



Present: Cllr Stephen Le Tissier (in the Chair), Cllr Frank Mahon, Cllr Chris Watts, Cllr Alison Mapplethorpe, Cllr Andrew Shergold, In attendance: Clerk, Cllr's and 02 members of the public. Dictaphone on for Clerks record. The meeting was opened by Cllr Le Tissier at 19.30 The Steeple Claydon Parish Council meeting was held in person at the Village Hall, MK18 2PY on Tuesday 07 October 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	
1. Welcome by Chairman Cllr Le Tissier 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.	
2. Apologies To receive Councillor's apologies; Cllr Stephen Proffitt submitted their apologies. Noted.	
3. Declarations of Interest; In accordance with Sections 30 (3) and 235 (2) of the Localism Act 2011; To receive declarations of interest and dispensations in respect of matters contained in this agenda: None	
4. Minutes - To approve and sign the minutes of the meeting held on 02 September 2025 Approved as a true representation of the September 2025 PC meeting; Proposed by Cllr Watts and seconded by Cllr Mapplethorpe all other Cllr's agreed, so it was resolved - signed off by Cllr Le Tissier a. Matters arising from the minutes None. Cllr Le Tissier discussed when the minutes are made available to the public, the Thursday before a meeting online. Minutes are then approved each following month.	
5. Councillor Co-Option – to consider any co-option applications received. None received. Cllrs agreed to put on November agenda. Discussed specific roles for future Cllrs to entice volunteers in. Cllr Mahon noted that Gawcott & Tingewick PC have asked people to come along for an hour to a PC meeting and then discussed and given them one task to do. – all 16 parishes Cllr Mahon cover are undermanned – different approaches discussed. Co-options are welcome, application details available from the Clerk.	
6. Chairman's Comments - To receive a report on matters not on the agenda but of interest to the Council	

and Parish: Cllr Le Tissier noted most items he has notes on are already on agenda but noted there is good news coming.	
7. Update from Unitary Ward Cllr – Cllr F Mahon Cllr Mahon noted after many months of pursuing EKFB, HS2 and EWR the temporary road to Calvert is now open. Noted time scales of Highways windows to repair the diversionary route. Repairs/diversions/disruptions various discussed. Local plan for Bucks documents are now out. BC up until the new government plan we had allocation of 4 years for 46K houses now 96K houses are needed. Government has previously spoken about extra towns Bucks could possibly have 10K units in x 3 towns – Bucks now have none showing in new plan layer. MK is getting a minimum of 10K new house units, possibly much more. Planning committee or delegated services has not currently got a 5-year land supply, have less than 2.5 years now judged on tilt and balance – Cllr Mahon is the vice chairman of North Bucks Planning Committee. Cllr Watts asked about Sandholme re-surfacing/surface dressing as relevant signage was out, and no-one came. Cllr Mahon will get an inspector out to check.	
8. Public Participation – Standing Orders are set aside to allow for public participation - The meeting was closed by the Chair and public participation was opened at 19.46 P1 – OWFC – he marks out the pitch – had to turn it around as pitch is damaged. Gets worse over winter. Injuries can happen due to divots. Designated area for the smaller goals discussed. The POW pub bought the x2 smaller goals for the junior FC via SCFC. Unfortunately, the kids team then folded. Cllr Mahon noted that Grendon Underwood have junior teams. Cllr Mahon could offer them to another junior team. Cllr Le Tissier discussed the Grounds Maintenance Association – SCPC has paid for 3 members Cllr Le Tissier/OWFC representative and no response as yet from SCFC. Also Dave Griffiths will be invited along. Pitch is to be assessed by GMA professional in the next month or two. Public participation was closed at: 19.55 and the meeting was re-opened.	
9. Clerk report: monthly report. Appendix 1 Hard copies given to Cllrs. Flooring issue in the kitchen has been completed by Claydon flooring. RFO note for finance section.	
10. Caretakers update: monthly report. No report received from caretaker.	
11. Action Point List – to go through and update completed actions for the last month. Cllrs were reminded by Clerk to check the To Do app regularly and to update when they have completed an action point. To Do List can be found in Outlook under a blue tick. Some jobs on the list need to be re-allocated – Cllr Le Tissier and Clerk still to update list from July mtg onwards. Set date of meeting to go through list – send 3 dates on in next 2 weeks. Update and re- circulate before next PC meeting.	15/10
12. Neighbourhood watch – any update? Leave on agenda – no update as a NHW Co-ordinator in still needed for the village. Push at Annual Parish Meeting. Safety theme?	
13. Road Safety Strategy a. Any update from working group? Cllr Le Tissier discussed the HS2 road safety update on Addison Road by Steeple View – including; dragons teeth/ relocate 30mph signage further out / relocate white gate / red patch leading to a priority build out / x2 new caution children playing signs; due in spring 2026 and also x2 raised pads by Taurus Close entrance.	
14. Working Groups Update on activities and recommendations: A. Planning and Development – includes; Planning, Developments and Roads / Street Furniture / EWR &	

<i>HS2 / Neighbourhood Plan / Best Kept Village;</i> a. NHPlan update – Cllr Le Tissier noted the next NHPlan meeting is next Monday evening at Molly’s at 7pm. b. Update on HS2 Mitigation fund queries - Cllr Mahon Cllr Mahon, gave a brief history of the HS2 Mitigation funding, noted we still don't know what the IMD building will look like in order to mitigate against it – funding end date of 2026 has been removed. Changed the wording from HS2 ‘mitigation’ funding to ‘enhancement’. Two PCs are still to spend most their funds. Cllr Mahon discussed that BC requires x2 members of Calvert Green and x2 from SCPC to attend the working group which meet every quarter on-line – mtg is approx an hour. Until it is decided what to spend the remaining funds on. Let Cllr Mahon know if you are happy to join the meetings. Every Dec, BC will give us (SCPC) the account interest from the HS2 enhancement fund. c. Reference: PL/25/3761/TP Application type: Works to trees subject to a Tree Preservation Order (TPO) Location: 5 Old School Lane, Steeple Claydon, Buckinghamshire, MK18 2SB Proposal: Oak Tree, Heavy pruning to branches (pollarding) as they are overhanging close to residential property (Within 5 metres). There will be a minimum of 4 metres off the top of the crown and all the way around a minimum of 2.5 metres off. Branches have fallen and damaged roof tiles because the tree is twice the height of the residential property. The statutory 21-day period for this application ends 10 October 2025 Cllr Le Tissier introduced and discussed the PL/25/3761/TO, suggested we would go with what the TPofficer recommends - proposed we have ‘no comment’, seconded by Cllr Mahon unanimously supported by Cllrs present, so it was resolved.	Clerk - done
B. Properties and Facilities – to include; Village Hall, Cottage & Library / Recreation Ground / Vicarage Orchard / Pavilion Project a. Tractor & Fireworks shed roller door quotes: Clerk / Cllr Le Tissier Chase response to query to doors company. b. Pavilion refresh quotes: Clerk / Cllr Le Tissier Discuss Thursday – Clerk and Cllr Le Tissier. Finalising quotes. Discussed S106 restrictions. c. Pavilion refresh costs S106 and VAT query to BALC – Clerk Clerk to chase response from BALC. d. Kitchen & Library interior works quotes – Clerk Chase decorating companies again - Clerk to do e. Hall boiler update – Clerk Completed. f. Kitchen flooring repair – Clerk Completed. It was noted that Claydon Flooring did an excellent job. g. Etesia repair update – Cllr Le Tissier Chase RTM - Clerk to do h. VO - chainsaw sculpture from Leyllandi stump quote – Clerk Too expensive – £450 p/d x 5 or 6 days = £2,700.00. Cllrs suggested game fairs or look online – to try Thame fair i. PAT testing quote for hall/pavilion - Clerk PAT testing is risk based – things that are moved a lot do need regular PAT testing – clerk to buy a PAT machine Cllr Le Tissier to send a link to clerk - proposed by Cllr Mahon to buy PAT machine – approx £300 - Cllr Le Tissier is PAT trained. RA of all relevant equipment at all PC sites needs to happen. Clerk noted we previously invited in regular users to check equipment they used here – Cllrs did not want to take responsibility for other peoples equipment. Price per unit usually 10-30pence. Cllr Watts to do PAT testing course, Cllr Le Tissier will send a link. Do the training first then look at PAT machine to purchase.	Clerk – done Clerk Clerk Clerk – done Clerk Cllr Le Tissier Cllr Watts

C. Finance a. To approve the payments listed in the finance run for October 2025 - RFO Cllr Proffitt to approve BACS run before Friday 10 October 2025 Hard copy finance run given to Cllr's and appendix 2 Cllr Le Tissier proposed that we accept the finance run seconded by Cllr Mahon, all other Cllrs agreed, so it was resolved. b. PKFLittlejohn 2024/25 external audit report update – RFO i. Finance Risk Assessment document. PKF Littlejohn update on 24/25 audit – two except for matters are noted by PKF i.- to note RFO advises that we now resolve to add the Annual Finance Risk assessment to the list of policies annually reviewed and minuted each May to ensure it is minuted, to note it has been done in June 25 for 25/26 year – confirmed by PKF. ii. Income and Expenditure V Payments and Receipts. li. It was also noted the accounts; as they now exceed income and/or expenditure over £200,000K for the third year that accounts must now be kept in 'income and expenditure' basis and not 'receipts and payments' as has always been done – PKFL noted that they should have advised us of this fact last year and did not, we had a clear audit with no except for matters raised in 23/24. Proposed by Cllr Le Tissier and seconded by Cllr Watts, all other Cllrs present agreed so it was resolved.	RFO RFO
D. Youth Council – a. any update from working group To set a date with Cllr Shergold and Kaz – to do – we have x 4 volunteers signed up so far. We require x10. SC youth football was discussed. Age ranges and pitch sizes discussed. Primary school headteacher still not appointed, so will await update from the school.	C
E. Communications - any update from working group - a. Registrar of gov.uk domain – Cllr Watts Cllr Watts updated the meeting about curent domain host is no longer on list of approved registrars. Cllr Mahon proposes we support Cllr Watts proposed suggestion that has been emailed onto Cllrs this evening. Total costs approx. £144 inc VAT as migrations costs have been suspended. Seconded by Cllr Le Tissier, all other Cllrs present agreed. IT compliance progress report discussed. £41.80 on more memory for caretaker's laptop. Family licenses are now business licenses, updated by Cllr Watts. IT policy being drafted for Nov meeting / social media policy updated? Cllr Watts confirms that the Clerk complies with data storage requirements. Clerk confirmed we are members of ICO and have a PPLPRS music license. Discussed social media recruitment for younger Cllrs. Clerk noted MK Youth Council focus on TikTok. Cllr Watts updated about the BALC 2-day course, attended at Aylesbury. b. Monthly magazine article to be produced – Cllr Le Tissier Cllr Le Tissier will do the monthly article and send onto Claydons magazine. c. Confirm SCPC meeting dates for 2026 - Clerk Cllrs agreed Annual meeting of the Parish is to be on Saturday 09 May 2026 Clerk to double check dates against Bank Holidays.	Cllr Watts Cllr Le Tissier Clerk
F. Events a. Fireworks update – Saturday 01/11/2025 - Cllr Le Tissier Fireworks meeting this Thursday evening in library. No sweety cart this year. Cllr Mahon noted he has the event TEN and Clerk has a file copy. b. Farmers Market – Cllr Le Tissier Cllr Le Tissier discussed that SC could host a farmers' market at the rec for a couple of hours once a month. Cllrs supported the idea. No costs. Cllr Le Tissier investigating further. About x8 stalls. It's a managed	

process. Cllr Le Tissier briefly discussed that the changes to enhancement funding - we could start looking at a new play area in children's corner/ re-placing worn equipment. Cllr Le Tissier and LAT had discussed the possibility of placing a layby by rec footpath for school drop off point to sports facilities possibly S106 funding	
15. Public Spaces Protection Order Extension – BC Anti-Social Behaviour, Crime & Policing Act 2014, Section 60(2) Cllr Le Tissier introduced and discussed the PSPO, signage will be updated by BC.	
16. Village Emergency Plan – Cllr Le Tissier Document was sent to Cllrs, no comments. Cllr Mahon discussed a member's briefing with resilience officers in their bunker, they will be in touch with PCs to write a resilience plan.	
17. Rosefield Solar Farm – any update - Cllr Mahon Cllr Mahon noted it has now gone to the inspectorate – tight schedule for approval, timeframe is over a year. RFSF will be pushing the consultation registration details.	Clerk
18. 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.	
19. Date of next meeting: Tuesday 04 November at the Village Hall	
20. 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.	
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.	
Meeting was closed by the Chair, Cllr Le Tissier at 20.53	
The next Parish Council meeting will be held on Tuesday 04 November 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 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	

Signed.....

Date.....

Summary of Clerk activity from 02/09/25

- **September 2025**

Administration

- Preparation of monthly transactions for October 25 Meeting of the Council

On-going

- September Draft Minutes prepared and on public display
- October agenda prepared and on public display
- October Wages and finance runs prepped
- On-going email correspondence
- Website updates ongoing
- Planning Application PC response submitted ref:
- **Streetlights:** pole 87 - Victory Road 05/09 - was missed out in LED upgrade
- **Fixmystreet:** Reported: 23/06 Hanging branches x2 on meadoway tree – re-reported 08/07 - chased as not done as at 05/09 report's reference number is **8122805**
Rookery way name plate – missing screws ref. **8233187** Coronation Place name plate, Greenwood Place name plate ref **8233237**, Shinfield Close name plate – all reported as faded/worn 30/09

Meetings:

- 04/09 - caretaker wkly meet
- 09/09 - caretaker wkly meet
- 11/09 - Fireworks mtg
- 15/09 -SP
- 18/09 - SH/SP
- 03/10 - CW
- 06/10 - SH/LC mRA
- 07/10 - assertion 10 training

Other:

- PKF Littlejohn update on 24/25 audit – two except for matters are noted by PKF
- i.- to note RFO advises that we now resolve to add the Annual Finance Risk assessment to the list of policies annually reviewed each May to ensure it is minuted, to note it has been done in June 25 for 25/26 year.
- ii.It was also noted the accounts; as they now exceed income and/or expenditure over £200,000K for the third year that accounts must now be kept in 'income and expenditure' basis and not 'receipts and payments' as has always been done – PKFL noted that they should have advised us of this fact last year and did not, we had a clear audit with no except for matters raised in 23/24.
- Contacted ex-cllrs regarding fingerpost sign. Post at hall for installation. 25/09
- Confirmed & signed off fireworks order – 15/09
- Ordered & received x7 new fire extinguishers/1x blanket for hall/pav - 11/09
- Flooring issue at hall kitchen to be investigated by Claydon Flooring – **completed**
- Ordered rota bounce repairs 10/09
- Library/Kitchen painting brief written 10/09 - sent out x 4
- Ordered fitting of new child swing seat and ordered replacement bolts for roundabout 09/09
- Preparation for 26/27 budget/precept meeting
- Ordered new 30L urn x1 for village hall
- Tree sculpture – chainsaw carver found – added to Oct agenda
- Installed bin by NERd car park in rec with caretaker – SH to add pegs 08/09
- Booked onto Assertion 10 training course 07/10/25
- MUGA vandalism 16/08:- on-going

- Fencing repairs at hall/cottage – roof contractor damage x2 – awaiting quote for one more repair
- Scribe training continues – now in 'income and expenditure'
- Etesia repair quote received – via Dave Griffiths and RTM – Sept mtg SLT to speak to RTM
- Contacted BBORG for fireworks support 12/05 - booking form confirmed by BORG 12/09
- Getting quotes for Hall to be valued for insurance for 26/27

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

Dates: Thursday 04 September Library, Thursday 18 September Mollys Cafe, Thursday 02 October Library, Thursday 16 October Mollys Cafe, Thursday 13 November Library, Thursday 27 November Mollys Cafe, Thursday 11 December Library, Thursday 08 January 2026 Mollys Cafe.

Appendix 2

Finance Run for October 2025

Payee	Details	Payment method	Cllr initials	category	NET	VAT	Gross
Cashcard	Fireworks sales items - noted in cashcard spend	BACS		Fireworks S137	£399.86		£399.86
Cashcard	DDs/petty cash spend as below	BACS		Misc	£500.00		£500.00
Hannah Holmes	wages - inc scale increase backpay to April 25 (50%)	BACS		Wages	£		£
Sam Hills	wages	BACS		Wages	£		£
Pat Serle	wages	BACS		Wages	£		£
Nick Osgerby	wages	BACS		Wages	£		£
Pat Serle	books x3 teen fiction	BACS		Library	£28.52		£28.52
Hannah Holmes	office space	BACS		Admin & equipment	£10.11		£10.11
Dave Griffiths	August & September maintenance (580+560)	BACS		Rec Ground & Pavilion	£1,140.00		£1,140.00
Playdale	repair/install rota bounce handles (50%)	BACS		Clock Tower & Children's Corner	£232.11	£46.42	£278.53
Fishlock Heating, plumbing & Gas	Village Hall - heating/hot water	BACS		Hall	£1,755.00		£1,755.00

PKFLittle john	LAR of AGAR 24/25	BACS		Admin & equipment	£840.00	£168.00	£1,008.0 0
Alchemy Fireworks	50% of fireworks display costs	BACS		Fireworks S137	£2,875.0 0	£575.00	£3,450.0 0
Oakpark	supply/install em exit sign in bell bar	BACS		Hall	£115.00	£23.00	£138.00
Oakpark	7x new fire extinguishers / 1 x fire blanket / disposal x8 OofD FE	BACS		Hall	£633.00	£126.60	£759.60
Eon	streetlight maintenance for quarter ending Sept 25	BACS		Street Lights	£310.00	£62.00	£372.00
BMKALC	planning framework cllr course	BACS		Training Courses	£50.00		£50.00
		BACS					
HMRC	PAYE month 7	DD quarterly		Wages	£1,120.8 3		£1,120.8 3
Village Networks	wifi at hall/library	DD		Library	£25.00	£5.00	£30.00
Village Networks	wifi at pavilion/CCTV tower	DD		Rec Ground & Pavilion	£25.00	£5.00	£30.00
British Gas Lite	gas at pavilion 19 aug-17 sept	DD		Rec Ground & Pavilion	£9.71		£9.71
YGP	elec at hall/library	DD		Hall	£100.71	£5.04	£105.75
YGP	elec at pav	DD		Rec Ground & Pavilion	£56.72	£2.84	£59.56
Buckingh amshire Council	large bins x2 empty/rental August 25	DD		Bins	£99.50		£99.50
Scribe/ starboard systems	accountancy package	DD		Admin & equipment	£68.00	£13.60	£81.60
Barclays	account fee 13 aug - 14 sept 25	DD		Admin & equipment	£8.50		£8.50
Nest	staff pensions	DD	sept	Wages	£176.43		£176.4 3
Buckingh amshire Council	2xlg bin rental & empty sept	DD		Bins	£93.40		£93.40
					£14,449. 03	£1,032. 50	£15,481. 53
Amazon	200 x glow sticks 240 x halloween themed glow sticks	cashcard		Fireworks S137	£359.88		£359.88

Steeple Claydon Parish Council.
Minutes of October 2025

Amazon	2 x sumup card readers for donations	cashcard		Fireworks S137	£39.98		£39.98
HP store	black toner cartridge	cashcard		Admin & equipment	£94.16	£18.83	£112.99
Amazon	black woodstain for pump/well	cashcard		Street Furniture	£18.49		£18.49
Amazon	white paint for decorating cottage/ wall repair kit	cashcard		Cottage	£34.98		£34.98
Amazon	caretaker water proof trousers/ rain jacket	cashcard		Admin & equipment	£51.83		£51.83
Amazon	200 lg bin bags	cashcard		Rec Ground & Pavilion	£17.99		£17.99
Vonage	VOIP line clerk & library	cashcard		Admin & equipment	£20.79		£20.79
Amazon	stickers to note worn tables/chairs	cashcard		Hall	£3.49		£3.49
Amazon	caretaker work/walk boots size 4	cashcard		Admin & equipment	£35.50		£35.50
Amazon	heavy duty wheelbarrow	cashcard		Rec Ground & Pavilion	£59.99		£59.99
Nisbets	30L Urn - replacement for hall	cashcard		Hall	£139.99	£27.99	£167.98
Vonage	VOIP line clerk/library	cashcard		Admin & equipment	£22.16		£22.16
					£877.07	£46.82	£923.89