



STEEPLE CLAYDON PARISH COUNCIL

Minutes of Parish Council meeting on Tuesday 04 June 2019

<p>Present: Cllr Paul Firth (Chair), Cllr Joseph Hodges (Vice Chair) Cllr Frank Mahon, Cllr Doreen Weingart, Cllr Trevina Smith, Cllr Dan Price , Cllr Paul Hammond. In attendance: Hannah Holmes – Parish Clerk and 10 members of the public. The meeting was opened by Cllr Firth at 19.30</p>	
<p>1. Apologies Apologies received from Cllr Angela Macpherson and Cllr Tony Barrett</p>	
<p>2. Declarations of interest – Pecuniary Interest Cllr forms updated in June mtg Cllr J Hodges Planning Application: 19/01711/APP Cllr T Smith – has an expenses cheque in run Cllr P Firth – not voting on cheque run</p>	Clerk
<p>3. Minutes – Cllr Mahon regarding action list – PC sent support letter for SOC to HS2 last month. Cllr Mahon requested a copy be sent to Linda Knight. No amends to minutes. Proposed by Cllr T Smith Seconded by Cllr P Hammond all councillors agreed in favour of the minutes being a true record of the previous meeting.</p>	Clerk
<p>4. Public Participation This meeting was closed at 19.37pm and public participation was invited at this time. Parishioner 1 – attending regarding their planning application for 18 West street, would like to take down conservatory and replace with single storey, like for like. No issues within current regulations – the yellow notice is on display Parishioner 2 – Regarding the housing at back of Addison Road – they hear the location of the proposed Co-Op has moved and are concerned. Parishioner was informed that the convenience store is still proposed in the same place as indicated on the outline plans. Cllr Chilver updated those present on Bovis pavement and footpath; they state will be built in the summer holidays. Also an Overgrown footpath – going away from Bovis development – has now been reported. Parishioner 3 – can PC find out who owns untidy land opposite school? PC will ask Cllr Barrett. Cllr Weingart discussed the piece of land; Vicarage Close – behind electricity substation, it’s very untidy. It was proposed by Cllr Smith that PC get Clive Cotton – to tidy up there and sub-station and along by the bus stop. It was agreed by all to go ahead. Parishioner 4; Regarding the housing development off Addison Road, he had thought all were no more than 2 storeys, but Parishioner 3 has seen three storeys on AVDC website 128 docs on 19/01545/ADP Plot 59/60 – three storey – it was agreed that the PC will look again and if concerned will send a note to AVDC re 3 storey houses – Deadline by 19.06.19 Cllr Smith did comment that the loft conversions did not appear to be any taller than two storey. Cllr Price encouraged parishioners to also comment on it on AVDC site The public participation was closed at 19.58pm.</p>	Clerk/Cllr Barrett Cllr Smith
<p>5. Clerk’s report</p> <ol style="list-style-type: none"> a. RFO annual report – Appendix i. b. Chair checked and signed Section 2 of Audit AGAR – proposed by Cllr J Hodges and seconded by Cllr T Smith 	Clerk



<p>c. To receive a summary report from the Clerk of all significant activities and correspondence since the last meeting – Appendix ii.</p> <p>Clerk was given flowers by PC.</p>	
<p>6. Bucks Best Kept Village Cllr Firth reported there has been a lot of BKV activity – individuals and the working weekend, which was disappointingly attended by the village. Collective helping makes such a difference – there are some unsung heroes who do so much tidying. With reminders, the Co-Op is looking tidier. The street sweeper the PC hired did an excellent job in half a day. Cllr Firth supported by Cllr Hammond, Cllr Barrett and Terry did a great job. Clock appears to be running slow – Terry has re-set it, Cllr Firth will investigate Addison Rd planter – a parishioner - MM to do shortly Facebook note – keep village tidy LP – litter after SteepleJam – LP will contact Jo S from school. PostOffice has a new sign Fountain re-fresh Sub-station – got SCPC shared lock on it now – tidy up /spare gravel? Parishioner thanked PC for BKV support</p>	<p>Cllr Firth Cllr Firth</p>
<p>7. Street Lighting</p> <p>a. To receive summary from the Streetlight working group regarding the current status of reported streetlight faults and update on streetlight audit.</p> <ul style="list-style-type: none"> • Reported zero broken street lights in the last month • Total of x15 reported in 2019 • Village streetlight Eon Audit; now free of charge- as at 14.05.19 • Total PC lights = 155. 	
<p>8. Working Group update on activities and recommendations:</p> <p>8. a Finance</p> <p>i. To approve the payments listed in the cheque run for the month</p> <ul style="list-style-type: none"> • Proof to April bank statement checked and signed by Cllr Weingart <p>Appendix iii. Payments read out by Cllr Smith.</p> <ul style="list-style-type: none"> • Late invoices received – Clerk requested payment approval; PC all agreed: Dave Griffiths/ World of Wood <p>These were confirmed as an accurate record, proposed by Cllr Price and seconded by Cllr Mahon .</p> <p>ii. SCPC Insurance renewal</p> <p>Double check fixed price offer is like for like, 3 year tie-in then PC agreed go with same company BHIB, Clerk to confirm with Finance group.</p> <p>iii. Lewis family letter and donation</p> <p>Received letter from Lewis family read by Cllr Firth It is a £100K in-memoriam donation for the PC. Capital for improvements in the village. PC to send a letter of thanks to the family. Memorial name in tribute suggested. i.e. Molly’s Skate Board Park, as she was fond of children. PC to carefully consider what to use donation for, this will include public consultation. Track donation monies as a separate income stream.</p>	<p>Clerk Cllr Firth</p>



<p>Clerk noted all S106 monies spent also need to be tracked separately for VAT purposes.</p>	
<p>8. b Recreation Ground</p> <ul style="list-style-type: none"> i. To receive report from the Recreation Ground Working Group <ul style="list-style-type: none"> • Cllr Hammond has compiled an action list of 19 jobs to do. Shared list with PC. • LP happy to help Cllr P Hammond with MUGA/Pavilion public consultation/questionnaire document ii. Outstanding works to gate at Recreation Ground 	
<p>Contractor had included cost into his quote as had equipment but no post, Cllr Hodges had said he could collect post – CREDIT requested – Cllr Smith will contact contractor and arrange this. It was agreed – to wait on fence post fixing until NER car park bell mouth is re-done/as footpath being done over the Summer</p> <p>Email any work requests/lists for Terry via the Clerk</p> <ul style="list-style-type: none"> iii. ROSPA report issued 	<p>Cllr Smith</p>
<ul style="list-style-type: none"> • PH and Clerk will walk around the play park. <p>Thanks to Cllr Price for welding and repairing skate park ramp and box.</p> <ul style="list-style-type: none"> • Pavilion – deep clean requested – Cllr Smith and Cllr Weingart suggested cleaning parties – volunteered to clean floors and wash net curtains • Rec group and Football Club to meet up and discuss fee's and tidying going forward. PC keen to support the FC, but we need to look after Pavilion. • Cllr Mahon; regarding the tractor shed which has some rotten wood – received a £5K repair quote, it was decided to not go ahead yet. iv. Skateboard park signs to be approved and chosen 	<p>Clerk Cllr/ Hammond</p> <p>Cllr Smith / Cllr Weingart/ Caretaker</p> <p>Rec Group</p>
<p>Three quotes received: A - £148.20 & VAT each B - £68 each and £10 fixings each C - £717.60 inc VAT each (– on posts) Chosen – B – for two signs All Councillors were agreed Cllr Price would like Youth Club to create some more recreation ground signs to then create some more permanent signs. It was agreed by PC this was a good idea. Clerk to follow up.</p>	<p>Clerk Clerk</p>
<p>8. c Village Hall, Library and cottage</p> <ul style="list-style-type: none"> i. To receive report from the Village Hall Working Group 	
<p>Mike Smith will be kindly repairing the shed doors very soon.</p> <ul style="list-style-type: none"> ii. Create list of trusted suppliers Caretaker & Clerk can use for quotes – Plumber / Electrician etc 	<p>Cllr Smith</p>
<p>PC to send suppliers details to Clerk</p> <ul style="list-style-type: none"> iii. Cottage Homecare agreement decision by 11 June. 	<p>All PC</p>
<p>All Councillors agreed Clerk to arrange continued cover with British Gas</p>	<p>Clerk</p>
<p>8 d Communication and events</p> <p>Fireworks is 02 November 2019 – 50 years since Moon Landing. Stephen Hurst still editor of Claydons magazine at the moment – he is trying to recruit a replacement. Cllr Weingart requested a new tractor shed key for Geoff – Terry will organise.</p>	<p>Caretaker</p>



<p>Clerk is compiling a key list of who holds what for PC.</p> <p>8. e Planning Applications and proposed developments</p> <p>Cllr Chilver gave an update to those present on VALP - this week is the final for public consultation. Cllr Firth noted the NBPPG Meeting is happening next week – of interest regarding the Old Peoples Home in Buckingham.</p> <p>19/01799/APP - 18 West Street Steeple Claydon Bucks MK18 2NT Support Application Cllr Hodges proposed, seconded by Cllr Mahon, all agreed.</p> <p>19/01711/APP - Stone Court Barn Stone Court Farm West Street Steeple Claydon Bucks MK18 2LJ Cllr Hodges joined the public seats Support Application Cllr Firth proposed, seconded by Cllr Hammond all other 3 councillors in support Cllr Dan Price abstained, Cllr Hodges abstained and then re-joined meeting.</p> <p>19/01712/APP - Foxgloves 4 Chaloners Hill Steeple Claydon Buckinghamshire MK18 2PE No Objection Cllr Hodges proposed, seconded by Cllr Firth Cllr Price abstained. Cllr Mahon felt that Listed buildings will become involved.</p> <p>19/01713/ALB - Foxgloves 4 Chaloners Hill Steeple Claydon Buckinghamshire MK18 2PE No Objection Cllr Hodges proposed, seconded by Cllr Firth Cllr Price abstained</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>9. HS2 / E-W Rail / E-W Expressway -Update</p> <p>HS2 – Cllr Firth attended HS2 event today. HS2 also invited the PC to a private mtg at the library on Monday and passed on the public information that will be discussed at Calvert and other local up-coming meetings.</p> <ul style="list-style-type: none"> • Cllr Firth felt PC should publicise these following points; • The Works really are massive • Storage ponds are a positive • Computer generated views behind Phoenix show we won't see IMD or sidings • 99% certain slab track not ballast- good news as quieter for us. • The 'Yellow brick road' for construction vehicles to use rather than the public roads. • To note the altered height - coming up 3 meters at Twyford • Amount of pumping stations now reduced. • Impact on SC not too significant • We hope they will keep noise levels commitment – Cllr Hodges noted HS2 have no noise modelling for IMD during construction phase • Good Employment opportunities – especially STEM and women <p>HS2 letter from SCPC has been sent direct to Mark Thurston –Objecting to the out of season de-vegetation and regarding the lack of engagement from Fusion</p> <p>Cllr Mahon noted the IMD design is still very much a work in progress, so things may change. Cllr Firth will add a note in Claydons mag – re school leavers and Eiffage Kier training/job opportunities.</p> <p>EWR - nothing to report</p> <p>EWExpressway – Cllr Firth feels EWE is an important issue to keep in mind</p> <p>L Knights attended the EWE Chardon mtg – very worried at what she heard.</p> <p>LK asked SCPC if we could consider arranging a public meeting in the Village</p> <p>PC to host and drive the meeting suggested September</p>	<p>Cllr Firth</p> <p>Cllr Firth</p>
<p>10. Vicarage Orchard</p>	



<p>a. Update regarding improvements, investments and work to the Vicarage Orchard</p> <p>b. Signage to be approved and chosen</p> <p>Cllr Firth thanked Duncan for his continued hard work on the VO plot. Cllr Weingart has heard back from Solicitors, as discussed previously, freehold is up to date. Parrott & Coales will provide Cllr Weingart with a quote for absolute title. Cllr Weingart will update Clerk and finance team as soon as she hears anything.</p> <p>a. Signage chosen from three quotes</p> <p>A - £198.90 plus VAT B - £78 and £15 artwork C - £72 inc VAT Chose C All Councillors were agreed</p>	<p>Cllr Weingart</p> <p>Clerk</p>
<p>11. Future agenda items</p> <p>Cllr Firth would like Community Emergency Planning to be considered in the future - possibly September. Clerk to investigate what a village emergency plan may look like.</p> <p>Public asked to leave the meeting for PC to discuss a confidential matter.</p> <p>The meeting was closed at 9.32pm.</p>	<p>Clerk</p>

Signed.....

Date.....

Appendix i.

The Parish Clerk reported as follows:

Good evening. I started as Clerk just in time for the October 2018 meeting; I am really enjoying the role. The Council have been very welcoming and helpful, there is so much to be done and it's all very exciting.

I have received a huge amount of help and support from Cllr Paul Firth for which I am very grateful. Caretaker, Terry Levitt is my right hand man, I could not do without him and my thanks also to Pat Serle our librarian who has got me interested in the history of the Village.

As part of my role I am Responsible Financial Officer and as such I offer a huge thanks to the retired Parish Clerk, Nick Osgerby for his support with the financial audit.

I am pleased to confirm that the internal audit was completed and passed with no advisories on our 2018-19 figures on 15 May 2019 by Melanie Rose, who is Parish Clerk for Waddesdon. This audit is all in accordance with the Accounts and Audit Regulations 2003 and 2006, the Local Audit and Accountability Act 2014 and Smaller Authorities (Transparency Requirements) (England) Regulations 2015/494 and as directed in "Governance and Accountability for Local Councils in England & Wales: A Practitioners' Guide".



2018-19 was an active financial year for the Parish Council with a retained focus on asset maintenance and repair, health and safety requirements and insurance priorities.

The Annual Governance and Accountability return was prepared for the Audit and was presented to the Parish Council for the May meeting.

A few headline figures

- Opening balances for April 2018 - £110,775
- Closing balance 31 March 19 - £118,309
- Total Spend 17/18: £137,640 (inc vat) against total income of: £102,984
- Total Spend 18/19: £120,675 (inc VAT) against total income of: £128,209

Expenditure – some headlines

Staff costs

2017/18 - £30750	Variance £8338	27.11%^
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2018/19 - £39089		
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All other Payments

2017/18 - £106,890	Variance £11,419	10.68%^
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2018/19 - £118,309		
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Note: Hall decorated Jan 19 at £9K

Precept

2017/18 - £91,940		
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2018/19 - £93,960	less than 15% variance, no comment required	
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Box 3 – Total other receipts

2017/18 - £11,044	Variance £23,476	212.50%^
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2018/19 - £34,519		
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Comment:

£22,794 VAT claim for July 16 – March 18

£6668 Hall Hire

£3,372 total from Fireworks inc £35 Football BBQ donation

£1,000 donation – from Bovis Homes towards planters

£319 donation Winslow Rotary for library shelf unit

£250 donation BCC towards library shelf unit

A thorough review of figures by the whole Parish Council enabled the precept for 2019-20 to be set at: £101,050

There is of course an ongoing requirement for maintenance of Parish Council assets to meet health and safety insurance requirements. County Council funding remains under great pressure and wishes to devolve services where it can.

All wage payments have been made after deduction of tax and NI where appropriate and in line with current legislation. Additionally the Parish Council is observing employee pension regulations and these are being arranged



by the Councils accountants who run the payroll. We adjusted Clerk and Caretaker pay in accordance with national guidelines.

The Parish Council made retrospective adjustment to wage levels to accommodate all staff in post for over 12 months.

Online banking has been introduced with relevant checks put in place with the Clerk only setting up the transaction and two Councillors who are now able to complete and confirm the process. The monthly payments will be scheduled to go through the Friday after the meeting as standard – giving three days for the relevant Councillors to process payment after they have been agreed at the meeting.

Thank you.

Appendix ii.

Summary of Clerk activity – May 2019

Meetings

- Meeting N.Osgerby re audit preparation - 08.05.19
- Audit - 15.05.19
- Cllr Barrett & Terry Levitt mtg re Streetlights audit – 22.05.19
- Attended BKV mtg PF, TB, TL, & LP - 09.05.19
- Attended Clock/time capsule ceremony - 21.05.19

Administration

- On-line Banking
- Preparation of monthly transactions for June meeting
- Prepared monthly invoicing for Village Hall for May 19
- Proofed April accounts
- Prepared RFO report

Other

- Signage quotes/designs for Vicarage Orchard and Skate park
- Council annual Insurance
- New VOIP phone number 01296 534 698
- VAT return mtg booked NO 05.06.19
- Tidied children's play park hedges with TL 16.05.19
- Dog waste rec ground posters updated

On-going

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

Appendix iii.



Payee	Details	Chq Number	Category	Net Value	VAT Paid	Gross
Hannah Holmes	wages	BACS	wages	£		£
Terry Levitt	wages	BACS	wages	£		£
Pat Serle	wages	BACS	wages	£		£
Hannah Holmes	expenses - brass plaque/ phone/ stationary	BACS	misc	£75.49		£75.49
Pat Serle	expenses - library barcodes	BACS	library	£38.94		£38.94
Terry Levitt	Expenses – water canister / henry parts/ litter picker / mileage log book	BACS	misc	295.11		295.11
HMRC	June PAYE	369	wages	£428.64		£428.64
Duncan Hayes	Vicarage Orchard – mixer hire/ballast	BACS	Vic Orchard	£119.40		£119.40
Clr Paul Hammond	Padlocks / B&G Lock & Tool Co Ltd	BACS	Rec Ground	£46.50	£11.44	£68.63
Clr Trevi Smith	Plants/ planters/ baskets	370	hall			£225.48
Melanie Rose	Internal Audit	BACS	misc	£39.00		£39.00
Wybone	2 x dog waste bins	BACS	misc	£399.87	£79.97	£479.84
Barclays	payment plan charges; 4xchqs(@0.65)/24xBACS(@0.35) acc fee £6	D/D	misc	£17.00		£17.00
Wave	Rec Ground water	D/D	Rec Ground	£20.00		£20.00
Wave	Hall/Library water	D/D	Hall	£181.85		£181.85
British Gas	Pav Gas 01 feb - 01 may 19	D/D	Pav	£65.73	£3.28	£69.01
Eon	Streetlights May 19	D/D	Streetlights	£1,160.41	£232.08	£1,392.49
Eon	Clocktower Elec	BACS	clocktower	£8.31	£0.42	£8.73
Eon	Sports Pav elec	D/D	Pav	£21.05	£1.05	£22.10
Eon	Elec to Library / hall	D/D	Hall	£113.70	£5.69	£119.39
Eon	LED replacements to Coronation Place & Ashgrove	BACS	Streetlights	£520.00	£104.00	£624.00
Village Networks	Wifi to Hall	D/D	Hall	£25.00	£5.00	£30.00
Village Networks	Wifi to Pav	D/D	Pav	£25.00	£5.00	£30.00



Oakpark Alarms	01.06.19 - 31.05.2020 fire alarm inc cottage. Em Lighting system/ Fire extinguishers/ inc Hall & Pavilion access controls	BACS	Hall	£809.00	£161.80	£970.80
AVDC	Bins rental and empty May	BACS	Misc	£92.80		£92.80
HSMK Ltd	supply & fit replacement shower pump at cottage	BACS	Cottage/Hall	£130.00	£26.00	£156.00

£8,339.61