



STEEPLE CLAYDON PARISH COUNCIL

Minutes of Parish Council meeting on 4th September 2018

<p>Present: Cllr Paul Firth (in the chair), Cllr Frank Mahon, Cllr Doreen Weingart, Cllr Trevina Smith, Cllr Tony Barrett, Cllr Dan Price, Cllr Frank Spencer, Cllr Joseph Hodges.</p> <p>In attendance: Julie Milne (temporary secretary) and nine members of the public.</p> <p>The meeting was opened by Cllr Firth at 7.34pm who advised that the Parish Clerk had stepped down from the position and the minutes were being recorded by Julie Milne for this meeting.</p>	
<p>1. Apologies All Councillors were present.</p>	
<p>2. Declarations of interest Cllr Firth advised that at the June meeting there was an alleged conflict of interest which has brought into focus an important matter regarding the duties and responsibilities of councillors as they go about their duties. He read the following statement:</p> <p><i>'As councillors we have sought this public office. We are volunteers but we are responsible for our actions in this public role and therefore we are subject to the codes regulating our behaviour. There are guidance documents and there are official documents available to us. The Good Councillor's Guide provides clear guidance and the Code of Conduct for members tells us what we should do – it's not an easy read! So, in summary, in the future if any councillor has any possible conflict of interest in a matter being discussed, I would ask them to declare it as soon as they become aware of the situation. We are in difficult times – at the June meeting we had an inexperienced clerk, and now we have none, so I would ask for your support in making sure that we are seen to be going about our duties correctly.'</i></p> <p>Further information in relation to these can be found in two documents publicly available: The Good Councillor's Guide: https://www.nalc.gov.uk/library/publications/801-good-councillors-guide/file Code of Conduct for Members (Buckinghamshire County Council): https://democracy.buckscc.gov.uk/ieDecisionDetails.aspx?Id=425</p>	
<p>3. Minutes The minutes of the meeting of 3rd July 2018 received no comments or amendments and were confirmed having been proposed by Cllr Barrett and seconded by Cllr Weingart with all members in favour.</p>	



4. Chairman's comments

Cllr Firth addressed the meeting with the following information:

- Bucks County Councillor Angela Macpherson had submitted her apologies and provided the following update:
 - She advised that there was no update regarding the unitary decision
 - The East/West expressway corridor decision is awaited.
 - The current Children's Centre will be reconsidered. There will be a public consultation regarding the Children's Centre and the dates will be announced.
 - The C3 advisory lorry route from Grendon to Gawcott is still under debate.
 - Notification of the ground investigation work on the East/West rail has been received.
 - Buckingham Waste Recycling Centre public consultation is still open and parishioners are encouraged to comment:

<https://democracy.buckscc.gov.uk/mgConsultationDisplay.aspx?ID=7402>

- Cllr Firth met Buckinghamshire County Council (BCC) who provided proposed plans for the North End Road development and the provision of lighting and the width of the footpath. The initial indication was that this would be 2 meters wide but it was recognised this is not in keeping with the road itself and in reality will vary between 1.5 and 1.8 meters dependent on the impact on gardens. This is acceptable to the Parish Council.

A parishioner asked if the width of the road would be reduced and Cllr Firth responded that he did not believe this would be the case. He added that the footpath would run from the entrance to the development and join the footpath of the recreation ground. The parishioner asked if traffic calming could be introduced where there is no footpath (around the Old Sportsmans) and Cllr Firth urged him to propose this to Bucks CC if he has wishes to.

- The footpath from the Buckingham Road development will run from the exit point to join the existing footpath from Queen Catherine Road at a nominal width of 2 meters along the whole length. The Parish Council has declined to take on responsibility for the street lighting on this development.

- The village fayre was a fantastic event and a letter of thanks will be forwarded to Karl for an excellent job with encouragement to continue.

- Urban & Civic has a conditional agreement with The Claydon Estate for a development near Calvert:

<https://www.urbandcivic.com/projects/strategic-sites/calvert/site-details/>

He reported a visit to their development at RAF Alconbury and reported significant attention to community engagement and consultation on this project.

- Cllr Barrett will be attending a planning meeting at AVDC where Section 106 legal agreements and how to handle them will be

FOR FURTHER
CONSIDERATION

JULIE MILNE



<p>discussed alongside an update on the local plan. Cllr Barrett will provide a report at the next meeting.</p> <ul style="list-style-type: none"> Promotional material published by Bovis Homes to support their current development indicates that the land opposite their current development on North End Road is classified as ‘potential future development’. This is in total contradiction of the Neighbourhood Plan and Cllr Firth will write to Bovis Homes regarding this matter. <p>Cllr Firth added that he has a personal project totally unrelated to the Parish Council in relation to the establishment of a Community Café and asked for volunteers who wished to help to message him privately.</p> <p>This meeting was closed at 7.55pm and public participation was invited at this time.</p>	<p>CLLR BARRETT</p> <p>CLLR FIRTH</p>
<p>5. Public participation</p> <p>A parishioner stated that the public footpath running across the fields opposite the Bovis Homes development in North End Road is completely overgrown. He has contacted the owner who stated that this is not his responsibility. A fence has been erected but the path does not meet the legal width requirement for one along the side of a field. Cllr Firth advised that this is not the responsibility of the Parish Council but advised that it would support the parishioner’s case if he writes to the Rights of Way Officer at BCC.</p> <p>A parishioner asked why the newly appointed Parish Clerk had vacated the post so quickly. He was advised that this was for personal reasons and she had expressed her disappointment at leaving and the Council was sad to lose her, however, they hoped to be replacing her with a suitable candidate as soon as possible.</p> <p>The public participation was closed at 8.03pm.</p>	
<p>6. Correspondence (Parish Clerk)</p> <p>Whilst the absence of a Parish Clerk means responsibility falls to Councillor, there is nothing requiring debate.</p>	
<p>7. GDPR</p> <p>Cllr Barrett advised that he has received the training session from AVDC but progress has been postponed since the Clerk’s resignation pending the new appointment, especially given that the Clerk takes the role of Data Controller under GDPR. A response from AVDC with regard to conducting an audit is also awaited.</p>	



8. Bucks Best Kept Village

Cllr Firth advised that although Steeple Claydon did not win its category it did better than it has previously, scoring 92 points against the 94 points scored by the winner (Cuddington). A Certificate of Merit will be presented.

Best kept village	2015	max	2016	max	2018	max	comment 2018
cemetery, graveyard	8	10	10	10	10	10	Beautiful. Volunteers were mowing the grass when we visited and the area is obviously well tended.
common, green, playing field	8	10	10	10	10	10	Very good facility, nicely mown with a good pavilion.
children's play area	5	5	10	10	9	10	Good provision, well fenced but the gate needs adjusting to close automatically.
nature conservation area	3	5	4	5	5	5	A very attractive area, cool and shady, a pleasant surprise in the middle of a residential area. Imaginative use of fallen logs to prevent vehicle access.
village hall, community centre, church hall	8	10	9	10	10	10	An unusual village hall, tidy and well maintained, with attractive flower troughs and baskets. The Golden Jubilee sign is an attractive feature.
general environmental features (hedges, verges etc)	11	15	9	10	9	10	Generally well looked after and free of litter. Grass verges had recently been cut after being allowed to grow to some height, and the cut grass left, which gave an untidy appearance in some areas. The fountain is attractive and nicely planted. The village pump is well maintained and litter free.
area around shops	5	5	5	5	4	5	A few weeds along the boundary fence at the village shop, and the rubbish bin would benefit from a wash. Otherwise shop forecourts very clean and tidy.
area around pubs	4	5	5	5	5	5	Very good, clean and tidy with good displays of flower tubs and troughs.
bus shelters	4	5	3	5	4	5	Timetable at the bus stop was damaged – appears to have been an attempt to set light to it.
notice boards	3	5	3	5	5	5	Good condition, information and up to date.
war memorial	4	5	9	10	7	10	The war memorial is within the church, default mark.
community activity/organisations	8	10	n/a	n/a	n/a	n/a	
overall appearance (lack of litter etc)	9	10	13	15	14	15	Good to see the area set aside for a Remembrance Garden, with a community fund-raising effort advertised. A difficult village, but well looked after village and litter free.
	80	100	90	100	92	100	

less than 80%
full marks

As the war memorial is currently in the church it received a default score of 7 although has received higher scores in previous years, so this is not consistent. Points were also lost of the bus stops but these have since been refurbished. There is also a proposal for a bus shelter in the village which is to be considered in the future and will be added to the agenda. Thanks were passed to all that contributed to cleaning up the village and the PC is keen to enter next year.

CLLR FIRTH/NEW CLERK

9. Village Project Plan

Cllr Barrett advised that he needs to canvas general opinion before he is in a position to make a presentation to the PC.

10. Working Group update on activities and recommendations:

10.1 Finance

Cllr Spencer detailed the following cheques which have been issued:

105266	HMRC	PAYE August wages	£396.76
105267	Aylesbury Office Supplies	Combination cash box	£17.94
105268	Quest	Tools	£22.78
105269	PKF Littlejohn LLP	Annual audit	£480.00
105270	The Claydons Parochial Church Council	2 x annual donation @ £350	£700.00
105271	D Griffiths	Rec Grnd maintenance	£510.40
105272	Quest	Various tools	£129.18
105273	Wildwood	Walnut tree removal	£250.00



The wages apply to the Caretaker and the Parish Clerk's final wage with no expenses.

These were confirmed as an accurate record, proposed by Cllr Mahon and seconded by Cllr Hodges.

A transfer of £20k was proposed from the main account to the deposit account to maintain Financial Services Compensation Scheme (FSCS) protection. This was confirmed, proposed by Cllr Hodges and seconded by Cllr Mahon.

Unpaid invoices were passed by the previous Clerk to Cllr Firth and how these will be processed in the interim before the appointment of a new Clerk will be discussed after the meeting.

10.2 Recreation Ground

Cllr Price reported that the skate park was recognised as in need of repair and an assessment deemed it dangerous so it had to be closed. This unfortunately coincided with the school holidays but could not be avoided. A request for volunteers was made to attend a meeting in the recreation ground and there was a great response. Good progress has been made in affecting repairs to an appropriate standard at a small cost, being mindful of possible investment from developers. It is hoped that it will be reopened in the next 2-3 weeks. The caretaker has been heavily involved alongside a small number of volunteers and they are thanked for their efforts.

Cllr Weingart stated that more soil is required for the entrance to the children's corner. This was provided free of charge previously but may need to be paid for this time.

Cllr Price further advised that Wildwood was appointed to remove the walnut tree close to the storage shed and has done so. Cllr Smith stated that she had asked for the main trunk to be left to be used for a possible carving of significance to the village but was disappointed to find that only a 3-4ft length was retained. Cllr Firth asked for proposals for its use. In the meantime Cllr Hodges will move it from its current location to the corner of the car park.

10.3 Village Hall, Library and cottage

Cllr Spencer advised that quotes were received to decorate the village hall inside and out and the project has been awarded for the internal work. A start date of 17th December has been requested for the internal decoration and bookings for Christmas and New Year were checked during the meeting, of which there were none. It was therefore agreed that the village hall will be closed from Sunday 16th December 2018 to Saturday 5th January 2019, proposed by Cllr Spencer and seconded by Cllr Hodges. This does not include the kitchen or library; the library has been decorated recently and with consideration of a possible grant for the provision of a working kitchen. A notification will be made in the village magazine and those with regular bookings will be advised.

CLLR SPENCER

CLLR HODGES

CLLR SMITH



10.4 Communication and events

Cllr Spencer advised that it has been agreed that the village firework display will be held on Saturday 10th November and asked for volunteers to help with stewarding the event.

The 11th November is 100th anniversary of the end of the First World War and the PC and War Memorial are co-hosting an event, likely to consist of a shower of poppies and the lighting of a beacon. Small posters advertising this will be displayed and representatives from the War Memorial will be invited to the next meeting to discuss how this will be organised.

CLLR FIRTH

10.5 HS2

Cllr Firth will publish details of the next event in the village magazine.

CLLR FIRTH

Cllr Firth advised that Ian Millard has confirmed that he is still prepared to update the website. For any additional information or amendments contact should be made via Cllr Spencer.

10.6 Planning Applications and proposed developments

Considering the Buckingham Road development Cllrs Hodges and Price declared a conflict of interest and took no part in the discussions.

Cllr Firth advised the following:

- Archaeologist investigations had been conducted by the Museum of London’s Archaeology Department which found some artefacts but nothing significant.
- There is a revised road layout.
- The hedgerow continues to be retained through the middle of the site as agreed.
- The footpath has been aligned with the field footpaths

It was agreed that the PC would submit confirmation of no comment to AVDC regarding the Outline Planning Permission having been proposed by Cllr Firth, seconded by Cllr Barrett.

CLLR FIRTH

Considering the single storey front extension at 3 Church View it was confirmed that no comments have been received from parishioners and the PC will register no objection, having been proposed by Cllr Hodges and seconded by Cllr Barrett. Cllr Firth will submit confirmation of no comment to AVDC.

CLLR FIRTH

Cllr Price abstained.

Considering the extension on land adjacent to 34 The Island (not on the agenda), the application has been amended with this turned 90° from the original plan which changes the orientation of the pitch of the roof but the front door still faces The Island. There was no objection to the original plan and it was agreed the PC will register no objection to this plan, having been proposed by Cllr Smith and seconded by Cllr Mahon. It was noted that if comments had been received, Cllr Mahon would have raised an objection as the owner had not been given the opportunity to attend as this had not been notified in time to be added to the agenda. Cllr Firth will submit confirmation

CLLR FIRTH



of no comment to AVDC.	
<p>11. Vicarage Orchard 2019 Cllr Weingart reported that there will be further progress in obtaining the title for Vicarage Orchard in March 2019. This will be added to the future agenda so that it is not overlooked.</p> <p>A parishioner has taken responsibility for keeping the MVAS sign operational and moving it to the various locations. He is also working in the Vicarage Orchard on general upkeep. A report on works to date will be requested.</p>	<p>CLLR FIRTH/NEW CLERK</p> <p>CLLR WEINGART</p>
<p>12. Future agenda items Cllr Firth stated that the key item for the October meeting in HS2 and decided what the village wants from it, especially from the EU. (Post meeting note – HS2 cannot make the October meeting and have requested to attend the December meeting. They will continue to hold their bi-weekly drop in sessions)</p> <p>Cllr Barrett asked for the addition of a sub-item addressing traffic management, especially as work on the IMD starts.</p> <p>The meeting was closed at 8.50pm.</p>	

Signed.....

Date.....