



STEEPLE CLAYDON PARISH COUNCIL

Minutes of Parish Council meeting on 05 March 2019

<p>Present: Cllr Paul Firth (in the chair), Cllr Frank Mahon, Cllr Doreen Weingart, Cllr Trevina Smith, Cllr Tony Barrett, Cllr Dan Price, Cllr Joseph Hodges.</p> <p>In attendance: Hannah Holmes, Parish Clerk and 6 members of the public.</p> <p>The meeting was opened by Cllr Firth at 19.33</p>	
<p>1. Apologies</p> <p>John Chilvers sent his apologies All parish councillors were present.</p>	
<p>2. Declarations of interest</p> <p>Cllr Mahon declared he will not be voting regarding any HS2 issues Cllr Smith will not sign her own cheque</p>	
<p>3. Minutes</p> <p>It was agreed that 'Draft' minutes are now available on SCPC website in draft minutes folder in document repository. All previous drafts will be deleted as they are replaced with agreed minutes.</p> <p>Cllr Weingart noted on the February minutes it should read 12 March 7.30pm not 12.30 amended by Cllr Firth</p> <p>Cllr Barrett proposed, Cllr Weingart seconded, with all members in favour that the minutes were a true representation of the meeting.</p>	
<p>4. Chairman's comments</p> <p>Cllr Firth noted it is a long agenda – although it is a quieter village to report on this month, particularly relating to the youngsters in the village.</p> <ul style="list-style-type: none"> • All CCTV are up and running and recording at the hall and pavilion. • We are celebrating the bus shelter having being installed and thanks to Clive Cotton who cleared the foliage along West Street. • Recreation ground being repaired by Wicksteed, more on this later. • Cllr Firth stated he had met with Joe Houston from AVDC regarding Section 106 monies and feels we now have a better understanding of how it all works. • Also met with Neil Homer with regards to the neighbourhood plan, 	



<p>which was felt to still be fit for purpose.</p> <ul style="list-style-type: none"> • Big profile activity around the village will be discussed under HS2 agenda item – any queries to be brought up in public participation please. <p>Standard agenda items, with an additional report from Cllr Barrett on the LAF.</p> <p>This meeting was closed at 7.39pm and public participation was invited at this time.</p>	
<p>5. Public participation</p> <p>Parishioner 1– noted the two peahens wandering around the village – last Sunday he had to stop his car in West Street as they crossed the road. It was agreed the peahens were not a Parish Council matter.</p> <p>Parishioner 1 has logged five separate issues on FixMyStreet – it works but the responses seem automatic – or immediate refusal that there is an issue. Cllr Firth noted the HGV sign missing on North End Road and hole outside the Bovis site. He stated Cllr Angela Macpherson has been previously asked about this.</p> <p>It was agreed the Clerk is to arrange a date with PC members and the Local Area Technician to do a walk around of problem sites.</p> <p>Parishioner 2 – HS2 has failed to engage with us she feels. Cllr Firth meeting Cher on Thursday to discuss this topic further.</p> <p>A memo for Cllr Firth to ask Winslow regarding their road edges – now is the right time to do it. They hired a machine to trial. Parishioner 2 will re-send email to Cllr Firth.</p> <p>Bus Shelter – Parishioner 2 noted it was not swept afterwards – lots of little metal bits that may hurt paws. Cllr Smith will sweep it tomorrow.</p> <p>PCSO contact details – Clerk to pass onto Parishioner 2.</p> <p>Parishioner 3 – asked an HS2 question – he was pleased to see PC having an active view on this subject. Interview with Paul Firth on TV – is that a PC view or personal. Cllr Firth responded he was interviewed by Bucks Advertiser – SCPC has agreed it has a clear objection to the current vegetation clearance works.</p> <p>Cllr Mahon clarified they are not fighting HS2 they are objecting to the destruction of the countryside during nesting season.</p> <p>Cllr Firth highlighted Cllr Charlie Clare is leading the fight forward. Cllr Firth reiterated that we want to work collaboratively with HS2 going forward in order to work better together in the future.</p> <p>The public participation was closed at 7.53pm</p>	<p>Clerk / All PC</p> <p>Clerk / Firth</p> <p>Cllr Smith</p> <p>Clerk</p>



6. Clerk's Report

Summary of Clerk activity – February 2019

- Meeting on 20.02.19 with Andre & Cllr Firth regarding Booking Bug and query list
- Meeting on 26.02.19 with Terry & Cllr Barrett re Streetlight audit / numbering system
- Meeting on 28.02.19 with VAHT about Spinney in Sandholme
- Meeting on 04.03.19 with Neil Homer re neighbourhood plan
- Meeting on 07.03.19 booked with Melanie Rose & Cllr Firth regarding Internal Audit

Administration

- On-line Banking – mandate for Cllr Smith
- Preparation of monthly transactions for February meeting
- Prepared monthly invoicing for Village Hall for February 19
- Reconciled Accounts with January 19 spend
- Booked out all weekend evenings for VHall August / September
- Stocktake of Fireworks light-sticks
- Councillor Hammond signing in paperwork

Other

- Dog Bins; Buckingham Road/ St Michael's Way (BCC maintained approval given)
& Recreation Ground by Florence Nightingale clock gate – clerk update
- Dog Warden – update
- Bin at Co-Op and provision of bin for Rec Ground by Co-Op – email from Andy Poole on 25.02.19 spoke to Shop Manager Niyall on 27.02.19 and email sent on
- Youth benches at Pavilion update – need costs
- Spinney Correspondence VAHT / AVDC update – going forwards the land will be maintained by BCC & VAHT
- Community Service support

- ILCA on- line course, on going
- February draft Minutes
- February Action Point list
- January minutes on public display
- March agenda
- February Wages
- On-going email correspondence

Two dog waste bins requested for purchase – same order as placed last time
It was **RESOLVED** the bins could be purchased.
Cllr Hodges proposed
Cllr Barrett seconded

Clerk / Caretaker



<p>To look at moving the bin next to bench near the children’s play corner.</p> <p>VOIP phone request – costs for ansaphone It was RESOLVED the Clerk could get a VOIP phone and answerphone with local number. Cllr Smith proposed Cllr Weingart seconded.</p>	<p>PC/ Rec Team</p> <p>Clerk / Firth</p>
<p>7. Councillors</p> <p>a. Signing in of new Councillor Paul Hammond</p> <p>Signing in was completed and his pecuniary interests will be on website from this week. Cllr Paul Hammond has lived in the village all his life, has previous experience as a parish councillor and a particular interest in the recreation ground and is keen to help us develop the proposed improvements.</p> <p>b. Co-Option of another Councillor for discussion</p> <p>Cllr Firth stated we have been running with one councillor short for a year – been through the process of interviewing and appointing new councillors Does anyone have strong feelings about how we proceed?</p> <p>All Councillors agreed to review in six months’ time.</p>	
<p>8. Streetlights</p> <ul style="list-style-type: none"> • Total of x11 reported in 2019 • Clerk Requested getting Village streetlight Eon Audit on 06.02.19 • Numbering system • Streetlight meeting update by Cllr Barrett • LC opp 29 Meadoway – remove existing lantern & install LED 18w holophane • LC 5 Victory Road – remove existing lantern and replace with LED 18w holophane • LC 8 North End Road – disconnect & remove existing bracket & install new 18 w LED • LC o 26A Queen Catherine Road - remove existing lantern and replace with LED 18w holophane • Buckingham Road - remove existing lantern and replace with LED 18w holophane <p>Cllr Barrett noted the Streetlight Audit has been requested so we know where we are and we can better plan likely expenses in coming year. Once we have that information we will do an inventory/map to help identify repairs. Will update PC after receiving the Eon document.</p>	



<p>Unmetered supply – to be investigated further by streetlight team.</p> <p>It was agreed Clerk will arrange another meeting with PC to discuss Eon & British Gas bills</p>	<p>Clerk / Barrett</p> <p>Clerk / All PC</p>
<p>9. Working Group update on activities and recommendations:</p> <p>9.1 Finance</p> <p> a. Finance</p> <p> i. To approve the payments listed in the cheque run for the month</p> <p>These were proposed as an accurate record by Cllr Mahon Seconded by Cllr Hodges</p>	



Payee	Details	Chq Number	Category	Gross
Hannah Holmes	wages	BACS	wages	£
Terry Levitt	wages	BACS	wages	£
Pat Serle	wages - Jan & Feb 19	BACS	wages	£
Pat Serle	expenses	BACS	Library	£30.97
Cllr Trevi Smith	expenses	357	misc	£62.00
Clive Cotton	Bus Shelter installation	358	misc	£180.00
Michelle Dench	Cleaning hall when TL AL	359	wages	£54.00
Michael Muckleston	concrete base for bus shelter	360	misc	£972.00
SC Primary School	hall hire – to be reimbursed by HS2	361	hall	£24.00
Barclays	payment plan charges	D/D	misc	£26.10
Eon	Elec for Library	D/D	Library	£215.19
Wave	Water/Sewage - Rec Ground	D/D	Rec Grnd	£18.87
Bunting & Co	PAYE services quarter ending 31.12.18	BACS	wages	£234.00
British Gas	Gas to hall 01.11.18 - 31.01.19	D/D	Hall	£1,751.48
Eon	Elec for Pav	D/D	Pavilion	£233.65
Wave	Water / Sewage Village Hall	D/D	Hall	£231.86
British Gas	Gas to sports Pavillion	D/D	Pavillion	£142.67
Mrs A Ballantyne/JPLennard	Badminton line tape x2 rolls	BACS	Hall	£31.78
Quest	mop & screwdriver	BACS	Hall	£26.33
Eon	089168/088644/088645/088646/088647/089550	BACS	Streetlight	£2,412.00
Sasse Facilities	janitorial supplies	BACS	Hall	£141.76
AVDC	bin empty / rental	BACS	misc	£64.30
Nick Osgerby	Clerk phone nov/dec/jan/feb	BACS	wages & staff costs	£40.00
Green Mechanical Solutions	2x landlord gas cert hall/cottage	BACS	hall	£180.00
Paragon Tool Hire	weedkiller janitorial supplies	BACS	hall	£69.90
ASC Metals	Bus Shelter supply and installation	BACS	misc	£4,082.40
Sean Cox Electricals	2x PIR lights to hall / rec work	BACS	hall	£465.00
Village Networks	Internet for hall	D/D	hall	£30.00
Village Networks	Internet for pavillion	D/D	Pavillion	£30.00

The current hive heating is set at 22 degrees which it is felt is too high, and given the rise in energy costs Clerk requested temperature to be set to 19 degrees.

Cllr Mahon proposed

Cllr Hodges seconded

It was **RESOLVED** hall/library to be set to 19 degrees.

Can be amended for classes such as Yoga.

Cllr Weingart wanted to check if certification is required every single time any electrical work is undertaken. Clerk /Caretaker to check with Electrician

Caretaker

Caretaker



<p>ii. Preparation for council audit Preparation for Council Audit; Clerk booked into RFO course 13.03.19 and meeting with Melanie Rose Clerk from Padbury who does PC Internal Audits.</p> <p>iii. S106 monies update after meeting</p> <ul style="list-style-type: none"> • Cllr Firth summarised in AVDC's bank we have S106 monies to spend, about £23K that we received for Oak Leys, this has been cleared for use on the kitchen refurbishment. • Bovis home development monies should come through after the trigger point of 5 houses being moved into. C.£225K approx. • Buckingham Road gets triggered on construction of first unit. As with Addison Road plot. • C.£800K available to us to spend on Rec ground MUGA / Pavillion / Skateboard park 	
<p>Recreation Ground</p> <p>i. To receive report from the Recreation Ground Working Group</p> <p>Wicksteed there today. Cllr Firth noted the engineers had said the roundabout Spindle is not too worn. On-going care regarding greasing the nipples – Terry to buy a greasegun.</p> <p>Caretaker Terry noted lots of extra broken glass this weekend and the skip is getting pushed out of car park and being used to enable climbing on top of the pavilion. Cllr's asked Terry to chain up the skip and check spare key provided – Terry to sort</p> <p>Youth Benches in pavilion – Cllr Price to investigate prices and types further with Cllr Weingart</p>	<p>Caretaker</p> <p>Caretaker</p> <p>Cllr Price/ Cllr Weingart</p>
<p>ii. Clock Tower opening date TBC</p> <p>Ideas requested. Cllr Weingart suggested new time capsule and contact school – Clerk to speak to SC School and see about the time scale for capsule.</p> <p>iii. Dog fouling issues at the Recreation Ground/ Dog Warden</p> <p>Clerk advises parishioners to go to AVDC website and encouraged to report on dog warden pages, for warden to then include SC Rec. ground on her rounds. Wardens can target repeat foulers between 08.00 and 17.00 Monday to Friday. Up to one hour can be requested if you have relevant information. If regularly reported it will be become regularly patrolled. Can use Pavillion CCTV for times of repeat offenders to inform dog warden</p> <p>Plastic bottle poo-bag dispensers – youth club to make and display at rec. ground.</p>	<p>Clerk</p> <p>Clerk</p>



<p>iv. Mrs Wiggins – Car Boot Sale - 10am – 2pm, request at Recreation Ground / Pavilion on Saturday 13 July 2019 for St Michael’s Church</p> <p>All PC agreed to it. Small caveat in place - Weather permitting, i.e. if raining for 2 days before 13 July cars on rec not a good idea – then the NE Road Car park would be fine but not the Rec. ground.</p> <p>a. Village Hall, Library and cottage</p> <p>i. To receive report from the Village Hall Working Group</p> <p>Section 106 moneys – working group going out for budget quotes for kitchen. Public kitchen so mindful of stainless steel worktops, but an ordinary fitted kitchen – Felt we needed 2x ovens / 2 x fridges No dishwasher required.</p> <ul style="list-style-type: none"> Process to be, working group to decide what we want to use the kitchen for and then get in relevant Quotes & Designs in to present to the PC at future meeting. <p>ii. Bus Shelter update Cllr Smith</p> <p>Bus Shelter has proven very popular and more have been requested for the top of the village. Cllr Firth noted the S106 payments provide for realtime bus indicators There have been many positive comments about the new bus shelter on West Street and this has led to requests for shelters at other bus stops in the village. It was agreed to consider allocating money in next year's precept to fund additional shelters. Noticeboard for bus timetable provided in shelter, Cllr Smith to get bus stop sign put in place. Cllr Price abstained from the discussion</p> <p>b. Communications and Events</p> <p>i. To receive report from the Communications and Events Working Group</p> <p>Looking into light sticks now we have an audit from Clerk – another Fireworks meeting to be planned for April</p> <p>Cllr Barrett offered to produce a document for next month with some ideas that we might like to do and any known associated costs. Some ideas and questions for any future events so that we really have exhausted all avenues.</p> <p>ii. Prep for the Annual Parish meeting in May 2019</p> <p>Clerk to check with BALC with regards to the rules relating to May meeting.</p> <p>iii. SCPC Communications policy for planning applications</p> <p>Draft policy prepared – Cllr Firth will email it round to PC before next meeting</p>	<p>Clerk</p> <p>Cllr Smith/ Cllr Weingart</p> <p>Cllr Smith</p> <p>Cllr Weingart/ Cllr Smith</p> <p>Cllr Barrett</p> <p>Clerk</p> <p>Cllr firth</p>
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- iv. Councillor email addresses – specific SCPC ones requested by clerk for all PC members

Clerk keen that all Councillors should have separate email address for SCPC work.

Cllr Firth and Clerk agreed to action and issue relevant @steepleclaydonparishcouncil.gov.uk emails

Cllr Barrett reminded all Councillors to have password protect on their email accounts and all relevant paperwork where required. All agreed.

- v. Ivo Heist email re Enchanted Cinema & Winslow Lions – via Clerk

Winslow event happens monthly. SCPC to observe Winslow open air event and see how it works – Cllr Barrett requested Ivo to send Winslow film info/dates to Clerk to be passed onto PC

c. Planning

- i. To receive report from the Planning Working Group

There was a report from the meeting with Neil Homer, the consultant previously engaged to assist with the development of the Neighbourhood Plan. He confirmed that the Neighbourhood Plan is still very effective in the light of the AVDC Local Plan development (expected to be in place by late summer 2019) and recent decisions relating to the National Planning Policy.

There is a complex issue regarding provision of five year plans and those supplies. The Neighbourhood Plan if within two years of set up currently stands, as long as they have a 3 year land supply. AVDC currently has a more than 5 year land supply. Government has put in an extra test called the Housing Delivery Test - to check the planning authority is indeed complying with the numbers of housing it is expected to deliver during the planned period.

AVDC currently compiling but a large dip is about to happen as these can take a long time to come to fruition – especially those big scale developments around Aylesbury. This can create open season for developers to say HDT not being achieved – which can weaken the defence the planning authority have against the proposed development.

PC to look out for when this ‘dip’ may happen. Cllr Firth highlighted that we are still well protected with our own quality Neighbourhood Plan.

AVDC inspector report was relatively hard-hitting – there is now a dialogue between AVDC and inspector, therefore AVDC don’t anticipate making too many changes to the draft plan which could be adopted by the end of the summer.

Neil’s opinion is that the Oxford to Cambridge arc will indeed happen, bringing four to five new towns in that corridor, possibly extending up to Swindon on the M4 corridor. Calvert City talk continues to be on the agenda. Urban and Civic it is understood that they would only get involved with

Clerk / Cllr Firth



<p>Claydon Estates if there is big infrastructure to support it, i.e EWE</p> <p>Neil will update us with AVDC housing numbers news when he receives it.</p> <p>Cllr Hodges noted the Addison Road development has planning approval for 90 houses with 30+ affordables and provision for a Convenience store and health facility.</p> <p>Cllr Barrett noted at the LAF – the Vale of Aylesbury and High Wycombe plan unitary authority is expected to re-write in the next 5 years.</p> <p>Cllr Firth noted his thanks to Cllr Weingart for her prudent and visionary advice for SCPC to do a NP when we did.</p> <p style="text-align: center;">ii. To review the following planning application</p> <p>Planning Applications;</p> <ul style="list-style-type: none"> • 19/00440/APP – Erection of six arena floodlights for equestrian use (Retrospective) Comments by 08.03.19 <p>Cllr Firth proposed No Objection Cllr Mahon seconded Cllr Smith abstained from voting The council agreed no objection to the retrospective planning application for floodlights for equestrian use at Sandhill but the council will comment about the light pollution from these floodlights.</p>	
<p>10. HS2 / E-W Rail / E-W Expressway</p> <p>a. Update regarding the proposed Vegetation Clearance</p> <p>The recent protest against the proposed vegetation clearance at Calvert was discussed and it was reported that there would be no repeat protest at the forthcoming HS2 Drop In session on the following Thursday in the village hall. It was agreed that the campaign group should be allowed to assemble outside the village hall to encourage signatures for their petition</p> <p style="text-align: center;">EWRail – suspected archaeology works happening just past gas compound past the Church before railway line.</p>	Clerk / Cllr Firth
<p>11. Vicarage Orchard</p> <p>a. Update regarding improvements, investments and work to the Vicarage Orchard</p>	



<p>Duncan Hayers has spoken to Clerk and asked can he take forward the benches being bought and buying bulbs instead of agreed fruit trees. It was agreed SCPC will buy the 2x benches and Duncan is ok to buy £70 of whatever bulbs he requires.</p> <p>Clerk advised they meet on a Saturday morning, PC to add this information into future newsletters and website.</p> <p>b. To remind the council that the freehold of this land should be secured by the parish council in March 2019.</p> <p>Cllr Weingart instructed Clerk to go to Solicitor to get the Vicarage Orchard deeds.</p>	<p>Cllr Firth / Clerk</p> <p>Clerk</p>
<p>12. Bucks LAF (Local Area Forum)</p> <p>a. Cllr Barrett update after meeting Report written and sent to Councillors. Main points:</p> <p>a. Question Time A new item on the agenda. For future meetings, written questions only will be accepted. One question was to have an update on the progress of the creation of the UA. Response: Too early to call.</p> <p>b. HS2 update Cheryl had “nothing to say” Chris gave a dissertation on the progress of the ecological works and historical discoveries recently made. Questions raised regarding the traffic, noise and accommodation issues forthcoming when real works begin – team unable to comment. TB raised issue of de-vegetation plans recently posted. Cheryl unable to comment as she was unaware of the details. Chris gave a speech about environmental plans to replace anything removed. Cheryl promised a detailed response – now received (in the agenda)</p> <p>c. TfB update Calvin Richardson announced new monies for 18-19 to tackle potholes and road repairs. £4.6M has been allocated to unclassified roads with 40 major sites identified (but not disclosed).</p> <p>d. TVP Neighbourhood Police update A new PCSO is in training in Buckingham taking team to 4+1. Some crime figures shared show a general decrease in crime, with reported burglaries significantly down. This marred by a large increase in personal crime reported. Some discrepant numbers were challenged but were not effectively answered.</p> <p>e. AVDC update AVDC & WDC draft area plans nearing completion – all plans to be re-written within 5 yrs. of UA establishment.</p>	



<p>Next LAF - 13 June at Tingewick and 23 September at Tingewick</p> <p>Cllr Firth mentioned working with the school to improve the parking situation around there. Possibly money coming from AVDC's new homes bonus.</p>	
<p>13. Best Kept Village</p> <p>a. 2019 entry details</p> <p>We have received the application forms for this year's BKV competition and it was agreed to submit an application. Cllr Firth will prepare the map, adding in War Memorial and Bus Shelter.</p> <p>Parishioner 2– what are we doing to encourage people to get involved? PC will put in Claydon's Magazine / SC website / SC facebook forum SCPC to do internal planning for next couple of months Cllr Weingart noted the new Aeroplane plaque in the War Memorial Gardens</p>	<p>Clerk / Cllr Firth</p>
<p>12. Future agenda items</p> <p>BKV to be further up agenda for next time.</p> <p>The meeting was closed at 9.55 pm.</p>	

Signed.....

Date.....