

STEEPLE CLAYDON PARISH COUNCIL

Minutes of Parish Council meeting

Tuesday 05 May 2020

<p>Present: Cllr Paul Firth (in the chair, hosting Zoom meeting), Cllr Joseph Hodges, Cllr Frank Mahon, Cllr Doreen Weingart, Cllr Trevina Smith, Cllr Tony Barrett, Cllr Dan Price, Cllr Paul Hammond.</p> <p>In attendance via Zoom: Hannah Holmes – Parish Clerk and 6 members of the public.</p> <p>The meeting was opened by Cllr Firth at 19.30</p> <p>Following the introduction of legislation L01-20 The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of local Authority and Police and Crime panel meetings) (England and Wales) Regulations 2020 - allowing local councils to hold their meetings using online technology. Councillors and members of the public had confirmed they were familiar with how to use Zoom and understood the protocols regarding using 'mute' to avoid background noise.</p>	
<p>1. Apologies None received</p>	
<p>2. Declarations of interest Cllr Firth with regards to Village Networks payment in cheque run. Cllr Weingart expenses chq in cheque run</p>	
<p>3. Minutes March Minutes circulated to public and Cllr's via website and email. No meeting held in April. Cllr Barrett proposed that they be approved as a true representation of the meeting; this was seconded by Cllr Mahon, all other Cllrs who had been present agreed. The minutes will be signed by the Chair noting CV Social Distancing restrictions.</p>	<p>Cllr Firth/Clerk</p>
<p>4. Public participation - Opened at 19.35 During public participation members of the public commented about the state of the village. The Best Kept Village competition has been cancelled for 2020 but this shouldn't stop us keeping the village in excellent condition and it was agreed that the level of litter was low and the work of verge cutting carried out by Buckinghamshire Council had been done well. There was also concern about trouble in the village. The police have been given information about the behaviour of particular individuals who are known to the parish council and it is hoped that there will be formal action taken against them. Another member of the public asked about HS2 activities. It was confirmed that the advance works contractor, Fusion JV is carrying on with site clearance. The main works contractor (now EKFB with the introduction of two new contractors to the consortium) have been reviewing their procedures relating to social distancing and plan to return to work in the near future. There was a comment that the parish council website is 'not secure'. The problem has been caused by a transition from one web system (previously hosted by Bucks CC) to a national one (e-voice). As a result, the best way to access the parish council website is via a Google search rather than the official URL, which doesn't work at the moment. This will be resolved. Public participation was closed at 19.46</p>	
<p>Working Group update on activities and recommendations:</p> <p style="padding-left: 20px;">a Finance</p> <ul style="list-style-type: none"> • To approve the payments listed in the cheque run for the month <p>Appendix 2. Cheque run read aloud. These were confirmed as an accurate record, proposed by Cllr Hodges and seconded by Cllr Smith Cllr Smith agreed to do the BACS payments this month by Thursday 07 May due to 08 May Bank Holiday Cllr Weingart and Cllr Firth abstained from voting. Clerk will have financial audit prepared for July meeting, deadline is end of September – internal auditor has been booked. SCPC are part of 5% chosen for full audit this year.</p> <ul style="list-style-type: none"> • Update regarding Skate Park Project – Cllr Hammond <p>The council has received tenders from four companies bidding to build the replacement skateboard park. We are now going through a period of public consultation with the images of the proposed solutions being available on the parish council website and copies are on display in the windows of the recreation ground pavilion.</p>	<p>Cllr Smith Clerk</p>

<ul style="list-style-type: none"> Report from the Recreation Ground Working Group <p>Recreation Ground report – Appendix 2</p> <p>It was agreed to improve the ground at the small entrance off Meadoway by constructing a hardened surface instead of the worn ground that is currently getting worse and is considered dangerous. Work has been carried out in the Children's Corner to remove the tunnel which has been noted on previous ROSPA reports as being a high-risk item. A programme of tree work has been agreed. A future meeting to discuss the details of types of MUGA to be considered will be arranged.</p>	<p>Cllr Hammond</p>
<p>c Village Hall, Library and Cottage</p> <ul style="list-style-type: none"> Report from the Village Hall, Library and Cottage Working Group Cllr Smith to contact Blinds restorer after Lockdown for hall blinds repair. Library – On-line access to reserve books via FOSCL website <p>The librarian is continuing to work on library improvements during the closed period. The council will review whether it is possible to arrange a home delivery service to the village.</p> <ul style="list-style-type: none"> Kitchen – Refurbishment project update <p>Bids have been returned by contractors interested in refurbishing the village hall kitchen. It was agreed that these bids need to be examined in detail and discussed which would be best carried out when councillors are able to meet together. We are confident that we have good bids for the work and this contract will be progressed as soon as we are able.</p>	<p>Cllr Smith</p> <p>Cllr Firth/ Librarian</p>
<p>9. d Communication and events</p> <p>Annual Village Meeting</p> <p>Whilst it was felt that the Zoom format is effective to hold the monthly council meetings it was agreed that we will postpone or cancel the Annual Parish Meeting, normally held in May, until later in the year depending on lockdown restrictions. Current Regulation 3 of L01-20 Coronavirus Regulations 2020 show Parish Meetings are not included... and as such there is nothing currently permitting them to meet remotely</p> <p>Village Fete</p> <p>Plans to hold a village fete in July have been abandoned due to the uncertainty regarding Covid19.</p> <p>Fireworks</p> <p>Will be decided nearer the time due to current CV restrictions</p>	
<p>10. HS2 / E-W Rail / E-W Expressway - Any updates</p> <p>The parish council took part in a virtual consultation event organised by HS2 where it was confirmed that the HS2 community engagement officer was leaving HS2 to join one of the contractors. The contractors will be taking a more active part in community engagement activities and appointments are being made at the moment. We expect to be informed of new contact details in June. The main contractor confirmed they are working on their travel plans and traffic forecasts and they anticipate keeping well within the forecast figures for lorry movements to the compounds close to the village. PC agreed to remind HS2 of the agreed local liaison group with regards to design of IMD. Cllr Mahon noted no current design of Addison Bridge Road yet available</p> <p>E-W Rail construction activities have restarted and it was agreed that the council will establish a communication link with the project team.</p> <p>EWE - It was confirmed that the EW Expressway project is in abeyance at the moment and no further action or lobbying is proposed at this time.</p>	<p>PC</p>
<p>11. Future agenda items are invited by all Councillors to be sent to Clerk ahead of preparing Agenda.</p> <p>The next parish council meeting will be held on Tuesday 2nd June at 7.30. To join the meeting open Zoom in a web browser or application and put in the meeting ID 880 2161 7318. The meeting will open from 7:15 and will start at 7:30 prompt. If you need any help or further information regarding accessing the meeting please contact the clerk, Hannah Holmes, clerk@stepleclaydonparishcouncil.gov.uk</p> <p>Clerk phone – 01296 534698. Website www.e-voice.org.uk/stepleclaydonpc/</p>	

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The meeting was closed at 20.40pm.	

Signed.....

Date.....

Appendix 1

Paid Date	Payee	Details	Chq Number	Clr Initial	Category	Net Value	VAT Paid	Gross
May-20	Hannah Holmes	wages - agreed payrise included	BACS		Gen Admin & Wages			
May-20	Terry Levitt	wages - agreed minimum wage increase included	BACS		Gen Admin & Wages			
May-20	Pat Serle	wages	BACS		Gen Admin & Wages			
May-20	Hannah Holmes	expenses - printer ink	BACS		Misc	£57.97		£57.97
May-20	Terry Levitt	expenses - white vinegar/ baking soda / Gin for Duncan Hayers / mileage	BACS		Misc	£38.67		£38.67
May-20	Pat Serle	expenses - books x 14 & paper	BACS		Library	£30.00		£30.00
May-20	Good Directions Ltd	Clock Tower mechanism via Pete Roberts	BACS		Clock Tower & Children's Corner	£614.50	£122.90	£737.40
May-20	Bunting & Co	PAYE service for quarter ended	BACS		Gen Admin & Wages	£195.00	£39.00	£234.00

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		March 31 2020						
May-20	Marie Cherry	Help with new SCPC website set-up	BACS		Gen Admin & Wages	£93.50		£93.50
May-20	Doreen Weingart	Locker for Librarian	Chq Number 465 - now BACS		Library	£100.00	£20.00	£120.00
May-20	Village Networks	wifi for hall / library	D/D		Hall	£25.00	£5.00	£30.00
May-20	Village Networks	wifi for Pavilion	D/D		Rec Ground & Pavilion	£25.00	£5.00	£30.00
May-20	Eon	elec for streetlights April 2020	D/D		Street Lights	£790.55	£158.11	£948.66
May-20	Eon	elec for Library / hall	D/D		Hall	£88.07	£4.40	£92.47
May-20	Eon	elec for Clocktower	BACS		Clock Tower & Children's Corner	£15.75	£0.40	£16.15
May-20	HMRC	April PAYE	chq	on hold	Gen Admin & Wages	£483.11		£483.11
May-20	HMRC	May PAYE	BACS	on hold	Gen Admin & Wages	£523.81		£523.81
May-20	B J Russell	remove and replace sty into rec field	BACS		Rec Ground & Pavilion	£165.70		£165.70
May-20	K J Fowler	supply, fit, paint new shed doors	BACS		Hall	£1,200.00		£1,200.00
May-20	Signscope Design	design/ create / install x6 no fouling signs	BACS		Rec Ground & Pavilion	£150.00	£30.00	£180.00
May-20	Quest	vents for hall sheds /	BACS		Hall	£175.73	£35.16	£210.89

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Apr-20	Dave Martin	Dec 2019 - Feb 2020 VO work	chq 463 - now BACS in May 20		Vicarage Orchard	£240.00		£240.00
Apr-20	Dave Griffith	Rec Ground maintenance March	Chq 464 - now BACS in May		Rec Ground & Pavillion	£600.00		£600.00
May-20	Dave Griffith	Rec Ground maintenance April	BACS		Rec Ground & Pavillion	£505.00		£505.00
May-20	Bucks Council	Bins - empty & rental April	BACS		Bins	£54.80		£54.80
		Payments due to go through on Thursday 07 May 2020 due to Bank Holiday week-end						
					Totals	£8,885.67	£419.97	£9,305.64

Appendix 2

Recreation ground working group report.

May 2020

Since the last meeting.

We have now received a shortlist of four tenders via our consultants, Sports & Play Consultants Ltd. We have put these designs up in the pavilion window and on the Parish Council website to allow the public to view them without breaking social distancing guidelines. Comments are invited by email to the clerk so this will enable us to demonstrate public consultation as per the S106 process.

We still need to focus on the larger plan for a MUGA specification which would be suitable for village children incorporating outdoor gym equipment for adults.

Two architect companies have visited the pavilion to discuss a future replacement.

One company gave the impression that they had more experience. They have both sent basic plans which I hope the Recreation Ground Committee will be able to discuss post lockdown or maybe via Zoom.

Since lockdown the pavilion has not been used and the children’s play area has been locked.

With regards to the children’s play area, the tunnel and mound which was causing problems has been removed. I would like to thank Cllr Joseph Hodges for his help supplying machinery and manpower to do

this. Unfortunately, there was a much larger concrete base than had been anticipated but after a great deal of time and effort he successfully removed the structure and levelled the ground. I have put some grass seed down so by the time the park re-opens the grass should be well established.

The stile used to access the Recreation Ground from the back of Sportsman Close had deteriorated to a dangerous state. The Recreation Ground committee agreed that it should be repaired so a quote for £150 from Bruce Russell was accepted. The work has been completed to a very high standard and will last for many years to come.

The entrance from Meadoway, near the tractor shed, is becoming a hazardous area. I have had a quote for £350 approximately to extend the pavement so that there is a smooth ramp entrance rather than what is there now.

Since our last conversation about dog poo bag dispensers the prices seem to have gone up considerably. I propose buying one initially to see if it is exactly what we want before committing to ordering more. They are now £100plus including bags.

Following a complaint from a resident about the conifer trees I have met with two tree surgeons and they are going to submit quotes. I have a third coming to have a look on Thursday evening.

Paul Hammond.

For the Recreation ground working group.