

<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 In attendance: Hannah Holmes – Parish Clerk and <b>10</b> members of the public. Livestreaming YouTube channel was on. Unfortunately, the sound did not record. The meeting was opened by Cllr Mahon at <b>19.30</b></p> <p>The Steeple Claydon Parish Council meeting was held in person at the Village Hall on Tuesday 07 June 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. Apologies</b></p> <p>To receive Councillor’s apologies and Council to approve reasons for absence None</p>	
<p><b>2. Declarations of Interest</b></p> <p>To receive declarations of interest and dispensations in respect of matters contained in this agenda Cllr Cherry has a reimbursement on June finance run and is abstaining from planning application 22/01488/APP</p>	
<p><b>3. Minutes</b></p> <p>To approve and sign the minutes of the meeting held on 03 May 2022</p> <p>Matters arising from the minutes</p> <p>Proposed as an accurate and true representation of the meeting by Cllr Davies, seconded by Cllr Haest, signed off by the Chair</p>	

#### 4. Chairman's Comments

Cllr Mahon wanted to say as Chair what a wonderful weekend the PC and volunteers gave on Thursday through to Sunday, huge amount of voluntary work has gone into it. More under agenda item 12.

He attended a two hour mtg with HS2 and EWR, regarding the IMD design, going under a schedule 17 in September to Bucks Council – felt it looked well designed, green roof, plenty of trees being planted, with public space and communal gardens

Discussed trains horns not being hooted, whilst going past the villages said HS2/EWR had agreed but also wants to receive it in writing.

Discussed with Cllr A Macpherson HS2 to give some leeway to HS2 mitigation funding, once the IMD design has been seen by the public, as we might not have to mitigate against the actual IMD – first we need to ask HS2 to relax the conditions around the funding terms and conditions.

Noted that Twyford PC got a relaxation of rules to buy the old Chinese building in Twyford. HS2 at Church building this evening until 8pm – at Calvert tomorrow 4pm – 7pm

Cllr Mahon felt the people now attending these recent engagement meeting do actually know the answer to questions, recommends that all parishioners take the chance to ask any questions to them directly .

Cllr Haest noted the IMD consultation is still on until 24 June

#### 5. Public Participation – Standing Orders are set aside to allow for public participation

**Public participation** - The meeting was closed and public participation was opened at **19.42**

Cllr Mahon welcomed Nick from Swish Fibre – owned by Octopus energy, build fibre networks in rural villages/towns. Doing Buckingham and other local areas, 10Gigg network connection, need a commitment of numbers before orders can be placed, see's that was BT chamber lids, using telephone wires. Swish is fibre directly to your house.

Phone lines will go in next 5/6 years – BT might take 10 years to sort fibre.

Cllr Mahon suggested Swish prepare a short questionnaire to go on the SC facebook forum to gauge local interest.

P1 - noted the local gigaclear not using BT therefore digging up everywhere.

Swish would need to review, but the less digging the better ideally, due to costs.

P2 – were concerned re Swish contractors had been causing disruptions in Buckingham, Swish replied say they work with Bucks Council, and vet contractors where possible. Local project managers help reduce problems.

Cllr Le Tissier asked if Octopus have an energy close relationship with Shell, working with them on EV charging, a holding board they see every three months.

P3 – Bins – with lids on as per the new design at MUGA – Clerk noted the new design is better for stopping the birds and wind - but cost significantly more – we used the S106

Cllr Mahon

<p>funding for the MUGA/Skate park to pay for those – Street furniture team are aware the new design bin works better although people do still litter.</p> <p>White Bridge lights – Cllr Mahon raised this with EWR – Cllr Mahon will ask T4B manager to come out and look at the lights and timings. The timings are totally out on one side causing queues and potentially people jumping the light</p> <p>Parishioner pre-submitted question - query re a hopper bus, Cllr Mahon discussed local elderly parishioner who is struggling with sight and distance to new Co-op. New Co-op trying to support local parishioners. Maybe a delivery service? Community bus? Cllr Mahon to have a discussion with Co-Op, and relevant parishioners. An organised voluntary scheme?</p> <p>Cllr Mahon to speak to Coop.</p> <p>Public participation was closed at <b>20.12 and the Parish Council meeting was re-opened.</b></p>	<p>Cllr Mahon</p>
<p><b>6. Action Point List</b> – to go through and update completed actions for the last month.</p> <p>Clerk and Cllr Le Tissier to arrange lists before July mtg</p>	<p>Cllr Le Tissier / Clerk</p>
<p><b>7. Working Groups Update on activities and recommendations:</b></p> <p><b>A. Finance</b></p> <p>a. To approve the payments listed in the cheque run for the month – <b>Appendix 1.</b></p> <p>This was proposed by Cllr Mitchell and seconded by Cllr Davies</p> <p>b. RFO report after internal audit. <b>Appendix 2.</b></p> <p>c. To confirm the dates for notice of public rights – accounts for year ended 31 March 2022 <b>Appendix 3.</b></p> <p>Local Audit and accountability Act 2014 sections 26 and 27, the Accounts and Audit Regulations 2015 (SI 2015/234)</p> <p>Signed and approved by the Chair</p> <p><b>B. Recreation Ground</b></p> <p>a. Report from Recreation Ground team</p> <p>A parishioner lives along edge of the recreation ground – needs deliveries into the NER car park to builders in July 22 – Cllrs discussed that a fence might need to be moved – Cllr Mahon will write and approve it – but Cllrs would like to see a risk assessment/method statement first and car park / fence to be returned to state it was – properly secure as risk of children using it as a play ground.</p>	<p>Cllr Mahon</p> <p>Cllr Mahon</p>

PLI of contractor to be sent to Clerk	
b. Power from clock tower shed into tractor shed.	
c. Cricket club end has x4 sockets, cabling done	Clerk
• CCTV – guidelines to be set and GDPR information PC and staff will require training/ information – best methodology for formal requests to and from the Police.	Cllr Cherry / Cllr Davies
Cllr Mitchell noted it's best value is as a deterrent	
CCTV can and will be programmed to block out anything other than the recreation ground.	
• School side trees growing over the fence – Cllr Mahon to talk to school	
BORG might be able to help.	
d. Other recreation ground issues – Cllr Le Tissier	Clerk
Insurance for pavilion – Cllrs discussed and felt the insurers contractors might be the easier decision. Discussed, temporary accommodation of people who use pavilion.	
Roof has not leaked since the gutter was cleared out – it was leaking into changing room.	Clerk VH Cllrs
Ask insurers to go up with Cllr Davies to show the other leaks	
Cllrs felt not properly assessed – as clearly a cut and paste document	
Discussed the building needs replacing in full.	
Tractor shed / containers – Cllr Cherry and Cllr Davies	
<b>C. Village Hall, Library &amp; Cottage</b>	Cllr Mahon
a. Report from Village Hall team	
Roof being started tomorrow – Cllr Le Tissier again noted that damp will continue to dry over the next couple of years	
b. Review pricing structure due to refurbishment and agree date for re-invoicing to commence	
Badminton Club – floor – Clerk to get annual tape removal / renewal price quote	
It was agreed by Council to : Start invoicing as of 08/06/22	
Kitchen extra £10	

<p>Bell Bar extra £5</p> <p>Clerk to email all regular users that invoicing will re-commence.</p> <p>Price increases will be discussed in the July meeting – Cllr Le Tissier noted we are investigating local residents discount code prices or similar.</p> <p><b>D. Vicarage Orchard</b></p> <p>a. Any updates - none but it's looking beautiful</p> <p><b>E. Communications</b></p> <p>a. Any updates</p> <p><b>F. Street Furniture</b></p> <p>a. Any updates</p> <p>Tilia building site of Steeple View – discussed and agreed that SCPC to write to and ask regarding providing benches and more bins as they were full</p>	
<p><b>22/01488/APP</b> - 37 Vicarage Lane Steeple Claydon Buckinghamshire MK18 2PR Householder application for single storey front extension. DATE COMMENTS REQUESTED BY:- 6 June 2022 ext to 08/06/22</p> <p>Clerk to chase for extension response – it was approved and comment submitted by Clerk.</p> <p>Cllr Haest introduced the PA</p> <p>Cllr Cherry left the room. Cllr Davies proposed Support seconded by Cllr Le Tissier, all other Cllrs present and voting agreed</p> <p><b>22/01476/APP</b> - Rhenolds Close 28 North End Road Steeple Claydon Buckinghamshire MK18 2PG Householder application for repairs to sole plate, gable and window and lintel above study window DATE COMMENTS REQUESTED BY:- 20 June 2022</p> <p>Cllr Heast introduced the PA.</p> <p>Cllr Le Tissier proposed Support, seconded by Cllr Mahon, all other Cllrs present and voting agreed</p> <p>Same for both PA 22/01477/APP and ALB</p> <p><b>22/01477/ALB</b> - Rhenolds Close 28 North End Road Steeple Claydon Buckinghamshire MK18 2PG Listed building application for repairs to sole plate, gable and window and lintel above study window : DATE COMMENTS REQUESTED BY:- 20 June 2022</p> <p><i>No Objections Supports (&amp; reasons) Opposes (&amp; reasons)</i></p>	<p>Clerk</p> <p>Clerk</p>

<p><b>9. HS2 / E-W Rail</b> Any Updates – Cllr Mahon</p> <p>Cllr Mahon felt he had has run though this in public participation – he really recommends parishioners do try and go along and ask questions</p>	
<p><b>10. Road Safety Strategy</b> – Any update – Cllr Haest</p> <p>Cllr Haest has submitted his HS2 Road Safety Application form</p> <p>Completed a walk around with Cllr Mahon and design team for three hours, move the white village gates - not the village boundary, at the moment is 60mph, HS2 propose 50mph.</p> <p>Cllr Haest has proposed the road narrowing before new Co-op, possibly a mini roundabout, most importantly a pelican crossing, with lights. Cllr Haest waiting to hear from planning dept at Tilia. Could be Verney land? Speed bumps / cushions proposal for victory road discussed.</p>	
<p><b>11. Annual Parish Meeting review</b> – Cllr Mahon</p> <p>Cllr Mahon noted it had been a great turn out of organisations and charities and some really lovely presentations and speeches about their activities.</p> <p>Suggestions welcome on how to get people who are interested in volunteering to actually attend this meeting? All suggestions welcome.</p>	
<p><b>12. Queens Platinum Jubilee review of events</b> – Cllr Cherry, Cllr Le Tissier</p> <p>Cllr Cherry felt that it was important to welcome all new villagers to take part in the QPJ.</p> <p>Cllr Mahon has had feedback that it was in fact so good that the PC simply must continue to provide a fantastic day for the village next Summer as we also have an excellent reputation for our free fireworks display.</p> <p>Cllr Le Tissier noted the Thursday Beacon lighting was well attended.</p> <p>Friday at the Prince of Wales pub Sausage and Cider Fest</p> <p>Saturday’s fayre was absolutely fabulous.</p> <p>Saturday evening, unfortunately the big screen didn’t work out but a refund has been requested.</p> <p>Tug of War was very well received – it was noted to add the rule of no spikes next time.</p> <p>Sunday was fantastic with the Senior Lunch with x60 attendees.</p>	
<p><b>13. Future agenda Items</b></p>	

<p>Councillors are invited to propose items for next month's agenda.</p> <ul style="list-style-type: none"> <li>• 1. Youth Council (July)</li> <li>• Neighbourhood Watch (July) – Andy Guest – deterrent CCTV signs – complaints at the rec / drug deals happening again</li> <li>• Police – CCTV usage template? Andy Guest &amp; Cllr Le Tissier will take forward</li> <li>• Addison Road bridge discussed tonight – demolition was a couple of weeks ago.</li> </ul> <p>End of July opening was discussed.</p>	
<p><b>14. Any Other Business</b></p> <p style="text-align: center;"><b>Date of next meeting:</b> Tuesday 05 July 2022 at the Village Hall</p>	
<p><b>15. 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 &amp; neighbouring residents</li> <li>• Cllr Le Tissier - recreation ground cricket team and junior FC</li> <li>• Neighbourhood Watch – Andy Guest attending SCPC mtg in July</li> </ul> <p>Meeting was closed by Cllr Mahon at <b>21.21</b></p>	
<p><b>16. 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><b>The meeting was closed by Cllr Mahon at 21.21</b></p>	
<p><b>The next Parish Council meeting will be held on Tuesday 05 July 2022 at 7.30pm.</b></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 phone – 01296 534698. Website <a href="https://www.steepleclaydonparishcouncil.gov.uk/">https://www.steepleclaydonparishcouncil.gov.uk/</a> Email – <a href="mailto:Clerk@steepleclaydonparishcouncil.gov.uk">Clerk@steepleclaydonparishcouncil.gov.uk</a></p>	

Signed.....

Date.....

**Appendix 1. June 2022 Finance Run**

Payee	Details	Payment method	Chq Cleared	Category	Net Value	VAT Paid	Gross
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Steeple Claydon Parish Council.  
Minutes of JUNE 2022

Hannah Holmes	wages	BACS		Gen Admin & Wages	£		£
Terry Levitt	wages	BACS		Gen Admin & Wages	£		£
Terry Levitt	expenses - petrol for mower/trimmer/carnival, bedding plants for hall / key cut x1 / mileage	BACS		Misc	£168.09		£168.09
Pat Searle	wages	BACS		Gen Admin & Wages	£		£
Pat Searle	expenses - Fiction X7	BACS		Library	£29.32		£29.32
BHIB Insurance	SCPC Annual Insurance - 3yr contract	BACS		Insurance	£3,609.44		£3,609.44
Cllr Marie Cherry	From May - owed £27.00 for Carnival not the £28.80 in May	BACS	Carnival S137		£27.00		£27.00
HMRC	PAYE	via HMRC online		Gen Admin & Wages	£674.40		£674.40
Quest	cleaning cupboard/boiler room - sealant / batteries / hooks / dust sheets	BACS		Hall	£107.43	£21.50	£128.93
Sasse	hand towels / toilet roll / fairy liquid / bin liners	BACS		Hall	£147.74	£29.55	£177.29
Matt Dunn's Windows & Gutters	Hall - rafters cleaned gutters emptied / window clean inc frames / inside windows (kitchen) cleaned	BACS		Hall	£180.00		£180.00
ROSPA	annual inspection of village play area / childrens corner	BACS		Clock Tower & Children's Corner	£87.50	£17.50	£105.00
Melanie Rose	Internal Audit service	BACS		Misc	£55.00		£55.00
Paragon	Gas canister for beacon	BACS		QPJ S137	£24.00	£1.20	£25.20
Bucks Event Medics	First Aid cover during day - Saturday	BACS		QPJ S137	£300.00	£60.00	£360.00

Steeple Claydon Parish Council.  
Minutes of JUNE 2022

George Browns	inv part sales - rec mower	BACS		Rec Ground & Pavilion	£34.65	£6.93	£41.58
David Martin	VO - March / April / May	BACS		Vicarage Orchard	£240.00		£240.00
Dave Griffiths	Rec Ground maint - 05 May - 01 June 22 & petrol £60	BACS		Rec Ground & Pavilion	£595.00		£595.00
Bucks Event Medics	First Aid Cover - evening - Saturday 18.30-22.30	BACS	QPJ S137		£250.00		£250.00
PPL PRS	annual music license	BACS		Hall	£135.72	£27.14	£162.86
BMKALC	2x cloudy security IT awareness course 07/04/22	BACS		Misc	£76.00		£76.00
Oakpark Alarms	01/06/22-31/05/23 maintenace contracts fire alarm system in cottage - lighting hall & Pav / fire extinguishers / VH & Pav access control system	BACS		Hall	£692.00	£138.40	£830.40
Burgess Builders	Kitchen	BACS	<b>KITCHEN S106 PAID 16/05/22</b>	Hall	£7,899.60		£7,899.60
NPower	Streetlights 01 April - 30 April 22	DD		Street Lights	£1,666.59	£333.32	£1,999.91
British Gas	Gas to hall 02 April - 01 May 22	DD		Hall	£311.56	£15.57	£327.13
Buckinghamshire Council	Large waste bins empty & rental for May 22	DD		Bins	£96.96		£96.96
Barclays	account fee 13 April - 12 May 22	DD		Misc	£10.00		£10.00
E-on Next	Elect to Pavilion 01 April - 30 April 22	DD		Rec Ground & Pavilion	£30.25	£1.51	£31.76
E-on Next	Elec to Mem clock - 01 May - 31 May 22	DD		Clock Tower & Children's Corner	£23.85	£1.19	£25.04
E-on Next	Elect to Library / Hall 01 April - 7 May 22	DD		Library	£138.62	£6.93	£145.55
Wave	15 Feb - 14 May	DD		Rec Ground &	£12.3		£12.35

Steeple Claydon Parish Council.  
Minutes of JUNE 2022

	Pavilion			Pavilion	5		
Wave	12 Feb - 11 May 22 Hall / Library	DD		Hall	£125. 07		£125.0 7
Checked Safe	5 weeks charges - caretaker phone app	DD		Misc	£15.0 0	£3.00	£18.00
CashCard	Payments for QPJ spend £500.00	BACS	<b>PAID 06/05/22</b>		£500. 00		£500.0 0
CashCard	Payments for QPJ spend £500.00	BACS	<b>PAID 19/05/22</b>		£500. 00		£500.0 0
CashCard	Payments for QPJ spend £500.00	BACS	<b>PAID 22/05/22</b>		£500. 00		£500.0 0
CashCard	Payments for QPJ spend £500.00	BACS	<b>PAID 25/05/22</b>		£500. 00		£500.0 0
A1 Inflatables	Giant Jungle Slide / Jungle Obstacle Course / balloon slide combo	BACS	<b>PAID 16/05/22</b>	QPJ S137	£525. 00		£525.0 0
Robert Turner	50 x hay bales	BACS	<b>PAID 16/05/22</b>	QPJ S137	£175. 00		£175.0 0
TechnoVisual	- programmes x 1000	BACS	<b>PAID 27/05/22</b>	QPJ S137	£120. 00		£120.0 0
					£23,6 44.01		£24,30 7.75
Asda	pizza tray / dustpan / play sand for cig bin / oven trays / dish drainer / washing up bowl	cashcard		Hall	£40.4 0		£40.40
Lucky Feather Crafts	Ostrich feathers x 500 (amount missed off May Finance Run)	cashcard		Carnival S137	£71.8 0		£71.80
	paint for photobooth / brushes etc	cashcard		Carnival S137	£36.2 0		£36.20
Hobbycraft	4 x white board / feathers	cashcard		Carnival S137	£28.0 0		£28.00
via Frank Spencer	2 x banners	cashcard		QPJ S137	£70.0 0		£70.00
	paper /	cashcard		QPJ S137	£83.3 4		£83.34

Steeple Claydon Parish Council.  
Minutes of JUNE 2022

Amazon	Printer toners x 6 (hp 369.96 & HP 213.98 & amazon 60.99) - 1,100 double sided and 600 x senior invites	cashcard		QPJ S137	£644. 93		£644.9 3
Amazon	a4 paper x 2	cashcard		QPJ S137	£9.98		£9.98
10M Tricolour Decorative Nylon Ribbon Red White Blue		cashcard		QPJ S137	£9.99		£9.99
300 Pieces White Nylon Cable Ties Mixed Pack Heavy Duty		cashcard		QPJ S137	£6.99		£6.99
10 x UNION JACK Pull Bows		cashcard		QPJ S137	£8.99		£8.99
3 Curling Ribbon RWB		cashcard		QPJ S137	£10.9 9		£10.99
12 KIDS OLYMPIC GOLD WINNERS MEDALS		cashcard		QPJ S137	£3.99		£3.99
4 x feather bowers		cashcard		Carnival MC list	£39.0 0		£39.00
Black & White 2" (50mm) Upholstery Seat Jute Cotton Webbing		cashcard		Carnival MC list	£15.9 0		£15.90
6 Set 25mm/1inch Buckles Clips Rucksack Clips Tri-Glide		cashcard		Carnival MC list	£11.9 7		£11.97
OLYCRAFT 182M Flat Sequin Strip, 4mm		cashcard		Carnival MC list	£13.1 9		£13.19
Silver AB Flat Round Acrylic Loose Sequins 16mm Pack of 150+		cashcard		Carnival MC list	£24.9 0		£24.90
25mm Wedding black 10m		cashcard		Carnival MC list	£10.9 9		£10.99

200g Festival Glitter, Cridoz 20 Colors Eye Face Hair Glitter		cashcard		Carnival MC list	£12.99		£12.99
Delux Feather Bowers 3*White	Delux Feather Bowers 3*White	cashcard		Carnival MC list	£26.97		£26.97
UHU All Purpose Glue 35ml x 10		cashcard		Carnival MC list	£14.79		£14.79
Asda	Tea & Coffee / sugar / hot chocolate / napkins for CHURCH BEACON	cashcard		QPJ S137	£17.90		£17.90
Asda	waters x 50	cashcard		QPJ S137	£6.98		£6.98
Asda	markers for facehole booth	cashcard		Carnival S137	£2.65		£2.65
					£1,223.83		

## Appendix 2.

The Parish Clerk reported as follows:

Good evening. I have now been in role for 3.5 years; I really do enjoy the role. The Council have as ever, been very supportive through these past difficult two years, we also hope to soon have some new Cllrs on board as there is always so very much to be done.

I have received a huge amount of help and support as ever from the Chair Cllr Frank Mahon the Vice Chair Cllr Le Tissier for which I am very grateful and a special mention must be made of Cllr Marie Cherry who works so hard and has a contagious love of village life and its history.

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 2021-22 figures on 23/05/2021, 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".

2021-22 was once again 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 hall kitchen has been refreshed, via S106 payments from Bucks Council from the local building site companies. The buddy bench was installed and the Memorial tree is in place in the Recreation Ground.

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

### **A few headline figures**

- Closing balance 31 March 2021 - £219,515
- Opening balances for April 2022 - £216,724
- Total Spend 20/21: £269,244 (inc. VAT) against total income of £266,453
- Total Spend 21/22: £125,511 (inc. VAT) against total income of: £150,529

### **Expenditure – some headlines**

#### **Staff costs**

2020/21 - £39,570

2021/22 - £41,384

#### **All other spend**

2020/21 - £229,674 (skatepark)

2021/22 - £84,127 (kitchen)

#### **Precept**

2020/21 - £102,610

2021/22 - £103,750

#### **Total other income**

2020/21 - £213,843 (£106 skatepark)

2021/22 - £46,779

The 2020/21 VAT claim for £33,449.60 was submitted and has been received.

The 2021/22 VAT Claim will as usual be submitted after the internal audit is fully completed.

Hall Hire income is down due to Covid restrictions and the kitchen refurbishment

A thorough review of figures by the whole Parish Council enabled the precept for 2020/21 to be set at: £103,750

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.

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 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 three 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. A cashcard has been introduced – as a way of avoiding petty cash, and of having to reimburse Cllrs and staff, it allows the cash for hall hire etc to be paid in at the post office so this can be done regularly. Nick Osgerby has been retained to support the audits one day a month, going forwards, as the external audits are in place to inspect the accounts when larger amounts go through the system.

Thank you.

Appendix 3.

Smaller authority name: Steeple Claydon Parish Council

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF  
UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY  
RETURN**

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022**

**Local Audit and Accountability Act 2014 Sections 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement <u>07/06/2022</u> (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2022, these documents will be available on reasonable notice by application to:</p> <p>(b) Ms H Holmes, Parish Clerk, The Village Hall, 48 Queen Catherine Road, Steeple claydon MK18 2PY <a href="mailto:Clerk@steepleclaydonparishcouncil.gov.uk">Clerk@steepleclaydonparishcouncil.gov.uk</a></p> <p>commencing on (c) <u>Monday 13 June 2022</u></p> <p>and ending on (d) <u>Friday 22 July 2022</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"><li>• The opportunity to question the appointed auditor about the accounting records; and</li><li>• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.</li></ul> <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p><b>PKF Littlejohn LLP (Ref: SBA Team)</b> 15 Westferry Circus Canary Wharf London E14 4HD <a href="mailto:sba@pkf-l.com">sba@pkf-l.com</a></p> <p>5. This announcement is made by (e) <u>Ms H Holmes RFO and Clerk</u></p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>