



## STEEPLE CLAYDON PARISH COUNCIL

Minutes of Parish Council meeting Tuesday 04 February 2020

<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. In attendance: Hannah Holmes – Parish Clerk and 18 members of the public. The meeting was opened by Cllr Firth at 19.32</p>	
<p><b>1. Apologies</b> Apologies received from Cllr Smith Apologies received from Cllr Macpherson</p>	
<p><b>2. Declarations of interest</b> Cllr Firth with regards to Village Networks payment in cheque run. Cllr Mahon will abstain from any conversation regarding SCFC.</p>	
<p><b>3. Minutes</b> Minutes circulated to public and Cllr's –no additional comments received, Cllr Barrett proposed that they be approved as a true representation of the meeting; this was seconded by Cllr Price – all other Cllrs who had been present agreed. The minutes were signed by the Chair.</p>	
<p><b>4. Chairman's comments</b> Chair welcomed all to the meeting. No additional comments – except that item 12 relates to the Community Café therefore Cllr Barrett will take over the chair on that item. This meeting was closed at 19.35pm and public participation was invited at this time.</p>	
<p><b>5. Public participation</b> P1 – Can the PC consider installation of electric charging points in the village. Chair replied;No current proposals – Addison Road may be a good place to start. Kier rep here, and I am sure has made note of that. Council to take forward. P2 – Hedgerows on Addison Rd development – the plan seemed to show existing trees/hedges being preserved/retained Chair replied that the PC will allow public involvement in that agenda item. P3 –Sandholme garages – has broken concrete bollards – not Highways Agency – VAHT? AVDC? Clerk to enquire. P4 – Barriers opposite Co-Op – revamp railings or bollards – TfB / Highways agency. Banners/Posters/ Wooden board — for a bike ride in July. Felt they were untidy / do PC want to encourage a ban on posters – or guidance on removal times etc Cllr Chilver – offered to send on Winslow LAF guidance from T4B – list of conditions that signs must adhere to. PC happy to remove any out of date signs. P5 – minutes 07/01/20 specification to precept – discussed at last meeting. Appendix in the minutes – to be put on website. Finance team will prepare a document to go on the website. P5 – Would like details of S106 all monies – where it is in the agenda? Agreement on allocated S106 spend had already been previously agreed – the funds have been allocated to the SC Recreation Ground and providing sports facilities for the village. P5 - Can S106 funds be used for the roads? No, it had already been decided what the funds can be spent on as decided by ADVC. Separate transportation funding is allocated for the roads. P6 – Speeding on Vicarage Lane – it's a rat run – lots of works vehicles. Chair replied that HS2 cannot drive through the village, but the likes of Kier has no restrictions. Parishioners to have contact details of the Kier representative here tonight. Cllr Mahon gave a brief statement – to recognise the achievement of Cllr Smith who raised £2,230.00 for Florence Nightingale House from the Panto mish mash. Council to write and thank</p>	<p>Council</p> <p>Clerk</p> <p>Clerk/Chilver</p> <p>Clerk/Firth</p>



<p>The public participation was closed at 19.51 pm.</p>	
<p><b>6. Clerk's report</b></p> <p>a. To receive a summary report from the Clerk of all significant activities and correspondence since the last meeting</p> <p>Clerk report was handed out at the meeting. Appendix 1</p>	
<p><b>7. Street Lighting</b> - NER pylon replacements by Western Power – upgraded lights with a £2,000.00 saving achieved.</p> <p>Approval to spend stickers requested by Cllr Barrett seconded Cllr Mahon, approved by Council. It was <b>RESOLVED</b> the Clerk will order the street light stickers.</p> <p>Buckingham Road –Cllr Hodges asked if they are going to become PC lights? Chair noted we have not yet been approached to adopt them. It was agreed that Cllr Hammond will speak to Justin at Crest Nicholson about the lights and to get an update on the Oak trees.</p>	<p>Clerk Done 19/02</p> <p>Cllr Hammond</p>
<p><b>8. Kier Living Eastern Corporate Responsibility Day</b> - Representative from Kier Living regarding their plans for Addison Road development</p> <p>Chair welcomed and introduced James Griffiths, Head of Planning from Kier – he wanted to explain what's gone wrong with the hedging removal recently; too much was indeed taken – planning consent was received but one requirement was the footpath links back into SC they discussed this with County Council – then became aware CC wanted to extend the amount of works to include the ditch alongside of the road. To get highway approval one tree had to be removed as it was growing out of the ditch. Lack of communication appears to have happened. Kier didn't inform the planning authority. They do apologise for that. The ecologists assure Kier the hedge will grow back and they will enhance it very soon. Kier will replace two mature trees that were cut down and in addition enhance the landscaping on the southern boundary and possibly add additional trees. Added ecological enhancements include swift boxes, owl nesting boxes and additional bat boxes in some of the houses to replace nesting potential from the removed trees. AVDC are supportive of the landscaping plans. Kier apologise to the local community. Kier MD lives nearby and was disappointed it happened.</p> <p>P1 What do you classify as a replacement semi mature tree?</p> <p>JG - approx. 10 years old – possibly Oak or Ash trees to be planted in September</p> <p>Cllr Price – you say you failed to notify planning authority about the hedges – are there any penalties to developer? – appear to be none.</p> <p>JG – Met Enforcement officer on site and went through replacement plans, as not commencing until new plans are approved.</p> <p>Chair – Highlights ineffective communication from Kier to the Village – How can we establish better communication links with Kier, as there is more clearance works to be done –</p> <p>JG replied the 'hedge' in the middle of the site will be removed this week.</p> <p>Cllr Hodges - noted it is indeed an established hedge.</p> <p>Cllr Mahon – noted that nesting season starts 01 March.</p> <p>JG replied this does mean they have a limited time to get the work done. Before having to get an ecologist on site to accompany the works after 01 March.</p> <p>P2 Re the hedges a Kier representative had specifically told him there would only be 2 holes made in the hedges but the whole hedge has gone.</p> <p>JG apologised.</p> <p>P3 – Re the site vehicle movement, what route is planned through the village if any?</p> <p>JG replied there is a planning conditions construction management plan – which is coming up through the village.</p>	



<p>P3 will you re-do the road after?          JG - Audit done, photos will be taken / in order to rectify afterwards if required.          P3 Bovis don't send through NER – can Kier keep construction traffic out of the village?          JG Route yet to be approved by AVDC – it is not yet agreed.          P4 – Can the Village have a commitment from Kier as to keep us informed as to what is happening – with regards to the construction management plan etc and the planned 75 day closure of Addison Road – concerns were raised with regards increased traffic movement through the village.          P5 – Re the hedge and the rural contractor – what type are you hiring as they are not following normal practice – seemingly failing to check permissions. This is a Kier responsibility.          JG – Kier can't understand what went wrong, think the plan was misinterpreted. Annoyed with contractor and spoken to ecologist today and trying to re-create an element of that within the site afterwards. Ecological management plan can be shared – once approved by AVDC          Cllr Mahon - In October HS2 closed public footpath illegally next to the Kier site. SOC protested – but note a new notice of closure up for 01/03/20 - Why is it still closed?          JG - HS2 closed it. Kier has put a gate and herring fencing with a sliding pedestrian gate – it was locked          JG will get it opened until 01/03/20 - but HS2 own the field after that – AVDC are asking HS2 to re-open it.          Chair – can you give the village an outline of main construction activities starting          JG - most likely March.          Chair – regarding vehicle cleaning – which causes concern about mud on roads –          JG - construction management plan – site agent has to comply – get street cleaners to clean it up.          Chair - With regards to Communication JG to confirm to the SCPC Clerk as to best point of reference          JG – pre construction myself - James Griffiths and the construction manager – main public main switchboard number for general enquiries and complaints          IH – Can we see copies of the ecological survey and management plan          JG – I will make available the management plan and the ecological enhancements that are being proposed.          TL – Is on site parking for contractors to be provided as Buckingham Road has been a real problem.          JG – We try and manage it, set up professional compounds, but can't always manage it. Site agent to control it.          JG - Site layout plan of house types shared with the meeting  <b>Corporate Responsibility day.</b>          Chair – this offer has been viewed by Council and suggestions were invited.          Cllr Weingart – Rec ground car park, needs serious attention. It was noted we needed a new car-park, but not by this opportunity.          Cllr Hammond suggested the footpath between Meadoway to NER, very overgrown, needs tidying up/ trimming, possibly replace the old stile into Rec ground with some fencing.          Cllr Barrett – requested the x4 white gateposts into the village – need to take back to bare wood and be re-painted white.          It was noted – Kier will be moving whole white gatepost &amp; planter on Addison Rd          Bottom of Vicarage Close the ownerless bit of land needs tidying.          Clock Tower overgrown area in Rec Ground needs tidying.          – Clerk to send to JG once finalised by PC          PC thanked JG for attending.</p>	<p>Clerk</p> <p>Clerk</p>
<p><b>9. Village Fete Plans 2020 – Cllr Barrett</b></p> <p>Cllr Barrett discussed his plans to investigate further into a Village Fete.          Church have no current plans to host a fete this year          No Steeplejam in 2020 one in 2021          11 July has a School Fete</p>	



<p>Maybe 5 dates to choose from – June/July          Cllr Weingart noted the Towersey Festival happening possibly August          Do we want a big do? – or just a presence at a diminished level – we do only have a few volunteers          Need to recruit an organiser and develop a team to make it happen. Cllr Barrett requested a fund be made available to pay for basics such as; PLI costs / Publicity/ Incidentals – Requested £700/£800 spend, would aim to get this back from possibly stall holder contributions, percentage of vendor sales etc. Fear not be able to recruit big enough team. Cllr Barrett cannot organise it. Cllr Smith happy to advise. Chair asked Cllrs about overall concept.          Cllr Weingart felt if we could get enough support it would be great. – but would need support of time, people and efforts.          £700.00/800.00 PF propose support initiative £1K costs – tap it out of developers and support TB set up but not run          Agreement in principle requested by Cllr Barrett. Chair proposed we support this initiative and offer a £1,000.00 towards the cost on the understanding we would like to re-coup the costs.          Cllr Price seconded, all Council agreed it was RESOLVED</p>	<p>Cllr Barrett</p>
<p><b>10. Village Road Safety Review</b></p> <ul style="list-style-type: none"> <li>• <b>HS2 Road Safety Fund application</b></li> </ul> <p>Chair gave an update, noted PC received lots of parishioner complaints with regards to traffic – next month Ivo Heist will develop and present his report formally. Correlated from our current MVAS sign which logs speeds and traffic volume. Located on; QCRd, West St, Addison Road and Buckingham Rd Ivo has been guiding SCPC on purchasing a second MVAS sign. PC plan to add in two more monitoring points;          Vicarage Lane and North End Road          Anyone who would like to join Ivo in progressing this cause, please contact the Clerk.          Under Road Safety Issues is the Road Safety fund, an initiative from BCC using money provided under the HS2 bill, on affected communities relating to HS2, discussed how scheme is administered – we are invited to make an expression of interest to local road safety improvements – Chair will email onto Ivo to tie-in with his ideas, Chair wanted to confirm with Cllrs that we are interested in using the HS2 BCC Road Safety Fund for the Village – all in agreement, it was agreed the PC will progress an application to HS2 BCC road safety fund all Cllrs in agreement.          Cllr Mahon abstained.</p>	<p>Cllr Firth</p>
<p><b>11. LAF update - Cllr Barrett</b></p> <p>Local Area Forum is working on formatting the new Unitary Authority, with plans to devolve powers to local levels and also increase delegation to local councils. Last year we discussed Transport4Bucks devolving services– but with the new unitary authority it was put on hold, it is now back on. LAF running a pilot scheme 20/21 of councils to look at town PC services – we haven’t applied for the pilot.          Cllr Chilver, Chair and Cllr Barrett discussed that SCPC may not yet be ready to specify what assets we would want to take over.          With the Elections coming up recommends PC watch the results from pilot scheme.</p>	
<p><b>12. New Homes Bonus Micro Grant scheme</b></p> <p>Chair handed to Vice Chair Cllr Barrett to do introduction – Dennis Gotts one of four directors of Community Café, making a grant application for £2,000.00 from the AVDC micro grant scheme.          Cllr Barrett asked if the PC are happy to endorse that application. Endorse doesn’t mean we approve of what money to be spent on or sanction it, it means we have reviewed it and it is bone-fide.          Cll Mahon- when I saw the agenda I didn’t realise this was an actual application, only when I</p>	



<p>received an email of application details last night, felt that this wasn't enough time to go through it, upon BALC's advice that whilst new homes bonus micro grant scheme was on the agenda, but as I didn't view the full application with three days' notice prior to this meeting, BALC advise we have it on the next agenda.</p> <p>Cllr Price noted that Cllr Mahon may be best to declare his own potential pecuniary interest as Cllr Mahon may have a conflict of interest in commenting due to being a competitor because of recent coffee and cake addition to the pub menu.</p> <p>Agreed to call an EGM to discuss this before 15/02/2020 application deadline 7pm Tuesday 11 Feb Library, Public meeting</p>	
<ul style="list-style-type: none"> <li>• <b>Working Group update on activities and recommendations:</b></li> <li>• <b>a Finance</b></li> <li>• To approve the payments listed in the cheque run for the month</li> <li>• Monthly proofing signed off - DW</li> <li>• Community Bus Donation / Churchyard grant</li> </ul> <p>Cheque run read aloud. These were confirmed as an accurate record, proposed by Cllr Mahon and seconded by Cllr Barrett Cllr Firth agreed to do the BACS payments this month Annual Churchyard Grant £350.00 agreed as per precept budget. On Feb cheque run BACS. Cllr Firth put forward the annual request from Winslow Community Bus for a donation of £50.00 Proposed Cllr Firth seconded Cllr Mahon. It was agreed the PC would give in the March cheque run. Cllr Price abstained</p> <ul style="list-style-type: none"> <li>• <b>b Recreation Ground</b></li> <li>• Report from the Recreation Ground Working Group <ul style="list-style-type: none"> <li>▪ CCTV in Recreation Ground update</li> <li>▪ Skate Park update</li> </ul> </li> </ul> <p>Recreation Ground report – Appendix 3 CCTV – had another meeting with CCTV engineer – to be discussed at next PC meeting presented by Cllr Hammond Cllr Firth to ask Joe Houston to clarify S106 spend in relation to equipment for third party request. SCPC to reply to SCFC re grants request. Cllr Price asked would PC consider having permanent goalposts? Cllr Hammond noted that the current MUGA is planned to have 6 a side posts permanently.</p> <p>Chair involved Ivo – with regards to the skateboard park, with youth consultation process. Please can you discuss this with Cllr Hammond.</p> <ul style="list-style-type: none"> <li>• <b>c Village Hall and Cottage</b></li> <li>• i. Report from the Village Hall, Library and Cottage Working Group</li> <li>• ii. Kitchen quotes – Cllr Weingart</li> </ul> <p>Has gone out to 3 contractors with broad specifications – only one quote received to date – passed to Clerk, hope to have them for the next meeting. Cllr Weingart thanked Terry for helping to show builders around.</p> <ul style="list-style-type: none"> <li>• <b>d Library</b></li> </ul>	<p>Clerk</p> <p>Cllr Hammond</p> <p>Cllr Firth PC</p> <p>Cllr Hammond</p> <p>Cllr Weingart</p>



<p>iii. Library storage – Cllr Weingart</p> <p>Pat Serle has requested a lockable locker for volunteer coats. FOSCL are happy to purchase it. Wants it by the cloakroom coat hooks. It was discussed and PC felt it needs a better resolution by clearing cupboards.</p> <p>Quotes for carpet as floor is worn – Cllr Weingart</p> <p>Cllr Weingart requested the drawer and shelf out of desk be removed by Terry.</p> <p><b>9. d Communication and events</b></p> <ul style="list-style-type: none"> <li>▪ Report from the Communications &amp; Events Working Group</li> <li>▪ Website update</li> </ul> <p>Firework group is on-going.</p> <p>Website - Migrating to Voice, a similar structure, a free transfer – Cllr’s to review content of website – Clerk to allocate responsibilities to working groups to review contents of pages –</p> <p><b>9. e Planning Applications and proposed developments</b></p> <ul style="list-style-type: none"> <li>i. Proposed structure of planning services for the new Buckinghamshire Unitary Authority</li> </ul> <p><b>Chair reviewed an update with the meeting.</b></p> <ul style="list-style-type: none"> <li>• To review the following planning applications; none received as at 30/01/2020</li> </ul>	<p>Cllr Weingart Terry</p> <p>Clerk</p>
<p><b>10. HS2 / E-W Rail / E-W Expressway - Any updates</b></p> <p>Cllr Mahon noted the HS2 announcement is imminent 11/02/20</p> <p>EWR – Phase 2 given go ahead – scope of works include a de-veg within nesting season again.</p> <p>EWR meeting is on 26/02 further project information.</p> <p>EWE – Chair noted successful meeting was held x50 attended – still need a project leader.</p>	
<p><b>11. Future agenda items</b></p> <p>The meeting was closed at 9.34pm.</p>	

Signed.....

Date.....

Appendix 1

**Summary of Clerk activity – February 2020**

**Administration**

- Preparation of monthly transactions for February meeting
- Prepared monthly invoicing for Village Hall for January 19
- 2020/21 Precept requested.



- LED Streetlight replacements for NER organised saving PC over £2K rather than getting them done over time by Eon.
- Proof of Dec 19 accounts spend and income

#### Other

- Reported to AVDC x6 faded road signs ; Buckingham Roadx2 / Falklands Close / Greenwood Place/ The Paddocks / Vicarage Court – 13/02/20
- Website project – Voice – page created / steepleclaydonpc – just need to load contents

#### On-going

- February draft Minutes
- February Action Point list
- Minutes on public display
- March agenda
- February Wages
- On-going email correspondence
- Website updates
- Parishioner Correspondence

#### Streetlights

- 13/02/20 – did walkaround each pole – with TL & TB

Reported for repair this month:

Pound Close – 01/02/20

Payee	Details	Chq Number	Cllr Initial	Category	Net Value	VAT Paid	Gross
H Holmes	wages	BACS		Gen admin & wages	£		£
T Levitt	wages	BACS		Gen admin & wages	£		£
P Serle	wages	BACS		Gen admin & wages	£		£
T Levitt	expenses - bulb for shed / mileage	BACS		misc	£21.99		£21.99
P Serle	expenses - books x 3	BACS		Library	£27.97		£27.97
HMRC	PAYE	chq		Gen admin & wages	£494.73		£494.73
Sports & Play Consulting Ltd	Skate Park Build consultant fee	BACS		Skate Park Build	£3,000.00		£3,000.00
Buntings	PAYE service for quarter ended	BACS		Gen admin &	£245.00	£49.00	£294.00



	31/12/19			wages			
Barclays	payment plan charges - 5x chqs / 27x BACS / Cash paid in	D/D		Gen admin & wages	£20.46		£20.46
HSMK	new kitchen taps in cottage	BACS		Misc	£90.00	£18.00	£108.00
Quest	bleach/gloves/brush / wheelbarrow	BACS		misc	£55.16	£11.03	£66.19
Quest	power washer	BACS		Pavilion	£145.00	£29.00	£174.00
Eon	Elec to library	D/D		Library	£257.37	£51.47	£308.84
Eon	Elec to Pavilion - Jan	D/D		Pavilion	£120.54	£6.03	£126.57
Eon	Elec to Clocktower	BACS		Clock Tower & childrens corner	£10.76	£0.54	£11.30
Eon	Elect to Pavilion - Feb	D/D		Pavilion	£137.70	£6.89	£144.59
Eon	6x lanterns/6x cells/ 6x brackets	BACS		Street Lights	£1,422.00	£284.00	£1,706.40
RT Machinery	Service and repairs Etesia	BACS		Rec Ground	£1,267.23	£253.44	£1,520.67
AVDC	Bins	BACS		Bins	£64.30		£64.30
Sean Cox Electricals	split inv - broken junction box / emergency light in bell bar/light outside shed	BACS		Hall	£128.00		£128.00
Sean Cox Electricals	Street light assemble and wire	BACS		Street Lights	£200.00		£200.00
Claydon PCC	Annual Donation	BACS		Misc	£350.00		£350.00
					£10,673.57	£709.40	£11,383.37

### Appendix 3

Recreation ground working group report.

February 2020

Since the last meeting.

The firework planning group had a meeting on the 22<sup>nd</sup> Jan to have a debrief and start to plan next year's event which is to be on Saturday the 7<sup>th</sup> November – if the weather is bad on that day - the back-up day will be the next day Sunday. We will keep the council and village informed during the year.



We have had our 1<sup>st</sup> meeting with Michael Carter from sports and play consulting at the recreation ground on Monday 3<sup>rd</sup> Feb and are now moving forward with the new skate board project – A Village consultation meeting is to take place in the village hall on Monday 17<sup>th</sup> February which is being advertised.

The ground is still very wet in places and we have not yet been able to work in the children's corner on the jobs we wish to do.

The ride on mower has been serviced and repaired and will be returned on Friday – I will take is opportunity to discuss with RTM a future replacement mower and costs so we can plan future funding and maybe grants we could try and get towards a new one.

I with Terry met Paul Wright from service – evolution on Monday 27<sup>th</sup> Jan at the Pavilion who demonstrated a long range camera for us to see – he sent quotes for us to consider from £1544.00 to £4495.00 this will have to be discussed with the Parish council and other quotes obtained.

A request for grant funding has been put in by the football club to the Parish Council for new replacement goal posts from the 106 fund –I am not sure where we stand with these funds in regard to a third party request – I understood that 106 funds were for large projects – stake park/ MUGA / new sports hall and car park and therefore would request maybe a meeting with Joe Houston from AVDC and Paul Firth to clarify the matter.

What other grants and funding are the club looking into to help towards the cost ?

Paul Hammond.

Recreation ground working group member