

STEEPLE CLAYDON PARISH COUNCIL

Minutes of Parish Council meeting

Tuesday 07 July 2020

<p>Present: Cllr Paul Firth (in the Chair, hosting and recording the Zoom meeting), Cllr Tony Barrett, Cllr Dan Price, Cllr Paul Hammond, Cllr Joseph Hodges. In attendance via Zoom: Hannah Holmes – Parish Clerk and 2 members of the public. The meeting was opened by Cllr Firth at 19.31</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 The Clerk has received apologies from the following Councillors: Cllr T Smith Cllr F Mahon Cllr A Macpherson Cllr J Chilver Cllr Weingart sent her apologies via Cllr Hammond</p>	
<p>2. Declarations of interest Cllr Firth with regards to Village Networks payment in cheque run. Cllr Smith reimbursement (absent)</p>	
<p>3. Minutes June Minutes circulated to public and Cllr's via website and email. Cllr Firth proposed that they be approved as a true representation of the meeting; this was seconded by Cllr Barrett, all other Cllrs who had been present agreed. The minutes will be signed by the Chair noting CV Social Distancing restrictions.</p>	
<p>4. Chairman's Comments: Exceptional times means that the Chair is here to host the July meeting. Thanked the Council for their support of him in the last few months.</p>	
<p>5. Public participation - Opened at 19.35 During public participation a member of the public asked if we could approach HS2 and EW Rail to put more information on their signage to help people understand who is carrying out the works. We will contact them with this suggestion. SCPC website to be updated with new Community Liaison Officers contact details. The Clerk read out a note submitted by a parishioner with regards to the Food Bank collections arranged by Cllr Angela Macpherson and Cllr Frank Mahon. Demand continues to be high so please spread the word, Future collection dates will be Thursdays 16th and 30th July; 13th and 27th August. At Steeple Claydon @ 12.15pm the collection points are: Prince of Wales, Village Hall and Langston and Tasker bus depot. The August dates will be advertised in the Magazine. Tins and Toiletries needed. Clerk to put on the website Public participation was closed at 19.52</p>	<p>Cllr Firth Clerk/Cllr Firth Parishioner Clerk</p>
<p>6. Working Group Update on activities and recommendations: a. Finance i. To approve the payments listed in the cheque run for the month included as Appendix 1. The cheque run was approved, proposed by Cllr Hodges, seconded by Cllr Price, all other Cllr's present agreed. Cllr Firth to sign and Cllr Weingart or Cllr Smith to co-sign cheque. Clerk has chased Wave with regards to requested refund due.</p>	<p>Clerk</p>

STEEPLE CLAYDON PARISH COUNCIL

Minutes of Parish Council meeting

Tuesday 07 July 2020

<p>Vents for sheds - excess to be returned – to be checked by Clerk and Caretaker</p> <ul style="list-style-type: none"> ii. Monthly reconciliation will be signed off in person - using correct SD procedures. Clerk to arrange with Chair. ii. RFO Annual Update 	<p>Clerk/Caretaker</p>
<p>The clerk confirmed that she has prepared an annual update summarising the council’s main financial activities. These are summarised in Appendix 2</p> <ul style="list-style-type: none"> iii. Internal Audit result to be signed off 	
<p>The Clerk reported that the internal auditor had reviewed the council's accounts and confirmed all is in order. The council thanked Ms Holmes for her diligent work.</p>	
<p>The Council agreed the statement from the Clerk should be sent round for all councillors to be able to double check as Clerk’s zoom audio is not very good, it was agreed to sign off the audit as it has been checked thoroughly by the Vice Chair Cllr Barrett in advance of this meeting and a copy of it has been sent around to all Council. Together with 2020/2021 agreed budget figures. It was agreed that the folder can be signed off by Chair which will then be submitted to external auditors.</p>	
<p>S106 fees will include the Skate Park Consultants fees as confirmed by all Councillors’ present.</p>	
<p>Cash card has been applied for by Clerk – can be topped up by BACS</p>	
<ul style="list-style-type: none"> iv. Applications received for Covid 19 support fund from Steeple Claydon School. Application to be re-sent to Chair to be taken forward. 	
<p>b. Recreation Ground</p>	
<ul style="list-style-type: none"> i. Report from Recreation Ground team included at Appendix 3– Covid 19 plans for Skatepark and Children’s Corner 	
<ul style="list-style-type: none"> ii. Skate Park – countersign Skate Park construction agreement and S106 finance details 	
<p>It was agreed that once permission is received from Bucks Council regarding S106 grant award the council is in a position to award the contract for the new skateboard park to the preferred bidder. S106 form has been submitted to Joe Houston at BC for approval.</p>	
<ul style="list-style-type: none"> iii. Skate Park signage approval 	
<p>Re-opening council facilities - The main focus of the meeting was on preparing the council facilities to bring them back into operation following the COVID restrictions. It was agreed that the Children's Corner playground is to reopen with appropriate notices and the provision of hand sanitizers at the two gates, agreed by all Councillors present. Plans and risk assessments are being carried out to open the library in the next week or so. It is likely that the Village Hall and the recreation ground Pavilion will remain closed until the beginning of September.</p>	<p>Cllr Hammond</p> <p>Cllr Hammond</p>
<p>Recreation Ground – work was approved for minor internal improvements to the pavilion changing rooms, tree surgery around the recreation ground after nesting season – Cllr Hammond to pass on details to the School of the contractor we have used.</p>	
<p>Replacement cameras and controller for the CCTV on the pavilion. Three CCTV quotes have been received by Cllr Hammond. He recommended they go for the most competitive quote as very comprehensive – Radstone. Chair to review Radstone quote and then Cllr Hammond to take this forward.</p>	<p>Caretaker</p> <p>Cllr Hammond/ Clerk</p>
<p>Pavilion water heaters to be looked at as well as Village Hall – Cllr Hammond to take forward.</p>	
<p>It was agreed that the new dog poo bag dispensers have been a great success and Councillor Hammond was thanked for all his hard work, he thanks all of the team for their</p>	<p>Cllr Firth</p>
	<p>Cllr Hammond</p>

STEEPLE CLAYDON PARISH COUNCIL

Minutes of Parish Council meeting

Tuesday 07 July 2020

<p>help too. Agreed to purchase one more plastic one for other Recreation Ground entrances – Tractor Shed entrance. Caretaker to ensure the poo bags are kept topped up going forward Litter in the Village – Cllr Firth to look at Recreation Ground in between Caretaker checks which are done on Monday/Wednesday/Friday Ken Fowler quote previously received for Pavilion – home dressing room windows, Cllr Hammond wanted to double check it was approved by Council, Cllr Price agreed, all Council agreed to repairs spend. Clock is ready for repaired Clock work to go ahead and be fitted.</p>	<p>Cllr Firth / Cllr Price</p>
<p>c. Village Hall, Library & Cottage i. Report from the Village Hall/Library team – Covid 19 plans for Library/Hall</p> <p>Chair noted it was his understanding the Library to be opened soon. Clerk waiting for VH team plan and Risk Assessment before it is re-opened. Council agreed VH toilets can be used by Library users. PPE / one way system/ signage discussed at a VH/Library meeting held on site by VH team/librarian/Caretaker. Cllr Hammond to take forward a dynamic Risk Assessment for Library and Play Park. Cllr Hammond to pass this onto the VH team. Clerk happy to co-sign after a walk through.</p>	<p>Cllr Firth / Clerk</p> <p>Cllr Hammond/Clerk</p>
<p>Village Hall and Pavilion not yet being re-opened. ii. Kitchen Brief for wear and tear repair (precept funds) and Kitchen design brief (S106 funds)</p> <p>Kitchen – procurement process, Chair and Vice Chair Cllr Barrett have some concerns and feel we are not yet in a position for the S106 approval. Emails have been sent around the PC. This needs to be looked at again. A lot of ground work has been done. Chair to investigate this further. Clerk noted we need a brief clearly minuted and agreed, wear and tear needs to be from precept funds. Also noted no budget for this wear and tear in the 2020/21 agreed funds as distributed recently, unless we re-allocate ‘reserved’ funding. Vice Chair noted VH team should host a face to face SD meeting to discuss further. Mtg to be arranged in the next week.</p>	<p>Cllr Firth</p>
<p>7. Planning: 20/01975/ALB - Foxgloves 4 Chaloners Hill Steeple Claydon Buckinghamshire MK18 2PE Variation of Condition 3 (change colour of materials) relating to application 19/01713/ALB :17/07/2020 20/01976/APP - Foxgloves 4 Chaloners Hill Steeple Claydon Buckinghamshire MK18 2PE Variation of Condition 3 (change colour of materials) 4 (relating to application 19/01712/APP :17/07/2020</p> <p>Chair and Cllr Hammond have had a look at this change of colour application. PC Propose no objection by Cllr Hodges seconded by Cllr Barrett.</p>	<p>Clerk - Done</p>
<p>8. HS2 / E-W Rail / E-W Expressway - EWE – Chair noted it might be being promoted as a green scheme. Asked all Council to keep eyes open to any further updates.</p> <p>Councillor Chilver joined the meeting after having attended other meetings that evening including the first meeting of the Buckingham and Villages Community Board which</p>	

STEEPLE CLAYDON PARISH COUNCIL

Minutes of Parish Council meeting

Tuesday 07 July 2020

<p>includes Steeple Claydon. Information about this board and their meetings are available on the Buckinghamshire Council website.</p> <p>EWR – Cllr Chilver noted to keep an eye on potential impact of EWR traffic on the road and waiting on update with regards to the QCR Spinney. Winslow have had issues with footpaths being closed.</p>	
<p>9. 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 01 September at 7.30pm.</p> <p>To join the meeting open Zoom in a web browser or application and put in the meeting ID and password from agenda/website.</p> <p>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@steepleclaydonparishcouncil.gov.uk Clerk phone – 01296 534698. Website www.e-voice.org.uk/steepleclaydonpc/</p> <ul style="list-style-type: none"> • Village Benches and Road signs- Cllr Barrett will conduct a full review on these. • Devolved Services & Village Map– Cllr Barrett & Cllr Hammond • Co-Option of Councillor - Communications / Facebook – Cllr Barrett <p>New councillor needed – the parish council is looking for an additional councillor to fill the current vacancy. Advert will be submitted to the Claydon’s magazine and Clerk to put on SCPC website.</p> <p>Village map with reference to who looks after what in terms of grass cutting etc – Cllr Chilver offered to find and send on relevant link from BC to Clerk</p> <p>Cllr Barrett noted he has started his survey of the 27 benches in the Village – will circulate to PC – he will then report on the state of each.</p> <p>Village Roads – Cllr Hodges noted he has had parishioners contact him with concerns about the speed of traffic on the approach roads to the village, particularly those experiencing increased traffic including Addison Road and West Street. It was suggested that the council approaches Buckinghamshire Council to ask for the speed limits to be reduced from 60mph to 40mph along affected sections. Also to check whether it will be extended the 30mph along the Calvert Road. Chair to write letter to Highways to review all speed limits into the Village.</p> <p>The meeting was closed at 20.58 pm.</p>	<p>Cllr Firth</p> <p>Cllr Chilver</p> <p>Cllr Barrett</p> <p>Cllr Firth</p>

Signed.....

STEEPLE CLAYDON PARISH COUNCIL

Minutes of Parish Council meeting

Tuesday 07 July 2020

Date.....

Appendix 1

Financial Run

Payee	Details	Chq Number	Clr Initial	Category	Net Value	VAT Paid	Gross
Hannah Holmes	wages	BACS		Gen Admin & Wages			
Terry Levitt	wages	BACS		Gen Admin & Wages			
Pat Serle	wages	BACS		Gen Admin & Wages			
Hannah Holmes	expenses - printer ink / stamps	BACS		Misc	£89.17		£89.17
Terry Levitt	expenses - mileage/rodent control at Hall / Grass seed for play park	BACS		Misc	£51.97		£51.97
Pat Serle	expenses - labels / books x2	BACS		Library	£24.76		£24.76
HMRC	PAYE			Gen Admin & Wages	£523.81		£523.81
Village Networks	wifi for hall/library	D/D		Library	£25.00	£5.00	£30.00
Village Networks	wifi for Pavilion	D/D		Rec Ground & Pavilion	£25.00	£5.00	£30.00
Chemex	CV 19 PPE soap isp x2/face shields x30/glovesx2/hand sanitiserx1/masks x50	BACS		Misc	£287.00	£29.00	£316.00
Eon	Elec to Library - June	D/D		Library	£70.03	£3.50	£73.53
Eon	Elec to Clock- June	BACS		Clock Tower & Childrens Corner	£7.95	£0.40	£8.35
Trevina Smith	Expenses - flowers/compost V/Hall	BACS		Hall	£131.91		£131.91
David Griffith	Rec Ground - June	BACS		Rec Ground & Pavilion	£520.00		£520.00
Eon	Pavilion electric - June	D/D		Rec Ground & Pavilion	£23.09	£1.15	£24.24
Eon	Quarterly manitenance - ending 30/06	BACS		Street Lights	£457.14	£91.43	£548.57
BC Bins - waste	overpaid £54.80 last month - so reduce bill of	BACS		Bins	£28.50		£28.50

STEEPLE CLAYDON PARISH COUNCIL
Minutes of Parish Council meeting **Tuesday 07 July 2020**

	£83.30 - empty and rental						
Buntings	inv 41024 - PAYE up to 30 June 20	BACS		Misc	£207.00	£41.40	£248.40
Michael Carter	Sports and Play Consultant for Skate Park - final invoice of 2	BACS		Skate Park S106	£3,000.00		£3,000.00
					£8,185.84	£176.88	£8,362.72

Appendix 2

Clerk and RFO Report 2019 / 2020

The Responsible Financial Officer reported as follows:

Good evening. As you may know I'm the Parish Clerk and Proper Officer here. As part of my role I am Responsible Financial Officer and as such I once again 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 2019/20 figures on 16 June 2020 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". The Annual Governance and Accountability return was prepared for the Audit and was presented to the Parish Council for the July meeting in line with AGAR Accounts and Audit Updated Corona Virus Regulation Changes 2020.

2019-20 was another active financial year for the Parish Council with a retained focus on asset maintenance and repair, health and safety requirements and insurance priorities.

A few headline figures

- Opening balances for April 2019 - £118,309
- Closing balance 31 March 20 - £219,515
- Total Spend 18/19: £120,675 (inc VAT) against total income of: £128,209
- Total Spend 19/20: £120,647 (inc VAT) against total income of : £221,853

Expenditure

– some headlines

Staff costs 2018/19 - £39,089 2019/20 - £3,907 Variance ^ 2.09% no comment required

All other Payments 2018/19 - £81,586 2019/20 - £80,740 Variance down 1.04% no comment required Precept 2018/19 - £93,960 2019/20 - £102,610 less than 15% variance (9.52%), no comment required

Box 3 – Total other receipts 2018/19 - £34,519 2019/20 - £119,243 Variance ^ 245.44% Comment: The PC received a Gift from the Lewis family - after local sale of land - of £100,000.00 income received reduced from hall reduced by £1K due to Covid 19 - total income £8,496.00 - up on £5,622.00 last year) Reduced VAT claim by £13,200 year on year. (Large claim put in for £22,794

VAT claim for July 16 – March 18) This year's claim will be for £9,024.78 Fireworks income down by approximately £2,000 due to adverse weather and costs up due to having to cancel and re-arrange date

The figures are presented quarterly using source codes in line with agreed budget headings. S106 funding spend are also tracked individually.

A thorough review of figures by the whole Parish Council enabled the precept for 2019-20 to be set at: £102,610 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 successfully introduced for the last year 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.

A debit card that the PC can put agreed pre-payments onto via BACS will be used for future purchases to save on staff and Councillors personally paying and then claiming expenses back each month.

Thank you.

Appendix 3

Recreation ground working group report July 2020

At tonight's meeting I will be updating Councillors on the following issues.

- The S106 funding form and planning permission enquiry.
- Re-opening of Children's Corner.
- Quotes for tree pruning at bottom of Recreation Ground.
- Pavilion water heaters.
- Public concern about increased amount of litter expressed on social media.
- Feedback on dog poo bag dispenser trial.
- CCTV quotes.
- Quote from Ken Fowler.
- AOB regarding the Recreation Ground from Councillors.

Paul Hammond.

For the Recreation ground working group.