

STEEPLE CLAYDON PARISH COUNCIL

Minutes of Parish Council meeting

Tuesday 05 January 2021

<p>Present: Cllr Joseph Hodges (in the Chair, hosting and recording the Zoom meeting) Cllr Tony Barrett, Cllr Frank Mahon, Cllr Marie Cherry.</p> <p>In attendance via Zoom: Hannah Holmes – Parish Clerk and 13 members of the public. The meeting was opened by Cllr Hodges at 19.35</p> <p>Following the introduction of legislation L01-20 The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of local Authority and Police and Crime panel meetings) (England and Wales) Regulations 2020 - allowing local councils to hold their meetings using online technology. Councillors and members of the public had confirmed they were familiar with how to use Zoom and understood the protocols regarding using 'mute' to avoid background noise and letting Council know who is attending.</p>	
<p>1. Apologies The Clerk has received apologies from the following Councillors: None. Cllr Weingart via Cllr Hodges this evening.</p>	
<p>2. Declarations of interest None received</p>	
<p>3. Minutes 01 December 2020 Minutes circulated to public and Cllr's via website and email. Cllr Barrett proposed that they be approved as a true representation of the meeting; this was seconded by Cllr Cherry, all other Cllrs who had been present at that meeting agreed. The minutes will be signed by the Vice Chair noting CV Social Distancing restrictions.</p>	<p align="right">Clerk</p>
<p>4. Chairman's Comments: The chairman had no comment other than to mention that Cllr Woods had resigned due to moving out of the village, Cllr Hodges thanked her for her efforts whilst on Council.</p>	
<p>5. New Councillor co-option recruitment Three members of the public who would like to join the Council. They have been interviewed by Cllrs. Cllr Mahon proposed we co-opt Lindsey Batham seconded by Cllr Barrett Cllr Barrett proposed we co-opt Ivo Haest, Cllr Cherry seconded Cllr Cherry proposed we co-opt John Mitchell seconded Cllr Mahon Clerk to do Cllr paperwork and get it SD signed and returned to Buckinghamshire Council asap so Cllrs can officially start.</p>	
<p>6. Public participation - Opened at 19.41</p> <p>P1. Buckinghamshire Food growing and cooking project – encourage food growing and cooking. Cllr Mahon – allotment Society might be interested in this with the Church. Group of allotment owners. It was agreed PC can help advertise via Facebook. Clerk to look up details on HS2 planters.</p> <p>P2- Online login details were omitted from magazine, apologies, will be in next months and is on homepage of website</p> <p>P3 – Road Closures email sent to BC and PC – EWR lorry clipped P3 car in Padbury in Dec – struggle to work out who lorry was contracted to in order to sort it out. EWR admitted only because someone went on site and recognised lorry registration. Cllr Macpherson has had no response re gritting queries. This will be chased up.</p>	<p align="right">Clerk – done 19/01/21</p> <p align="right">Clerk</p> <p align="right">Cllr Macpherson</p>

Cllr Chilver pointed out the lorry should be going down Ox Lane not main street Padbury. EWR & HS2 should have clearly marked lorries. Please be vigilant and all parishioners encouraged to inform PC/BC so information can be compiled.

Public participation was closed at 19.54

7. Working Group Update on activities and recommendations:

Finance

- i. To approve the payments listed in the cheque run for the month included as

Appendix 1.

The cheque run was **approved**, proposed by Cllr Barrett seconded by Cllr Cherry, all other Cllr's present agreed.

- ii. Monthly reconciliation will be signed off in person - using correct SD procedures. Clerk to arrange with Vice Chair.

- iii. Precept update

Cllr Hodges discussed that Council had agreed to set annual precept that comes from Council tax at £103,750.00 an annual increase of £1,040.00

Proposed by Cllr Mahon seconded by Cllr Barrett

Final figure was agreed by Council at a zoom meeting held Dec 2020

Clerk to contact BC to confirm precept request.

- iv. Banking Cllr mandate update.

Cllr Mahon updated re banking mandate delay, has contacted BALC for advice, full Council agreement would allow an ex-councillor who is still a signatory until the mandate goes through, whilst under a current Cllrs monitoring, proposed by Cllr Mahon, seconded by Cllr Barrett, Cllr Hodges confirmed with ex-Chair who was present at the meeting Paul Firth that is he happy to help, he agreed – all councillors present **agreed**. Cllr Mahon abstained. It was noted the Clerk sets up payments. Paul Firth was thanked by Council. Mandate is currently with Barclays Business Account team.

Clerk will notify Council of any updates.

Background information

Mandate sent off on Friday 04/12/20

Barclays left answerphone message with Cllr Weingart Monday 07/12/20 – but unfortunately Council was not informed.

Clerk chased Business team on Monday 14 answered their query on postal address for VH

Clerk chased Monday 21/12 – Barclays stated they were in the post – Christmas backlog in post

Clerk emailed Barclays team 27/12/20 but business team closed for Xmas

Arrived 04/01/21 – Cllr Wood had not completed her proof of address details correctly – Clerk rang Barclays business team, she and Cllr Barrett co-signed fact that Ms Woods should be removed.

Proposed by Cllr Barrett, Cllr Cherry seconded, Cllr Hodges agreed – ask Paul Firth to do BACs again, but this would be the final time. Cllr Mahon abstained

- v. Annual donation request from Winslow & District Community Bus

Usually, SCPC annually donate under S137 £50.00 Proposed by Cllr Mahon seconded Cllr Barrett, agreed by whole Council.

Recreation Ground

- i. Report from Recreation Ground team

No lead on Rec Ground team yet.

Clerk

Clerk Done
10/01/2021

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<p>Cllr Mahon discussed with three new Cllrs maybe we can consider moving forward with MUGA project. Cllr Cherry visited MUGA at Croughton near Brackley and will contact the PC to ask for more details. Football /tennis /basketball / cricket stump's/ target practice / not locked and in/out entrance, good solid design. Outdoor gym equipment could go outside it.</p>	<p>Cllr Cherry</p>
<p>ii. Florence Nightingale memorial bench – Cllr Weingart. No update, Cllr Hodges to chase details from Cllr Weingart.</p>	<p>Cllr Hodges</p>
<p>Village Hall, Library & Cottage Report from the Village Hall/Library team</p>	
<p>c. Village Hall, Library & Cottage</p>	
<p>i. Report from Village Hall team – Tier 4 closed. Cllr Barrett, budget/design plan for kitchen, no site mtg can be arranged. Project on hold whilst restrictions are at Tier 5.</p>	
<p>Cllr Mahon noted the VH may be asked to at short notice by NHS to provide the VH for a vaccination center. All Council agreed this should be made available</p>	
<p>d. Vicarage Orchard</p>	
<p>i. Update- Cllr Cherry / Cllr Mahon</p>	
<p>HS2 Tree pruning postponed until Feb 21, noted nesting season dates must be adhered to.</p>	
<p>SD Met Radstone on site with regards to X4 wildlife cameras opposite corners</p>	
<p>Contated Eon to get costs for mainline power</p>	
<p>Solar panels – images not as clear.</p>	
<p>Sim cards or hardwired.</p>	
<p>CCTV – Radstone</p>	
<p>Cllr Cherry contacted the volunteers via email and has a VO Facebook page, so hope to move the project on over 2021</p>	
<p>e. Communications</p>	
<p>i. Social Media update – Cllr Cherry / Cllr Mahon</p>	
<p>Facebook page is now live. As agreed it is a 'Static' page. About 8 updates so far, mainly COVID-19 updates and road closures. Encourages people to our website for more information.</p>	
<p>ii. Clerk IT equipment – Cllr Cherry / Cllr Mahon</p>	
<p>Cllr Cherry and Cllr Mahon have kindly compiled a list of IT equipment required by Clerk.</p>	
<p>Cllr Haest has a PC laptop and Cllr Barrett kindly offered to donate keyboard/screen etc</p>	
<p>Clerk has updated her home internet package. Clerk would like to use office 365 for email rather than Roundcube. Cllr Cherry will help Clerk investigate this.</p>	
<p>Cllr Mahon has confirmed other local PC's provide all Clerk computer equipment which makes</p>	<p>Cllr Cherry /</p>
<p>it much easier for Clerk handover if there is a job change. Cllr Cherry to help set up Clerk IT</p>	<p>Clerk / Cllr</p>
<p>office equipment.</p>	<p>Barrett / Cllr</p>
<p></p>	<p>Haest</p>
<p>8. Streetlights – Any updates Clerk/ Cllr Barrett</p>	<p>Cllr Barrett</p>
<p>Cllr Barrett discussed finishing street light numbering project – Cllr Barrett to Laminate /</p>	<p>/ Caretaker</p>
<p>Caretaker & Clerk to put up the rest with cable ties and pins</p>	<p>/ Clerk.</p>
<p>Cllr Barrett talking to Bob Evans re costs of LED change of street lights.</p>	<p>Cllr Barrett</p>
<p>9. Light request for footpath from Meadoway to Nightingale Fold.</p>	
<p>Cllr Barrett Low level / focused lighting?</p>	
<p>Suggested include in capital expenditure for the MUGA</p>	

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<p>Cllr Mahon suggested go to developer first then look at HS2 mitigation fund Cllr Hodges asked Clerk to ask PF for his contacts re Nightingale Fold contractors</p>	<p>Clerk 19/01/21 Cllr Hodges / Cllr Mahon</p>
<p>10. Planning: 20/04040/APP - Land Adjacent Addison Road Steeple Claydon Buckinghamshire Variation of Condition 1 on application 19/01545/ADP vary the approved drawings to reflect updated landscape drawings Vary the list of approved drawings to include the revised landscaping details under (condition 1) as follows: Landscape Proposals Drawings Nos. KIER22244 11I (Sheets 1-6 of 6); Hard Landscape Proposals Drawing Nos. KIER22244 12H (Sheets 1-6 of 6); Tree Protection Plan Drawing Nos. KIER22244-03C (Sheets 1-2 of 2); Arboricultural Impact Assessment and Method Statement Rev C (dated 13.02.2020). DATE COMMENTS REQUESTED BY:- 25 December 2020 Extension Granted until 06/01/2021</p> <p>Cllr Barrett proposed no objection the application, seconded by Cllr Mahon, all Councilors present agreed.</p> <p>20/04153/APP - 3 Victory Road Steeple Claydon Buckinghamshire MK18 2NZ Single storey front, side and rear extension DATE COMMENTS REQUESTED BY:- 4 January 2021 Extension granted until 07/01/2021</p> <p>Cllr Hodges proposed no objection the application, seconded by Cllr Mahon as no neighbors have complained – but would like to comment We would urge the applicants to modify the plan to retain the hedge of at all possible. Cllr Cherry abstained</p> <p>20/04203/ALB - Foxgloves 4 Chaloners Hill Steeple Claydon Buckinghamshire MK18 2PE Internal alterations including relocation of kitchen, removal of partition wall, addition of ensuite. External alteration to include addition of doors. DATE COMMENTS REQUESTED BY:- 7 January 2021</p> <p>Cllr Barrett proposed no objection the application, seconded by Cllr Cherry all Councillors present agreed.</p> <p>20/04339/APP - Land To The West Of Addison Road Steeple Claydon Buckinghamshire Erection of retail convenience store (Class E use), associated ancillary space for servicing, with parking and landscaping DATE COMMENTS REQUESTED BY:- 18 January 2021</p> <p>Cllr Mahon proposed we support the application, seconded by Cllr Barrett, all Councillors present agreed. Cllr Mahon noted it was in neighbourhood plan</p>	<p>Clerk Done 06/01/21</p> <p>Clerk Done 06/01/2021</p> <p>Clerk Done 06/01/21</p> <p>Clerk Done 06/01/21</p>
<p>11. Addison Road open space potential adoption by SCPC Council discussed it but decided not enough resources. So it was agreed to not adopt.</p>	<p>Clerk 19/01/21</p>
<p>12. Road name request – On QCR near Church. Historical Society have put forward their name suggestions as requested. Clerk read out the HS information. The most popular related choice out of the options available with Council was Manor View – goes with adjacent field names of Manor Park and Manor Paddock. Clerk to submit.</p>	<p>Clerk 06/01/21</p>

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<p>13. Road Safety Fund - Cllr Barrett. To discuss further with Cllr Haest. HS2 County based fund.</p>	<p>Cllr Barrett/ Cllr Haest</p>
<p>14. £1m mitigation fund under the HS2 legislation. Any updates Cllr Mahon updated meeting that Charndon PC have drawn down their first £35K The interest the account had gained – approx. £10K - has no strings attached unlike the mitigation fund.</p>	
<p>15. HS2 / E-W Rail / E-W Expressway. Road Closures. Any Updates Cllr Cherry / Cllr Mahon Cllr Mahon updated the meeting, he and Cllr Chilver attended mtgs discussing, noise/light pollution, dogs barking. Statement issued on SCPC Facebook page Noise engineer investigating unrelenting noise / clay ground / generators. Lighting towers on Gawcott road, are felt to be unnecessary, not used, lower level Hs2 assured action will be taken asap. Cllr Chilver updated about the Calvert area liaison mtg and the Parliamentary select transport committee, with Phil Gaskin from Calvert Green PC attending. Repeal HS2 online petition currently 30K signatures, growing daily. Cllr Chilver noted that BC are strengthening their team to deal with HS2 complaints.</p>	
<p>16. Local Flooding – Mitigation in future – Cllr Hodges discussed flooding just before Christmas, especially on Buckingham Road and North End Road were particularly bad. Cllr Barrett – Noted in the future it would be good to co-ordinate work that needs to be done by the various bodies and add local value/knowledge and show PC worth if we can help coordinate repairs/maintenance, create a future mitigation programme. To be discussed again in future. Cllr Hodges / Cllr Haest to go and look at problem ditch on NER on 06/01/21</p>	<p>Cllr Hodges / Cllr Haest / Caretaker</p>
<p>17. Future agenda items are invited by all Councillors to be sent to Clerk ahead of preparing Agenda. Cllr Barrett – to discuss/overhaul SCPC policies and procedures (Council agreed for Feb mtg). Clerk - Review working group teams (Council agreed for Feb mtg) Mahon – MUGA / outdoor gym The next parish council meeting will be held on Tuesday 02 February 2021 at 7.30pm. To join the meeting open Zoom in a web browser or application and put in the meeting ID and password from SCPC website. 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, clerk@steepleclaydonparishcouncil.gov.uk Clerk phone – 01296 534698. Website www.e-voice.org.uk/steepleclaydonpc/ The meeting was closed by Cllr Hodges at 21.10</p>	

Signed.....

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Date.....

Appendix 1

Paid Date	Payee	Details	Cllr Initial	Chq Cleared	Category	Net Value	VAT Paid	Gross
Jan-21	Hannah Holmes	wages		BACS	Gen Admin & Wages	£		£
Jan-21	Hannah Holmes	expenses -printer ink/laminates		BACS	Misc	£60.84		£60.84
Jan-21	Terry Levitt	wages		BACS	Gen Admin & Wages	£		£
Jan-21	Terry Levitt	expenses - Post office / strimmer / mower petrol / 6 miles @ 45p		BACS	Misc	£9.64		£9.64
Jan-21	Pat Serle	wages		BACS	Gen Admin & Wages	£		£
Jan-21	Pat Serle	expenses - books		BACS	Library	£29.23		£29.23
Jan-21	HMRC	PAYE		Cheque	Gen Admin & Wages	£557.09		£557.09
Jan-21	BMKALC	Cllr training course - essential social media skills		BACS	Misc	£32.93		£32.93
Jan-21	BMKALC	Cllr training course - training for PC		BACS	Misc	£41.55		£41.55
Jan-21	Buckinghamshire Council	Dog waste service April 20 - March 21		BACS	Bins	£1,181.44	£236.29	£1,417.73
Jan-21	PKF Littlejohn accountants	AGAR external review		BACS	Misc	£600.00	£120.00	£720.00

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Jan-21	Buckinghamshire Council	Empty and rental of large bins Nov 20		BACS	Bins	£68.50		£68.50
	Buckinghamshire Council	Empty and rental of large bins Dec 20		BACS	Bins	£35.80		£35.80
Jan-21	Eon	Elec to Street Lights - Dec 2020		DD	Street Lights	£769.41	£153.89	£923.29
Jan-21	Eon	Elec to sports pav		DD	Rec Ground & Pavilion	£43.04	£2.15	£45.19
Jan-21	Christopher Trigg	Insurance for etesia tractor 25/12/20 - 25/12/20 21		BACS	Rec Ground & Pavilion	£377.20		£377.20
Jan-21	Text Help	Read & Write online support package		BACS	Misc	£165.00	£33.00	£198.00
Jan-21	Esferico ltd	ongoing yearly support IT / Library		BACS	Library	£275.00	£55.00	£330.00
Jan-21	Dave Martin	Sept / oct / November 2020		BACS	Vicarage Orchard	£240.00		£240.00
Jan-21	Dave Martin	June/ July / Aug 2020		BACS	Vicarage Orchard	£240.00		£240.00
Jan-21	Eon	Street light maintenance quarter ending Dec 20		BACS	Street Lights	£457.14	£91.43	£548.57

