



<p>Present: Cllr Frank Mahon (in the Chair), Cllr Ivo Haest, Cllr Louis Myhill, Cllr Christopher Church, In attendance: Clerk, Cllr's and 3x members of the public. Livestreaming YouTube channel was off. Dictaphone on for Clerks record. The meeting was opened by Cllr Mahon at 19.30</p> <p>The Steeple Claydon Parish Council meeting was held in person at the Village Hall, MK18 2PY on Tuesday 05 March 2024 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.</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 Proper Officer and Clerk to the Council; Ms Hannah Holmes clerk@steepleclaydonparishcouncil.gov.uk www.steepleclaydonparishcouncil.gov.uk Tel. 01296 534698. Part-time - School hours – Monday-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>1. Apologies To receive Councillor's apologies; Cllr John Mitchell sent apologies Cllr Emily-Rose O'Dell sent apologies Cllr Diya Pillai sent apologies Cllr Le Tissier sent apologies – It was agreed that Council accepted all of the apologies</p>	

<p>6. Date for Annual Parish meeting Tuesday 07 May – Annual May meeting of the Council Previous advert given out to Cllr’s in hard copy, details on difference between APM’s and Annual meeting of the Council - given out to Cllr’s in hard copy. APM to be between 01 March – 01 June 2024 Date confirmed: Tuesday 21 May at 7pm at Village Hall.</p>	
<p>7. Clerk report – hard copy passed out to Cllr’s Appendix 1</p>	
<p>8. 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.</p>	All Cllr’s
<p>9. Steeple View Playpark ‘adoption’ request – any update - Cllr Le Tissier/Cllr Mahon Hardcopy report of meeting on 09/02 with Tilia given to Cllrs Clerk to contact Tilia and ask for an update – cllrs request for confirmation of white gates being replaced/relocated further out of village. Cllr’s to confirm location</p>	Clerk
<p>10. Youth Council – Any update - Cllr Pillai Cllr absent</p>	
<p>11. Neighbourhood Watch – Steeple Claydon NHW review – Andy Guest AG not present</p>	
<p>12. Neighbourhood Plan Review – any update - Cllr Haest Cllr Haest updated meeting that funding approved for Neill Homer – mtg set for 27/03 PF / IH / Clerk and Neil Homer. Clerk checked with Cllr’s we will need to pay invoice with grant funds now received immediately after meeting is held and invoice received.</p>	
<p>14. Road Safety Strategy a. Update from working group – Cllr Haest/ Cllr Mahon b. MVAS update – Clerk/Cllr Haest Installed by Cllr Haest – poles x2 approved for funding, so Swarco invoice will be on April finance run for full payment c. MVAS training – Clerk / Cllr Haest – need to fix a new date d. Spinney Update - if any – Cllr Mahon/Clerk - e. Grit bin request – Cllr Mahon No salt bins – new section of Queen Catherine Road by St Michaels Church or new road bridge Addison Road Costs £450.00 x2 filled then refilled FOC thereafter - we would need to maintain/repair salt bin at PC costs To go on Wishlist as not precepted for. Clerk to create new email account for roadsafety</p>	Cllr Haest Clerk
<p>15. Working Groups Update on activities and recommendations: A. Finance a. To approve the payments listed in the finance run for the month Clerk noted funds from Lewis family donation would be used to pay for Pavilion Project for Landmark survey floorplan and then reimbursed after S106 funding is received. Dog waste bins – Clerk to confirm with street scene number of dog waste bins. (14) Proposed by Cllr Haest seconded by Cllr Church b. Update Barclays mandate – Clerk Cllr Myhill will add to mandate in April 24 meeting c. Update on Unity bank – Clerk Awaiting Cllr Mahon documentation</p>	Clerk Clerk Cllr Mahon

<p>d. Claydons magazine finance – Cllr Mahon / Cllr Le Tissier Will have to arrange another meeting – no more finance support from PC in meantime</p> <p>e. Internal Auditor booked for 2023/24 audit – Clerk/RFO 24 May 24 - paid for by HS2 Mitigation fund interest received. One at NER and one at hall.</p> <p>f. Electricity provider contracts updated via Unity – VH/Library / Pavilion / CCTV pole & Clock – Clerk/RFO</p>	
<p>B. Recreation Ground</p> <p>a. Report from Recreation Ground team Cllr Mahon – charity team cancelled last week won't play for another month to give rec time to dry out</p> <p>b. Electrical/plumbing works update for Pavilion – Clerk Plumber has now been cancelled – electrician due in next week, max £2K to get pavilion up to spec.</p> <p>c. Tree work – any update: Sat March 16 at VO – Clerk Cllr Mahon will see if he can get the Leylandi felled for FOC</p> <p>d. Children’s corner update; Landscaping quotes for children’s corner – Clerk Clerk to arrange for 3 quotes for landscaping; make the space safe and useable for children to play Approved by Cllr Haest, Cllr Mahon</p> <p>e. Outdoor exercise equipment update - installation date now moved to March 11</p> <p>f. Council to consider ROSPA prepared weekly checklist report for children's corner for use by caretaker – Clerk</p> <p>All cllrs agreed to this £40 spend</p>	<p>Clerk</p> <p>Clerk</p>
<p>C. Village Hall, Library & Cottage</p> <p>a. Report from Village Hall team</p> <p>b. Any Library business:</p> <p>c. Cottage drainage issues - Cllr Mahon – Cllr Mahon recommended we speak to Cllr Le Tissier on this</p> <p>d. Toddler group shed roof repair update – Cllr Mahon / Clerk Repair seems to be holding out – put gutter on the front of the shed – Cllr Haest happy to do it and downpipe drain onto concrete away from sheds</p> <p>e. Village Hall roof leak update/quotes – in Library & Kitchen – Clerk / Cllr Myhill Cllr Myhill investigating</p> <p>f. finger post update – Cllr Myhill / Clerk Continue to take forward</p> <p>g. Kings Portrait – any update – Clerk Awaiting its arrival.</p> <p>h. Cottage door – any update – Cllr Mahon No update – written quote required from carpenter</p>	<p>Cllr Le Tissier</p> <p>Cllr Haest</p> <p>Cllr Mahon</p>
<p>D. Vicarage Orchard - a. Any updates</p> <p>a. Signage – any update – Clerk Produced, due in next couple of weeks</p> <p>b. Bucks Community Board pathway – any update – Cllr Mahon No response from supplier re type of blocks to widen the path too.</p>	
<p>E. Communications</p> <p>a. Any updates</p> <p>F. Street Furniture</p> <p>a. Noticeboards update; Coop noticeboard – PA update – Cllr Haest Cllr Haest chased BC planning regarding no reply yet received to his enquiry</p> <p>b. Benches update – Cllr Mitchell / Clerk VO benches vandalised again – wooden benches will be installed. 3 seater bench will go in front of VHall</p> <p>c. LED street lighting update – Cllr Mitchell / Clerk Lights cannot be individually dimmed – but shields can be fitted if needed – contact the clerk with the SCPC</p>	

<p>pole number</p> <p>d. Bin – replacement bin needed at NER/Buckingham Road spinney - Clerk £124.99 Proposed by Cllr Mahon seconded by Cllr Myhill – Cllrs all agreed - Clerk to arrange</p>	
<p>G. Events</p> <p>a. Upcoming events:</p> <p>i. Fireworks event 2024 – Cllr Le Tissier - any updates Cllr Le Tissier has indicated that he has to come off the fireworks working group – Cllr Mahon asked all cllrs who would like to take the lead on Fireworks event? Cllr Myhill will ask Cllr O’Dell</p> <p>ii. Events for 2024 – Inter Village Event any update – Cllr O’Dell is absent</p>	<p>Cllr Myhill</p>
<p>H. HS2 / E-W Rail</p> <p>Any updates - Cllr Mahon no updates – monthly CALM meeting on Thursday Any feedback on lorries going through Padbury? No – Cllr Mahon will raise at the CALM mtg.</p>	<p>Cllr Mahon</p>
<p>I. Planning :</p> <p>24/00406/VRC - Land North Of Sandholme And East Of Buckingham Road Steeple Claydon Buckinghamshire Variation of condition 1 (reserve matters made no later than 3 years from date of permission relating to application 15/02671/AOP (allowed on appeal 16/00056/REF) (Application for Outline planning permission with access to be considered and all other matters reserved for the erection of up to 95 dwellings with associated means of access, new footpath links, children's play area, areas of open space and landscaping) DATE COMMENTS REQUESTED BY:- 5 March 2024 – extension granted until: 07/03/2024</p> <p>Introduced by Cllr Haest – Claybourne play area – new planting / compliance officers Cllr Mahon proposed No Objection seconded by Cllr Haest - All Cllrs present agreed</p> <p>24/00430/AGN - Land Off Sandhill Road Steeple Claydon Bucks MK18 2EN Erection of agricultural storage and hay barn with associated hard standing DATE COMMENTS REQUESTED BY:- 21 February 2024 – extension granted until Wed 06/03/2024</p> <p>Introduced by Cllr Haest Cllr Mahon proposed No Objection seconded by Cllr Church - All Cllrs present agreed</p>	<p>Clerk Clerk</p>
<p>16. Future agenda Items -</p> <p>Councillors are invited to propose items for consideration for the next agenda.</p> <p>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 02 April 2024 at the Village Hall</p> <p>Meeting was closed by Cllr Mahon at 20.32</p>	
<p>19. Confidential Items</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>The next Parish Council meeting will be held on Tuesday 02 April 2024 at 7.30pm.</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 https://www.steepleclaydonparishcouncil.gov.uk/ Email – Clerk@steepleclaydonparishcouncil.gov.uk</p>	

Signed.....

Date.....

Appendix 1

Summary of Clerk activity for 05/03/2024 mtg

- **February 2024**

Administration

- Preparation of monthly transactions for March 24 meeting
- Action Point list from minutes onto To Do app

On-going

- Feb Draft Minutes prepared and on public display
- March agenda prepared and on public display
- Wages and finance run prepped
- On-going email correspondence
- Website updates
- Parishioner Correspondence
- Planning Application PC response submitted ref: 24/0063/ALB & 24/00164/APP & 24/00282/APP
- **Streetlights:** Reported: **141 on 15/02/24, 13 on 15/02, 80 on 26/02, 116 on 26/02, 15 on 05/03/24**
- FixMyStreet; reported flytipping the Dene/ broken railings in Sandholme/

Meetings:

09/02/24 - Tilia / FM / SLT / CC

12/02/24 - Youth Council JM/DP

29/02/24 - NBClerks re pav project advice

09/03/2024 - VO mtg

27/03/2024 - PF/NH - VPlan

Other

- L&L for gym equipment due date now : MON 11 MARCH 24
- Booked playsafe inspection for new gym installations after 18 March – to confirm date of installation
- SC School Eco Club re VO signage finished – at printers
- LED streetlights – confirmed being installed in Jan/Feb/March
- School road signage issue – LAT – on-going
- MVAS order update – installed 05 & 06 Feb 24 – to arrange reimbursement HS2/BC
- Tree surgeon visit – next date - now Sat 16 March (VO)
- Applied for final £244.75 BCB funding for FNMem bench installation - 14/02/24
- Chased IBS re damp in library/kitchen from roof 06/02 - tried two other rec co's no luck – asked BALC / BC Heritage
- Internal Auditor booked for 24 May 2024 - 2023/2024 Financial Audit for AGAR
- Missing Bin – NER/Buck rd spinney - BC costs - £124.99
- Unity account application submitted – 16/02/24 - Cllr update req'd
- Mandate changes for Barclays accounts prepared – tbc at pc mtg
- British gas repaired meter at Hall – fault on auto reporting
- NHP grant funding acceptance form completed – 20/02/24 - £2,312.00

- Kings portrait applied for – FOC – 15/02/24
- Etesia taxed – FOC (KX08)
- NHP mtg – Neil Homer / PF / Cllr Haest (TBC) – 27 March 24
- Tilia mtg notes written up sent to FM/ SLT/CC on 09/02/24

Please note: The Clerk will be at the Library for a 'Clerk Clinic' every fortnight, on Thursdays from 09.30 - 10am - during term time, please email to book an appointment.

Dates: Thursday 07 March, Thursday 21 March, Thursday 04 April, Thursday 18 April,

Appendix 2

Payee	Details	Payment Method	Cllr initial	Category	Net	VAT	Gross
Helping Hands vouchers funds	funds have been rec'd from BC 19/12/23	BACS		Helping Hands 23 24	£250.00		£250.00
Hannah Holmes	wages	BACS		Wages	£		£
Sam Hills	wages	BACS		Wages	£		£
Pat Serle	wages	BACS		Wages	£		£
Nick Osgerby	wages x 5 hrs	BACS		Wages	£		£
Sam Hills	expenses - sandpaper	BACS		Admin & equipment	£4.00		£4.00
Cllr John Mitchell	reimburse for FNMB fixings	BACS		Library	£17.50		£17.50
Cllr John Mitchell	reimburse for VO bench paints	BACS		Vicarage Orchard	£37.50		£37.50
Hannah Holmes	expenses - £10.11 office	BACS		Admin & equipment	£10.11		£10.11
Pat Serle	expenses - x6 adult fiction books	BACS		Library	£29.00		£29.00
HMRC	PAYE month 12	BACS		Wages	£732.56		£732.56
DVLA	vehicle tax for	BACS		Rec Ground & Pavilion	£-		£-

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	Etesia (KX08) - FOC						
UK Government / Cubiquity	1 x Kings portrait - FOC	BACS		Hall	£-		£-
Cash plus card	DD's / petty cash purchases	BACS		Misc	£500.00		£500.00
Allsebrook Pumps	2 x floodmate 4 - petrol version (use HS2 mit fund)	BACS		Misc	£1,286.00	£257.00	£1,543.20
A C Verhoef	hall hire re-fund - Feb 24	BACS		Hall	£52.50		£52.50
Data Cumiskey	roof temporary repair double hall shed	BACS		Hall	£200.00		£200.00
Landmark Surveys & Dev Ltd	Pavilion - floor plan and external elevations of pav and clock tower/monument	BACS		Pavilion Project 24 S106	£550.00	£110.00	£660.00
Signscope Design	a5 signs x 12 a4 fence mounted signs x 2 / stakes x12	BACS		Vicarage Orchard	£330.00	£66.00	£396.00
Buckinghamshire Council	Dog waste bins 01/04/2023 - 31/03/24	DD		Bins	£1,261.05	£252.21	£1,513.26
Buckinghamshire Council	empty and rental for large bins & recycling bin Feb 24	DD		Bins	£57.05		£57.05
NPower	01 - 31 Jan 24 elec to s/lights	DD		Street Lights	£3,121.69	£624.34	£3,746.03
British Gas	hall / lib 02 Jan - 01 Feb 24	DD		Hall	£110.32	£5.51	£115.83

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Wave	hall/library water/waste 12 Nov - 11 Feb 24	DD		Hall	£249.9 3		£249.93
Wave	pav water/waste 15 Nov 23 - 14 Feb 24	DD		Rec Ground & Pavilion	£18.00		£18.00
eon Next	sport pav 01-31 Jan 24 elec	DD		Rec Ground & Pavilion	£180.3 6	£9.02	£189.38
Eon Next	cctv / Clock tower elec 01 Feb - 29 Feb 24	DD		Clock Tower & Children's Corner	£43.80	£2.19	£45.99
Eon next	01-31 Jan 24 Hall/lib elec	DD		Hall	£199.4 7	£9.97	£209.44
Village Networks	wifi at hall/lib Feb 24	DD		Library	£25.00	£5.00	£30.00
Village Networks	wifi at pav Feb 24	DD		Rec Ground & Pavilion	£25.00	£5.00	£30.00
Checked safe	lone worker app	DD		Admin & equipment	£4.00	£0.80	£4.80
Barclays	account fee 15 jan - 12 feb 24	DD		Misc	£10.00		£10.00
					£12,575. 15	£1,347.0 4	£13,922. 39
Post Office	unity paperwork - 1 x envelope / 1 x rec del	cash card		Misc	£9.34		£9.34
Microsoft	licenses x 12	cash card		Admin & equipment	£50.37	£10.07	£60.44
Amazon	black bin bags x 200 / handtowel x 3000 / x6 new mop heads	cash card		Hall	£70.95		£70.95
EE	caretaker phone credit	cash card		Admin & equipment	£10.00		£10.00
Cashplus fee	monthly cash/ services / paying in	cash card		Misc	£9.37		£9.37

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Amazon	10 x hoover bags / wall mounted key safe for cottage	cash card		Misc	£23.29		£23.29
Vonage	VOIP line for Clerk/library	cash card		Library	£24.73		£24.73
Booking Bug	monthly fee hall/pav	cash card		Hall	£29.94		£29.94
Cashplus	annual card fee	cash card		Misc	£69.00		£69.00
Co-Op	Helping hands vouchers purchased	cash card		Helping Hands 23 24	£100.0 0		£100.00
					£396.99	£10.07	£407.06