



STEEPLE CLAYDON PARISH COUNCIL

Minutes of Parish Council meeting on 03 December 2019

<p>Present: Cllr Paul Firth (in the chair), Cllr Frank Mahon, Cllr Doreen Weingart, Cllr Trevina Smith, Cllr Paul Hammond, Cllr Dan Price. In attendance: Ms Hannah Holmes – Parish Clerk and 3 members of the public. The meeting was opened by Cllr Firth at 19.34</p>	
<p>1. Apologies Apologies received from Cllr Tony Barrett Apologies received from Cllr Angela Macpherson Cllr Hodges unable to attend.</p>	
<p>2. Declarations of interest Cllr Hammond and Cllr Smith both have reimbursement payments in cheque run</p>	
<p>3. Minutes PC are happy with new shorter version style produced by Clerk. - A typo was noted by Parishioner. Chair amended hard copy minutes. Cllr Smith proposed the November minutes as a true and accurate record of the meeting, Cllr Mahon seconded all other councillors agreed.</p>	
<p>4. Chairman's comments Chair welcomed all to the meeting. This meeting was closed at 19.37 pm and public participation was invited at this time.</p>	
<p>5. Public participation P1– can councillors only talk one at a time to make it easier to hear meeting. PC agreed. P2– Mud on Buckingham Road, Chair agreed to write to AVDC and Highways Authority to remind constructors about their responsibilities with regards to keeping the road safe. Cllr Firth has visited the site already. Cllr Smith as a Parishioner – would like to thank the PC for their support of the ‘Panto Mish Mash’ – they raised £1,200 in one day for Florence Nightingale Hospice. DVD sales are also available. Cllr Mahon gave a formal thanks to PC on behalf of the Senior Christmas Dinner, with a special thanks to all the hardworking volunteers and especially Terry and Dan’s mum who both worked tirelessly. PC will write and thank Frank and Hilary, it was noted that this event is lovely feature of the Village. The public participation was closed at 19.44pm.</p>	<p>Cllr Firth Cllr Firth</p>
<p>6. Clerk's report a. To receive a summary report from the Clerk of all significant activities and correspondence since the last meeting Appendix 1</p>	
<p>7. Street Lighting - Clerk addressed meeting with the proposal that Western Power could fit 6 new LED lights when doing the pylon updates on NER as those old lights are all currently obsolete and cost £670 for each LED replacement done by Eon. These would need to be ordered from Eon. Costs; LED - £165 & VAT each, Brackets - £60 & VAT each. Considerable saving to PC to do this way. All PC in favour, agreed to order 6 new LED lights and brackets - Clerk to see if Eon can do sale or return on brackets if not required. <ul style="list-style-type: none"> To do walkaround each pole – on-going with TL & TB Reported x3 for repair this month: 36 St Michael’s Way – 16.11.19 fixed 21.11.19 28/30 Vicarage Lane – 19.11.19 fixed 21.11.19 30 Victory Road – 26.11.19 fixed 28.11.19</p>	<p>Clerk</p>



<p>8. Village Fete Plans 2020 – Cllr Barrett Cllr Barrett unable to attend this PC meeting so item deferred until January 2020</p>	
<p>9. Working Group update on activities and recommendations:</p> <ul style="list-style-type: none"> • a Finance • To approve the payments listed in the cheque run for the month • Precept planning – set a date for pre-meeting – in before 17.01.20 deadline <p>These were confirmed as a true and accurate record, proposed by Cllr Mahon and seconded by Cllr Price and agreed by Cllr Weingart Cllr Firth agreed to do BACS payments before Friday 06 December. Precept Planning Meeting - PC agreed Thursday 02 January 2020 at 7pm in Library – second choice Monday 06 January</p> <p>Appendix 2</p> <p>b Recreation Ground</p> <ul style="list-style-type: none"> • Report from the Recreation Ground Working Group – Appendix 3 • CCTV in Recreation Ground update • Dog Warden update from Clerk <p>Fireworks figures discussed, donations and light stick sales noted. Council did have to pay additional medical cover and audio costs as the event was delayed by a week. Cllr Smith proud of the display and thanked the volunteers and SCFC who hosted the BBQ and helped so much on a horrible wet night. Preliminary figures are: Donations received £1,164.94 and £35 from SCFC BBQ, Light Stick Sales £330.06 PC to write to Fireworks team – ‘big’ Paul address via Cllr Weingart Footpath across Rec Ground may get damaged if we try and replace wood footpath edge with concrete. Agreed to leave it as is. January agenda - start process to rebuild Pavilion – driven by Cllr Hammond CCTV quotes – Cllr Hammond to go back to company for demonstration – quote £1500 + VAT and to also replace x3 currently broken ones Bin in NER car park has been filled – need a camera to cover car park Clock Tower – currently with Pete Roberts – a missing battery and mechanism is worn. He’s currently working on it. Michael Carter – Chair led discussions and reviewed the meeting held with PC and Michael Carter. Skate Park and MUGA at same time was the plan – but PC are not fully decided all the MUGA decisions. Chair suggested PC implement the skateboard park and continue to develop ideas on MUGA – Cllr Price felt this was the correct way of doing it. It was agreed by all to do this. Mahon spoke to an ex-Cllr - some time ago we had a sample portable concrete skate park in NER car park – but NER local parishioners complained about the noise. Cllr Price noted that concrete will be considerably quieter than current one or a portable one. PC to request formal quotation for Skate Park from Michael Carter – PF to provide words to Clerk. Dog Warden update – Clerk read AVDC reply aloud to meeting – we can buy additional AVDC signage, PC going ahead with suitable anti-dog fouling signs designed by SC Youth Club children and will go on display in Recreation Ground. Clerk will send onto PC for final approval once designs and costs are submitted.</p> <ul style="list-style-type: none"> • 9. c Village Hall, Library and cottage • Report from the Village Hall, Library and Cottage Working Group • Fire Exit door from bar update 	<p>Cllr Weingart Cllr Firth</p> <p>Cllr Hammond</p> <p>Cllr Firth</p> <p>Cllr Firth</p> <p>Cllr Firth/Clerk</p>



<ul style="list-style-type: none"> • Shed D door – door /frame /lock requires replacing <p> Cllr Smith will update PC regarding kitchen quotes after Jan meeting. Door for sheds – Contractor quote for door but was a no show twice. Cllr Mahon to ask another contractor – under £500 so go ahead agreed. Fire door – previous contractor supplied door at cost when new door fitted 3 months ago – PC to write and ask to replace it foc or we go via the small claims court Official letter from PC to installers – Cllr Smith to draft it and Chair to re-word – to use Terry’s report and photos. All PC agreed. </p> <p>9. d Communication and events</p> <ol style="list-style-type: none"> Report from the Communications & Events Working Group Website and social media policy <p> We have to change the PC website as ours is not supported after March 2020 – web advert circulated by Clerk – Cllr Firth in touch with Quanton PC Clerk; good news, positive reports, the web developer lives in Quanton – website design is specifically for PCs. Design the scope of website in advance. PC agreed the Clerk to investigate and lead this supported by Cllr Firth. To do before the end of March 2020. </p> <p> Social media policy to be reviewed after completion of new website – once website migration complete. </p> <p> Parish Magazine distribution is a challenge – advertising for distribution help/volunteers agreed. BCC updates are posted on website as they come in in News Section. </p> <p>9. e Planning Applications and proposed developments</p> <ol style="list-style-type: none"> To review the following planning applications; None received. 	<p>Cllr Smith</p> <p>Cllr Smith / Cllr Firth</p> <p>Clerk / Cllr Firth</p> <p>Cllr Firth</p>
<p>10. HS2 / E-W Rail / E-W Expressway - Any updates</p> <ol style="list-style-type: none"> NEG dates in Jan <p> HS2 – Cllr Weingart noted the devastation really is happening around us. There will only be more to come. </p> <p> EWR – preparation and advance works currently happening ahead of project start. </p> <p> Regarding the White Jubilee Bridge PC agreed to write to BCC and Highways with regards to expected increased traffic, suggest a give way option as a narrow bridge. </p> <p> Parishioner – please add a note about in Knightsbridge - they need to write up the give way and white lines. Cllr asked parishioner to also report on FixMyStreet </p> <p> EWE – Cllr Mahon commented that Shapps says it is currently being reviewed, although waiting until Parliament is back in session. </p> <p> NEG mtg – PC to offer the 16 Jan 2020 for public meeting </p>	<p>Cllr Firth</p>
<p>11. BCC Unitary Updates – Headlines from Clerk – articles in News section of website.</p>	
<p>12. Future agenda items</p> <p> Pavilion design and planning discussions – Cllr Hammond Library – Cllr Weingart Village Fete plans – Cllr Barrett The meeting was closed at 20.43 pm. </p>	



Signed.....

Date.....

Appendix 1

Summary of Clerk activity – November 2019

Meetings

- PH and Jon from Southern Electric with regards to new electricity pylons being replaced along North End Road in December 19 / January 2020
- 11.11.19 - Mtg with PC and Michael Carter re Skate Park

Administration

- Preparation of monthly transactions for December meeting
- Prepared monthly invoicing and chased any outstanding for Village Hall for November 19

Other

- Parishioner Correspondence
- NEG signage ordered and in place 28.11.19
- Chasing AVDC street-scene regarding tree pruning req for Meadoway/Sycamore leys from 19.09 – 02.12

On-going

- November draft Minutes
- November Action Point list
- Minutes on public display
- December agenda
- November Wages
- On-going email correspondence
- Website updates

Appendix 2

Payee	Details	Chq Number	Cllr Initial	Category	Net Value	VAT Paid	Gross
Pat Serle	Nov wages	BACS		wages	£		£
Terry Levitt	Nov wages	BACS		wages	£		£
Hannah Holmes	Nov wages	BACS		wages	£		£



Paul Hammond	expenses - replace side door lock / sheet of 1/4 plywood to repair wall panel	BACS		Pavilion	£65.15		£65.15
Terry Levitt	expenses - key safe/stickers/jantex/ printer ink /batteries /rubber gloves / key finder/mileage	BACS		hall	£98.39		£98.39
Pat Serle	expenses - childrens books, adult books & crayons x£6.	BACS		library	£30.55		£30.55
Trevi Smith	Xmas lights for inside Hall	Chq 453		Hall	£22.50		£22.50
Spectrum Plastics	100 x library cards	BACS		library	£95.00	£19.00	£114.00
Sasse	descaler/ loo roll/ bin liners	BACS		hall	£66.85	£13.37	£80.22
British Gas	Gas for Pavilion	D/D		pavilion	£86.01	£4.30	£90.31
British Gas	Gas for Hall	D/D		hall	£237.61	£11.88	£249.49
Barclays	banking charges - chq x10/ BACS x 31/ Cash x £1515	D/D		misc	£36.99		£36.99
Bucks Event Medics	discounted rate for Fireworks	BACS		Fireworks	£90.00		£90.00
Buckingham Glass	repair lead window at hall - charged to Karate	BACS		hall	£80.00	£16.00	£96.00
NMP Audio Ltd	Sound for Fireworks	BACS		Fireworks	£350.00	£70.00	£420.00
Wave	water for hall	D/D		hall	£19.15		£19.15
Eon	electric to clock tower	BACS		clocktower	£9.57	£0.48	£10.05
Eon	electric to streetlights	D/D		Streetlights	£790.55	£158.11	£948.66
Eon	electric to Pavilion	D/D		Pavilion	£92.51	£4.63	£97.14
Village Networks	wifi to Pav	D/D		pavilion	£25.00	£5.00	£30.00
Village Networks	wifi to hall	D/D		hall	£25.00	£5.00	£30.00
Stephen Quinton	repairs and inside decorating of Pavilion	BACS		pavilion	£280.00		£280.00
David Martin	Ground maintenance in VO	chq 454		Vicarage Orchard	£240.00		£240.00



HMRC	PAYE	chq 10545 2		wages	£488.53		£488.5 3
John Lamb	sundry expenses for Fireworks - cable ties/ gaffer tape/ plastic sheets	BACS		Fireworks	£68.51		£68.51
AVDC	Bins - empty and rental	BACS		misc	£83.30		£83.30
AVDC	Dog waste service April 19 - March 2020 - 13 bins at 78 empties and 2 cleanses each bin	BACS		misc	£1,181. 44	£236.2 9	£1,417. 73
J Baughan	Hall roof repairs	BACS		Hall	£160.00		£160.0 0
					£7,314. 17	£544.0 6	£7,858. 23

Appendix 3

Recreation ground working group report.

December 2019

The firework display did take place on Saturday 9th November the display was again outstanding.

A big thank you - to all the firework team and volunteers who helped on the day and the evening - the football club for putting on the refreshments on the night. It was a wet and miserable night unfortunately and attendance was lower than hoped. I suggest we have a debrief meeting in the New Year.

I spoke again to BCC about the new path edging –the wooden section behind the skateboard park to ask if it could be done with concrete which will last longer – they will talk to Bovis homes.

The car park entrance in from the road is now finished.

The painter will return next week and finish the emulsion painting of the centre section of the pavilion - Terry is continuing to try and do the dressing rooms – I would like to get the rest of the interior done a.s.a.p in order to keep it looking clean and tidy for the next two years...

We must start to look into designing and planning a new building for the future – I ask that we have this on January's agenda.

We had a meeting with Michael Carter about his services in respect of the stake park and future plans and feel his services would be very helpful and needed to move the project forward

We have had a quote in about the CCTV cameras – to discuss.

Having checked with Terry today we have not had too many problems in the ground this month so far.

Paul Hammond.

For the Recreation ground working group.