

**STEEPLE CLAYDON PARISH COUNCIL**  
Minutes of meeting 6<sup>th</sup> December 2016

<b>Present</b> 2016/165	Cllrs Tanner ( Chair), Firth, Spencer, Hodges, Smith, Mahon, Weingart Lorna Piper, Emma Weingart, Paul Templar, Dan Price, apologies for omissions.
<b>Apologies</b> 00166	Cllr Drinkwater had tended his resignation which had been accepted by the Clerk. He was not at the meeting.
<b>Declaration of interest personal - prejudicial</b> 00167	None
<b>Minutes of meeting 1<sup>st</sup> November 2016</b> 00168	The minutes of the meeting dated 1 <sup>st</sup> November 2016 were confirmed as a true record and signed by the Chair. Proposed Cllr Smith seconded Cllr Spencer. Unanimous
<b>Steeple Claydon Cubs – presentation</b> 00169	Clerk explained the reason for visiting the cubs in the Summer of 2016 to encourage community involvement and understand their activities. It was agreed that all dog bins, waste bins, lamp posts and benches would be mapped and this would be a useful point of reference and would also help with cub badge awards inc world challenge. This map was presented. Thanks to all involved and for support with litter pick in the village. The Parish Council unanimously agreed to make a donation of £50 toward cub funds – proposed Cllr Mahon, seconded Cllr Smith.- unanimous.
<b>Public Participation</b> 00170	Mr Templar wished to challenge the questions on the recent Neighbourhood Plan survey and offered his opinion as to how they could have been improved. He believed potential developments in the area should have been given more attention. Cllr Firth responded and explained rationale for questions. He was delighted with a response rate of about 35%. Also comment passed re EW Rail and future of overseeing maintenance – to be taken out of Network rail hands. There was a discussion as to whether demographic issues should have been included in questionnaire. Reassurance was given that late received postal responses to questionnaire would still be included. PF confirmed. Discussion re mobile library being out of operation for 6 or 7 months because of broken windscreen. Concerns that facility had been withdrawn and not included in rotation of remaining 3 vehicles. Recompense on Council Tax requested. Clerk to write to David Jones, Library Service. Broad discussion over self funding under a Unitary Authority – these were early days. 29:54
<b>Hs2</b> 00171	Edi Smockum kindly attended to give feedback from her petitioning visit to the House of Lords and invited questions. She had been surprised the amount of time she had been given on the day and as such the lesser priority shown to the more technical arguments of Charndon and Calvert Green. She advised that the Parish Council should be more proactive in the future in its dealings with BucksCC who expect hard negotiation. Edi recommended that the Parish Council feed into BucksCC as often as it can. There was comment regarding inclination, time availability and strengths within Parish Council set up to manage Hs2 negotiation. There was overwhelming support for

	<p>Edi's comments and the Parish Council agreed it would need to be even more involved and pro active. This was particularly important with regard the £1m fund between the 4 parishes and its distribution. Cllr Weingart made reference to previous arrangements where Parishoners were also included in working group on this subject and Cllr Firth picked up on this. He was prepared to be involved and Edi would support and pass over information. A Public meeting would be arranged for the 17<sup>th</sup> January in the village hall at 7:30pm. Cllr Weingart reminded all that Hs2 correspondence should go to the whole village.</p>
<p><b>Caretaker and Cottage update</b> 00173</p>	<p>Clerk addressed meeting and provided update. Ed Potocki has been appointed new Caretaker and appropriate paperwork signed. Start date was 5<sup>th</sup> December 2016. Real time messaging system set up via computer and both Clerk and Chair spending time on transitional arrangements. Electronic diary also set up which Clerk had access to. It was Mr Potocki's intention to move into the cottage when the refurbishments had been concluded. It was agreed that Mr Potocki be not given a Parish Council phone on a new contract but Clerk had a basic phone on a pay as you go sim card which he could borrow for 6 months. All agreed this was sensible way forward. Diana Tanner had been active in handover.</p>
<p><b>Parish Clerk –</b> 00162</p>	<p>Clerk was grateful to Parishoner Dennis Gotts who had been actively chasing AVDC with regard to planting of trees near Meadoway to replace those cut down 12 months ago. Clerk wished to revisit the subject of responsibility for setting out tables and chairs for hirers in response to written request. It would be discussed at the next meeting but Caretaker was prepared to assist as requested. It was <b>resolved</b> that 6 chairs would be left out for users on permanent basis. It was further <b>resolved</b> that a microwave be purchased and be available for hirers and a new kettle. Proposed Cllr Smith, seconded Cllr Weingart. They would arrange purchase. Clerk advised that he had been informed on November 14<sup>th</sup> that there had been no response from the public with regard notice of vacancy and as such the position could be filled by co-option. Cllr Drinkwater's resignation had just been received and AVDC would be advised later this month to ensure sufficient notice provided to public of position. There was a discussion regard skills we would like to see in new Parish Councillor. Cllr Mahon believed we should move forward and co-opt as soon as possible the position made available by James Clarke's resignation. This was seconded by Cllr Hodges. Unanimously agreed. Clerk to write out to potentials for interview. Meeting to be before the next Parish Council meeting on 3<sup>rd</sup> January however being aware of candidates who may not be available. Library DBS checks are up to date and we have 2 new volunteers started. Bucks County Council are running workshop re proposed Unitary Authority which would be attended by Clerk and Cllr Firth. Clerk had received letter from Quatro regarding proposed Garden Village at Verney Junction and was trying to arrange joint closed meeting with Middle Claydon PC. Would speak to John Riches to arrange. AVDC e mail re survey about Democratic and electoral services team – to be actioned by Clerk and Chair.</p>
<p><b>Working group update on activities</b> 00163</p>	<p><b>Neighbourhood and development</b> Cllr Firth addressed the meeting. Neighbourhood Plan working group had included public meeting and exhibition. Well attended with good attendance from involved parties. Questionnaire issued ( thanks to everyone) – return rate better than expected – further details to follow. Action planning meeting soon moving towards the development of the draft plan. Grant meeting to be arranged for next week. Thanks to Cllr Firth and his team for all his hard work from all.</p>

### **Planning applications**

#### **Creation of Two Temporary Vehicular Accesses to Facilitate Development of a new 18km 132kV line from Bicester to East Claydon**

Planning Application  
Land Off Gawcott Road Access 22 & 24 Twyford Buckinghamshire  
Ref. No: 16/04032/APP

#### **Creation of two temporary accesses to facilitate development of a new 18km 132kV line from Bicester to East Claydon**

Planning Application  
Land At Queen Catherine Road Steeple Claydon Buckinghamshire  
Ref. No: 16/04030/APP

#### **Creation of an access to facilitate development of a new 18km 132kV line from Bicester to East Claydon**

Planning Application  
Land Adjacent To Elm Tree Farm West Street Steeple Claydon Buckinghamshire MK18 2LJ  
Ref. No: 16/04024/APP

#### **Conversion of attached garage**

Planning Application  
4A Chestnut Leys Steeple Claydon Buckinghamshire MK18 2RR  
Ref. No: 16/03999/APP

The Parish Council had no objection to the first three of the above applications. Proposed Cllr Firth seconded Cllr Smith. There was no objection to the last application Proposed Cllr Firth, seconded Cllr Hodges.

Unanimous.

### **Communication and events**

Cllr Spencer addressed the meeting. Fireworks had gone well and FS was congratulated for a job well done. FS and Clerk had worked with Ian Millard and new website would open tomorrow. New website address was [steepleclaydonparishcouncil.gov.uk](http://steepleclaydonparishcouncil.gov.uk) which reflected the government entity.

All minutes were now tabbed and full screen so much improved. FS summarised entries for next newsletter. Clerk summarised the position regarding the latest Councillor Vacancy and would time the advice to AVDC to enable information to be widely circulated including via newsletter. Cllr Firth would prepare some wording. Clerk had sent out 'thank you' letters to all helping with fireworks as per list provided.

### **Finance**

Clerk addressed the meeting. Balances on account at the end of November 2016, c/a £ 112,446.71 , Lloyds c/a £50,000 , Tracker £21,022.46 , NSC's £5,298.05, old tennis club acct £5,504.59. Clerk would spend the next 24 hours preparing figures and hand outs for precept discussion with Councillors. The last election had generated an advice from AVDC as expected and after an amendment downwards it was resolved that the payment of £ 2,831.45 should be made against formal invoice which would be requested. Clerk pleased to confirm that he had received from the Pensions Regulator certification to confirm SCPC has completed a declaration of compliance . Clerk confirmed that Cllr Mahon had met with three contractors with a view to reducing trees and making safe under the Parishes responsibility. Clerk was now in possession of three quotes for work and these were sealed and in his possession. It was recommended that these should be reviewed by a small group of Councillors outside this meeting and recommendation brought back to full Council. This was agreed as the way forward. Electronic banking still needs to move forward. It was agreed that salaries would be paid by cleared funds ( in

	<p>line with solicitors recommendation) and this would be organised. Cheques for payment totalling £7,984 were offered for signature . These included payments for hire of sound system 5/11/16, insurance for etesia and tractor, fee for registering new .gov website, Wages tax and NI, Library expenses, street firework night reimbursements, light repairs, Payment for 2<sup>nd</sup> class stamps for NP questionnaire, Eurobin empties, November cleaning invoice for hall, first payment to consultants re analysis of questionnaire responses, solicitors fee for preparing caretaker contract, premium for access contro; system annual maintenance, AVDC fees for DBS checks, reimbursement to AVDC re Librarian wages, stationery costs, reimbursement for TEN costs 5/11/2016, annual membership SLCC and ALCC and reimbursement for Booking Bug hall booking software usage fee. Proposed Cllr Hodges, seconded Cllr Smith. Unanimous (excluding declarations of interest).</p> <p><b>People and Assets</b></p> <p>Cllr Tanner advised there had been 12 visits to the village hall and 8 visits to the recreation ground in accordance with our insurance inspection guidelines. As discussed , Ed Potocki the new Caretaker started work on 5<sup>th</sup> December 2016 and Chair and Clerk had been pro actively involved in hand over of responsibilities. It was resolved that there would be a 5 hour hand over period between Caretaker and self employed handy person (Proposed Cllr Hodges, seconded Cllr Smith - unanimous) and that on line training for Caretaker would be arranged. Free training with ACAS online sourced. Additional training bundle cost £40 was approved. First Aid Course , 1 day off site course £116 + vat + travel expenses. Proposed Cllr Tanner, seconded Cllr Mahon – unanimous. Disabled door access installed by BucksCC but at time of transfer to SCPC it was agreed that a maintenance contract would not be entered into. No free estimates were available ( call out fees). Proposed Cllr Smith, seconder Cllr Spencer that call out should be requested – majority. Discussion re ineffective street lighting in West Street between the fountain and the Island. May need to review all lights in view of EU directives but this could of course now change. A strategy should be developed in 2017. Refurb of Skate Park needed to continue in planning especially as Cllr Clarke had resigned so volunteers required. Also the P and A working group was now somewhat depleted and Councillors should consider if they should become involved. Cleaners will be given notice ( 2 months required) as new Caretaker in place. Clerk to action immediately. We also have no holiday or sickness cover for our retained Caretaker and relief Caretaker on self employed basis would need to be advertised for and appointed. Cllr Spencer to draft out advert.</p>
<p><b>Matters of a confidential nature</b> 00164</p>	<p>The public were asked to leave before this item on the agenda. Time 10:26pm.</p>

Signed..... Dated.....