



## STEEPLE CLAYDON PARISH COUNCIL

Minutes of Parish Council meeting on 02 April 2019

<p><b>Present:</b> Cllr Paul Firth (in the chair), Cllr Frank Mahon, Cllr Doreen Weingart, Cllr Trevina Smith, Cllr Tony Barrett, Cllr Joseph Hodges, Cllr Paul Hammond.</p> <p>In attendance: Hannah Holmes – Parish Clerk and 13 members of the public. The meeting was opened by Cllr Firth at 19.34</p>	
<p><b>1. Apologies</b> Apologies received from Cllr Price</p>	
<p><b>2. Declarations of interest</b> Cllr Firth will be commenting on planning application regarding Lewis’s shop but will not take part in the discussion or vote. Cllr Mahon has qualified the like for like quotes for Vicarage Orchard bases and ramps but will abstain from voting on the sealed bids.</p>	
<p><b>3. Minutes</b> No comments received Cllr Barrett proposed, Cllr Mahon seconded with all present members in favour that the minutes were a true record of the meeting.</p>	
<p><b>4. Chairman’s comments</b> Cllr Firth discussed he will be involved regarding presenting the planning application for a change of use from shop to Community Café. Reverend Rickey was welcomed to the Village. Village looking in good shape, Vicarage Orchard is going really well. Recreation ground issues with youth activities will be discussed later. HS2 activities regarding de-vegetation will be discussed. Annual Parish Meeting is on April 16<sup>th</sup> please do attend if you can.</p> <p>This meeting was closed at 19.39pm and public participation was invited at this time.</p>	
<p><b>5. Public participation</b></p> <p>Parishioner 1 – FOSCL, Friends of Steeple Claydon Library have held their first meeting to support the librarian, promote and get people involved in the Library. There are still issues relating to access to the dedicated library account. It is agreed that this fund will be used to pay for a new bookcase for the library. Cllr Firth agreed to help mediate in order to move this forward.</p> <p>Reverend Rickey introduced himself to the meeting. He is concerned about the lack of street lights on Queen Catherine Road approaching the church. It was agreed this can be discussed under Section 9.</p> <p>Parishioner 2 – Asked if any known activity with the Addison Road planning? As the development is now in the ownership of the developers it is likely there will be changes to the proposed development. Need to keep an eye on the planning application to identify</p>	Cllr Firth



proposed changes to the layout or nature of the development.

Parishioner 3 – Wanted to thank the SCPC for arranging the AED awareness day, and could the PC give a donation to the AED Charity. Cllr Smith advised that the PC is unable to make Charitable donations, and noted that the PC had paid for the AED together with BCC.

It was agreed to move planning applications forward to next discussion as there were several parishioners present to discuss them. Cllr Barrett advised the room that the Vice Chair Cllr Hodges will chair during the planning application that Cllr Firth is presenting.

The public participation was closed at 19.51pm.

## 6. Clerk's report

- a. To receive a summary report from the Clerk of all significant activities and correspondence since the last meeting

Summary of Clerk activity – March 2019

- Meeting on 07.03.19 with Melanie Rose & Cllr Firth regarding Internal Audit
- Attended BALC RFO training course on 13.03.19
- Attained Law & Procedures certificate level 2 of ILCA training 19.03.19
- Cllr Hammond mtg re Eon/British Gas 21.03.19
- Cllr Barrett mtg re Streetlights 26.03.19
- HS2 walkabout 27.03.19

### Administration

- On-line Banking
- Preparation of monthly transactions for April meeting
- Prepared monthly invoicing for Village Hall for March 19
- Reconciled Accounts with February 19 spend
- Invitations issued to Annual Parish meeting
- LAT road list compiled
- Street names list compiled

### Other

- 2x Dog Bins purchased; Buckingham Road/ St Michael's Way & Recreation Ground by Florence Nightingale clock gate
- Bin at Co-Op and provision of bin for Rec Ground by Co-Op – email from Andy Poole on 01.04.19 – imminent delivery date – location to be confirmed by PC
- Panto Shed – emptied 30.03.19
- Hall CCTV box sent for repair to Cricklewood & re-installed
- Eon – Clock Tower arranged refund for £645.99
- Regarding British Gas - We fixed our prices for 3 years - which means the standing charge per day for the Pavilion goes from 64.92p/p/day to 29.03p/p/day
- British Gas at the hall - again we fixed it for 3 years - the standing charge now goes from 70.95p/p/day to 53.22 pence per day
- Regarding the Eon Electric - we get a further 7% discount for paying by direct debit.
- The Clock Tower was not in a contract - so the standing charge for the clock goes from standing charge 79.00 p/p/day to 23.11 p/p/day - this was a 3 year contract.
- Hall - Electric we signed up for a two year fixed rate contract so standing charge for the Library / hall goes from 27.01 p/p/d to 19.04p/p/day
- Pavilion- Electric again we signed for a two year contract taking the standing charge from



<p>27.01 p/p/day to 19.04 p/p/day</p> <ul style="list-style-type: none"> <li>• March draft Minutes</li> <li>• March Action Point list</li> <li>• February minutes on public display</li> <li>• April agenda</li> <li>• March Wages</li> <li>• On-going email correspondence</li> </ul>	
<p><b>7. Best Kept Village</b></p> <p style="padding-left: 40px;">a. 2019 entry details b. Winslow Road edges</p> <p>Parishioner noted some corrections on the proposed map. It was agreed Cllr Firth will update and pass to Clerk for entry. Entry must be received by 30.04.19 Decide dates for tidy up days and action weekends. Last year's team, Lorna Piper, Cllr Barrett, Cllr Firth and Terry Levitt. Cllr Trevi Smith offered to join the BKV team this year.</p> <p>Cllr Firth has investigated Winslow Road edges they used hire equipment from RTE machinery provide and hire equipment £350 per/week but that comes with H&amp;S / Risk Assessment/ Traffic control. Or Bicester Sweepers – one day hire £410.00 Cllr Firth proposed we hire a street sweeper from Bicester Sweepers early May for one day Cllr Firth proposed, Cllr Smith seconded. It was <b>RESOLVED</b> that Cllr Firth will arrange Bicester Sweepers.</p>	<p>Cllr Firth/ Clerk</p> <p>Cllr Firth</p>
<p><b>8. Buckingham Road development Street names</b></p> <p>Crest Nicholson marketing team who wish to market the scheme as a development with a focus on nature, wildlife and the countryside. Their ideas to date are: Fauna / Habitat / Bloom / Tillage / Alder / Birch / Hillock / Pasture / Woodland / Arable / Floret</p> <p>The list SCPC compiled included antique farming tools / local birds / local trees / hawk-moths It was agreed the Clerk will send the list to crest Nicholson for consideration together with a note about asking the previous landowners the Verney's, also to note the Roman archaeological investigations in context.</p>	<p>Clerk</p>
<p><b>9. Street lighting</b></p> <p style="padding-left: 40px;">a. To receive summary from the clerk regarding the current status of reported streetlight faults and update on streetlight audit.</p> <p>Reported x2 broken street lights in the last month Total of x13 reported in 2019 Clerk Requested getting Village streetlight Eon Audit on 06.02.19 chased 26.03.19</p> <p>Cllr Firth discussed Reverend Rickey's request – the PC can ask for one more street light by the</p>	<p>Cllr Firth</p>



new development of houses being built. Cllr Firth agreed to take this forward.

**10. Working Group update on activities and recommendations:**

**10.a Finance**

Payee	Details	Chq Number	Category	Net Value
Hannah Holmes	wages	BACS	wages	
Terry Levitt	wages	BACS	wages	
Pat Serle	wages	BACS	wages	
Hannah Holmes	expenses - scissors/ microphone boost/car parking/wood cleaner	BACS	wages & expenses	£35.58
Pat Serle	expenses - paper/ bookends x2 sets	BACS	wages & expenses	£48.47
Terry Levitt	expenses - janitorial goods	BACS	wages & expenses	£88.37
Marie Cherry	wages - cleaner when TL AL 17- 27.03.19	BACS	wages	£162.25
BT	last bill for Library phone - now cancelled	D/D	Library	£118.86
Eon	account updated after meter read	D/D	Clocktower	£47.58
Eon	Streetlight maintenance for quarter ending 31.03.19	BACS	streetlights	£511.20
Eon	Elec to Library / hall	D/D	library	£136.73
Eon	Elec to Pav	D/D	pavilion	£60.16
Eon	Streetlights - elec	D/D	streetlights	£1,070.58
BMKALC	Annual Subs 2019/2020	BACS	misc	£353.17
Wicksteed	Repairs & labour - playpark	BACS	childrens corner	£1,446.55
Men in Sheds	bird/bat/bug boxes	BACS	Vic Orchard	£58.00
Alchemy Fireworks	BPA training x3 candidates	BACS	Fireworks	£375.00
Green Mechanical Solutions	heating in library/pav water heater condemned	BACS	pavilion	£125.00
Wave	water / sewerage	D/D	Library / hall split	£127.48
Wave	water / sewerage	D/D	pavilion	£14.81
Barclays	mixed payment plan charges: acc. Fee/ 13x chq/ 27x BACS/ PO cash. 13.02 - 12.03.19	D/D	misc	£24.71
HMRC	PAYE	362	wages	£330.60

David Martin	gardening Dec/ Jan 19 / Feb	363	Vic Orchard	£240.00
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Bucks BKV	BKV entry	364	misc	£25.00
Duncan Hayers	2 x benches / flowers	365	Vic Orchard	£217.47
Village Networks	Internet - Library	D/D	Library	£25.00
Village Networks	Internet - Pavillion	D/D	pavilion	£25.00
AVDC	empty / rental for March x 16	BACS	misc	£78.00
Sean Cox Electricals	Replace 1x fitting in hallway/ x5 fittings main hall / replace all lamps	BACS	Hall	£456
NBPPC	North Bucks Parishes Planning Consortium membership to March 2020	BACS	wages	£20.00
			TOTALS	£8,731.47

Clerk also presented first quarter spend for councillors to check and sign. These were confirmed as an accurate and true record, proposed by Cllr Hodges and seconded by Cllr Barrett

#### 10.b Recreation Ground

- i. To receive report from the Recreation Ground Working Group

Florence Nightingale Clock - Date Agreed Tuesday 21 May @ 14.30 – Clerk to inform school.

Cllr Hammond reported on vandalism in skateboard park area – a huge piece of metal and concrete has been used to smash holes into the skate ramp.

A surface water drainage pipe pipe in the recreation ground car park is blocked. Cllr Hammon and Terry worked to rod it clear but it still seems to be blocked, suspect root ingress. Anglian Water has confirmed this is not part of their network and it was agreed that this is a council responsibility. Cllr Hodges noted it was root ingress previously. It was agreed to ask John Dearn who installed it to rod and find the problem.

Pavilion – the water boiler has been condemned, due to ventilation issues. Cllr Hammond investigating who put the system in 2015/16. It was agreed that Cllr Hammond can investigate and progress this with the Rec Ground Team and Nick Osgerby happy to help and advise

Dennis Gotts put CCTV at clock tower – Cllr Firth investigate and take further

#### 10.c Village Hall, Library and cottage

- i. To receive report from the Village Hall Working Group
- ii. Sheds update
- iii. AED Awareness day 28.03.19

The old panto shed has now been cleared out and the PC will use this for storage and Karate team can also use. This will free up the Caretaker's shed for chairs and tables.

Terry noted that there are two sheds that require ventilation to stop mould, the doors are also rotten and frames are damaged. The Fire Exit door from the bar is rotting at the bottom and needs replacing. Village Hall team to decide on all doors.

Clerk

Cllr Hammond

Cllr Hammond /Rec Team

Cllr Firth

Clerk/Caretaker

VH Team



The proposals for the kitchen refurbishment were discussed. VH team preparing a specification based on non-commercial equipment including double cooker/ hob / larder fridge but with more commercial storage and stainless steel moveable island to increase flexibility.

Budget quotes to be obtained.

Plastering needs to be done on all walls. Leaded window in kitchen needs attention.

Cllr's all invited to look at the kitchen after the meeting and put forward ideas/suggestions to VH Team.

Cllr Weingart raised the boarded up windows at the top of the hall – it was agreed that the VH Team can ask the decorators to take them down and investigate during the external decoration works.

Picture Gallery in the bar planned with Cllr Weingart and Clerk.

Cllr Mahon wanted the new cleaner Marie Cherry commended for excellent work while Terry was on holiday.

Cllr Firth noted it was agreed we can employ her on an ad hoc basis if we ever need a deep clean after large events and to cover Terry's holidays.

#### **10.d Communication and events**

i.To receive report from the Communications and Events Working Group

ii.SCPC Communications policy for planning applications – update

Cllr Firth felt his Planning Applications proposal was not well received, so would not go ahead.

Cllr Firth asked - If we don't inform neighbours who does?

Cllr Barrett felt it was not PC job to inform, it is AVDC planning department duty.

Cllr Hodges stated we put it on our agenda / website / notice board

Cllr Barrett noted that we have had past complaints for people not knowing, but that you have your rights to make representation directly with local district council who will make public knowledge that an application has been made. It is then up to you to inform yourself

It was agreed we will do nothing

iii.Firework date meeting for May

Cllr Weingart will set a date

#### **10.e Planning Applications and proposed developments**

i.To receive report from the Planning Working Group

ii.To review the following planning applications;

#### **18/04201/APP**

##### **Land off Claydon Hill, Steeple Claydon**

Change of use of the land from agricultural to equestrian use and the erection of a stables block.

The reason for the re-consultation is due to the change of wording within the proposal to "Change of use of" from previously stated. With this in mind AVDC had to begin the application process once more and so re-consultation of the application as well as the site notices.

Comments requested by 16 April 2019



No Objection/ Supports / Opposes

It was agreed the PC have No Objection  
Cllr Mahon proposed  
Cllr Joseph seconded

**19/01165/APP**

**18 & 20 Chaloners Hill Steeple Claydon Buckinghamshire MK18 2PE**

Erection of porches, two storey rear extensions and rebuild garages  
Comments requested by 24 April 2019  
No Objection/ Supports / Opposes

It was agreed the PC have No Objection  
Cllr Barrett proposed  
Cllr Hodges seconded  
Cllr Weingart abstained

Cllr Barrett introduced the fact that Cllr Firth has presented the PC with an application for dispensation – section 33(2)(c) of Localism Act 2011 – it was agreed that the PC were happy for Cllr Firth to have dispensation to speak on the proposed planning application as there is no pecuniary interest.

Vice Chair Cllr Hodges will Chair the meeting during that time and introduce the planning application and closed the meeting for Cllr Firth to speak as a member of the public.

**19/01157/COUC**

**Lewis News 44 West Street Steeple Claydon Buckinghamshire MK18 2NS**

Determination under Class C of Part 3 of Schedule 2 to the Town and Country Planning (General Permitted Development) (England) Order 2015 as to whether prior approval is required in respect of noise impacts, odour impacts, impacts of storage and handling of waste, impacts of hours of opening, transport and highways impacts, impact of the change of use, and the siting, design or external appearance of the facilities to be provided, for the change of use of the premises from retail (A1) to café/restaurant (A3) use.

Comments requested by 18 April 2019  
No Objections/ Supports / Opposes

Cllr Firth introduced the proposal to convert the closed newsagents into a community café and he explained there will be minimal change to the exterior.

The designer advised that AVDC previously granted change of use to restaurant in Sept 1985, it is next to an established Fish & Chip shop, so any additional smells etc will be significantly less than those created by that operation.

Cllr Hodges asked about provision for on-site parking. Cllr Firth confirmed that it is not proposed to provide on-site parking as the area could be used for additional tables in fine weather.

The concept of the café is for a Community Interest Company, CIC – any profits made will be returned to the community via grants etc

The plan is to employ a manager with the rest of the staff made up of volunteers.

Open in September/October 2019 if planning approval is given, grants are issued etc. Five year lease would protect the Community Cafe

Cllr Barrett proposed No Objection to be submitted with a comment about parking.



<p>Cllr Mahon seconded, majority vote</p> <p>The PC does have concerns about the lack of off-road parking on a junction and longer duration parking.</p> <p>Cllr Firth took over Chairing the meeting again and resumed at S6 Clerks report</p>	
<p><b>11. HS2 / E-W Rail / E-W Expressway</b></p> <p>a. Update – Vegetation Clearance</p> <p>Cllr Mahon gave an update on HS2 planned de-vegetation at IMD site. 50% reduction of planned de-vegetation is very possible, waiting on Cheryl Snudden as promised update is late.</p> <p>Cllr Barrett noted that the SCPC remains unattached to any of the groups opposing HS2 maintaining a neutral position.</p> <p>E-W Rail – nothing to report, public enquiry continuing.</p> <p>E-W Expressway – Cllr Firth to send round email from John Richards to SCPC so we can decide upon a viewpoint</p>	Cllr Firth
<p><b>12. Vicarage Orchard</b></p> <p>a. Update regarding improvements, investments and work to the Vicarage Orchard</p> <p>Cllr Weingart to contact Parrott &amp; Coles to sort out possessionary /full title /deeds for Vicarage Orchard</p> <p>Three sealed bids received for three bench bases and two access ramps.</p> <p>It was decided to Reject the three quotes and PC agreed to ask Duncan to do it and support him and pay BACS on presentation of receipts</p> <p>Cllr Weingart proposed Duncan to do the works.</p> <p>Cllr Smith seconded</p> <p>It was <b>RESOLVED</b>. Clerk to contact Duncan.</p>	Cllr Weingart           Clerk
<p><b>13. Buckinghamshire Rights of Way Improvement plan – BCC</b> (On our website in News section in Feb 2019)</p> <p>People had the opportunity to provide their views about Buckinghamshire's rights of way in an online survey. This was publicised on the parish council website in February. The survey is now closed.</p>	
<p><b>14. Possible future SC Fete ideas – Cllr Barrett</b></p> <p>Spoken to Karl – Insurance is biggest cost</p> <p>Church group – open picnic</p> <p>School – host their own school fete and organise SteepleJam</p>	
<p><b>15. May Meetings</b></p> <p>The Annual Meeting of the Council – 07 May 2019</p> <p>The Annual Parish Meeting – 16 April 2019 at 7.30pm in the Village Hall - This is an opportunity for the whole village to meet together to hear about the activities and achievements of the parish council and the groups in the village.</p>	



**16. Future Agenda Items**

Councillors are invited to propose items for next month's agenda

The meeting was closed at 21.45

Signed.....

Date.....