



<p><b>Present:</b> Cllr Frank Mahon (in the Chair), Cllr Stephen Le Tissier, Cllr I Haest, Cllr Stephen Proffitt, In attendance: Clerk, Cllr's and 02 members of the public. Dictaphone on for Clerks record. The meeting was opened by Cllr Mahon at 19.31 The Steeple Claydon Parish Council meeting was held in person at the Village Hall, MK18 2PY on Tuesday 01 April 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 <a href="mailto:clerk@steepleclaydonparishcouncil.gov.uk">clerk@steepleclaydonparishcouncil.gov.uk</a> <a href="http://www.steepleclaydonparishcouncil.gov.uk">www.steepleclaydonparishcouncil.gov.uk</a> Tel. 01296 534698. Please note Clerk is part-time: 9.30am - 2.30pm, Monday to Friday</p>	
<p><b>1. Welcome by Chairman</b> 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><b>2. Apologies</b> To receive Councillor's apologies; Cllr Andrew Shergold, noted by Cllrs Cllr Louis Myhill is absent without notice</p>	
<p><b>3. Declarations of Interest</b> To receive declarations of interest and dispensations in respect of matters contained in this agenda; None</p>	
<p><b>4. Minutes</b> To approve and sign the minutes of the meeting held on 04 March 2025 Matters arising from the minutes; None Cllr Haest noted point 10 – white village gates to be installed on Addison - Cllr Mahon to investigate further not Cllr Haest. Cllr Haest noted point 12 – NHPlan developed in 2017 not 2018 Cllr Haest proposed the March 2025 draft minutes as a true and accurate description of the meeting, seconded by Cllr Le Tissier – all councillors present agreed, so it was <b>resolved</b> to approve them.</p>	Cllr Mahon
<p><b>5. Chairman's Comments</b> To receive a report on matters not on the agenda but of interest to the Council and Parish:</p>	

<p>Cllr Mahon explained no comments due to PEP - Pre Election Period also known as PURDAH</p> <p>a. Any update for the Parish from SCPC: None</p> <p>b. Any update for the Parish from BC: None</p>	
<p><b>6. Local Elections update information:</b> Election takes place on: <b>Thursday 01 May 2025</b></p> <p>Starts 18 March until 02 April at 4pm is the last day for registration – at Gateway House in Aylesbury.</p> <p>Results due from Elections team on BC on Friday</p> <p>Posters on SCPC website under Elections page/on SCPC noticeboards to advertise for Cllrs.</p>	
<p><b>7. Presentation by Service Director of Major Projects BC, Joanna Baschnonga – Cllr Mahon</b></p> <p>A Steeple Claydon property has been purchased by BC. BC to speak to direct neighbours imminently.</p> <p>Buckinghamshire Council currently run six children's homes; they are planning ten new children's homes across the county. Over 500+ children of Buckinghamshire are currently waiting on a residential placement.</p> <p>BC presentation to be put on SCPC website once received from Jo Baschnonga.</p>	Clerk
<p><b>8. Public participation</b> - The meeting was closed by the Chair and public participation was opened at <b>20.15</b></p> <p>None</p> <p>Public participation was closed by the Chair at <b>20.15</b> and the Parish Council meeting was re-opened.</p>	
<p><b>9. Clerk report – hard copies supplied to Cllr's</b></p> <p><b>Appendix 1 –</b></p> <p>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><b>10. Caretakers update – monthly notes – hard copies supplied to Clerk on evening of meeting</b></p>	
<p><b>11. Action Point List – to go through and update completed actions for the last month.</b></p> <p>Cllrs were reminded by Clerk to check the To Do app regularly and to update when they have completed an action point. List can be found in Outlook under a blue tick.</p>	
<p><b>12. Neighbourhood Watch – any update – Cllr Mahon has contacted Police Commissioner but too busy until after May.</b></p>	
<p><b>13. Neighbourhood Plan Review – any update - Cllr Haest/Clerk</b></p> <p>a. Any update – Cllr Haest</p> <p>b. Date of next meeting - Cllr Haest</p> <p>Meeting of w/g to follow once response from BC has been received.</p> <p>c. Review cost request for 26/27 precept consideration – Cllr Haest</p> <p>Potential costs of £25K for new NHPlan with ONHomer. NHPlan benefits discussed by Cllrs.</p> <p>Clerk to chase response from Peter Strachen / Rachael Shimmin at BC</p>	Clerk - done
<p><b>14. Road Safety Strategy group;</b></p> <p>a. Any update from working group – Cllr Haest/ Cllr Mahon</p> <p>b. Date of next meeting – Cllr Haest – date to follow</p> <p>No meeting since May 24, top ten items have been agreed by w/g.</p> <p>Next Meeting: To be confirmed</p>	
<p>15. Working Groups Update on activities and recommendations:</p> <p>To consider rationalising the working groups as below; Cllr Le Tissier</p> <p><b>Planning and Development – to include; Planning Developments and roads / Street Furniture / EWR &amp; HS2 / Neighbourhood Plan / Best Kept Village</b></p> <p><b>Properties and Facilities – to include; Village Hall, Cottage &amp; Library / Recreation Ground &amp; Pavilion / Vicarage Orchard / Pavilion Project</b></p> <p><b>To retain:</b> HR – Finance &amp; Funding – Events – Communications – Youth Council</p> <p>Cllrs agreed to carry forward this resolution to the May meeting.</p> <p>A. Finance</p> <p><b>Appendix 2</b></p> <p>a. To approve the payments listed in the finance run for April 2025</p>	

Proposed Cllr Proffitt seconded by Cllr Mahon all other Cllr's agreed so it was <b>Resolved</b> Cllr Proffitt will submit the online approval before Friday.	
<b>B. Recreation Ground</b> a. Report from Recreation Ground team b. Nightingale Fold to rec ground – lack of footpath lighting – on-going, Cllr Le Tissier c. Tractor & Fireworks shed doors – replacement quotes: Clerk / Cllr Le Tissier To go through on Friday 04/04	Clerk/Cllr Le Tissier
<b>C. Pavilion Project</b> a. Project update from working group b. Date of next meeting: Cllr Haest / Cllr Myhill Cllr Haest to plan a pavilion wg meeting within the next month and Cllr Le Tissier happy to attend Reviewing working groups at the May meeting	
<b>D. Village Hall, Library &amp; Cottage</b> a. Any Library business: Librarian - none. b. finger post update – date of installation. On-going will be done before BKV judging Clerk updated that cottage updates were on-going – waterproof socket has been fitted etc. Clerk has two quotes so far on fencing/gates for cottage.	
<b>E. Vicarage Orchard &amp; Biodiversity</b> - Any updates - VO metal fence brief sent round to VO cllrs by Clerk- Fence brief cancelled	
<b>F. Youth Council</b> – any update Cllr Shergold to present in May 25 meeting	Cllr Shergold
<b>G. Communications</b> - a. Any updates – Cllr Haest agreed to write the article for claydons magazine by 08/04	
<b>H. Street Furniture</b> - any update from working group (x156 streetlights / x14 dog waste bins / x30+ benches / x3 noticeboards) a. Noticeboards update; Cllr Haest Cllr Haest will send a reminder to Coop regarding noticeboard at Coop Cllr Haest to install noticeboard at Sandholme	Cllr Haest
<b>I. Events</b> - a. Annual Parish Meeting – details of the day discussed – set up another teams meeting to discuss update Clerk/Cllr Le Tissier. Re-send invite to community groups – deadline was 04/04 - clerk to do Wednesday 02/04	Clerk/ Cllr Le Tissier
<b>J. HS2 / E-W Rail</b> Any updates – Cllr Mahon. No updates.	
<b>K. Planning:</b> <b>25/00569/HS2</b> - School Hill Green Overbridge Compound Calvert Road Steeple Claydon Buckinghamshire Plans and Specifications submission under Schedule 17 to the High Speed Rail (London - West Midlands) Act 2017 for works comprising of: School Hill Green Overbridge Parapets CASE OFFICER: Tom Blackman DATE COMMENTS REQUESTED BY:- 14/04/25 Cllr Haest introduced the PA. Not up for consultation, as retrospective, Cllr Mahon proposed no comment seconded by Cllr Le Tissier all other cllrs <b>agreed.</b>	Clerk done 03/04
<b>L. Best Kept Village</b> – any update from working group. a. Date of next meeting – Cllr Haest Entry forms came out at the end of last week – Clerk has emailed all information onto Cllrs. Cllr Haest to walk around to plan BKV entry – Cllr Haest to email dates / arrange a walkaround / update the map. Cllr Haest to circulate a date to volunteers and Clerk	

Cllr Haest proposed we enter BKV 2025, seconded by Cllr Mahon all other cllrs agreed, so it was <b>resolved</b> – clerk to enter before 30/04 Cllr Haest to produce BKV Map before 30/04 deadline	Cllr Haest
<b>15. Rosefield Solar Farm</b> – Cllr Mahon – no update	
<b>16. CLG Greatmoor recycling</b> – Cllr Mahon – no update. Keep on agenda for next month.	
<b>17. Future agenda Items -</b> 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.	
<b>18. Date of next meeting:</b> Tuesday 06 May 2025 at the Village Hall from 7.30pm	
Meeting was closed by the Chair, Cllr Mahon at <b>20.54</b>	
<b>19. 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.	
The next Parish Council meeting will be held on <b>Tuesday 06 May 2025 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, Mon-Fri 9.30am - 2.30pm 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

### Summary of Clerk activity from 05/03/25-

- **March 2025**

#### Administration

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

#### On-going

- March Draft Minutes prepared and on public display
- April agenda prepared and on public display
- Wages and finance run prepped
- On-going email correspondence
- Website updates
- Planning Application PC response submitted ref: HS2 retro
- **Streetlights:** none reported
- **Fixmystreet:** Reported: Manhole cover QCrd pavement 25/03

- Parishioner correspondence: NER allotments/tyres query. Query on proposed Bye Laws update – now on scpc website. Rec ground query.

**Meetings:**

**06/03 - Clerk Clinic**

**11/03 - IH AI training**

**13/03 - PS/SH - policy update**

**18/03 - NO audit prep**

**19/03 - Cllr Le Tissier**

**20/03 - Clerk Clinic**

**24/03 - purchase plants**

**25/03 - NO audit prep**

**26/03 - IH AI training**

**27/03 - Eco club planting**

**Other:**

- Fencing repairs at hall/cottage – roof contractor damage x2 – awaiting quote for one more repair
- Road widths/pinch points x3 follow up email sent 04/03 response received 18/03
- Cllr Nomination forms available in Library from 12/03
- SC Forest School visit to VO being re-scheduled – Clerk emailed 14/03 response rec'd - to wait until after summer holidays.
- Eco club visit to do wild flower seeds at MUGA / VH Planters – Clerk emailed 14/03 event on 27/03
- Clocktower / CCTV poles account: due for renewal 07 March 25 with YPG- set up DD
- Sovereign repairs to gym equipment in warranty – 03/25 to happen 02/04
- Submitted start meter reading for BGLite PAV / VH
- Ordered new rec ground signage 04/03 - query on wording 01/04
- Quotes requested for PC annual insurance due June 25
- LAT response to spinney re kerb weir – possible re-installation email 27/02
- Start Scribe database use mid-March for 25/26 finance – 03/03
- Tidied covid tree 12/03
- AED part funding paperwork submitted 13/03 £917.50 award applied for and received 31/03
- Electrician to hall gas box to open it for Switch reading to BGLite – requested 14/03
- Roller door quotes
- Barclays mandate update for ex Cllr and new signatory (TO DO)
- Sent out invites to APM x 28 more to do
- Upgraded Clerk / Caretaker laptops to Microsoft Business Basic 365

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 06 March Mollys Cafe, Thursday 20 March Library, Thursday 03 April Mollys Cafe, Thursday 01 May Library, Thursday 15 May Mollys Cafe, Thursday 12 June Library, Thursday 26 June Mollys Cafe

**Appendix 2**

Payee	Details	Payment Method	Clr initial	Category	NET	VAT	Gross
Hannah Holmes	wages	BACS		Wages	£		
Sam Hills	wages	BACS		Wages	£		
Pat Serle	wages	BACS		Wages	£		
Nick Osgerby	wages	BACS		Wages	£		
Hannah Holmes	expenses - office space - petrol to funeral 16.7m & garden centre 14.5m (31.2m at 0.45p/p/m)	BACS		Admin & equipment	£42.75		£42.75
Pat Serle	expenses x4 books	BACS		Library	£29.75		£29.75
Cashcard	general expenses - caretaker laptop	BACS		Admin & equipment	£279.00		£279.00
Cashcard	general expenses	BACS		Misc	£500.00		£500.00
DVLA	tax on KX08 AEL - zero	BACS		Rec Ground & Pavilion	£-		£-
Golding & Son	gas metre cupboard / water proof socket in cottage/ kitchen door cottage adjust	BACS		Cottage	£385.00		£385.00
Eon	streetlight repairs quarter end march 25	BACS		Street Lights	£310.00	£62.00	£372.00
Dave Griffiths	March rec ground maint	BACS		Rec Ground & Pavilion	£530.00		£530.00
HMRC	PAYE month 12	DD		Wages	£921.57		£921.57
Barclays	account fee 13 jan - 12 feb 25	DD		Admin & equipment	£8.50		£8.50
NPower	01 feb - 28 feb25	DD		Street Lights	£531.49	£106.30	£637.79
Buckinghamshire Council	rental/empty feb 25	DD		Bins	£88.90		£88.90
Eon next	final bill clocktower 01	DD		Clock Tower &	£42.30	£2.12	£44.42

Steeple Claydon Parish Council.  
Minutes of April 2025

	feb - 28 feb			Children's Corner			
Village networks	wifi pav/CCTV april 25	DD		Rec Ground & Pavilion	£25.00	£5.00	£30.00
Village networks	wifi hall april 25	DD		Library	£25.00	£5.00	£30.00
YGP	elec for hall/library	DD		Library	£166.48	£8.32	£174.80
YGP	elec for pav	DD		Rec Ground & Pavilion	£58.66	£2.93	£61.59
British Gas	Hall/library 02 feb - 01 march - ends march 25	DD		Hall	£966.49	£193.29	£1,159.78
British Gas	final bill hall gas 02/03-20/03	DD		Hall	£589.70	£117.94	£707.64
YGP	Clocktower / CCTV electric start 10 march 25	DD		Clock Tower & Children's Corner	£66.35		£66.35
		DD			£9,032.88	£502.90	£9,535.78
Grounds management assoc.	community group membership 20/02/25-19/02/26	cashcard		Rec Ground & Pavilion	£87.34	£5.66	£93.00
Grounds management assoc.	scfc and owfc membership for JDavies & THinds	cashcard		Rec Ground & Pavilion	£67.62	£4.38	£72.00
Buckinghamshire nurseries	flowers for hall planters / white gates x3	cashcard		Hall	£70.89		£70.89
amazon	hazard tape sticky & non sticky	cashcard		Street Furniture	£26.56		£26.56
microsoft	1 windows 11 pro upgrade	cashcard		Admin & equipment	£9.99		£9.99
amazon	white gloss paint x 5L	cashcard		Hall	£29.53		£29.53
amazon	wide masking tape x4	cashcard		Hall	£9.99		£9.99
Vonage	VOIP line clerk/library	cashcard		Admin & equipment	£22.05		£22.05
Paxton	x10 hall fobs	cashcard		Hall	£52.00	£10.40	£62.40
Coop	1x condolence card 3x thankyou cards	cashcard		Admin & equipment	£8.10		£8.10

Steeple Claydon Parish Council.  
Minutes of April 2025

checked safe	lone worker app	cashcard		Admin & equipment	£4.00	£0.80	£4.80
		cashcard					
		cashcard			£388.07	£21.24	£409.31