



<p><b>Present:</b> Cllr Frank Mahon, Cllr Chris Watts, Cllr Andrew Shergold and Cllr Alison Mapplethorpe In attendance: Clerk, Cllr's and 01 member of the public. Dictaphone on for Clerks record. The meeting was opened by Clerk at <b>19.31</b> The Steeple Claydon Parish Council meeting was held in person at the Village Hall, MK18 2PY on Tuesday 06 January 2026, 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><b>QUESTIONS FOR PARISH COUNCIL</b> 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 <a href="mailto:clerk@steepleclaydonparishcouncil.gov.uk">clerk@steepleclaydonparishcouncil.gov.uk</a> <a href="http://www.steepleclaydonparishcouncil.gov.uk">www.steepleclaydonparishcouncil.gov.uk</a> Tel. 01296 534698. Please note Clerk is part-time: 9.30am - 2.30pm, Monday to Friday</p>	
<p><b>1. Election of Chair of meeting:</b> Clerk noted the Chair and Vice Chair are both absent so would like to ask Cllrs to elect a chair for the January meeting: Cllr Frank Mahon was Proposed by Cllr Watts, Seconded by Cllr Shergold agreed by all other Cllrs present – so it was <b>resolved</b> that Cllr Mahon will chair the meeting. <b>Welcome by Chairman</b> Cllr Mahon, noted all present were aware of the 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><b>2. Apologies</b> To receive Councillor's apologies; Cllr Stephen Le Tissier (Chair), absence was noted Cllr Stephen Proffitt (Vice Chair) absence was noted</p>	
<p><b>3. Declarations of Interest;</b> 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: Cllr Mahon will not participate in PA section and Cllr Watts will lead on PA's</p>	
<p><b>4. Minutes</b> - To approve and sign the minutes of the meeting held on Tuesday 02 December 2025 Approved as a true representation of the December 2025 PC meeting; Proposed by Cllr Shergold and seconded by Cllr Mapplethorpe all other Cllr's agreed, so it was <b>resolved</b> - signed off by Cllr Mahon a. Matters arising from the minutes None</p>	
<p><b>5. Councillor Co-Option</b> – to consider any co-option applications received. None received. Cllrs agreed to put on Feb agenda.</p>	

<p><b>6. Chairman's Comments</b> - To receive a report on matters not on the agenda but of interest to the Council and Parish: No comment as temporary chair.</p>	
<p><b>7. Update from Unitary Ward Cllr – Cllr F Mahon</b></p> <p>Not too much since December other than HS2 has now closed West Street from the staggered junction to Portway road from 06 Jan onwards. Other local road closures were discussed. Check the one network website for more details. <a href="https://one.network/">https://one.network/</a></p> <p>BC next meeting in Feb 26, so no updates at the moment.</p> <p>Thanks to the Parish Council for the venue and to Hilary and the volunteers for supporting the OAPs senior Christmas dinner – a great success and Cllr Shergold thanks Cllr Mahon and Hilary for all their hard work. Over 83 people attended</p>	
<p><b>8. Public Participation</b> – Standing Orders are set aside to allow for public participation - The meeting was <b>closed</b> by the Chair and public participation was opened at <b>19.37</b></p> <p>P1 – Asked Cllr Mahon why he is abstaining from PA's - Cllr Mahon noted it is as he sits on planning committee at BC he is aware he could be called to a planning committee to discuss PA's and he therefore cannot be part of the conversation as could be seen as pre-determined. Any two cllrs can ask Cllr Mahon and Cllr Fealty to call in an application – it then comes to BC Planning committee. Cllr Mahon has been advised therefore to abstain in PC mtgs and that clerk should note he leaves the room. It was noted we would be quorate for this meetings PA's as three other Cllrs present. Public participation was closed at: <b>19.39</b> and the SCPC meeting was <b>re-opened</b>.</p>	
<p><b>9. Clerk report:</b> monthly report. Emailed to Cllrs on Monday 05/01/26 <b>Appendix 1</b></p>	
<p><b>10. Caretakers update:</b> Emailed to Cllrs 31/12/25</p>	
<p><b>11. Action Point List</b> – 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. Clerk re send link to list</p>	<p>Clerk done 08/01</p>
<p><b>12. Neighbourhood watch – any update?</b> Leave on agenda – no update as a NHWatch Co-ordinator in still needed for the village.</p>	
<p><b>13. Road Safety Strategy</b> a. Any update from working group? Road Safety working group is currently; Cllr Proffitt / Cllr Mahon / Cllr Le Tissier under Planning and Development. No updates. Clerk to email Josh T for an update as per December minutes</p>	<p>Clerk – done 08/01</p>
<p><b>A. Planning and Development</b> – includes; <i>Planning, Developments and Roads / Street Furniture / EWR &amp; HS2 / Neighbourhood Plan / Best Kept Village;</i></p> <p>a. NHPlan any update – Cllr Le Tissier Cllr Shergold attended the last NHPlan mtg. Cllrs are encouraged to attend. Next mtg is on Monday 12 January at 7.30pm in SCPC Library Cllr Mahon left the room for the planning applications.</p> <p><b>PL/25/4785/FA</b> Application type: Full Planning Permission. Location: Land at, Location: The Camp House , 1 Queen Catherine Road, Steeple Claydon, Buckinghamshire, MK18 2PZ Proposal: Erection of 2 detached one and a half storey dwellings Officer: Ref: Anna Souter Email: <a href="mailto:planning.comments.csb@buckinghamshire.gov.uk">planning.comments.csb@buckinghamshire.gov.uk</a> Tel: 01494 732950 / 01895 837210 – comments by 30/12/2025 - Extension request granted until 07/01/2026</p>	<p>Clerk done 07/01/26</p>

<p>Cllr Watts introduced the PA – Cllr Shergold does this fall under heritage? Query to be included in note. Cllr Watts proposed we <b>Support</b> the Camp house seconded by Cllr Mapplethorpe all other cllrs present agreed - <b>resolved</b></p> <p><b>PL/25/4698/FA</b> Application type: Full Planning Permission Location: Land Adjacent to Platinum Close, Steeple Claydon, Buckinghamshire. Proposal: Construction of a self-build two-storey detached dwellinghouse, detached garage/carport and construction of a vehicular access with associated brick wall and piers together with associated landscaping and hardstanding works. Officer: Faye Hudson Email: <a href="mailto:planning.comments.csb@buckinghamshire.gov.uk">planning.comments.csb@buckinghamshire.gov.uk</a> Tel:01494 732950 / 01895 837210</p> <p>– comments by 30/12/2025 - extension request granted until 07/01/2026</p> <p>Cllr Watts introduced the PA and discussed, and on that basis, Cllr Watts proposed <b>Oppose</b> seconded by Cllr Mapplethorpe all in agreement - <b>resolved</b></p> <p><b>PL/25/5463/FA</b> Application type: Full Planning Permission Location: 4 Cherry Leys, Steeple Claydon, Buckinghamshire, MK18 2RL Proposal: Proposed 2-storey side extension and single storey rear extension. Officer: Anna Souter Email: <a href="mailto:planning.comments.csb@buckinghamshire.gov.uk">planning.comments.csb@buckinghamshire.gov.uk</a> Tel: 01494 732950 / 01895 837210</p> <p>- comments by 04 January 2026 – Extension request granted until 07/01/2026</p> <p>Cllr Watts introduced the PA and discussed <b>Support</b> was proposed by Cllr Watts and seconded by Cllr Shergold all other cllrs present agreed - <b>resolved</b></p> <p>Cllr Mahon returned to the meeting.</p>	<p>Clerk – done 07/01/26</p> <p>Clerk – done 07/01/26</p>
<p><b>B. Properties and Facilities</b> – includes; Village Hall, Cottage &amp; Library / Recreation Ground / Vicarage Orchard / Pavilion Project</p> <p>a. Tractor &amp; Fireworks shed roller door: Clerk / Cllr Le Tissier Chosen quote proposed by Cllr Mahon seconded by Cllr Shergold – all other Cllrs agreed so it was <b>resolved</b></p> <p>b. Pavilion refresh – agree draft ‘conditions of participation’ emailed 15/12: Clerk Sent around to whole council – put on Gov portal or re-costs from local trades? Conditions of participation approved by Cllrs present and Clerk to put brief on the government portal – <b>agreed</b> by all Cllrs present</p> <p>c. Rural England Prosperity Fund update– Cllr Proffitt Clerk noted, the REPF has been overwhelmed with interest – so applications currently closed but will be in touch when it re-opens.</p> <p>d. Tree trimming in rec ground quote – Clerk Quote from previously approved contractors – previous tree works have been of good quality – clerk to re-send quote around to Cllrs</p>	<p>Clerk - done 08/01</p> <p>Clerk – TO DO</p> <p>Clerk – done 07/01</p>
<p><b>C. Finance</b></p> <p>a. To approve the payments listed in the finance run for January 2026 - RFO Add to list £500 on SCPC cash card - agreed by all Cllrs present.</p> <p>b. Cllr to approve BACS run before Friday 09 January 2026 Cllr Mahon proposed we agree the January finance run seconded by Cllr Mapplethorpe – all other Cllrs agreed - <b>resolved</b> Cllr Proffitt has kindly agreed he can approve BACS payments on 07/01/26</p> <p>c. To discuss and agree budget and precept request for 2026/27 financial year– RFO/All Cllrs</p>	

<p>Proposed total budget discussed was £208,220.00 Cllr Mahon proposed we accept this discussed figure, seconded by Cllr Shergold all other cllrs in agreement so it was <b>resolved</b>. Clerk has entered our discussed budget of £208,220.00 for 26/27 into the precept calculator and it shows as a 22.52% increase - so taking a Band D property from £146.25 to £179.19; annually an additional £32.94 - Cllr Mahon noted it may decrease as more houses come into paying precept. Cllr Shergold noted the additional cost of the Village Neighbourhood plan to the precept. As the precept request is over £140,000 we will need to attach with our precept the breakdown of expenditure and income to comply with Council Tax (Demand Notices) Regulations 2011. We need to confirm to BC the <u>amount of precept</u> we require for 2026/27 no later than the <b>31<sup>st</sup> of January 2026</b> in order that BC can set the Council Tax for 2026/27 for all preceptors.</p>	<p>Clerk – done 07/01</p>
<p><b>D. Youth Council</b> - any update – Cllr A Shergold a. SCYC Volunteers inaugural meeting update – Friday 19/12/25 from 6.45pm at Mollys – Cllr Shergold thanked the Clerk for the minutes; the atmosphere was cordial and full of enthusiasm – volunteers turned out in force, next mtg Friday 27 Feb and first youth get together planned for 06 March 26 Regarding Adopt a granny and youth council are separate – but let them grow and see what evolves. Noted X2 Headmasters of secondary schools are enthusiastic.</p>	
<p><b>E. Communications –</b> a. any update from working group – Cllr Watts Booking bug to moving to Calenso – moving forward this Friday. Cllr Watts to have mtgs with clerk with regards to assertion 10 b. Monthly magazine article to be produced – Cllr Le Tissier Cllr Watts to write it in Cllr Le Tissier's absence – clerk to confirm this with Cllr Le Tissier. Clerk to book first Sunday in December 26 and the Saturday afternoon – OAP Xmas meal – requested by Cllr Mahon</p>	<p>Cllr Watts  Clerk</p>
<p><b>F. Events</b> a. Fireworks 2026 date – Cllr Le Tissier Fireworks team have chosen Saturday 07 November 2026 b. Farmers Market – any update Cllr Le Tissier none</p>	
<p><b>15. Rosefield Solar Farm</b> – any update - Cllr Mahon Still in process with the inspector, no updates.</p>	
<p><b>16. Future agenda Items</b> - Councillors are invited to propose items for consideration for the next agenda.</p>	
<p><b>17. Date of next meeting: Tuesday 03 February 2026 at the Village Hall</b></p>	
<p><b>18. 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. Staffing update</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><b>Meeting was closed by the Chair, Cllr Mahon at 20.03</b></p>	

The next Parish Council meeting will be held on <b>Tuesday 03 February 2026</b> 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 <a href="https://www.steepleclaydonparishcouncil.gov.uk">https://www.steepleclaydonparishcouncil.gov.uk</a> Email – Clerk@steepleclaydonparishcouncil.gov.uk	
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Signed.....

Date.....

### Appendix 1

#### Summary of Clerk activity from 02/12/2025

- **December 2025**

#### Administration

- Preparation of monthly transactions for January 2026 Meeting of the Council

#### On-going

- December 25 Draft Minutes prepared and on public display
- January 26 agenda prepared and on public display
- January 26 Wage run and finance runs prepped
- On-going email correspondence and MOP queries
- Website updates ongoing
- Scribe training and input continues – now in income and expenditure
- Planning Application PC response submitted ref: n/a
- **Streetlights:** column 38 Meadoway being replaced in next 9 weeks – 20/10
- Lamppost removal query from Tilia – pole 61 opposite Redland Close, approved by PC 19/11 - Clerk has contacted Eon & Npower. Removal planned for w/c 26/01/26 Clerk notified NPower 31/12
- **Fixmystreet:** bus stop sign damage 12/12/25 ref: 853143 – old covid signage

#### Meetings:

**05/12 - CW re IT**

**09/12 - online HR training**

**11/12 - Fireworks PM**

**12/12 - Government portal mtg**

**17/12 - d/parking at hall review**

**17/12 - Community food banks - FM**

#### Other:

- Kitchen & Library interior works **completed** 18 & 19/12
- Applied for x30 copse saplings from Woodland Trust – **approved & expected March 2026**
- Updated working groups list 15/12
- NHPlan TOR on SCPC website 15/12
- Government portal draft 'conditions of participation' ref Pav refurb works to Cllrs 15/12
- Investigated disabled parking spot placement at hall with caretaker – wed 17/12
- Approved response to CCClub proposal signed and sent 15/12
- Contacted ex-cllrs regarding fingerpost sign. Fingers being engraved - expected in November
- ONH contract signed and returned and first invoice paid for NHPlan (check if on Nov report)

- S106 VAT query resp rec'd 25/11 to do mtg with NO
- Clerks inaugural Seminar BALC booked for 20 April 26 – in Aylesbury 09.30-16.00
- Remembrance Day 2026 rolling road closure enquiry to BC –12/11
- Applied for HS2RSF refund for MVAS brackets - £150 exc VAT – 25/11
- Applied for free compost from BC 'waste strategy' – on waiting list as at Dec 25
- Claydon Cycling Club PC response to proposal received sent - 15/12
- Enquiry to EKFB regarding routine maintenance/trimming of enclosed footpaths SCL near 'School Hill/Addison Rd' compound
- Electrician for library door light booked 31/12

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 08 January 2026 Mollys Cafe, Thursday 22 January Library, Thursday 05 February Mollys Cafe, Thursday 05 March Library, Thursday 19 March Mollys Cafe Thursday 16 April Library.

## Appendix 2

Payee	Details	Payment method	Cllr initial	Category	NET	VAT	Gross
Hannah Holmes	wages (x25 hrs p/w)	BACS		Wages	£		£
Sam Hills	wages (one day absent) full-time	BACS		Wages	£		£
Pat Serle	wages x 42 hrs	BACS		Wages	£		£
Nick Osgerby	wages x 5 hrs	BACS		Wages	£		£
Pat Serle	expenses - children fiction x12	BACS		Library	£28.99		£28.99
Hannah Holmes	expenses - monthly office space	BACS		Admin & equipment	£10.11		£10.11
LM Property Services Ltd	Village hall Kitchen & Library decorating works invoice: 511	BACS		Library	£510.00		£510.00
LM Property Services Ltd	Village hall Kitchen & Library decorating works invoice: 511 NOTE additional £150 for kitchen works to be re-done	BACS		Hall	£1,010.00		£1,010.00
Golding & Son Electrical	supply and fit disabled toilet alarm batteries	BACS		Hall	£175.00		£175.00
Bunting & Co	PAYE service for quarter until Dec 25	BACS		Admin & equipment	£250.00	£50.00	£300.00
Rowett Insurance	Tractor OY73TNL annual insurance	BACS		Rec Ground & Pavilion	£367.73		£367.73

Steeple Claydon Parish Council.  
Minutes of January 2026

Dunns Windows	windows/ gutters and dusting rafters	BACS		Hall	£245.00		£245.00
British Gas lite	19 Nov - 18 Dec 25 - PAV	DD		Rec Ground & Pavilion	£18.22	£0.91	£19.13
British Gas Lite	19 Nov - 18 Dec 25 - Hall / Library	DD		Hall	£543.81	£108.76	£652.57
Buckinghamshire Council	bins empty and rental Nov 25	DD		Bins	£65.00		£65.00
NPower	s/l elec 01 Nov - 30 Nov 25	DD		Street Lights	£634.18	£126.84	£761.02
Checked Safe	lone worker app	DD		Admin & equipment	£4.00	£0.80	£4.80
Yorkshire Gas & Power YGP	elec to pav Nov 25	DD		Rec Ground & Pavilion	£62.66	£3.13	£65.79
Yorkshire Gas & Power YGP	elec to hall/library Nov 25	DD		Hall	£138.02	£6.90	£144.92
Yorkshire Gas & Power YGP	elec to CCTV/Clock	DD		Clock Tower & Children's Corner	£55.26	£2.76	£58.02
HMRC	PAYE month 10 (will be paid 22/02/26)	DD		Wages	£1,044.90		£1,044.90
Nest	staff pensions Nov 25	DD		Wages	£206.87		£206.87
Village Networks	Dec wifi for Hall/library	DD		Library	£25.00	£5.00	£30.00
Village networks	Dec wifi for pav/CCTV	DD		Clock Tower & Children's Corner	£25.00	£5.00	£30.00
Village Networks	Jan wifi for Hall/library	DD		Library	£25.00	£5.00	£30.00
Village networks	Jan wifi for pav/CCTV	DD		Clock Tower & Children's Corner	£25.00	£5.00	£30.00
Starboard Systems / Scribe	Scribe finance database - monthly subs fee	DD		Admin & equipment	£68.00	£13.60	£81.60
					£9,209.79	£333.70	£9,543.49
Amazon	2x padlocks for PC's large bins	cashcard		Bins	£27.98		£27.98
HP Inc UK	3 x toners	cashcard		Admin & equipment	£239.98	£47.99	£287.97
Vonage	VOIP line Clerk/Library Dec	cashcard		Admin & equipment	£24.69		£24.69
Amazon	AA batteries	cashcard		Hall	£21.99		£21.99
Amazon	cable floor protector	cashcard		Hall	£11.99		£11.99

Steeple Claydon Parish Council.  
Minutes of January 2026

	(outside lights at hall)						
					£326.63	£47.99	£374.62

**Plus: agreed £500 to SCPC debit/cash card**