

STEEPLE CLAYDON PARISH COUNCIL
Minutes of meeting 1st November 2016

Present 2016/157	Cllr Tanner (in the Chair) Cllr Mahon, Cllr Firth, Cllr Hodges, Cllr Smith, Cllr Drinkwater, Cllr Spencer Chris Coombs, Councillor Angela Macpherson, Cllr John Chilver, Lorna Piper, Emma Weingart, Tony Carroll, Kate Smith, Tonia Vincent.
Apologies 00158	Cllr Weingart
Declaration of interest personal - prejudicial 00159	Nil.
Minutes of meeting 4th October 2016 00160	The minutes of the meeting dated 4 th October 2016 were confirmed as a true record and signed by the Chair. Proposed Cllr Firth Seconded Cllr Spencer .
Public Participation 00161	Cllr Drinkwater answered questions from the floor regarding the progress being made in appointing a new caretaker and library computer security. Cllr Mahon provided further detail re the former point and confirmed a contractor had been appointed to refurbish the cottage. Cllr Mahon said the Parish Council anticipated having the Caretaker in place early in the New Year. Council asked about ongoing parking of white van on Corner of Meadoway and West Street on unowned land and could action be taken. Parishoner free to contact owner and voice concerns. Little action Parish Council can take as not on highway. Council asked re noticeboard clarity. Clerk confirmed he had spoken to local bus company who were going to laminate and post bus timetables at all stops in the village. Timetable showed that early service and late service to Aylesbury was being scrapped!
Parish Clerk – 00162	Clerk addressed the meeting. National tribute to end of world war II to be 11 th November 2018 and Councils invited to arrange function. Ideal opportunity to use the purchased beacon used for the Queen’s 90 th birthday celebrations. Clerk would pass to Communications and events team for registration before end of January 2017. Clerk invited Cllr Firth to explain the Great Horwood challenge to Planning Permission given which had been successful. Parish Council ratified the e mail already sent by Clerk by way of support. A closed meeting (with representatives of all Claydons Parish Councils) arranged for the 7 th November 2016 where further details of the unitary authority would be given. Mr Blake from AVDC would be speaking. Age UK had provided details for help in the home. Defibrillator machine funded by County Council and by Parish Council was to be removed at their instruction and disappointment echoed from all PC. Clerk read out the letter he had received from the Co-op. A different machine , owned by them, would be put in the store. Clerk had spoken to Ken Trevitt who had initiated the scheme in the village. Cllr Mahon suggested we should be looking for alternate position. Clerk instructed to write to Bill McWhirter of the bakery to see if he would support change of location. Major works on Vicarage lane and Addison Road now due to fit new water main as far as Calvert. Clerk held plans. Road to remain open with traffic lights. Angela Macpherson County

	<p>Councillors next surgery on 10th December 12-2pm at Grendon Underwood Village Hall. – added to our website. Poster re reception admissions for children born between 1/9/2012 and 31/8/2013 closing date for applications 16/01/2017. Clerk had letter on file from Transport for Bucks re street light upgrades should they be necessary. Clerk had referred to correspondence received whereby precept would be subject to a capped increase of 2% if proposals by government followed through. BALC had actively encouraged a letter of concern be sent to our MP especially at a time of devolution of services. After discussion with Chair such a letter had been sent ahead of this meeting tonight. All agreed with this action and AMacP confirmed County Council had responded similarly. Clerk had new guidelines for DBS (previously CRB) checks which he had shared with Chair. E mail received from Karl McWhirter in which he provided information on money raised by the recent fayre and how this money had been distributed. All agreed this had been a great success and he should be congratulated. Agreed booking for next year bank holiday Monday subject to not being used by football club. (28.50). Mr Coombs had written with comments re neighbourhood plan which would be addressed by Cllr Firth later in meeting. Mr Coombs had also written with regard to Hs2 and mention made by Clerk of Edi Smockum excellent petitioning this week at House Of Lords. All Councillors had internet link sent to them re this subject.</p>
<p>Working group update on activities 00163</p>	<p>Neighbourhood and development Cllr Firth addressed the meeting. November 2016 would be a busy month for Neighbourhood Plan group. Event at school (formal presentation and Q and A) on the 17th November and Public exhibition on 22nd November at village hall. Dates on website and publicity to be circulated. rcoH approval previously given for process support but questionnaire contract not yet finalised. Current requirements are review of questionnaire, put survey on line with <i>survey monkey</i> (unique code for users) and impartial review. Approval previously given for Community Impact Bucks to provide this service but this had not gone forward. It was proposed by Cllr Firth that an alternate contractor be used at lesser cost. (Caroline - LP). Seconded Cllr xxx. Cllr Firth assured Council that grant application would have been completed and submitted by December 2016 PC meeting. Printing costs would be in addition but Cllr Firth would make arrangements for delivery fee free. Free post envelopes only charged if used and would be returned to Longlands in Aylesbury. PC reviewed the specimen questionnaire. Cllr Firth and John O’Dwyer had had meeting with David Broadley, Senior Planning Officer (Forward Plans) Community Fulfilment, Aylesbury Vale District Council regarding siting of additional houses in SC but process and explanations were vague but reduction in housing numbers likely. There appears reduction in unmet need but other authorities had not declared their figures. Proposed by Cllr Hodges and seconded by Cllr Tanner that the questionnaire be accepted and the contractor (LP) be appointed. 7 in favour , 1 against. Cllr Mahon wished to hear the views of Cllr Weingart (not present) and Cllr Firth confirmed he would be making arrangements to discuss with her.</p> <p>Planning Applications for consideration: Part two storey, part single storey side and rear extension and two storey front extension Planning Application 18 The Island Steeple Claydon Buckinghamshire MK18 2NU Ref. No: 16/03534/APP </p> <p>The Parish Council had no objection to the application. Proposed Cllr Firth seconded Cllr Mahon – unanimous.</p> <p>Communication and events Cllr Spencer addressed the group. He summarised arrangements in hand for firework night celebrations 5th November. Responsibilities highlighted and confirmed. Signage and risk assessments in place. Paramedic arranged. Counting of money and banking arranged. Challenge 21 procedures in place for bar sales. Website is moving forward but resolved that</p>

Parish Council would apply for .gov website domain name. Newsletter content discussed and agreed. Clerk summarised what had happened upon receipt of letter of resignation of Cllr Clarke and the paperwork on display regarding the vacancy. Parish Council would proceed to Co-option of a new Councillor should there not have been call for an election (by 14th November). New format of form used where co-option would be discussed or implemented at the December Parish Council meeting.

Finance

Clerk addressed the Parish Council. 1) Cheques were presented for signature which included payments to support the set up of a new youth club (£80), and public liability insurance (£172.15), AVDC re building notice re cottage alterations (£330), Payment re heating and plumbing village hall (£620), wreath for remembrance service (£25), hall cleaning October (£859.32), wages cheques Osgerby, Bennion and Holliday, Electrical repairs hall and pavilion £319.65), Legal Fees £756, Neighbourhood Planning professional advisor £1860, works tp hall and pavilion £2631.51. Tax and NI paid re employees and this was first month for pension scheme payments administered by NEST. Clerk was eligible for auto enrolment, others had explanation letter re options. New caretaker will have to be signed up for pension in due course (after successful completion of qualifying period). Proposed for payment Cllr Firth seconded Cllr Drinkwater – unanimous. 2) ICO direct debit to be passed upon annual review – receipt required. 3) Discussion regarding business rates for 2017-18 on Hall and Pavilion discussed. Cllr Mohan had phoned up and believed the hall would be free and the sports pavilion in the region of £300 in 2017-18. 4) Discussion re payment of wages and the need to credit beneficiary with cleared funds. (This will be mandatory for new employees in line with current legislation). 5) Bank balances as at end October 2016 c/a £118,707.42, Lloyds £50k, Tracker £21,025.08, NSC's £5,298.05 and tennis club £5,502.52.

People and Assets

Cllr Drinkwater addressed the meeting. Ongoing works only. 7 visits to the hall and 8 visits to the recreation ground as part of regular health and safety checks. Discussion regarding getting 3 quotes for the cutting of Parish Council trees across 3 sites – Vicarage Orchard, Village Hall and recreation ground. Cllr Mahon had met with 2 contractors, only 1 had yet responded in writing. TPO information would be confirmed by contractor. Deferred to next meeting.

HS2

Cllr Drinkwater addressed the meeting. Councillors had met with Charlotte Hewes Engagement Manager, Community Relations HS2 along with Edi Smockum. When contractors engaged locally they will be responsible for dealing with community and will have to come up with a 'community engagement delivery plan.' They will be incentivised if they give value to the local community. Cllr Firth believed here was an opportunity for our Community to benefit from these developments. It was imperative that we had good relationship with the contractors. A 24/7 contractors helpdesk and Hs2 helpdesk would be provided- cards to be provided. Ground investigation works on hold pending refinement. PC has asked that 'the whole village' is advised of substantial works not just in the surrounding area. Pre works from 14th November. Early Spring 2017 work re trees, ground works, compounds, species moving and habitat work would be undertaken. Main Civil work contractor would not be appointed until mid 2018. Talk re local event re land and property schemes and details awaited – suggested 2pm to 8pm. Need to sell scheme also mentioned.

SCPC this week had appeared at the House of Lords – thanks to Edi Smockum for delivering the petition. Cllr Hodges had subsequently spoken with Edi Smockum and he briefed the Parish Council. Time for Calvert Petition was time restricted which was concerning. Concerns were again voiced re the £1m mitigation fund and possible administration costs rather than spend at grass roots level. Councillors would

	<p>like the money to be put in a Trust Fund so that it could not be touched. (also that any new Unitary Authority would not impact) . Edi has asked if she may be included on agenda for next months meeting so that she could come and speak with the Parish Council.</p> <p>Mr Coombs discussed his e mail recently submitted which was with regard HS2 concessions and some valuable comment. He was disappointed conversation had not been developed and his comments minuted. Chair apologised for omission. Cllr Hodges also advised it was being reported that BucksCC had secured agreement for various payments including £185k for relocating footpaths in Steeple Claydon and landscaping around the IMD.</p>
<p>Matters of a confidential nature 00164</p>	<p>Members of the public were asked to leave at 9:40pm before this confidential part of the meeting.</p>

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