

Present: Cllr Stephen Le Tissier, (in the Chair), Cllr Andrew Shergold, Cllr I Haest

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 19.31

The Steeple Claydon Parish Council meeting was held in person at the Village Hall, MK18 2PY

on Tuesday 04 March 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 as Vice Chair led the meeting in Cllr Mahon's absence.

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 Louis Myhill, Council noted the absence

Cllr Stephen Proffitt, Council noted the absence

Cllr Chris Church has resigned.

Clerk noted we were still quorate in number of Cllr's to go ahead with the meeting.

Cllr Frank Mahon has noted he will be late to the meeting.

### 3. Declarations of Interest

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 04 February 2025

Matters arising from the minutes; None

Cllr Haest proposed the February 2025 draft minutes as a true and accurate description of the meeting, seconded by Cllr Shergold – all councillors present agreed, so it was **resolved** to approve them.

- **5. Chairman's Comments** To receive a report on matters not on the agenda but of interest to the Council and Parish: Set aside in case Cllr Mahon turns up later.
- a. Any update for the Parish from SCPC:

Cllr Mahon apologised for being late, was delayed at Charndon meeting due to a water issue there.

b. Any update for the Parish from BC:

Cllr Mahon noted Elections had already been discussed. Cllr Mahon updated the meeting on the permit revoked on Openreach – on the Charndon to Twyford diversion, ws due to be end of this week, now revoked. HS2 pushed back on closure of Gawcott road, believe now July.

Calvert to Claydon road round by batching plant round to Claydon road. Hoarding / bridge the temporary road will swing to the right out onto Calvert Road then turn left into SC.

They now want to close Twyford road to tie into their bridge there, for 6 months. They cannot do that until a road put in place or open Gawcott Road.

Negotiations with EKFB at the moment – plane and patch road closure for 3 days required to keep diversion route safe until end of July. Hope to open Gawcott road before temporary road is open; end April/beginning of May.

Cllr Mahon noted business as usual, phone and emails up until 21.00 on 01 May 2025.

Cllr Mahon upon advisement as Ward Cllr is not planning on attending the April PC meeting and noted Cllrs don't make any major decisions after 18 March 25. Purdah now PEP (Pre Election Period) discussed.

## 6. Local Elections update information: Thursday 01 May 2025

Starts 18 March until 02 April 4pm last date for registration is Friday 11 April – Gateway house Aylesbury Info days online

Thursday 06 March Teams online mtg – email sent round to whole council again during mtg with relevant links 04/03

Clerk advised that BALC had previously advised that Clerks should not submit Cllrs nomination papers.

Unitary Cllrs nomination forms can go in by an agent – Parish cllrs can have a nominated representative but they won't be able to answer any queries raised on the form.

Posters on SCPC website under Elections page/on noticeboards to advertise for Cllrs. Noted this month's Claydon magazine has only just been delivered.

**7. Public participation** - The meeting was closed by the Chair and public participation was opened at **19.51** P1 – PF, at last meeting council had discussed they would send letter to Coop re state of old Coop store: PF had prepared a draft letter sent to Clerk and Chair for comment on 04/02/25 – re-sent email/draft letter to whole council at the meeting 04/03/25. P1 read aloud following proposed letter:

Dear Sir/ Madam,

I am writing on behalf of the Steeple Claydon Parish Council to express our concern regarding the current state of the 'Old Co-op' in Steeple Claydon. The new Co-op on Addison Road opened in May 2022 when the old building was closed. It has been subject to vandalism and has subsequently been boarded up. The building is in a prominent position within the village and frankly is an eyesore. A photograph of the building is included.

The village is preparing its application for the county Best Kept Village competition which will be judged in June this year. The appearance of the building will have a negative impact on our score and we request that you urgently carry out cosmetic work to improve the appearance of the building.

Regarding the bigger picture, we are aware that there is a village initiative to transform the property into a community hub to serve the village. In principle the parish council would support such a development but we appreciate it would be a major challenge requiring significant funding and an agreement with the Co-op regarding occupation or ownership. The council would appreciate it if the Co-op can confirm its plans for the future of this building.

Yours sincerely

Cllr Le Tissier noted that the Council had not received the letter but that he had made contact with Coop head office. Old coop has been repainted/weeds tidied. Noted Coop still deciding on putting a for sale sign up. Coop building might end up at auction.

P1 asked do the PC have an active position on the coop? If not might investigate an independent activity. Cllr Mahon discussed the PC have no current plans, asked what authority has the PC over a privately owned building.

P1 noted the PC could choose to co-ordinate an independent activity – neutral/support/object Does the village need this facility as a hub in the middle of the village?

Cllr Mahon noted his concerns as a building left as derelict which then attracts antisocial behaviour, but as a Ward Cllr would be happy to support an independent review,

Cllr Le Tissier noted he agreed the village needs a hub, is it the old Coop or could be the new pavilion build at recreation ground.

Council would refer to the Coop building details in NHPlan.

P1 was disappointed letter had not been reviewed and sent on. Cllr Mahon asked all Cllrs to respond to draft letter by Thursday and Cllr Mahon will send it on Friday morning as Ward Cllr.

P1 – noted Molly's wall has been damaged by a large lorry 03/03/25 and the cafe refurbishment is nearly complete. Do pop in and visit. Cllr Shergold noted he has arranged to meet Kaz and discuss Youth Council/engagement.

Public participation was closed by the Chair at 20.06 and the Parish Council meeting was re-opened.

8. Clerk report – hard copies supplied to Cllr's

**Appendix 1** – 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.

**9. Caretakers update** – monthly notes – hard copies supplied for cllrs

New laptop purchased and Cllr Le Tissier is helping caretaker set it up on 05/03/25

**10. 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. Cllr Le Tissier went through the current to do list and updated it with Cllr responses/updates. Clerk/Cllr BKV to choose meeting date- to be done by wg.

Le Tissier

Le Tissier clerk sent

brief

Pavilion meeting to be arranged by wg.

. Cllr Le Tissier and Clerk to arrange teams meeting to sort out annual parish meeting details

White gate addison road £12K paid to BC - where are the gates/finances? Cllr Haest to investigate further. round

VO fencing ask Cllrs to approve brief re replacement fencing top of VO. Clerk to do brief.

10/03/25

Rec ground lights – now Cllr Le Tissier

Sandholme noticeboard to be fitted – Cllr Haest

11. Neighbourhood Watch – any update – Cllr Mahon to contact Police Commissioner.

## 12. Neighbourhood Plan Review – any update - Cllr Haest/Clerk

a. Any update – Cllr Haest

Cllr Haest updated the meeting had two meetings; one with the working group for ONHomer briefing Letter sent around for approval. Cllrs discussed who best signs the letter. Agreed to come from Chair, Cllr Mahon. PF noted the purpose of the letter; how does BC see the housing numbers position, with regards to Local Plan, NHLP in effect from 2028/29,

Meeting held with ONHomer and NHLPlan wg members, on how to develop the new plan, thought quick revision, but felt we need to do full revision of the plan – predicted direction of travel with BC. Present case to PC to sk for funding development of new NHPlan

New NHLPlan could be around a £25K fee, potential grant would only cover up to £11K - no further details as yet.

NHPlan was last done in 2018, should be reviewed every 5 years, we have gone 7 years, it could be that we have over built – possibly find space for in-fill, settlement boundary, a NHLPlan can help protect it. Once we receive a response from BC with regards to the figure we are basing figures on, ie 12 per year, or 19 per year – if 19 we might need to find infill. Settlement boundary's discussed.

Cllr Le Tissier proposed: we send the letter to BC before PEP starts signed by Cllr Haest, send to; Rachael

Shimmin and to cc John Cheston	
Proposal Cllr Le Tissier and Seconded by Cllr Mahon all in favour – Clerk to email letter to BC tomorrow 05/03/25	
Cllrs discussed adding £15K to wish list for 26/27 precept for NHLPlan refresh/review – launch the NHLPlan at APM in May 25 – a day event at hall at a weekend	
Clirs agreed to cover costs of NHPlan volunteers x 3 plus Clirs, for the online event hosted by BC on 16 June	
25 as per Cllr Le Tissier's email, Cllr Mahon proposed SCPC pay the fee for the three volunteers, Cllr Proffitt	
seconded, all other clirs present agreed, so it was <b>resolved</b> .	
13. Road Safety Strategy group;	
a. Any update from working group – Cllr Haest/ Cllr Mahon	
b. Date of next meeting – Clir Haest – date to follow	
No meeting since May 24, top ten items have been agreed by wg.	
Precept rather than BC funding – potentially to be added to wish list	
Next Meeting: Tuesday 25 March 7.30pm at the hall	
14. Working Groups Update on activities and recommendations:	
A. Finance	
Appendix 2	
a. To approve the payments listed in the finance run for March 2025	
Proposed Cllr Le Tissier seconded by Cllr Mahon, all other Cllr's agreed so it was <b>Resolved</b>	
Cllr Proffitt will submit the online approval	
b. Appointment of Internal Auditor for AGAR 24/25 - RFO confirmed the Internal Auditor is booked for May	
2025 – Melanie Rose.	
c. SCPC to pay for membership to Grounds Maintenance Association (GMA) for T Hinds OWFC (Over	
Weight FC) and J Davies SCFC (Steeple Claydon FC) – Cllr Le Tissier	
Cllr Le Tissier discussed the football foundation funding available, which you can apply once joined GMA.	Cllr Le
	Tissier
	/Clerk
	done
B. Recreation Ground	Clerk
a. Report from Recreation Ground team	done
	05/03
c. Nightingale Fold to rec ground – lack of footpath lighting – on-going, Cllr Le Tissier to take this forward	
Types of lighting discussed by Cllrs – green fencing by school is owned by BC	
Bovis estate failure noted. Surely BC check off all completed works – Cllr Mahon to investigate how a site	Cllr
sign-off works at BC.	Mahon
d. Set date for fireworks shed / tractor shed clear out – Clerk	
Week commencing 31 March 25 and AO offered to also help – Caretaker, Clerk and Cllr Le Tissier	
e. Tractor shed doors – replacement quotes: Clerk / Cllr Le Tissier	
One quote in place, to get two more quotes – 'an up and over roller door with internal control panels and	Claul.
	done
asking local companies for sponsorship maybe? Buckingham and Villages Community Board?	uone
C. Pavilion Project 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	
D. Village Hall, Library & Cottage	
- Any update from working group – Clerk noted the cottage review has been completed, Cllrs have had a	
copy of the report; deadlines for expected works have been set, the wood from out the front was to be	
moved last weekend, area to be tidied and cars to be moved onto driveway – Clerk to contact caretaker -	
and the second of the second o	I

done 04/03 Cllr noted block paving cleaning done by volunteer needs to be finished by caretaker – Cllr	
noted the tool they supplied had not been looked after – Clerk emailed caretaker 04/03 and also sent	
online info on how to clean gardening tools	
a. Any Library business: Librarian	Cllr Haest
b. finger post update – Cllr L Myhill / Cllr Haest /Clerk STAT plans rec'd – date of installation Cllr Haest and	
AO to take forward with men in sheds for the finger post joints. Cllr L Myhill to do the engraving of site	
names.	
E. Vicarage Orchard & Biodiversity - Any updates - Cllr Church	
a. Trees, Fencing & CCTV – Cllr Church	
	Clerk-
·	done
	05/03/25
F. Youth Council – any update	,,
Cllr Shergold noted he is meeting Kaz from Mollys Cafe to discuss potentially working with them on youth	
council. Cllr Le Tissier advised on Buckingham Secondary school headteacher details and different methods	Cllr
	Shergold
Cllr Haest noted Buckingham Town Council have a new youth cafe with links with Buckingham School and	Sileigola
Royal Latin School. Cllr Haest also advised Cllr Shergold to contact ex Cllr Mitchell and his wife, who did a	
lot of work on youth council.	
G. Communications - a. Any updates –	
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Cllr Haest to write the article for claydons magazine by 08/03/25 maybe advertise the upcoming elections. Cllrs discussed local PC's content, possible duplication of content. Cllr Mahon noted some residents had	
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noted to him that they only read their own villages information.	
Discussed the one network website / local TRRO's / discussed maybe advertise TRRO's locally on Facebook –	
but discussed so many amends made to TRRO's/updates it might get confusing/overwhelming – SCPC	
website has a link to the one network website for up-to-date information.	
H. Street Furniture - any update from working group	
(x156 streetlights / x14 dog waste bins / x30+ benches / x3 noticeboards)	
	Cllr
Cllr Haest will send a reminder to coop regarding noticeboard at coop	Haestx2
Cllr Haest to install noticeboard at Sandholme	
I. Events -	
a. Annual Parish Meeting – details of the day teams meeting to be set up	Clerk/ Cllr
	LeTissier
J. HS2 / E-W Rail	
Any updates – Cllr Mahon.	
,	
K. Planning:	
2E /00E2E /US2 Land East Of Addison Boad And Wast Of Basabill Form Stoomle Clauder	Comment
25, 00555, 1152 Land Last of Addison Road And West of Roselin Farm, Steeple eldydon	submitted
her ospective application for the creation of a new ben mouth and access track on Addison hour	to devcor
to the existing Rosellin Farm Access track. Election of 2 no. 4.5m wide singular vehicle access	05/03/25
g/ates, erection of 1.4m high post and ran rence and a stock proof rence, dramage ditch and ditch	03/03/23
crossing and landscaping.	
Cllrs discussed the application.	
Retrospective application, built two years ago, Cllrs all agreed no comment, no objections.	

L. Best Kept Village – any update from working group.	
a. Date of meeting – Cllr Haest	Cllr Haest
Entry forms out end of last week – emailed 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	
<b>15. Rosefield Solar Farm</b> – Cllr Mahon – no update	
<b>16. CLG Greatmoor recycling</b> – Cllr Mahon will be chairing next meeting on 17/03/25 Keep on agenda for next month.	
17. 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.	
18. Date of next meeting: Tuesday 01 April 2025 at the Village Hall from 7.30pm a. Timings of future meetings — Cllr Le Tissier Cllr Le Tissier discussed a suggestion to move meeting to start at 7pm not 7.30pm. Cllr Mahon suggested every second month we turn the agenda items upside down. Cllr Le Tissier suggested we rationalise the current working groups — fewer groups as we have reduced number of Cllrs: Cllrs to discuss this further at APM planning mtg	
Meeting was closed by Vice Chair Cllr Le Tissier at: <b>21.31</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 01 April 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 https://www.steepleclaydonparishcouncil.gov.uk Email – Clerk@steepleclaydonparishcouncil.gov.uk	

Signed	 
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Date	 

Appendix 1

Summary of Clerk activity from 05/02/2025 -

• February 2025

Administration

Steeple Claydon Parish Council. Minutes of March 2025

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

#### On-going

- February 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: any items of note:
- Planning Application PC response submitted ref:
- Streetlights:
- **Fixmystreet**: Reported: overgrown hedges by Pound Close 25/02
- Parishioner correspondence:

wood chip: FOC offered to VO/SC Allotment society - being used VO on 22/02/25

#### Meetings:

18/02 - Tractor Shed doors quote 1#

25/02 - LAT and SLT

26/02 - Cottage check & laptop purchase

#### Other:

Fencing repairs at hall/cottage – roof contractor damage x2 – awaiting quote for one more repair

- Chainsaw carver for VO quote for Leylandii carving chased 26/11, 28/01, 25/02
- Road widths/pinch points x2 V/h and white gates mtg with AG chased 15/07 Cllr Mahon &
   LAT mtg LAT off sick Jan 25 Grant Weaving follow up email sent 04/03
- Cllr resignation paperwork and co-option advert displayed x2
- Investigating reducing costs of unmetered streetlights especially standing charge ongoing
- SC Forest School visit to VO being re-scheduled Clerk to re-arrange visits
- Cottage shed damp issues items have been moved to YC shed Feb 25
- Lone worker pendant emailed BC 29/01
- Clocktower / CCTV poles account: due for renewal 07 March 25
- Booked in Sovereign to do RPII inspection chased for update 20/02 report submitted to rec cllrs

Chased Swarco for updated invoices 07/01 & 24/01

Contacted British Gas Lite re new contract starting March 25 and new meters to be fitted 29/01

Requested quote for new rec signage 17/01 chased 18/02

Booked plumber for pavilion leak 03/02/25

Booked plumber for hall boiler issue 08/02

Cottage inspection booked for 25/02

Booked IA for AGAR - Fri 30 May 25

Quotes requested for PC annual insurance due June 25

VE Day 80 Banners purchased – delivery due end of March 25

New keybox for hall with light and new padlock with keys for hall gate

BKV entry details sent round 28/02

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

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.

Steeple Claydon Parish Council. Minutes of March 2025

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		Payme nt Method	Cllr Initials	Category	Net	VAT	Gross
Hannah Ho	lmes	wages	BACS		Wages	£		£
Sam Hills		wages	BACS		Wages	£		£
Pat Serle		wages	BACS		Wages	£		£
Nick Osgerl	by	wages	BACS		Wages	£		£
Hannah Ho	lmes	expen ses - office space	BACS		Admin & equipment	£10.11		£10.11
Pat Serle		expen ses - 6x books	BACS		Library	£26.50		£26.50
Cashplus		Expen ses card	BACS		Misc	£500.00		£500.00
Winslow & Community B		Agree d £120 annual donation at Feb 25 mtg	BACS		Annual donation to community bus scheme	£120.00		£120.00
Jacqui Litch	field	cleani ng hall 10 hours for one week cover	BACS		Hall	£150.00		£150.00
BMKALC		AI for local	BACS		Training Courses	£95.00		£95.00

	councils inv 5867					
Voy Tec Installations	call out charge - Pav boiler leak	BACS	Rec Ground & Pavilion	£150.00	£30.00	£180.00
Voy Tec Installations	call out and supply parts and repair boiler - hall	BACS	Hall	£414.10	£82.82	£496.92
Dave Martin	VO works Dec 24, Jan 25, Feb	BACS	Vicarage Orchard	£240.00		£240.00
Dave Martin	cover at rec for a week	BACS	Rec Ground & Pavilion	£50.00		£50.00
ONHomer	Meeti ng and prep costs inv 1759	BACS	MIsc	£628.00	£12 5.60	£753.60
HMRC	PAYE	DD	Wages	£816.16		£816.16
Barclays	accou nt fee 13 dec 24 - 12 jan 25	DD	Admin & equipment	£8.50		£8.50
NPower	01 Jan 25 - 31 Jan 25	DD	Street Lights	£620.78	£124.1 6	£744.94
Wave	waste and water charges 12 Nov 24-11 Feb 25	DD	Hall	£187.57		£187.57
Wave	waste and water charges 15 Nov 24 - 14	DD	Rec Ground & Pavilion	£7.00		£7.00

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	Feb 25 - £7 per month DD = £21 paid CR £16.07						
British Gas	02 Jan 25 - 01 Feb 25	DD		Hall	£1,165.73	£233.1 4	£1,398.87
YGP	Hall 31 days electric	DD		Hall	£189.90	£9.50	£199.40
YGP	Pav 31 days electric	DD		Rec Ground & Pavilion	£65.65	£3.28	£68.93
Eon Next	elec to clock CCTV tower	DD		Clock Tower & Children's Corner	£49.86		£49.86
					£8,972.43	£608.5 0	£9,576.93
Amazon	Hose reel for 100m hose (hose broken)	Cashcar d	05 Februar y 2025	Rec Ground & Pavilion	£89.52		£89.52
Royal British Legion	VE Day 80 Bunting x4 deal (£11.96 off)	Cashcar d	19 Februar y 2025	Wreaths for Remembranc e Day S137	£43.99		£43.99
Microsoft	month ly fee emails 19/02 - 18/03	Cashcar d		Admin & equipment	£48.84	£9.7 7	£58.61
Со-Ор	Sympa thy card	Cashcar d	13 Februar y 2025	Admin & equipment	£2.50		£2.50
Amazon	new key padlock hall gate and new light up keybox	Cashcar d	25 Februar y 2025	Admin & equipment	£66.99		£66.99
Currys	new laptop	Cashcar d	26 Februar	Admin & equipment	£232.50	£46.50	£279.00

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cal	aretake				
			£484.34	£56.27	£540.61
				130.27	