

STEEPLE CLAYDON PARISH COUNCIL  
Minutes of meeting 3<sup>rd</sup> January 2017

<b>Present</b> 2017/177	Cllr Tanner (Chair), Cllr Weingart, Cllr Hodges, Cllr Firth, Cllr Smith, Cllr Spencer, Cllr Mahon. Paul Templar, John Chilver (AVDC) Ivo Haest, Lorna Piper, Pat Butler, Dan Price and Leo Glynn.
<b>Apologies</b> 00178	Nil - All Councillors in attendance
<b>Declaration of interest personal - prejudicial</b> 00179	Cllr Weingart declared an interest in reimbursement to her for the cost of microwave and kettle for village hall. The purchase had been agreed at the previous meeting. Cllr Tanner had arranged for training courses for the new caretaker and she would be reimbursed for these costs against receipts.
<b>Minutes of meeting 1<sup>st</sup> November 2016</b> 00180	Cllr Weingart asked that the cheque payments be broken down in more detail going forward. Contractor details and staff wages would not normally be detailed. The minutes of the meeting dated 6 <sup>th</sup> December 2016 were confirmed as a true record and signed by the Chair. Proposed Cllr Mahon seconded Cllr Smith. Unanimous. Clerk declared meeting would be recorded for help in preparing minutes.
<b>Public Participation</b> 00181	John Chilver would speak about Hs2 public meetings later. Council asked about future for Civic Pride as nothing mentioned on new website. PC agreed there was a future for such a volunteer group and there had been no change to the insurance position provided PC was aware in advance of who was involved and what they were doing ( simple Tasks). Cllr Firth spoke on behalf of the Council in encouraging support for such a body within the village. Unanimous. Asked that Clerk sent out to those on list to confirm they still had support for such a venture.
<b>Caretaker and Cottage Update</b> 00182	Clerk advised that new Caretaker, Ed Potocki, had started on the 5 <sup>th</sup> December 2016 and he would move into cottage on completion. Electronic diary system and task list had been set up and was being used already. Clerk would line manage and jobs should come through him for monitoring. Discussion re finish date for Cottage and Cllr Mahon was visiting on regular basis. Believed it made sense to let Caretaker move in and defer the outside painting until better weather. Caretaker was apparently in agreement. Terms of payment confirmed and discussion re part payment on this basis. £10,300 initial payment against finished internal work to be offered, subject to satisfaction , balance on completion of whole job. Proposed Cllr Mahon seconded Cllr Tanner- unanimous. Cllr Mahon was thanked for all his hard work.
<b>Parish Clerk –</b> 00183	E mail from Cllr Neil Blake AVDC regarding unitary authority proposals. Details would be put on website and the BucksCC counter offer. Cllr Chilver said there was to be a meeting on the 16 <sup>th</sup> and would report back. E mail from BALC re freight strategy. Brochure provided <i>re Standing up for the Countryside</i> to be circulated. Angela MacPherson (expected later in meeting) had written about her community fund and had asked for names of local groups where financial support was needed. SCPC would respond. In discussion Cllr Mahon offered to donate 20 litter picker sticks to the Parish Council/ litter pick volunteers. Unanimously agreed that the £300 quote for supplementary drainage works as identified by contractor be paid in due course. Tackling Crime survey to be passed to

	<p>Cllr Tanner. Update A413 sustainable Travel Scheme information read from and retained by Clerk. New volunteers being taken on in library (4). Interest shown re connection between Bletchley Park and the village and details shared with Betty Picknell and Tony Carroll. Clerk speaking with John Riches from Middle Claydon PC with regard proposed large development Verney Junction meeting with Quatro. To be closed meeting and likely Monday 23<sup>rd</sup> January in the evening. Clerk to arrange and communicate. Progress being made with web site – details to follow. Aylesbury Vale Community Safety Partnership survey – to Cllr Tanner to complete. E mail re safeguarding policy and to look to develop plan.</p>
<p><b>Setting of the Precept 2017-18</b> 00184</p>	<p>Clerk addressed the meeting and advised he had already met with Parish Councillors to give all the opportunity to consider financial requirements for the 12 months ending 31<sup>st</sup> march 2018. At that meeting Clerk had provided historic figures showing precept calculations, current year spend to date and a breakdown of reserves by category. The Parish Council would take into account these reserves in calculating precept also being aware that there was no cap on precept requests this year but central government had this in close review for the future. A form, provided by AVDC, had also been circulated which would provide percentage effect, increase or decrease, on council tax dependent on calculated total precept requirement. At this stage no firm decision had been made.</p> <p>Cllr Hodges summarised the rationale for precept requirement by category.</p> <p>A total of £91,936 which was a decrease of 1.87% year on year and which for a band D property would be down 3.23% year on year ( there were more households contributing 2017-18). Proposed by Councillor Weingart and seconded by Councillor Smith – unanimous. that these figures be agreed and be sent to AVDC for processing. Clerk thanked Parish Council for their decision and would action.</p>
<p><b>Working group update on activities</b> 00185</p>	<p><b>Neighbourhood and development</b></p> <p>Cllr Firth addressed the meeting. Planning application <b>Removal of front bay and erection of first floor extension.</b></p> <p>Planning Application The Corner House 5 Shinfield Close Steeple Claydon Buckinghamshire MK18 2HJ Ref. No: 16/03973/APP The Parish Council had no objection to this application. Proposed Councillor Hodges seconded Councillor Spencer. Unanimous</p> <p>Regarding Neighbourhood Plan very successful public consultation session in November 2016 and could now advise there had been a near 40% response to the questionnaire. Cllr Firth delighted with this response and the data it generated. Meetings continued with NP working group in December ( inc with Neil Homer Consultant and Caroline Longman re questionnaire). Moving toward preparation of draft plan and development of ‘policies’ within the plan which is the heart of what will be put to the public in the referendum. Full details of survey analysis will be available to the public in due course. Information will be input into neighbourhood plan where appropriate and a second list will be available for use of the Parish Council in future deliberations. Grant application meeting to take place this month. Chair wished to thank Cllr Firth and all the team for their hard work.</p> <p><b>Commucation and events</b></p> <p>New website had been launched 7<sup>th</sup> December. 1,512 unique visitors, total 2,532 visitors as at 12 o clock New Years Day. Positive responses from public received. Ian Millard has offered to carry on as web administrator and work closely with Parish Clerk. (no charge). This offer was appreciated by Clerk who would retain control and receive appropriate training.</p> <p>Ian had organised the new website address <a href="http://steepleclaydonparishcouncil.gov.uk">steepleclaydonparishcouncil.gov.uk</a> . There was an opportunity for Councillors to have a separate e mail address with .gov.uk suffix and this would be the subject of future discussions. Cllr Firth would certainly support.</p>

Newsletter details confirmed. War Over 100 year celebration beacon – Clerk to register our interest. Summer Fayre would proceed again.

**Finance**

Balances remain the same for the record as monthly statement not yet received at time of meeting. *These now available post meeting and added to these minutes. As at 30th December 2016, c/a £ 103,771.34 , Lloyds c/a £50,000 , Tracker £21,022,46 , NSC's £5,298.05, old tennis club acct £5,504.59.* Electronic banking still needed to be resolved. The following items were included in the January 2017 Cheque run:

Gas cottage	£36.72	Training course fee and booking licence	£65.94
Election fee	£2831.45	Engraving	£40.00
Cleaning - hall	£842.40	Street light repair	£444.00
Library expenses	£49.95	Tax and NI	£499.00
Contractor re heating repairs	£930.00	Library phone bill (1/2 yr)	£ 282.65
Purchase kettle and microwave for v/h	£259.97	Training costs - caretaker	£139.20
DBS Admin charges	£90.00	+ monthly wage payments	

Proposed Cllr Hodges seconded Cllr Spencer unanimous. Confirmation that Pension contributions payable to NEST would be debited to bank account by direct debit.

Confirmation required re Payee for the cub group donation £50 which would be prepared for February meeting. It was reminded to all that someone needed to review the work done by cubs when possible please.

**People and Assets**

Cllr Tanner advised that 5 recreation site visits had been made. Caretaker Ed had weekly instructions to monitor and report back to Clerk where visits were logged. Village hall visits 12 before handover to Caretaker. Handover undertaken and familiarisation of procedures ongoing. Work to tractor shed roof still outstanding due to unforeseen circumstances but had confirmation would be completed at earliest convenience. Shed at village hall had been dismantled and skip now required to remove. Proposed Cllr Weingart, seconded Cllr Hodges that be arranged and expenditure authorised. Clerk to arrange. Unanimous. Caretaker on first aid course Thursday. Caretaker requires new ladder and toolkit. Cllr Firth would liaise and review request. Work to village hall radiator system had been completed and all areas warm.

	<p>All hirers to be advised of new heating system and adjustment only to be made by caretaker. New signage to be prepared. All on line training now completed by Caretaker. To be updated after 3 years. Fire extinguisher training still outstanding but being booked. Proposed Cllr Tanner, seconded Cllr Firth, Unanimous. Landline for cottage discussed and Cllr Firth to discuss and possible VOIP. Clerk to chase Mr Trevitt re ongoing discussions re movement of AED.</p> <p><b>HS2</b></p> <p>Public meeting set for 17<sup>th</sup> January and Cllr Firth would arrange and deliver on night. Would liaise with Hs2 for updated facts and attempt contact with enabling work contractors. Cllr Macpherson advised she had a meeting coming up on the 15<sup>th</sup> re EWR and HS2 integration. Discussion re terms of reference re £1m mitigation fund and future meetings which would not be open to Parish Councillors. Some concern here. Named individual needed to be identified as representative for each group. Charndon, Twyford and Calvert Green meeting with SC still seemed a sensible way forward. Cllr Tanner summarised the situation with regard the other Councils as she understood the position. Cllr Macpherson had a meeting coming up and would help clarify. Jackie Copcutt asked for track changes on line to terms of reference but it was agreed more time was required and a response could be formulated after our meeting of the 17<sup>th</sup>.</p> <p>Cllr Firth would include as part of that meeting. Review would be 24<sup>th</sup> January at 7:30pm. Notes would be taken and copy provided to Clerk who would be unable to be at that meeting. Quick meeting on the 11<sup>th</sup> for preparation. Cllr Macpherson discussed haul routes e mails and commentary invited. Parishoner Coombs previous comments on this subject were relevant and he had been copied in on recent correspondence. Cllr Tanner wanted to resolve this evening and Cllr Chilver advised if objection made an alternative route had to be suggested. There was still some confusion and this subject would be discussed at the public meeting on the 17<sup>th</sup>. Angela would e mail Jackie.</p>
<p><b>Matters of a confidential nature</b> 00186</p>	<p>The public were asked to leave before this item on the agenda. Pat Butler was invited to attend this section of the meeting</p>

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