

STEEPLE CLAYDON PARISH COUNCIL

Minutes of Parish Council meeting

Tuesday 06 November 2020

<p>Present: Cllr Joseph Hodges (in the Chair, hosting and recording the Zoom meeting) Cllr Paul Hammond, Cllr Tony Barrett, Cllr Frank Mahon, Cllr Marie Cherry, Cllr Paula Woods.</p> <p>In attendance via Zoom: Hannah Holmes – Parish Clerk and 13 members of the public. The meeting was opened by Cllr Hodges 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 and letting Council know who is attending.</p>	
<p>2. Apologies The Clerk has received apologies from the following Councillors: Cllr Trevina Smith Cllr Macpherson Cllr Weingart via Cllr Hodges</p>	
<p>3. Declarations of interest Cllr Weingart - reimbursement of expenditure Cllr Hammond - reimbursement of expenditure Cllr Cherry - is a member of FOSCS – item 7.a.iii.</p>	
<p>4. Minutes October Minutes circulated to public and Cllr's via website and email. Cllr Mahon proposed that with the two sentences removed as requested by Cllr Hammond, that they be approved as a true representation of the meeting; this was seconded by Cllr Barrett, all other Cllrs who had been present at that meeting agreed. Updated draft minutes will be sent around straight after tonight's mtg. The minutes will be signed by the Vice Chair noting CV Social Distancing restrictions. The allocation of Vice Chairs was discussed. Agreed that there were now three Vice Chairs, Cllr Barrett, Cllr Hodges and Cllr Hammond. As at the October meeting the two Vice Chairs did not comment if they wanted to stand down, after the chair resigned, there was no vote, Cllr Hodges was asked to continue and agreed, Cllr Barrett was not asked, and Chairman chose to invite Cllr Hammond, who accepted. Council agreed there were now three Vice Chairs.</p>	<p align="center">Clerk</p>
<p>5. Chairman's Comments: None</p>	
<p>6. Potential new Councillor co-option recruitment Agreed by Council to review this again in January 2021. Cllr Barrett noted we still require a Cllr who is an expert in Communications. Social media presence discussed. Cllr Cherry, Cllr Wood, Cllr Mahon, Cllr Barrett and Clerk will organise a zoom meeting</p>	<p align="center">Clerk/ Cllr's</p>
<p>7. Public participation - Opened at 19.38 Cllr Chilver noted the Community Bards meetings, urged SCPC to attend if they can. Also the HS2/EWR working group meetings details will be re-sent around. Public participation was closed at 19.45</p>	
<p>8. Working Group Update on activities and recommendations:</p>	

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 Mahon, seconded by Cllr Cherry, all other Cllr's present agreed.

Cllr Smith has emailed to say she will process BACS payments on 04/11/2020

Cllr Weingart and Cllr Smith to co-sign cheques

ii. Monthly reconciliation will be signed off in person - using correct SD procedures. Clerk to arrange with Vice Chair.

Clerk discussed receiving the S106 funds from Bucks Council and noted we will have to split the S106 fund payments to Maverick at a limit of £50K per day.

Cllr Mahon proposed we add Cllr Wood, Cllr Cherry and Cllr Hodges to join the finance team as authorised signatories.

Clerk

Clerk will send round updated finance figures for the year to Council ahead of the precept meeting.

iii. S137 meeting update and school application

It was agreed by Council the school to receive £1,454.83, towards outdoor storage and seating and early years outside equipment. All list items chosen to support.

This was only made possible as a one off Covid related grant using the S137 Town and Planning Act 1972 spending, for the school instead of paying for the free fireworks display.

Proposed by Cllr Mahon, seconded by Cllr Barrett, agreed by all Councillors present.

Recreation Ground

i. Report from Recreation Ground team **Appendix 2**

Cllr Hammond discussed the MUGA and is keen to move forward with the project. Cllr Hammond proposed the PC to again use Michael Carter on the same terms as the Skate Board Park to get consultations started to aim for Spring 2021.

Clerk

Agreed by all Councillors present.

Approximate spend for MUGA and gym equipment around £110K of the allocated S106 funds.

ii. Florence Nightingale memorial bench – Cllr Weingart (to put on next month's agenda)

Village Hall, Library & Cottage

Report from the Village Hall/Library team

Clerk

Village Hall & Library close on 05 November until at east 02 December due to second lockdown.

Clerk

Clerk has notified all regular users. Website to be updated.

i. **Kitchen Brief for wear and tear repair (precept funds) and Kitchen design brief (S106 funds)**

Zoom meeting to be arranged to write proposed brief, whole Council invited to attend.

Cllr Cherry joined the Village Hall working team, proposed by Cllr Mahon, seconded by Cllr Barrett, agreed by all Councillors present.

Cllr Barrett checked re the decision to appoint a contractor to repair the exterior of the kitchen, as stated in the Claydons magazine, Cllr Hodges agreed he could not recollect that decision being made either.

Cllr Cherry, Cllr wood, Cllr Mahon

d. Communications

i. Nominate Councillor to write meeting summary for the Claydon's Magazine Social Media team of Cllr Cherry, Cllr Wood, Cllr Mahon to co-ordinate.

9. Benches of the Village – Cllr Barrett

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<p>Cllr Barrett has moved on with his bench project, survey of 28 completed. Looking at the different types we have, repair or replace. Where will funding come from, the Legacy funds from Lewis family would cover replacing all in the village, if council approve. Discussed Council finances and the 'virtual' reserve pots. Cleaning regime of the benches to be arranged, also note they may require strimming more regularly. Cllr Barrett asked do Council want to repair/replace some/replace them all – is the sum of £25/30K comfortable, could it be done through S137 fund allocation in the future? Cllr Cherry checked we would replace any memorial plaques if required, and Cllr Hodges confirmed we would contact any families involved first. Cllr Mahon not comfortable spending £25/30K on benches. Cllr Hammond suggested replace over next three/five years. Cllr Wood seconded. Cllr Barrett noted the thin steel benches provided 2 years ago in Vicarage Orchard area are now badly damaged. They need to be secure, sturdy, so concrete bases required etc. Cllr Barrett will circulate document of different type of benches for Council to consider. Cllr Mahon will contact Padbury with regards to devolved services and associated costs</p>	<p>Caretaker/clerk</p> <p>Cllr Mahon</p>
<p>10. Streetlights Clerk from Chardon has recently been in touch to try to confirm who owns what S/L on Werner Terrace in Calvert. SC parish boundary. Cllr Barrett to reply. The difficult wooden poles require a plate to be affixed, Cllr Barrett/ Caretaker and Clerk to continue on this project. 30/40 out of 155 left to do.</p>	
<p>11. Planning: 20/03213/APP - St Michaels Church, Queen Catherine Road Steeple Claydon Buckinghamshire Change of use from agricultural land to an extension of the graveyard. DATE COMMENTS REQUESTED BY:- 5 November 2020 (extension requested by Clerk, granted until 08/11/20) Cllr Mahon proposed we support the application, seconded by Cllr Hodges, all Councillors present agreed.</p>	<p>Clerk</p>
<p>12. £1m mitigation fund under the HS2 legislation. Cllr Mahon summarised where it has currently got to, Cllr Mahon proposed we agree to split the fund equally between the four parishes after 8.5 years of discussions. Seconded by Cllr Barrett. All Councillors present agreed. Cllr Mahon would like to set up a SCPC working group for this project with Twyford, Calvert Green and Charndon. Money will now be requested from BC. Cllr Barrett, Cllr Hodges also interested in being involved.</p>	<p>Cllr Mahon</p>
<p>13. HS2 / E-W Rail / E-W Expressway - Any updates. Cllr Mahon gave an update. Addison Road/ West Street / QCR – traffic monitoring measures – to take this further with Charndon. To get monitoring figures before building works start in full on EWR and HS2. To discuss traffic/ speeding on agenda next month.</p>	
<p>14. Future agenda items are invited by all Councillors to be sent to Clerk ahead of preparing Agenda. Cllr Barrett – to discuss SCPC policies and procedures. Cllr Barrett – a financial review of performance and look at reserves/pots/ precept exercise. Virtual pots to be discussed. The next parish council meeting will be held on Tuesday 01 December at 7.30pm. To join the meeting open Zoom in a web browser or application and put in the meeting ID and password from agenda/website.</p>	

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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/

The meeting was closed at **21.15**

Signed.....

Date.....

Appendix 1

Payee	Details	Cllr Initial	Chq Cleared	Category	Net Value	VAT Paid	Gross
Hannah Holmes	wages	BACS		Gen Admin & Wages			
Terry Levitt	wages	BACS		Gen Admin & Wages			
Terry Levitt	expenses - petrol, 30m x0.45	BACS		Misc	£13.50		£13.50
Pat Serle	wages	BACS		Gen Admin & Wages			
Pat Serle	expenses - rep hole punch / 5x books	BACS		Library	£32.56		£32.56
Maverick Ltd	invoice 13103 - 2.5% retention fee - release upon practical completion. Approved by Joe Houston 02/11/2020	BACS		Skate Park S106	£3,750.00	£750.00	£4,500.00
Maverick Ltd	invoice 13102 - Construction phase practical completion. Approved by Joe Houston 02/11/2020	BACS		Skate Park S106	£125,590.00	£25,118.00	£150,708.00
Doreen Weingart	2 x poppy wreaths - 1x Church, 1x Memorial Garden			Misc	£50.00		£50.00

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Paul Hammond	spare key to Pavilion	BACS		Rec Ground & Pavilion	£9.00		£9.00
Bigtrees	Tree work in Rec - 7 leylandii height/trim & Ash & Scycamore cleared branches	BACS		Rec Ground & Pavilion	£1,200.00		£1,200.00
Wave	water to/from V/H and Lib	DD		Hall	£415.83		£415.83
Oakpark Alarms	maint charge x14 fire extinguishers/service / x2 condemned - Clerk to book replacements at £59.00 if approved (1x water in library & 1x dry powder in boiler room)	BACS		Hall	£84.00	£16.80	£100.80
Eon	elec to Sports Pavilion	DD		Rec Ground & Pavilion	£22.47	£1.12	£23.59
Eon	elec to streetlights Oct 20	DD		Street Lights	£769.41	£153.88	£923.29
Eon	Elec to Flo Night mem clock	BACS		Clock Tower & Childrens Corner	£4.18		£4.18
Eon	Elec to Hall/Library Oct 20	DD		Hall	£131.37	£6.57	£137.94
Quest	soap dispenser and hand sanitiser refill	BACS		Rec Ground & Pavilion	£69.97	£14.00	£83.97
HCI Data	renew email/scpc site account	BACS		Misc	£75.00	£15.00	£90.00
HMRC	PAYE	chq		Gen Admin & Wages	£557.09		£557.09
Dave Griffith	Rec ground maintenance - Oct	BACS		Rec Ground & Pavilion	£525.00		£525.00
Village Networks	wifi for Hall/Library	DD		Library	£25.00	£5.00	£30.00

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Village Networks	wifi for Pav	DD		Rec Ground & Pavilion	£25.00	£5.00	£30.00
					£136,125.59	£26,085.37	£162,210.96

Appendix 2

Recreation ground working group report

November 2020

At tonight’s meeting I will be updating Councillors on the following issues:

- The Skate Park was formally handed over on Friday 16th October 2020 by Maverick Industries to the Parish Council.
- MUGA – set target date to start project. Would like to use Michael Carter again and aim for Spring 2021 start and finish.
- Now that the summer growing season is over, I would like it placed on record what another outstanding job Dave Griffiths has done keeping the Recreation Ground looking immaculate. It should also be noted for the precept that the gang-mowers will need servicing at the end of the 2021 season. Costs?
- Could Hannah update us as to Terry’s progress with the painting of the referees changing room? Completed.
- Gas meter readings – Terry & Hannah have been monitoring.
- Clearing the ground in front of containers and removing fencing to allow the Football Club to store their new goalposts.
- Boundary fence in need of repair. Awaiting quote. Min £1K for precept.
- Tree pruning at bottom of Recreation Ground was completed on schedule on 22nd/23rd October 2020 to residents’ satisfaction. Residents have drawn attention to two more trees at the top of Recreation Ground which I have quotes to discuss.
- More permanent Covid signage.
- New Government guidelines from 5th November.
- Booking of the Recreation Ground and invoicing.
- Complaints from Caretaker regarding pavilion after F.C. hire.
- AOB regarding the Recreation Ground from Councillors.

Paul Hammond.

For the Recreation Ground Working Group.