

<p><b>Present:</b> Cllr Frank Mahon (in the Chair.) Vice Cllr John Mitchell, Vice Cllr Stephen Le Tissier, Cllr Ivo Haest, Cllr Jason Davies, Cllr Marie Cherry</p> <p>In attendance: Hannah Holmes – Parish Clerk and <b>04</b> members of the public. Livestreaming YouTube channel was not on. Audio recording taken. The meeting was opened by Cllr Mahon at <b>19.31</b></p> <p>The Steeple Claydon Parish Council meeting was held in person at the Village Hall on Tuesday 05 April 2022, 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 advice apply to the public and Council.</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. School hours – Monday-Friday</p>	
<p><b>1. Welcome by Chair –</b> Reviewed the year briefly, very small team, 6 of 9, everyone pulling together to achieve a fantastic fireworks display Completed the Multi Use Games Area Completed the Village Hall kitchen refurbishment – bar the new oven and snagging Under Croft issues at the hall are being investigated Plans in flow for Queens Platinum Jubilee, Thursday – Beacon Lighting, Friday POW street party, Saturday – Carnival – Traditional Fayre – large screen tv showing concert Sunday – OAP cream tea lunch in village hall CCTV erected at Recreation Ground next to the MUGA / Skatepark Chair thanked the Cllrs and the staff, Hannah, Terry and Pat the Librarian</p>	
<p><b>2. Nomination and Election of Chairman –</b> Cllr Mahon was proposed by Cllr Davies – this was seconded by Cllr Le Tissier – Cllr Mahon signed relevant paperwork</p>	

<p><b>3. Nomination and Election of Vice Chair/s</b> Cllr Mahon proposed Cllr Le Tissier seconded by Cllr Davies, Cllr Le Tissier accepted  All member Cllrs re-signed their acceptance of office paperwork and updated their PIF's.</p>	
<p><b>4. Nomination and Election to the following working groups</b> - Councillors were asked to identify the group to which they wished to be assigned. Chairs of these groups will be determined at the first group meeting.</p> <p><b>Events / Finance and Funding / HR / Planning Developments &amp; Roads / Recreation Ground / Communication / Street Furniture / Vicarage Orchard / Village Hall, Library &amp; Cottage / HS2 &amp; EWR</b></p> <p>All Cllrs agreed they were happy as the current working groups are - Cllr Davies joined two more groups. List updated and to be distributed.</p>	<p>Clerk</p>
<p><b>5. Chairman's Comments</b></p> <p>To receive a report on matters not on the agenda but of interest to the Council and Parish</p> <p>Cllr Mahon is the Elected member of BC for Grendon Underwood ward – BC community board – visited the Clare Foundation – holding free local webinars on how to write a good bid / funding / grants. A useful tool. Passed onto local Parish Councils. Cllr Mitchell or Cllr Le Tissier might be interested in attending. Regarding the Refugees from Ukraine – once Visas have been approved, BC now have a team to support the applications / bank accounts / employment / allocated a case worker Procedures in place / house check / DBS checks on host family etc Contact Cllr Mahon or BC of you have any concerns for any safeguarding issues.</p> <p>Finally, disappointed watching a transport select committee interrogate HS2 a while a go, felt it was unduly lenient – Cllr Mahon sits on a communities and localism select committee for BC – proposed it was not just a transport project but it is affecting our communities in a massive capacity – come before the committee to answer Construction code of practice not being adhered to and upsetting residents. Awarded by cross party members unusually and in the future we will be interviewing them.</p> <p>Date and time to follow on SCPC website and facebook page and Cllr Mahon facebook page.</p>	<p>Cllr Mahon               Cllr Mahon</p>
<p><b>6. Public Participation – Standing Orders are set aside to allow for public participation</b></p> <p><b>Public participation</b> - The meeting was closed and public participation was opened at <b>19.47</b> P1 – noted how hard council has worked – some of these projects were started 5+ years ago and it's lovely to see them completed, very well done. P2 – met with Cllr Le Tissier regarding his fence along the recreation ground, on the agenda for discussion later.</p> <p>Public participation was closed at <b>19.49 and the Parish Council meeting was re-opened.</b></p>	

<p><b>7. To review, update and reinstate;</b>  i. Standing Orders – no amends, signed off by Chair  ii. Financial Regulations - no amends, signed off by Chair  iii. Code of Conduct – no amends, signed off by Chair</p> <p>Cllr Haest, under item 12 – Code of Conduct discussed as was updated in July and Dec 21. To include the BC Social media policy in next review. Cllr Haest has sent document to Clerk an hour before mtg start.</p>	<p>Cllr Haest</p>
<p><b>8. Apologies</b>  None received</p>	
<p><b>9. Declarations of interest</b>  Cllr Cherry – a cleaning payment</p>	
<p><b>10. Minutes &amp; Matters Arising</b>  The 05 April 2022 Minutes circulated to public and Cllr’s via website and email. Cllr Davies proposed that they be approved as a true and accurate representation of the meeting; this was seconded by Cllr Cherry, all other Cllrs who had been present at that meeting all agreed.  The minutes were <b>agreed</b> and signed off by Chair Cllr Mahon.</p>	<p>Clerk</p>
<p><b>11. Action Point List</b> – to go through and update completed actions for the last month.  Cllr Le Tissier &amp; Clerk – to update list.</p>	<p>Clerk / Cllr Le Tissier/ Cherry</p>
<p><b>12. Working Groups Update on activities and recommendations:</b> Volunteers are always encouraged to join.</p> <p><b>Finance</b></p> <p>a. To approve the payments listed in the cheque run for the month – Clerk read aloud.</p> <p>Discussed paying for both zoom and Microsoft 365, two Cllrs are having issues moving across to the new system. Revisit when all Cllrs signed up and using 365. To add on £500 on cashcard for carnival budget.</p> <p>Proposed by Cllr Mitchell seconded by Cllr Mahon</p> <p>b. Annual 2021/22 accounts report prepared for internal auditor, updated asset register, signed off by Cllr. Mitchell and RFO.</p> <p>Cllr Mitchel met with Clerk and Nick Osgerby to go through all files, all happy with how audit has gone and all paperwork signed off. All monies accounted for, RFO speech will be in June.</p> <p>Internal Audit booked for Monday 23 May 22 with Melanie Rose</p>	<p>Clerk</p>

## Recreation Ground

- a. Report from Recreation Ground team
- b. Power to clock tower shed and tractor shed.

CLlr Le Tissier updated Council on the MUGA installer who did free earthworks, trenchwork will be done end of May - from shed behind clocktower and across new path – tractor shed for power and lighting into tractor shed and power to CCTV from 23 May – cables in already and tower is up etc.

Clerk

Caretaker

- c. MUGA update and official opening date – 3pm Sunday 15<sup>th</sup> May 2022.

Being kindly opened by footballer Sam Buldock who comes from SC. Has an impressive football career, now playing for Oxford united.

CLlr Le Tissier very impressed with Active Landscapes, real attention to detail and care taken throughout. CLlr Mahon delighted, fantastic job on budget with extras

CLlr Le Tissier then signed off the practical completion certificate.

CLlr Mahon thanked CLlr Le Tissier for all his hard work as lead CLlr on this project.

- d. Other recreation ground issues – CLlr Le Tissier

CLlr Le Tissier

CLlr Haest noted the orange fencing has been knocked down and the grass seeds need watering.

CLlr Le Tissier discussed that the sand needs to be worn into the AstroTurf surface to spread it and keep it down.

Unfortunately, there has already been abuse / damage caused by bicycles skidding about and almost torn it in some places.

Manufacturers are looking at something to remove the rubber marks, CLlr Le Tissier will update Council. Incident reported to TVP, once CCTV is in place later this month, criminal damage will be followed up on.

£600 plus VAT to have temporary CCTV cameras put up? Discussed, but decided against it.

CCTV policy needs to be agreed by SCPC first to cover GDPR – recordings held for a maximum of 31 days – noted there are only certain circumstances only for viewing – Police if requested / for Dog warden etc / Caretaker will not be allowed CCTV on his mobile / Clerk and one other person and to only look at it when together or with Police – a draft CCTV policy by CLlr Le Tissier will be sent round.

Clerk

Jon Hall boundary / fence discussed by CLlr Le Tissier – he owns the hedge, the ditch and

CLlr Cherry /

some of the land in front of it - a fence is being put up, no large trees being cut down on fence line but landowner kindly taking into account the current poo-bin and far corner bench which are actually on their land, but will remain in the recreation ground.

Clerk

Council thanked him for contacting us and for the land registry information he submitted, Cllr Mahon proposed we support Mr Hall getting the works done, access for works will be via Mr Hall's land. All other Cllrs agreed.

Cllr Cherry

### **Village Hall, Library & Cottage**

- a. Report from Village Hall team

Cllr Haest

Cllr Mitchell updated on the Kitchen: still waiting for cooker on 23 May, a snagging list is still to be compiled, agreed to be done once complete and the cooker is in. Rotten lintel is still waiting structural engineers report. Although noted it is not required to be completely removed.

Curtains being made – still coming to look at runners and take final measurements

Clerk

- b. Review pricing structure due to refurbishment

Hall hire prices discussed – they will be reviewed – current hall fee's still on hold due to refurbishment – now until the heating is mended.

Discussed: Single users rate / block booking rate / discount codes for certain not for profit groups – needs further discussion

Bell bar & kitchen to be an added on extra cost

Deposits for crockery - to be put on June mtg agenda

Paypal discussed for online payments – ongoing with Cllr Cherry and Clerk

### **Vicarage Orchard**

a. Any updates – Cllr Cherry noted it's looking beautiful, a bike track was created, this has now been sorted, logs back as bug hotels – social media update worked well.

Benches vandalised was discussed. Spare one on site if needed, but would need installation, but Cllr Mahon noted why would we as last two were vandalised. Cllr Le Tissier discussed Shaping left over tree trunks with chain saw? If someone could do it Cllr Le Tissier could source the wood. Facebook post asking for help to go out.

### **Communications**

a. Any updates – Cllr Haest and Cllr Le Tissier discussed this earlier, a BC committee

discussed this paper – an appendix to code of conduct – recommends we add the communications document – Cllr Haest to simplify for PC use as a social media policy, to present for adoption at June SCPC mtg. Cllrs discussed social media restraint.

### Street Furniture

a. Any updates – Cllr Mitchell

Cllr Mitchell introduced, discussed we do need to replace our noticeboards, the village number have grown – Sandholme / outside V/hall / the recreation ground /

COOP – noticeboard, Cllr Le Tissier instructed Clerk to ask Charlotte if we can put one up

Could also do with one in Nightingale Fold / Buckingham Road estate

Benches require some refurb some replace. Cllr Mitchell hopes we would be signing off on urgent repairs before the summer. Councillors agreed.

Update - Cubs/ Scouts doing a review for Council as a project.

### 13. Planning

**22/01214/APP** -2 Welford Close Steeple Claydon Buckinghamshire MK18 2GP Householder application for Increases in heights of existing garden wall and fence DATE COMMENTS REQUESTED BY:- 17 May 2022

– No Objections / Supports / Opposes

Cllr Heast introduced and Council discussed the application.

Cllr Mahon proposed No objection, seconded by Cllr Davies all other councillors present agreed – except Cllr Cherry who abstained

**22/01218/AAD** - Land To The West Of Addison Road Steeple Claydon Buckinghamshire Display of 2 no. internally illuminated fascia signs, 1 no. internally illuminated projecting sign, 1 no. non-illuminated 'Co-op welcome' text fascia sign, externally applied vinyls, 4 no. information signs and 3 no. banner frames to incorporate seasonal and temporary adverts : DATE COMMENTS REQUESTED BY:- 18 May 2022

– No Objections / Supports / Opposes

Cllr Mahon discussed the PA with all Cllrs, BC set the lighting levels, then proposed we Support this application, seconded by Cllr Cherry, all other Councilors present agreed.

### 14. Youth Parish Council – Cllr Le Tissier

Cllr Le Tissier discussed visiting the New Forest area of Tiptoe, noted it has a full Youth Parish Council held once a month, separate to the PC. Two youth representatives to then

Clerk

Clerk

<p>come to Council.</p> <p>Cllrs discussed how positive it could be to have representatives to help communicate with the youth.</p> <p>How best to do it was discussed, maybe best approach the school Councilors – ask can we talk to the kids? Put something out on Facebook? Once we have a plan in place.</p> <p>Cllrs could attend their mtgs instead. Could be discussed at APM.</p> <p>Senior school contacts discussed, safeguarding issues discussed. Cllr Haest happy to investigate further. Cllr le Tissier also happy to take forwards.</p>	<p>Cllr Le Tissier / Cllr Haest</p>
<p><b>15. HS2 / E-W Rail</b> Any Updates – Cllr Mahon</p> <p>Cllr Mahon badgering HS2 for Addison Road bridge re-opening – supposed to be first week of July 22.</p> <p>Also, the approach bridge at Twyford, as HS2/EKFB Closed the bridge –but didn’t acquire land from the landowner - but HS2/EKFB still took the land.</p> <p>EKFB – not opening bridge until diversion route in place but haven't taken the land correctly HS2 broken rules and regs here – gaining momentum</p> <p>EWR – Cllr Mahon felt they were worse than HS2 for lack of communication with the community discussed how he continue to fight them at every level. Community &amp; Localism Select Committee which is coming up.</p>	
<p><b>16. Road Safety Strategy</b> – Cllr Haest</p> <p>Cllr Haest meeting tomorrow with senior engineer from BC, regarding the BC road safety mitigation fund; apps in by 01 June, pre-application has been submitted, Cllr Mahon will meet with Cllr Haest tomorrow at 9am</p> <p>Cllr Haest asked for all ideas for lack of pavement at NER and the new estate on Buckingham Road – no pavement linking those estates – should SCPC consider going back to BC and asking them to reconsider that and if there was any room for negotiation. Cllr Mahon noted, best to have a conversation with Mr Croomes from footpath dept at BC – Cllr Mahon will send contact details to Cllr Haest</p>	<p>Cllr Mahon/ Cllr Haest</p> <p>Cllr Haest</p> <p>Cllr Mahon</p>
<p><b>17. Annual Parish Meeting 7.30pm on 17 May 2022</b> – Cllr Mahon reminded all present about the APM</p>	
<p><b>18. Any Other Business and Future agenda items are invited by all Councillors to be sent to Clerk ahead of preparing the next Agenda.</b></p> <ul style="list-style-type: none"> <li>• NER car park update - PF/JM to update Council</li> <li>• Cllr Le Tissier - recreation ground cricket team and junior FC</li> <li>• Neighbourhood Watch – Andy Guest attending SCPC mtg in June – Cllr Le Tissier to invite him.</li> </ul> <p>Cllr Mahon discussed Swish fibre, grants have been issued towards this, Robert invited to</p>	

attend the next PC meeting – Octopus energy fibreoptic cable in SC – minimum guaranteed speed 400 megabytes – av. house cost £22 month / businesses can then have 900 megabytes at a cost of £75 a month. Separate from St Michaels Way. Ex Cllr Derri Cobourne works in IT – validated company – community champion / legal advice Clerk to check with BALC if endorsing / company along to PC monthly mtg	Clerk
Meeting was closed by Cllr Mahon at <b>21.24</b>	
<b>16. Confidential Items</b>  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. <b>The meeting was closed by Cllr Mahon at 21.24</b>	
<b>The next Parish Council meeting will be held on Tuesday 07 June 2022 at 7.30pm.</b> 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 <a href="https://www.steepleclaydonparishcouncil.gov.uk/">https://www.steepleclaydonparishcouncil.gov.uk/</a> Email – Clerk@steepleclaydonparishcouncil.gov.uk	

Signed.....

Date.....

### Appendix 1. May 2022 Finance Run

Hannah Holmes	wages	BACS		Gen Admin & Wages	£		£
Terry Levitt	wages	BACS		Gen Admin & Wages	£		£
Terry Levitt	expenses - keys cut for VH / mileage 20 miles @ 45p	BACS		Misc	£89.00		£89.00
Pat Searle	wages	BACS		Gen Admin & Wages	£		£
Pat Searle	expenses - fiction x 2 / children x 7	BACS		Library	£25.43		£25.43



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Burgess Builders	part-payment of kitchen re-furb		S106 Kitchen – paid BACS 20/04/22	Hall	£20,640.00	£5,160.00	£25,800.00
HMRC	PAYE	via online		Gen Admin & Wages	£442.01		£442.01
Active Landscapes	MUGA build (less 12 month retention fee of 2.5% = £2,545.20)	BACS	S106 MUGA	Rec Ground & Pavilion	£99,263.13	£19,852.63	£119,115.76
Dave Griffiths	recreation ground maintenance for April 22 - NB - RTM held off until mid summer	BACS		Rec Ground & Pavilion	£525.00		£525.00
Dave Martin	VO - Sept / Oct / Nov 21 & Dec/ Jan 22 / Feb	BACS		Vicarage Orchard	£480.00		£480.00
RT Machinery	mulching mower / service inv 142941	BACS		Rec Ground & Pavilion	£95.75	£19.15	£114.90
RT machinery	cow horn brush cutter - service inv 142940	BACS		Rec Ground & Pavilion	£62.50	£12.50	£75.00
Cherry Cleaning Services	clean VH 28/02 - 05/04	BACS		Hall	£408.00		£408.00
Golding Electricals	part payment of tractor shed / sports pitch	BACS	S106 MUGA?	Rec Ground & Pavilion	£3,105.00		£3,105.00
Barclays	account fee & asst payments	DD		Misc	£10.00		£10.00
Eon - Next	Memorial Clock - 01 April - 30 April	DD		Clock Tower & Children's Corner	£23.04	£1.15	£24.19
Eon - Next	Memorial Clock - 01 March - 31 March	DD		Clock Tower & Children's Corner	£13.47	£0.67	£14.14
Eon	maintenance for quarter ending 31 March 22	BACS		Street Lights	£457.14	£91.43	£548.57
British Gas	VH/Lib gas - 2 March - 01 April 22	DD		Hall	£314.45	£62.89	£377.34
BMKALC	annual subs NALC / BMKALC - owrked out by	BACS		Misc	£396.05		£396.05

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	number of electorates in village 1951						
NPower	NB - £415 credit to come - unmetered street lights 01 March 31 March 22	CHECK DD OR BACS		Street Lights	£1,906.74	£381.35	£2,288.09
Eon Next	Elec to Library 01 March - 31 March 22	DD		Library	£127.29	£6.36	£133.65
Eon	replace S/L x2 - at The Dene and Meadoway	BACS		Street Lights	£540.00	£108.00	£648.00
Microsoft	monthly subs for x6 licenses	cashcard		Misc	£27.00	£5.40	£32.40
EE	£10 top up for caretakers phone	cashcard		Misc	£10.00		£10.00
Fabricland	purple fabric x 20m	cashcard	Carnival S137	Misc	£91.80		£91.80
MT Loos	disabled toilet cubicle & del/coll	BACS	QPJ S137	Misc	£160.00	£32.00	£192.00
Claydons Church Magazine	advert for QPJ - May	BACS	QPJ S137	Misc	£17.75		£17.75
Claydons Church Magazine	advert for QPJ - June	BACS	QPJ S137	Misc	£17.75		£17.75
Partyrama	hand held flags	cashcard	QPJ S137	Misc	£198.00		£198.00
Lucky Feather Crafts	Ostrich feathers x 500	cashcard	Carnival S137				
Wickes / Cllr Cherry	mesh panels / glue	BACS	Carnival S137	Misc	£28.80		£28.80
Zoom	monthly subs 29 April - 28 May 22	cashcard		Misc	£11.99	£2.40	£14.39
Village Networks	wifi to hall / library	DD		Library	£25.00	£5.00	£30.00
Village Networks	wifi to pav	DD		Rec Ground & Pavilion	£25.00	£5.00	£30.00
					£132,080.11	£25,745.93	£157,826.04

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