaving librarian</td> <td>£125.00</td> </tr> <tr> <td>055</td> <td>Trevina Smith</td> <td>Reimbursement – paint, brushes and glasses jugs etc for village hall as per receipts</td> <td>£49.85</td> </tr> <tr> <td>056</td> <td>Bucks County Council</td> <td>SLA Library – Pat Butler</td> <td>£1,015.67</td> </tr> <tr> <td>057</td> <td>David Griffiths</td> <td>Rec Ground april maintenance+ petrol + Spraying (£95)</td> <td>£605.25</td> </tr> <tr> <td>058</td> <td>RT Machinery</td> <td>For use by caretaker – Mulch Mower, brush cutter and safety items</td> <td>£982.13</td> </tr> <tr> <td>059</td> <td>Value products</td> <td>Signage re cctv</td> <td>£143.94</td> </tr> <tr> <td>060</td> <td>contractor</td> <td>Earth bonding at pavilion and new blade for extractor fan v/hall</td> <td>£308.20</td> </tr> <tr> <td>061</td> <td>Ultimate supplies</td> <td>Janitorial supplies</td> <td>£32.35</td> </tr> <tr> <td>062</td> <td>HMRC</td> <td>Tax and NI</td> <td>£367.28</td> </tr> <tr> <td>063</td> <td>Bucks County Council</td> <td>DBS Checks</td> <td>£18.00</td> </tr> <tr> <td>064</td> <td>Doreen Weingart</td> <td>Reimbursement flowers and Tickets for librarian</td> <td>£135.00</td> </tr> <tr> <td>065</td> <td>Contractor</td> <td>Tree cutting as per schedule</td> <td>£3,430</td> </tr> <tr> <td>066</td> <td>Bunting and Co</td> <td>PAYE services and pension admin costs</td> <td>£ 234.00</td> </tr> </table>	105052	void			105053	rCOH	Invoice 3 – professional fees Neighbourhood plan (duplicate cq 105052)	£6,502.21	105054	Catherine Hodges	Afternoon tea for leaving librarian	£125.00	055	Trevina Smith	Reimbursement – paint, brushes and glasses jugs etc for village hall as per receipts	£49.85	056	Bucks County Council	SLA Library – Pat Butler	£1,015.67	057	David Griffiths	Rec Ground april maintenance+ petrol + Spraying (£95)	£605.25	058	RT Machinery	For use by caretaker – Mulch Mower, brush cutter and safety items	£982.13	059	Value products	Signage re cctv	£143.94	060	contractor	Earth bonding at pavilion and new blade for extractor fan v/hall	£308.20	061	Ultimate supplies	Janitorial supplies	£32.35	062	HMRC	Tax and NI	£367.28	063	Bucks County Council	DBS Checks	£18.00	064	Doreen Weingart	Reimbursement flowers and Tickets for librarian	£135.00	065	Contractor	Tree cutting as per schedule	£3,430	066	Bunting and Co	PAYE services and pension admin costs	£ 234.00
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	067	AVDC	eurobins	£ 170.30	
	Wages paid electronically				
Proposed Cllr Mohan, seconded Cllr Firth – unanimous					
<p>Recreation Ground</p>					
<p>Cllr Price reported. Football Club wanting to complete painting at Pavilion as agreed. Some activity on Good Friday but more work required and correspondence sent. Cllr Weingart asked about the steam coming from back of pavilion as there appears a malfunction with heating system. There also seems to be an issue with being able to reignite the boiler. Action to be taken.</p>					
<p>Village Hall, Cottage and Library</p>					
<p>Team had met. Job description for librarian would require further help which was being arranged. Toddlers group ongoing discussion regarding support already given by SCPC and support not requested elsewhere as far as we are aware. Did not consider replacement of toys was SCPC responsibility. Cllr Smith would provide letter for group to be signed by the Clerk. Contractor dealing with cottage refurbishment had not completed outside work and Cllr Mahon would provide Clerk with wording for letter to give 21 days notice for completion of job and official response to be requested. Discussion re internal cleaning of hall with Contractor who had previously done the high up cleaning. Agreed. Arrangements to be made for stage curtains to be taken down and dry cleaned - cost expected to be about £200. Agreed. Library outer door not closing properly and Clerk to speak to Library Assistant to resolve. Agreed jobs needed to be done by Caretaker to be put on computer defects list. Meeting to be arranged with Caretaker present to review outstanding. Discussion re Caretaker time sheet. Fencing in cottage garden decision deferred until 3rd quote received which is imminent. Decision to be made promptly thereafter.</p>					
<p>Communication and Events</p>					
<p>Firework meeting held. To be 4th November 2017. FS to co-ordinate. Theme not yet decided. Resolved Budget of £3,250 proposed this year seconded Cllr Weingart. Unanimous. TEN would not be paid for by PC this year. Info re New Chair of Parish Council to be advised in Newsletter. Vacancy for 9th Councillor to be addressed in the Autumn. Feedback forms passed to Village Hall Team.</p>					
<p>Neighbourhood and development</p>					
<p>All Cllrs had received e mail with latest version of neighbourhood plan. Now in final stage of onward transmission to AVDC. Resolved that the Neighbourhood Plan be signed off by the Parish Council – Proposed Cllr Spencer, seconded Cllr Smith Unanimous. Buckingham Road Development has already been responded to by the SCPC. It is believed AVDC will fight hard against this development.</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</p>					
<p>Land Adjacent Addison Road Steeple Claydon Buckinghamshire</p>					
<p>Ref. No: 17/01010/AOP</p>					
<p>Cllr Hodges declared an interest and did not participate in discussion or vote on this matter.</p>					
<p>The Parish Council resolved to fully support the application and</p>					
<p>Caretaker to be asked to inspect the other areas of the recreation ground (skate board area in particular) to look for any items of concern – WEEKLY – for insurance purposes.</p>					
<p>FM – Letter TS - Letter</p>					
<p>Caretaker Timesheets to Cllr Smith. Copy Job description to V hall team</p>					
<p>Go to contract asap re new cottage garden fence</p>					

	<p>this was in line with the neighbourhood plan already approved. Proposed Cllr Mahon seconded Cllr Weingart.- unanimous. Wording for response to be advised to Clerk. (subsequent to meeting response provided having been agreed by Councillors)</p> <p>Steeple Claydon Parish Council wishes to record the unanimous vote of the Parish Councillors able to vote at the May Parish Council meeting in favour of the outline planning application for 110 dwellings on land off Addison Road. This scheme is the subject of policy SC2 in the emerging Neighbourhood Plan and the proposals are in alignment with that policy. The Parish Council supports this application.</p> <p>It was agreed that the Parish Councillors would walk the village again. To be 23rd May. A Parishoner had suggested the public be advised when maintenance on Vicarage Orchard is being done there so they can liaise and understand what is being done. Perhaps Friends of Vicarage Orchard group could be developed. Cllr Weingart trying to arrange a visit for Councillors to the incinerator. Resolved spend of £ 255.19 purchase of tools from Screwfix as per schedule for the use of Caretaker. Proposed Cllr Weingart, seconded Cllr Smith – unanimous. Cllr Price will pay and claim reimbursement.</p> <p>MVAS (speed sign) positioning responsibility to be transferred to Caretaker.</p>	<p>Diary 23/5 walk village. Meet 7pm v/hall</p>
<p>Matters of a confidential nature 0223</p>	<p>The public were asked to leave before this item on the agenda. Public meeting closed 10:52pm</p>	

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