

<p><b>Present:</b> Cllr Frank Mahon (in the Chair.) Cllr Marie Cherry, Cllr John Mitchell, Cllr Derri Cobourne, Cllr Stephen Le Tissier, Cllr Rowan Bullivant</p> <p>In attendance: Hannah Holmes – Parish Clerk and 03 members of the public. Livestreaming YouTube channel set up. The meeting was opened by Cllr Mahon at <b>19.32</b></p> <p>The Steeple Claydon Parish Council meeting was held in person at the Village Hall on Tuesday June 01st, admission from 7.15pm onwards for a 7.30pm start. Members of the public are welcome to come along to see what the council is doing. There is a public participation session at the start of the meeting when the public are able to comment or ask the council questions about their activities. The agenda is published on the website on the Thursday before the meeting.</p> <p><u>COVID GUIDANCE</u> Normal social distancing rules apply to the public and Council, though Cllrs are permitted to remove their masks, Steeple Claydon Parish Council have decided it would be prudent for all Cllrs to submit a lateral flow test on the day of the meeting, Clerk and parishioners to wear a mask unless medically exempt, everyone will need to sign in or check in with the NHS app. We are limited to a maximum of 30 people in the Village Hall and entry will be on a first come first seated basis.</p> <p><u>REMOTE VIEWING</u> If you do not wish to attend in person you can view the proceedings via our new Steeple Claydon Parish Council YouTube channel, there will be no commenting available on this livestream in line with government guidance</p> <p><u>QUESTIONS FOR PARISH COUNCIL</u> All questions from parishioners will need to be submitted to the Clerk before the meeting - cut off midday of the day of the meeting, details below. If you need any help or information from your PC, please contact the parish clerk. Hannah Holmes clerk@steepleclaydonparishcouncil.gov.uk <a href="http://www.steepleclaydonparishcouncil.gov.uk">www.steepleclaydonparishcouncil.gov.uk</a> Tel. 01296 534698. Office hours – Monday-Friday</p>	
<p><b>1. Apologies</b> Clerk received Cllr Ivo Haest apologies - Council accepted his apology unanimously</p>	
<p><b>2. Declarations of interest</b> Cllr Mahon will abstain from PA20/04203/ALB</p>	
<p><b>3. Minutes &amp; Matters Arising</b> The 18 May 2021 Minutes circulated to public and Cllr's via website and email. Cllr Le Tissier proposed that they be approved as a true representation of the meeting; this was seconded by Cllr Cherry, all other Cllrs who had been present at that meeting agreed.</p>	Clerk
<p><b>4. Chairman's Comments:</b> Cllr Mahon, some good news, today is the first day since lockdown that there have been zero deaths from Covid reported.</p>	

<p>BC appointments – Cllr Angela Macpherson has been re-elected as deputy leader and adult social care. The PC are pleased to congratulate her in this appointment. Nick Naylor is now replaced by Steve Broadbent – overtook all the transport portfolio. Peter Martin, here on 08 June, He has dealt with HS2 in Great Missenden  <a href="mailto:Peter.martin@buckinghamshire.gov.uk">Peter.martin@buckinghamshire.gov.uk</a>  <a href="mailto:Steve.broadbent@buckinghamshire.gov.uk">Steve.broadbent@buckinghamshire.gov.uk</a>  Update via Facebook and website- Cllr Frank Mahon has been appointed to North Bucks planning committee and select committees for communities and localism  <a href="mailto:Frank.mahon@buckinghamshire.gov.uk">Frank.mahon@buckinghamshire.gov.uk</a> covers – SC, the Claydons, Charndon, Twyford.</p>	
<p><b>5. To review, update and sign off;</b></p> <p>i. Standing Orders</p> <p>ii. Financial Regulations</p> <p>iii. Code of Conduct</p> <p>Council agreed these will be gone through in detail in a zoom mtg with Cllr's in the next two weeks.</p>	All Cllrs
<p><b>6. Public participation - Opened at 19.43</b>  No public participation.  Public participation was closed at 19.44</p>	
<p><b>7. Working Group Update on activities and recommendations:</b></p> <p><b>Finance</b></p> <p>i. To approve the payments listed in the cheque run for the month included as <b>Appendix 1.</b>  The cheque run was <b>approved</b>, proposed by Cllr Cherry seconded by Cllr Bullivant, all other Cllr's present agreed.  Cllr Cherry will process BACS payments.</p> <p>ii. RFO annual report</p> <p><b>Appendix 2.</b></p> <p>iii. Approved Internal Audit 2020/2021 to be signed off by Chair &amp; RFO/Clerk</p> <p><b>Recreation Ground</b></p> <p>i. Report from Recreation Ground team</p> <p>Michael Carter- to arrange a meeting with Council via zoom – to start the MUGA process</p> <p>ii. Accessible pathway in Recreation ground to play corner – Cllr Mahon</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr Mahon/Clerk Cllr Cobourne/Caretaker</p> <p>Cllr Mitchell</p>

<p>To investigate Costs – contact details</p>	
<p>iii. Pavilion CCTV 3xquotes received, contract to be awarded by Council</p>	Cllr Mitchell
<p>Cllr Cobourne and Caretaker to meet up and discuss CCTV brief in detail and re-tender for contract - once decided what exactly it is they want CCTV to cover. Cllr Cobourne's son to voluntarily advise on brief.</p>	Cllr Mitchell
<p><b>Village Hall, Library &amp; Cottage</b></p>	Caretaker/Cllr Cherry
<p>i. Report from Village Hall team</p>	
<p>Cllr Cherry reported that the library has a new hive heating system meter installed. Caretaker confirmed details.</p>	Cllr le Tissier
<p>ii. Kitchen Brief for wear and tear repair (precept funds) and Kitchen design brief to be written and approved (\$106 funds) - Cllr Mitchell updated about the project.</p>	
<p>Recontacted the three builders who quoted last year. Howdens came to measure and presented a CAD plan for the kitchen.</p>	
<p>Additional advice from Hilary who uses it for the senior Christmas meal each year, some alterations were suggested and discussed.</p>	
<p>Stainless steel worksurfaces/proposed a preparation island also in stainless steel.</p>	
<p>Cookers discussed.</p>	Cllr Le Tissier
<p>Cllr Mitchell to write brief for Council to approve at July meeting</p>	
<p>iii. Exterior Kitchen works update</p>	
<p>Cllr Mitchell to investigate who was awarded the exterior works contract.</p>	
<p>Roof to be dealt with as a separate entity. Cllr Mahon waiting on report from Joe Baughan.</p>	
<p>iv. Replacement blinds for hall - 3xquotes received, contract to be awarded by Council</p>	
<p>Three quotes given and discussed. Council agreed to go with <b>option B.</b></p>	
<p>Caretaker and Cllr cherry to place order.</p>	

Cllr Le Tissier discussed and photos shown of flooded cellar. Contacted BHIB insurance company, loss adjustor, Janus conservation, specialist. Water was higher few weeks ago.

Wooden posts – sat in water – holding up huge slabs of concrete.

Approximate costs of £800 for a report to be issued. Potentially groundwater getting in.

Cllr Le Tissier noted we could pump it out permanently, or fill with concrete. Various potential solutions were discussed.

Cllr Mahon proposed we employ an English Heritage approved company Allesbrook to do a report as discussed. Seconded by Cllr Cherry, all other Cllr's present agreed. It was **RESOLVED**. Council happy for Cllr Le Tissier to place the order.

**d. Vicarage Orchard**

**i. Update- Cllr Cherry**

A kept nature reserve. It's doing well, volunteers are encouraged and monthly updates via the facebook page for Vicarage Orchard. Fruit – what happens to it?- maybe Jam making. Talk to WI? Not that much fruit is actually produced, so mainly the animals eat it. We could increase the number of fruit trees.

**e. Communications**

**i. Social Media update – Cllr Cherry**

Facebook is still active to advertise road closures and the new live streaming facility for the SCPC mtg. Thanks to John Bull and his advice of the conference speaker used tonight.

**f. Fireworks 2021**

Cllr Le Tissier, has spoken to Frank Spencer, who is happy to help.

Saturday 06 November 2021 was the date chosen

Lead Cllr Le Tissier

Clerk to send email details of zoom meeting to arrange if possible.

**8. Planning:**

20/04203/ALB - Foxgloves 4 Chaloners Hill Steeple Claydon Buckinghamshire  
MK18 2PE Internal alterations including relocation of kitchen, removal of partition wall, addition of ensuite. External alteration to include addition of doors and raising of chimney stack. CASE OFFICER: Mrs Diana Locking CONTACT NO: 01296 585423 DATE COMMENTS REQUESTED BY:- 11 June 2021

Cllr Mahon abstained and left the room and handed the introduction over to Cllr Mitchell to introduce. Discussed the controversy around the previously approved works. Clerk read out BC statement.

Cllr Mitchell proposed **No objections**, seconded by Cllr Cherry, all Cllrs present agreed. Cllr Mahon abstained.

Clerk

<p><b>9. £1m mitigation fund under the HS2 legislation.</b> Any updates</p> <p>Cllr Mahon confirmed still no design for the IMD. Has been informed IMD is not going to be maintaining rolling stock. Re-iterated wait until we know what we are mitigating against before considering any spend.</p>	
<p><b>10. HS2 / E-W Rail – Any updates</b></p> <p>Cllr Mahon discussed a meeting attended last Friday, EWR had stated they were going to commence works on Ox Lane/Lenborough Road, but they ran out of materials. Cllr Le Tissier noted at the recent Consultation meeting he had asked them about their Traffic Management Plan and Road Repair Plan, and was very concerned when told they didn't have them in place. Contacted by Kate Campbell (communications manager) as to what were our concerns.</p> <p>Cllr Mahon noted Mike Walsh has stated SC to Padbury - biggest area of concern at the moment. Road edges are dangerous. Cllr Mahon will keep Council updated.</p> <p>08 June - Cllrs invited to attend mtg together with Cllr Mahon &amp; Peter Martin, to show impacted area within the village. Cllr Le Tissier wants to show the SC facebook page and have the parishioner's comments available to show them.</p>	Cllr Mahon
<p><b>11. Spinney on Buckingham Road.</b> Any update</p> <p>Cllr Mahon updated that there will be two surveyors on site tomorrow – Wednesday and Thursday from 8am to write report by midday on Friday- so recommendations about signage can be signed off.</p>	Cllr Mahon
<p><b>12. Annual Parish Meeting</b></p> <p>After 21 June, Government may delay the lifting of lockdown, so we need to follow guidelines. SCPC has a SCPC Whatsapp group with all Cllrs in to discuss dates.</p>	Clerk
<p><b>13. Any Other Business and Future agenda items are invited by all Councillors to be sent to Clerk ahead of preparing Agenda.</b></p> <p>CCTV Updates for kitchen Village Events - end of restrictions party and plant tree.</p>	Clerk
<p><b>14. Confidential Items</b></p> <p>That under the Public Bodies (Admission to Meetings) Act 1980, the public and representatives of the press and broadcast media is excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.</p>	
<p>The next Parish Council meeting will be held on Tuesday 06 July 2021 at 7.30pm.</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 phone – 01296 534698. Website [www.e-voice.org.uk/steepleclaydonpc/](http://www.e-voice.org.uk/steepleclaydonpc/)  
Email –Clerk@steepleclaydonparishcouncil.gov.uk  
The meeting was closed by Cllr Mahon at 20.39

Signed.....

Date.....

### Appendix 1

Payee	Details	Cllr Initial	Chq Cleared	Category	Net Value	VAT Paid	Gross
Hannah Holmes	wages		BACS	Gen Admin & Wages	£		£
Hannah Holmes	expenses - printer ink		cash card	Misc	£65.98		£65.98
Terry Levitt	wages		BACS	Gen Admin & Wages	£		£
Terry Levitt	expenses - mileage 20 x 45p		BACS	mMisc	£9.00		£9.00
Pat Serle	wages		BACS	Gen Admin & Wages	£		£
Pat Serle	expenses - 4 adult fiction books		BACS	Library	£25.16		£25.16
Golding & Son electrical	install hive in library		BACS	Library	£254.99		£254.99
Melanie Rose	internal audit		BACS	Misc	£50.00		£50.00
Barclays	account fee 15 march - 12 april 21 40487		DD	Misc	£6.50		£5.50
Microsoft 365	monthly charge 20/04 - 19/05 21			Misc	£11.40	£2.28	£13.68
zoom	monthly charge 29 may - 28 June 21		cash card	Misc	£11.99	£2.40	£14.39
Eon	elec to clock tower May		BACS	Clock Tower & Childrens Corner	£17.14	£0.41	£17.55
Wave	water to hall/library May		DD	Hall	£57.96		£57.96
Bucks Council	Big bins empty & rental May		BACS	Bins	£49.50		£49.50

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Minutes of 01 June 2021

HMRC	PAYE		chq	Misc	£527.8 5		£527.8 5
Village Networks	wifi at hall May		DD	Hall	£25.00	£5.00	£30.00
Village Networks	wifi at pav May		DD	Rec Ground & Pavilion	£25.00	£5.00	£30.00
					£4,327 .15	£5.09	£4,330 .24

Appendix 2

The Parish Clerk reported as follows:

Good evening. I have now been in role for 2.5 years; I really enjoy the role. The Council have as ever, been very supportive through this past difficult year, we are all delighted that we have new Cllrs on board as there is always so much to be done.

I have received a huge amount of help and support from Cllr Frank Mahon and Cllr Marie Cherry for which I am very grateful. Caretaker, Terry Levitt is as always my right-hand man, I could not do without him.

As part of my role as Proper Officer I am the Responsible Financial Officer and as such I once again offer my sincere 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 2020-21 figures on 15/05/2021, undertaken once again by Melanie Rose, who is the Proper Officer and Clerk to the Council 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".

2020-21 was an active financial year for the Parish Council with a retained focus on asset maintenance and repair, health and safety requirements and insurance priorities. The big spend was on the new SkatePark, via S106 payments from Bucks Council from the local building site companies.

The Annual Governance and Accountability return was prepared for the Audit and is presented to the Parish Council for the June PC meeting

**A few headline figures**

- Opening balances for April 2021 - £219,515
- Closing balance 31 March 2020 - £118,309

- Total Spend 19/20: £80,740 (inc. VAT) against total income of: £120,803
- Total Spend 20/21: £279,674 (inc. VAT) against total income of £213,843

### **Expenditure – some headlines**

#### **Staff costs**

2019/20 - £39,907

2020/21 - £39,570

#### **All other spend**

2019/20- £80,740

2020/21 - £279,674 (skatepark)

#### **Precept**

2019/20 - £101,050

2020/21 - £102,610

#### **Total other income**

2019/20 - £120,345 (£100K Lewis family donation)

2020/21 - £213,843 (S106 skatepark)

#### **Comment**

Yet to submit 2020/21 VAT claim for £33,500.00, Council agreed we wait until after internal audit completed.

Hall Hire income is down due to Covid 19 Lockdown

A thorough review of figures by the whole Parish Council enabled the precept for 2020/21 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.

Steeple Claydon Parish Council.  
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We adjusted Caretaker pay in accordance with national guidelines. The Parish Council continue to make retrospective adjustment to wage levels to accommodate all staff in post for over 12 months.

Online banking has been in use for nearly two years now, 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, unless a Bank Holiday week-end – giving three days for the relevant Councillors to process payment after they have been agreed at the meeting.

Thank you.