



<p>Present: Cllr Frank Mahon (in the Chair), Cllr Stephen Le Tissier, Cllr Stephen Proffitt, Cllr Andrew Shergold, Cllr I Haest, Cllr E Myhill In attendance: Clerk, Cllr's and 04 members of the public. Dictaphone on for Clerks record. The meeting was opened by Cllr Mahon at 19.32 The Steeple Claydon Parish Council meeting was held in person at the Village Hall, MK18 2PY on Tuesday 04 February 2025 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 on the agenda items or ask the council questions about their activities. The agenda is published on the website and on the VH noticeboard on the Thursday before the meeting. QUESTIONS FOR PARISH COUNCIL All questions from parishioners will need to be submitted to the Clerk before the meeting - cut off midday on the day of the meeting, details below. If you need any help or information from your PC, please contact the Proper Officer and Clerk to the Council; Ms Hannah Holmes clerk@steepleclaydonparishcouncil.gov.uk www.steepleclaydonparishcouncil.gov.uk Tel. 01296 534698. Please note Clerk is part-time: 9.30am - 2.30pm, Monday to Friday</p>	
<p>1. Welcome by Chairman Cllr Mahon read aloud the following BMKALC GOOD PRACTICE NOTE: Council Meetings are formal meetings held in public but are not public meetings. Members of the public are welcome to join us but may only participate during Public Participation time. There is an overall time limit of 15 minutes for this segment. Multiple speakers for the same item may wish to select a single speaker or to edit their own contribution to ensure the maximum number of speakers can be accommodated. No single speaker may speak longer than 2 minutes. Points raised, but not on this evening's agenda, will not be addressed at this meeting but will be answered during the next working day or added to a future agenda as appropriate. Please be aware that this meeting may be recorded by any attendee exercising their legal right to do so. Please ensure that phones are set to silent during the meeting</p>	
<p>2. Apologies To receive Councillor's apologies; Cllr Chris Church submitted apologies – noted by Council Cllr L Myhill submitted apologies – noted by Council</p>	
<p>3. Declarations of Interest To receive declarations of interest and dispensations in respect of matters contained in this agenda; None</p>	
<p>4. Minutes To approve and sign the minutes of the meeting held on 07 January 2025 Matters arising from the minutes; None Cllr Shergold proposed the January 2025 draft minutes as a true and accurate description of the meeting, seconded by Cllr Le Tissier – all councillors present agreed, so it was resolved to approve them.</p>	
<p>5. Chairman's Comments To receive a report on matters not on the agenda but of interest to the Council and Parish: a. Any update for the Parish from SCPC: Cllr Mahon discussed his upcoming session with the Energy Doctor on 01 March at 2-4pm at SC Village Hall – a public free drop in session – a scheme with BC – can give FOC advice and practical advice on how to save energy; smart sockets/energy saving bulbs/ draft tape etc – to</p>	<p>Cllr Mahon /</p>

<p>send poster for notice boards/Mollys cafe - for Clerk to print and put on scpc website.</p> <p>b. Any update for the Parish from BC: Cllr Mahon in Oct/Nov updated the PC on 'lane rentals' – which are taking over from 'street permits' in spring – so e.g. any utility company to take up space on highway would apply for a permit. A set fee – lane rentals are complicated but should help with avoiding the peak traffic times – as will be significantly cheaper off-peak times ie:10am-3pm Eg. Signage or lights left out overnight adds £2.5K to their bill. Any exemptions to this – HS2 is totally exempt.</p> <p>Cllr Mahon had asked - Is consideration given to cumulative impacts on local infrastructure – eg HS2/EWR/Battery & solar plans. They said they do take this into consideration. Also, roads with Schools on them.</p> <p>Cllr Haest asked when lane rentals start, West Sussex has started.</p> <p>One network hosts all road closures/temporary traffic lights etc.</p>	<p>Clerk done 05/02</p>
<p>6. Councillor co-option – will change to Local Elections info in March agenda – No applications received to date; Clerk recommended we suspend co-options until the Local Elections on 01 May 2025 Notice of elections is published on 18 March 2025</p>	
<p>7. Public participation - The meeting was closed by the Chair and public participation was opened at 19.49</p> <p>P1 – Fireworks team have sent in an email – they want all Cllr's involved on the night, including in the clear up that night. Would like more Cllrs to attend the mtgs in run up to the event – they felt only clerk and Cllr Le Tissier attended the meetings in advance. More Cllrs to attend fireworks pre-meetings. Cllr E Myhill noted she and ex-Cllr John Mitchell did also attend numerous pre-meetings for the 24 event.</p> <p>Clerk will send out any firework's pre-meetings to whole council from fireworks team WhatsApp group so all Cllr's can be aware and attend. Two cllrs per meeting would be good. Volunteer timings/availability on the event weekend discussed. To write back, discussed and a plan agreed in principle in pub participation.</p> <p>P2 – queried historic plaque being left in PA in QCRd – Cllr Haest will contact planning or ask houseowner.</p> <p>P3 – Old coop building into a potential community hub – hears Coop are now not interested in doing hub. Cllr Mahon discussed the coop policy - Cllr Mahon offered to write to coop asset manager that the building is becoming an eye sore – proposed by Cllr E Myhill, seconded by Cllr Shergold – Cllr Mahon and Clerk will send around letter for PC approval – could be detrimental to Best Kept Village etc Cllr Mahon also asked PC for permission to contact MP Greg Smith to support us in getting an answer.</p> <p>Cllr Le Tissier met with coop regarding other matters – West Midlands coop contract property team say they want to sell the building – but asbestos is present in the the building – in floor tiles/electrical fusebox. Cllr Mahon and PF will draft letter to go to full council for approval.</p> <p>Molly's cafe discussed as having a refurbishment and new menus.</p> <p>Chip shop/house and cafe are all now owed by Tariq – a new 3-year lease has been agreed with Mollys Cafe</p> <p>Cllr Mahon noted the new bakery has re/opened - and the PC encouraged all to support it and wished Paula every success with 'Paulas bakery'.</p> <p>Public participation was closed by the Chair at 20.14 and the Parish Council meeting was re-opened.</p>	<p>Clerk</p>
<p>8. Clerk report – hard copies passed out to Cllr's</p> <p>Appendix 1 – please let the Clerk know if you have any queries at all. Clerk clinics are fortnightly, please email the Clerk to book into a clinic.</p>	
<p>9. Caretakers update – monthly notes – none received this month</p>	
<p>10. Action Point List – to go through and update completed actions for the last month.</p> <p>Cllrs were reminded by Clerk to check the To Do app regularly and to update when they have completed an action point. Cllr Le Tissier went through the current to do list and updated it with Cllr responses/updates.</p>	<p>All Cllr's</p>
<p>11. Neighbourhood Watch – any update – none</p> <p>PC agreed to leave on agenda going forwards and to add a request into this months Claydons magazine article – Cllr Proffitt will write this month's article.</p> <p>Cllr Mahon offered to contact Police commissioner - we as a village want a NHWatch group</p>	<p>Cllr Proffitt Cllr Mahon</p>

<p>12. Neighbourhood Plan Review – any update - Cllr Haest/Clerk</p> <p>a. Any update – Cllr Haest PF reported the NHPlan group met last week – had a good turnout of volunteers, discussed the NHPlan is now 7 years old; effectively out of date and would not stand up as it is – but want to bring it back to being current and relevant – do a quick exercise to update; change where necessary and get it reinstated as a current NHPlan document – within next few months. Cllrs were all happy with this. ONHomer – to meet on 17 Feb at the Village Hall to discuss the process – get input from ONHomer – charge to PC rather than locality grant as not available until May/June Requested £1,500- £2K budget for the review by ONHomer. In principle the proposal was supported by Cllr Haest and Cllr Le Tissier all other Cllrs agreed.</p> <p>b. Date of next meeting - Cllr Haest Monday 17 Feb with ONHomer – time tbc and to be held in the hall</p>	
<p>13. Road Safety Strategy group;</p> <p>a. Any update from working group – Cllr Haest/ Cllr Mahon b. Date of next meeting – Cllr Haest – date to follow Cllr Mahon noted the HS2 road safety funding is over subscribed</p>	
<p>14. Working Groups Update on activities and recommendations:</p> <p>A. Finance</p> <p>a. To approve the payments listed in the finance run for February 2025</p> <p>Appendix 1 February finance run approval was Proposed by Cllr Le Tissier and seconded by Cllr Shergold all other Cllrs agreed and so it was resolved</p> <p>b. To consider annual funding request from community bus scheme – Clerk Cllr Mahon proposed £120 donation, Cllr Shergold seconded all cllrs agreed and so it was resolved Clerk to add to March finance run</p> <p>c. Lloyd's account to be closed – monies to reserves account in Barclays – RFO update Final £5K moved to Barclays current account – Lloyd's account to be closed – RFO to do</p> <p>d. Streetlights electricity supplier – new prices for discussion – RFO not received information - to go on March agenda</p>	<p>Clerk – done 07/02/25</p>
<p>B. Recreation Ground</p> <p>a. Report from Recreation Ground team b. Rec Ground Bye Laws update to be considered Clerk/ Cllr Le Tissier Cllr Le Tissier and Clerk sent around proposed amends – nothing being added only removed - do the Council agree the proposed amends to the rec ground bye laws - Clerk will then start the process with DCLG – Department of Communities and Local Government. Cllr Le Tissier proposed the suggested amends Cllr Proffitt seconded, all cllrs agreed with amends to include part five so it was resolved Clerk to submit amended request</p> <p>c. Updated Signage – quote has been requested – Clerk d. Nightingale Fold to rec ground – lack of footpath lighting – on-going, Cllr E Myhill Types of lights discussed – Cllr E Myhill will send around some options to Cllrs to consider. e. Request received from Claydon Cycling Club to be allowed a temporary 20-foot container at NER car park. Cllr Mahon summarised request for a 20ft temporary storage container at NER car park, not near the drains. CCC club architect who did Calvert Green village hall- haulage company for advice to work with PC regarding H&S compliance etc. Not a permanent feature. Cllr Mahon proposed we give permission for one year from date of occupation and review after 9 months Cllr Le Tissier counter proposed a 2-year period and both PC and CCC to review site every 6 months subject</p>	<p>Clerk</p>

<p>to it being installed in the next three months – it can be extended but Council reserve the right to ask them to leave with three months' minimum notice. Seconded by Cllr Mahon, all cllrs agreed, so it was resolved.</p> <p>f. Set date for fireworks shed / tractor shed clear out – Clerk Discussed state of the tractor shed – traffic cones not tidied away, hosepipe not on a reel, bin full of rubbish. Shed keys discussed. Key list is held by caretaker. Monday 10/02 at midday - Cllr Le Tissier / Cllr Proffitt/ Cllr E Myhill / Clerk happy to attend.</p> <p>g. Shed doors – to consider replacing them. Clerk / Cllr Le Tissier To look at them on Monday 10/02</p> <p>h. Ground Maintenance Course – Cllr Le Tissier Cllr Le Tissier has been catching up with local FC's - he has mowed the football pitch /discussed they had found hidden football goal post footing, they have dug it out. Tried to find any others with metal detector, but nothing found. Can we fit another pitch in? Where old cricket pitch was. Two on rotation then – alternate between games. Discussed the state of the rec – undulating not flat. Refurb the old roller – the bearings have gone – these will need to be replaced. FC foundation said do not roll the pitch as it compacts it and makes it worse. The Football Club foundation have a fund for pitch improvements up to £5K first year £3k second year Two people must be qualified in 'grounds maintenance' to apply. £93 to join and 3x £50 p/p as a member; one member from each football team (SCFC and OWFC) plus Cllr Le Tissier for SCPC; proposed by Cllr le Tissier seconded by Cllr Mahon, all other Cllrs in favour to join membership so it was resolved.</p> <p>i. Football goalposts – purchase request – Cllr Le Tissier Current goalposts at rec are owned by SCFC – Cllr Le Tissier proposed we buy our own pair approx £2K - with funding from Football Foundation. Will help to attract more football teams hopefully.</p>	<p>Clerk to send out invite – done 07/02</p> <p>Cllr Le Tissier</p>
<p>C. Pavilion Project a. Project update from working group: b. Date of next meeting: Cllr Haest / Cllr Myhill Scope of works to be sent on to all Council – Cllr Myhill and a w/g meeting needs to be arranged Cllr L Myhill and Cllr Le Tissier have met to research three planning consultants – discussed varsity in Middle Claydon. Date of next meeting to be advised</p>	<p>Cllr L Myhill/ Cllr Le Tissier</p>
<p>D. Village Hall, Library & Cottage a. Any update from working group None b. Any Library business: Librarian None c. Lone worker - worker alarms - Clerk / HR Cllrs On-going. d. finger post update – Cllr L Myhill / Cllr Haest /Clerk STAT plans rec'd Cllrs to choose a date for installation. e. Chaloner Hall Library terracotta sign 'H' repair quote received – Clerk Quote was over £2.2K - Clerk to check it includes the actual repair. Was difficult to find a terracotta specialist with relevant PLI etc. Contact English Heritage and ask if they have any suggestions.</p>	<p>Cllr Haest /Cllr L Myhill</p> <p>Clerk</p>
<p>E. Vicarage Orchard & Biodiversity - Any updates - Cllr Church a. Trees, Fencing & CCTV – Cllr Church Cllr Haest updated that the entrance sign plinth repairs are nearly complete FOC Wood chips to be requested – Cllr Haest happy to oversee delivery</p>	<p>Cllr Haest</p>
<p>F. Youth Council – any update Cllr Shergold to meet with ex Cllr John Mitchell and Cllr Haest. Cllr Shergold to speak to primary school as has safeguarding in place.</p>	

<p>G. Communications - a. Any updates – a. Confirm new date for Annual Parish Meeting Previous date was Tuesday 20 May 25. New date now Saturday 24 May 2025 from hall booked from midday until 6pm – Cllrs still to decide on format.</p>	
<p>H. Street Furniture - any update from working group (x156 streetlights / 14 x dog waste bins / x30+ benches / x3 noticeboards) a. Noticeboards update; Cllr Haest None b. To consider request for streetlight ownership clarification Calvert/ SC/ Charndon parish boundary bridge lights– Cllr Le Tissier went to look at the proposed streetlights. The 2 to 3 new streetlights on the boundary bridge are within our parish; we will accept responsibility for them. Clerk to notify Chardon Clerk Proposed by Cllr Le Tissier, seconded by Cllr Mahon, all cllrs present agreed, so it was resolved</p>	Clerk - done
<p>I. Events - a. Upcoming events: a. Post event meeting date tbc. Get people in earlier to the event – e.g. fire eating displays Create a temporary road from Meadoway to childrens corner – food stalls along there Reduced noise fireworks were discussed. No such thing as silent fireworks. Cllr Le Tissier speaking to Alchemy regarding prices on reduced noise fireworks. Maybe use reduced noise at start of display – crescendo at end with normal fireworks. b. Fireworks date for 2025 Saturday 01 November 2025 Theme still tbc</p>	
<p>J. HS2 / E-W Rail Any updates – Cllr Mahon. Gawcott road opening moved back from April to 02 June 25 Calvert bridge was due to open in June now to be opened in November Cllr Mahon noted starting in March opening in April 25 a temporary road being created from Calvert Green to Steeple via batching plant route.</p>	
<p>K. Planning: None received as at 30/01/2025</p>	
<p>L. Best Kept Village – any update from working group. None – Cllr Haest agreed to take lead on BKV. Cllr E Myhill has sent a comprehensive email on BKV plan to whole council. Meeting to be arranged.</p>	
<p>15. Rosefield Solar Farm – Cllr Mahon – no update</p>	
<p>16. CLG Greatmoor – Cllr Mahon Keep on agenda for next month.</p>	
<p>17. Future agenda Items - Councillors are invited to propose items for consideration for the next agenda. Any other business and future agenda items are invited by all Councillors to be sent to the Clerk (minimum of a week) ahead of preparing the next agenda.</p>	
<p>18. Date of next meeting: Tuesday 04 March 2025 at the Village Hall from 7.30pm</p>	
<p>Meeting was closed by Cllr Mahon at: 21.38</p>	
<p>19. Confidential Items 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 04 MARCH 2025 at 7.30pm. The meeting will open from 7:15 and will start at 7:30 prompt. If you need any help or further information</p>	

regarding accessing the meeting please contact the clerk, Hannah Holmes, Mon-Fri 9.30am - 2.30pm Clerk phone – 01296 534698. Website https://www.steepleclaydonparishcouncil.gov.uk Email – Clerk@steepleclaydonparishcouncil.gov.uk	
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Signed.....

Date.....

Appendix 1

Summary of Clerk activity from 07/01/2025 -

- **January 2025**

Administration

- Preparation of monthly transactions for February 25 meeting
- Action Point list from January minutes onto To Do app

On-going

- January Draft Minutes prepared and on public display
- February agenda prepared and on public display
- Wages and finance run prepped
- On-going email correspondence
- Website updates
- Parishioner Correspondence: any items of note:
- Planning Application PC response submitted ref:
- **Streetlights:** Reported: **91** on 04/12 again 13/01
- **Fixmystreet:** Reported:
- Parishioner correspondence:
wood chip: offered to VO/SC Allotment society
NER Bin reported as full of Buckingham Focus magazines

Meetings:

Rec Bye Laws – 15/01 - Cllr Le Tissier

Archive/filing – 29/01 - NO

BC – Elections training – 31/01

Other:

Fencing repairs at hall/cottage – roof contractor damage x2 – awaiting quote for one more repair
C/C re-surfacing – or grass – ROSPA reply sent on 08/10 - on-going

- Chainsaw carver for VO – quote for Leylandii carving – chased 26/11, 28/01
- Road widths/pinch points x2 – V/h and white gates - mtg with AG – chased 15/07 - Cllr Mahon & LAT mtg – LAT off sick Jan 25 – 31/01
- Cllr resignation paperwork and co-optation advert displayed
- Investigating reducing costs of unmetered streetlights – especially standing charge – ongoing

- SC Forest School visit to VO being re-scheduled – Clerk to re-arrange visits
- Cottage shed – damp issues – items to be moved to YC shed 20/11
- Lone worker pendant – emailed BC 29/01
- Hall Shed roof re-felting quote requested 06/01
- Hall Garden Waste bin subscription renewed 16/01
- Requesting electricity quotes for Clocktower / CCTV poles account: due for renewal 07 March 25
- Purchased new ash bins x2 for hall
- Booked in Sovereign to do RPII inspection on sunken trampoline in c/c 28/01/25

Submitted HS2 Enviromental mitigation interest invoice for £13,997.54

Chased Swarco for updated invoices 07/01 & 24/01

Contacted British Gas Lite re new contract starting March 25 and new meters to be fitted 29/01

Requested quote for new rec signage 17/01

Booked plumber for pavilion leak 03/02/25

Please note: The Clerk will be alternating at the **Library & Mollys Cafe – fortnightly for a 'Clerk Clinic', on Thursdays from 09.30 -10am - during term time.**

Please email Clerk to book an appointment.

Dates: Thursday 23 Jan Library, Thursday 06 February Mollys Cafe, Thursday 20 February at Library, Thursday 06 March Mollys Cafe, Thursday 20 March Library, Thursday 03 April Mollys Cafe.

Appendix 2

Payee	Details	P/M	Cllr initials	Category	NET	VAT	Gross
Hannah Holmes	wages	BACS		Wages	£		£
Sam Hills	wages	BACS		Wages	£		£
Pat Serle	wages - including days off sick late Dec/Jan	BACS		Wages	£		£
Nick Osgerby	wages - 7 hrs inc archiving	BACS		Wages	£		£
Hannah Holmes	expenses - office	BACS		Admin & equipment	£10.11		£10.11
Pat Serle	expenses - x4 books	BACS		Library	£21.50		£21.50
UK	column	BACS		Clock Tower &	£500.		

Steeple Claydon Parish Council.
Minutes of February 2025

Security Group	health monitoring per year - note re repairs due			Children's Corner	00	£100.00	£600.00
Oakpark ALarms	2x battery 7 ah replaced	BACS		Hall	£96.00	£19.20	£115.20
Tony Fishlock	new valve to central heating and new actuator head unit to hot water valve	BACS		Cottage	£395.00		£395.00
Tony Fishlock	supply/install new twin time control remove Hive check wiring	BACS		Cottage	£165.00		£165.00
Rowett	Annual Insurance for iseki tractor OY73TNL	BACS		Rec Ground & Pavilion	£332.74		£332.74
Buntings Accountants	PAYE for quarter ending 31 Dec 24 / pension services	BACS		Admin & equipment	£250.00	£50.00	£300.00
Chiltern Secure Shredding	collection and destruction of documents from NO	BACS		Admin & equipment	£65.00	£13.00	£78.00
Pete Golding	emergency call out to Pavilion Sat 01/02/25	BACS		Rec Ground & Pavilion	£230.00		£230.00
HMRC	PAYE - month 11	DD		Wages	£772.56		£772.56
British Gas	Hall gas 02 Dec 24-01 January	DD		Hall	£940.48	£188.09	£1,128.57

Steeple Claydon Parish Council.
Minutes of February 2025

	25						
NPower	elec for streetlights 01 Dec - 31 Dec 24	DD		Street Lights	£576.08	£115.22	£691.30
YGP	elec for hall dec 24	DD		Hall	£181.02	£9.05	£190.07
YGP	elec for pav dec 24	DD		Rec Ground & Pavilion	£63.90	£3.20	£67.10
Village Networks	wifi for hall Feb 25	DD		Library	£25.00	£5.00	£30.00
Village Networks	wifi for pav/CCTV tower	DD		Rec Ground & Pavilion	£25.00	£5.00	£30.00
Buckinghamshire Council	replacem ent bin by rec/Meado way	DD		Rec Ground & Pavilion	£121.67	£24.33	£146.00
Eon Next	elec to clocktower /CCTV pole 01 - 31 Jan 25	DD		Clock Tower & Children's Corner	£47.49	£2.37	£49.86
Buckinghamshire Council	2 x waste empty/rent al Jan 25	DD		Bins	£77.95		£77.95
Checked Safe	Lone worker app	DD		Admin & equipment	£4.00	£0.80	£4.80
					£8,204.31	£535.26	£8,739.57
St Johns Ambulance	Update first aid kit 1 x conforming bandage/ 1 x finger dressing / 1 x tape/ 3 x cold packs	cash card	09 January 2025	Hall	£17.20	£3.44	£20.64
Buckinghamshire Council	Garden Waste annual subscription for hall/cottage	cash card	16 January 2024	Hall	£59.00		£59.00
Microsoft	13 subscriptions for cllrs emails	cash card	20 December 2024	Admin & equipment	£63.70	£12.74	£76.44

Steeple Claydon Parish Council.
Minutes of February 2025

Amazon	thermometer for AED cabinet	cash card	08 January 2025	Rec Ground & Pavilion	£7.97		£7.97
Amazon	Long shackle padlock for hall gate	cash card	07 January 2025	Hall	£11.99		£11.99
Amazon	sticky stuff remover for noticeboard at rec	cash card	21 January 2025	Rec Ground & Pavilion	£10.20		£10.20
Amazon	2 x metal ash buckets for hall	cash card	28 January 2025	Hall	£21.80		£21.80
Amazon	100 disposable gloves / 12 x centre feed blue roll / x6 new mop heads	cash card	28 October 2025	Hall	£42.93		£42.93
Zemplar	annual account fee for cashcard	cash card	20 January 2025	Admin & equipment	£69.00		£69.00
Amazon	Stain block paint for hall damp patch	cash card	29 January 2025	Hall	£9.22		£9.22
Amazon	Reams of paper x 5/bull dog clips x50/white tack x4	cash card	03 February 2025	Admin & equipment	£53.14		£53.14
Vonage	VOIP line clerk/Library	cash card	04 February 2025	Admin & equipment	£22.03		£22.03
					£388.18	£16.18	£404.36