



Present:

Cllr Frank Mahon (in the Chair) Cllr Stephen Le Tissier, Cllr John Mitchell, Cllr Marie Cherry, Cllr Ivo Haest, Cllr Jason Davies

In attendance: Cllr's and **05** members of the public.

Livestreaming YouTube channel was on.

The meeting was opened by Cllr Mahon at **19.30**

The Steeple Claydon Parish Council meeting was held in person at the Village Hall on Tuesday 06 December 2022, 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.

REMOTE VIEWING

If you do not wish to attend in person you can view the proceedings via our new Steeple Claydon Parish Council YouTube channel, there will be no commenting available on this livestream in line with government guidance

QUESTIONS FOR PARISH COUNCIL

All questions from parishioners will need to be submitted to the Clerk before the meeting - cut off midday of the day of the meeting, details below.

If you need any help or information from your PC, please contact the parish clerk.

Hannah Holmes

clerk@steepleclaydonparishcouncil.gov.uk

www.steepleclaydonparishcouncil.gov.uk

Tel. 01296 534698. School hours – Monday-Friday

1. Apologies

To receive Councillors apologies and Council to approve reasons for absence.

Cllr Proffitt has submitted his apologies to Council, Cllr is unwell and all Cllr's present agreed to accept the apologies.

Apologies from the Clerk have been received by the Council, Clerk is unwell, Vice Chair Cllr Le Tissier volunteered to Clerk, all Cllr's present agreed to accept the apologies.

2. Declarations of Interest

To receive declarations of interest and dispensations in respect of matters contained in this agenda

Cllr Le Tissier has a reimbursement on the finance run

Cllr Mitchell has a reimbursement on the finance run

3. Minutes

To approve and sign the minutes of the meeting held on Tuesday 01 November 22

Matters arising from the minutes.

Minutes were Proposed as an accurate and true representation of the meeting by Cllr Davies seconded by Cllr Haest, **agreed** by all Cllrs present and signed off by the Vice Chair Cllr Le Tissier, as he had Chaired the November meeting.

4. Chairman's Comments

To receive a report on matters not on the agenda, but of interest to the Council and Parish. With the help of Twyford, Calvert Green and Steeple Parish Councils, Cllr Mahon has obtained £1000 from Helping Hands to set up a pilot that gives out vouchers – previously could only be used at Tesco's but local residents had said they would struggle to get there – so the three PC's have approval to give out vouchers that can be used at SC Coop / Calvert Green Mace / Twyford Shop

Scheme will be promoted door to door by the PC's, applications will be processed, each PC will buy £250 vouchers for the three shops and organise the administration. Helping hands will email or post to the resident or resident can pick up from SC Library when open.

Pilot until Jan 23 – if this is successful can get a further £12,000 grant to March 2023, no contributory funding required for that £12,000

Twyford and Calvert Green have approved a £500 payment for scheme – Cllr Mahon will in January ask SCPC for £500.

The HS2 mitigation fund – the interest on the £250K - SCPC previously received £4,5K, we are now waiting to hear how much is now due on the interest. Cllr Mahon Proposes Council consider using that to donate towards the Helping Hands BC project.

Cllr Haest asked how it will be best administered.

Cllr Mahon said they will offer the Drs surgery, school as well as a leaflet drop, including leaflet in children's school bags, but also posters in Molly's café, the Coop, the Bakery etc

To go on Facebook, the SCPC website – the other Cllr's are also going to advertise it.

GDPR was discussed. Helping Hands have a Freephone number / website etc will be advertised, please do spread the word.

Cllr Mahon explained the Voucher face value will be £5 and discussed reasons why

Senior's Christmas Dinner on Sunday was a huge success, they were delighted by the kitchen, huge thanks to everyone who volunteered to help out, serve food, drinks etc, including Cllr Cherry and Sam the caretaker. It was the 10th year of it being run by and organised by Hilary, who also organises the fundraising for the event.

Public Participation – Standing Orders are set aside to allow for public participation

Public participation - The meeting was closed and public participation was opened at 19.47

Cllr Le Tissier updated regarding a query received last month from a parishioner, query about recycling bins coop – SCPC are getting BC recycling dept in for mtg, the Coop are not aware of this previous discussion.

The cigarette butts in car park – the Coop do have a cleaner who also looks after the Coop car park.

Regarding the previous query on the verges going up to the Church – HS2 & EWR say they will repair all roads in 2045 – Cllr Haest is contacting the house build contractors.

Cllr Haest

<p>IPPON Ken Karate introduced themselves to the Council and asked to discuss an ongoing enquiry that has gone to the ICO as a complaint has been made, Chair advised that Cllr's are to make no further comments until we hear back from the enquiry.</p> <p>It was discussed and agreed – as a separate training issue to the ICO complaint - that the karate group are now the only hall users that do not use the online booking diary, it was agreed Cllr Cherry will sit with Karen from Karate and go through how they can make an online booking. Current bookings still stand, but to tidy and up and make new bookings up to standard. Invited karate group back to the January meeting to see if the online training went ok and how the bookings went.</p> <p>Public participation was closed at 20.04 and the Parish Council meeting was re-opened.</p>	<p>Cllr Cherry</p>
<p>6. Action Point List –</p> <p>Cllr Le Tissier read through the still open points and marked as complete some from the list.</p> <p>Cllr Mahon – updated regarding the white bridge lights – EWR have confirmed they were always temporary and will go back to a priority sign very soon.</p> <p>Spinney was discussed - as it might be best left as a one-way system. It can be changed back if preferred.</p> <p>HS2 trees still to be collected. Cllr Haest will arrange.</p> <p>Cllrs reminded to tick off their completed tasks.</p>	<p>Cllr Haest</p>
<p>7. Working Groups Update on activities and recommendations:</p> <p>A. Finance</p> <p>a. To approve the payments listed in the December finance run for the month</p> <p>Cllr Le Tissier read through the finance run.</p> <p>Cllr's asked Clerk to clarify total monthly and cashcard total spent for transparency.</p> <p>December finance run approved by Cllr Davies, seconded by Cllr Cherry, all Cllr's present agreed.</p> <p>Cllr Mitchell to do the BACS run</p> <p>b. Budget and Precept setting 2023/24 – Cllr Mitchell / RFO</p> <p>Cllr Mitchell updated Council that we have today received the precept calculator. We already have the draft budget set and therefore the precept proposal, before we must make formal precept request by 31 Jan 2023. The document has been sent around for Council to comment. RFO, Nick Osgerby, and Finance team Cllr's have reviewed and approved, in round terms it has gone up by about 10% from last year.</p> <p>To be approved at the January 23 meeting by full Council.</p> <p>c. Procurement Policy for approval – Cllr Mitchell / RFO</p> <p>Cllr Mitchell explained it is a simple policy with a clear narrative, sent around Council on 16/11- will send around again for Cllr's comments for the January meeting.</p> <p>d. Donation towards Community Bus service request</p> <p>Cllr Le Tissier proposed doubling SCPC donation given via S106 of the Transport Act 1985, from £50 to £100, all Cllr's approved so it was agreed.</p>	<p>Cllr Mitchell</p> <p>Cllr Mitchell</p> <p>Clerk</p>

B. Recreation Ground

- a. Report from Recreation Ground team
- b. HS2/BC Trees for Rec Ground - Cllr Haest / Cllr Cherry

Cllr Haest will try again to collect the tree's from High Wycombe depot.

- c. No smoking signs update – Clerk / Caretaker

Cllr Le Tissier is amending the signs so they can go up in recreation ground.

- d. MUGA Lights – Cllr Le Tissier

Cllr Le Tissier reported he has received the third quote; he will ask Council to vote on this at another meeting. Will circulate information to Council for review. Cllr Le Tissier will check with BC Planning regarding permissions required.

- e. Recreation Ground/Pavilion hire price review – Cllr Mahon

Cllr Davies updated Council that SCFC is struggling with players commitment. Hoping to have a game after Christmas. Boot Camp, No price review required of rec ground / pavilion **agreed**.

- f. Any other recreation ground issues – Cllr Le Tissier

Cllr Davies noted the clocktower is dim again. Clerk to ask Pete about it.

C. Village Hall, Library & Cottage

- a. Report from Village Hall team

Cllr Mitchell updated that the lintel report should be signed off by 12/12 so then Burgess can complete repairs to above bay window and snagging to complete in kitchen, all completed by end of January 23 hopefully.

- b. Library matters – Cllr Mitchell/Librarian, benches update / any other Library business

We have received the two new benches from the Coop – both already have plaques. FN Memorial bench due to be instated at top of Chaloners Hill. Removed bench will be kindly repaired by Malcolm from Chaloners Hill and Geoff P.

FN Bench to go where currently the Christmas tree is. Replace one at VO. Cllr Cherry noted there is a third old bench in VO that needs siting.

Barometer looks good in repair update photos.

- c. Boiler/water heaters update – ladies loo's – Cllr Proffitt is absent so unable to update

- e. Christmas Tree – Cllr Cherry – In place, looking lovely, from Claydon Christmas Tree Farm.

- f. Badminton tape replace date 08/01/2023 – Cllr Proffitt is absent.

- g. Hall sign post repair update – Cllr Proffitt is absent.

- h. Cottage gate – no parking sign/light - Clerk – Cllr Le Tissier discussed the email sent around,

- i. Hall - winter flowers query – Clerk Cllr Cherry has had the tubs removed.

D. Vicarage Orchard

- a. Any updates - Cllr Davies

None

E. Communications

- a. New PC laptop update – Cllr Cherry updated Clerk has it and has started using, monitor still to be sorted.

- b. Training and Development Policy for approval - Cllr Le Tissier/Clerk - Clerk to update Council for next meeting.

Cllr Haest

Cllr Le
Tissier
Cllr Le
Tissier

Clerk

Clerk

F. Street Furniture

- a. Noticeboards – Cllr Mitchell sent around the proposal, Cllr Cherry responded, style to be looked at, Cllr Mitchell will re-circulate it for Cllr comment by a certain date so it can move forwards
- b. Streetlights – Cllr Mitchell sent a document around on 15/11 to Council to look at potential costs savings at having lights turned off at certain times, in round terms current costs £18K per year, a one-off cost of £6K to get photo-cells fitted to do dawn to dusk and dusk to dawn but could turn off 12midnight to 5am or 1am and 5am annual cost saving of £5.5K
Cllr Le Tissier asked about certain lights being left on. Discussion followed. Canvas villagers' opinion. All costs based on fitting to 152 streetlights. Could elect to keep some lights at all times. An LED changeover is separate. LED's are currently being replaced as individual lights break. Significant savings could be made with an LED changeover. Cllr Mahon reminded Council that Charndon PC used some of the HS2 mitigation fund to change over to LED's.
Cllr Le Tissier more interested in changing over to LED's rather than turning lights off as a deterrent for bad behaviour. Agreed to be left on agenda.
- c. Recycling BC review hall and pavilion – Clerk

Cllr Mitchell

G. Events

- a. Next year's events
i. Kings Coronation in May 23 – All idea's welcome. We are awaiting formal instructions.

H. HS2 / E-W Rail

- a. Any Updates – Cllr Mahon, they have closed Gawcott Rd now until Mid-March 23. They have tried to also close Addison Rd Jan 23 – July 23, have pushed back, currently Addison Road may have to close early March – an overlap of a month could happen. Not yet finalised. Already mentioned white bridge lights – will update you as soon as Cllr Mahon is notified.

I. Planning

22/03658/APP Land Off North End Road Steeple Claydon Buckinghamshire

Erection of 3 two storey dwellings with associated access, parking and amenity space.

DATE COMMENTS REQUESTED BY:- 20 December 2022

Cllr Mahon left the room before the application was introduced, handed over Charing the meeting to Cllr Mitchell to introduce Cllr Haest who went through the planning application details. Discussion followed. Density of housing discussed, environmental officer comment discussed, flooding risk, drainage discussed. No public notice up as yet.

Cllr Haest to write final comment to be put forward, Cllr's to approve final comment.

Cllr Le Tissier proposed we Object, Cllr Davies seconded. Cllr's present agreed.

It was agreed that Council Object to the planning application.

Cllr Mahon re-joined the meeting and commenced Charing.

- b. Tilia – non-reinstatement of hedgerow for 2+ years – Cllr Le Tissier
Move to next meeting

8. Neighbourhood Watch – Steeple Claydon NHW review by Andy Guest

Andy not present, so no report.

9. Civility and Respect pledge from NALC – All Parish Councils have been asked to sign up to the new pledge from BALC. <https://www.nalc.gov.uk/our-work/civility-and-respect->

<p>project?fbclid=IwAR0ZQhk9hJ03gOVeOkdAEiz9PcoSjp-4rJ1iPDKz8b2oosSkpQ-Z8JdHNoQ - Clerk</p> <p>Cllr Le Tissier discussed the pledge request, noted that we don't have several points in place already and we should have them established before we sign up. Clerk to ask BALC how best to take forward.</p>	Clerk
<p>9. Commission Boundary Consultation - Cllr Mahon updated Council it closed 05/12, Working party recommendation was discussed.</p>	
<p>10. Road Safety Strategy – Any update – Cllr Haest/ Cllr Mahon Cllr Haest did a walk around with LAT, Kit, to look at MVAS proposed locations, Cllr Haest will take forwards the costings and relevant details as requested. Vicarage Lane location discussed. Parking on Vicarage Lane discussed, the dangerous corner by the new Coop.</p>	
<p>11. Youth Council – Cllr Haest / Cllr Mitchell The offer of help from one volunteer has been withdrawn, but we have another candidate interested in taking it forward, wants to speak to guides/brownies, the school, the various local groups. Cllr Mitchell will report back to Council on any updates.</p>	
<p>12. Future agenda Items</p> <p>Councillors are invited to propose items for January 23 agenda.</p>	
<p>13. Any Other Business and Future agenda items are invited by all Councillors to be sent to Clerk ahead of preparing the next Agenda.</p> <p>Meeting was closed by Cllr Mahon at 21.32 who wished everyone a Merry Christmas and a happy and Safe New Year.</p>	
<p>14. Confidential Items</p> <p>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.</p> <p>The meeting was closed by Cllr Le Tissier at 21.40</p>	
<p>The next Parish Council meeting will be held on Tuesday 03 January 2023 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, Clerk phone – 01296 534698. Website https://www.steepleclaydonparishcouncil.gov.uk/ Email – Clerk@steepleclaydonparishcouncil.gov.uk</p>	

Signed.....

Date.....

**Appendix 1.
December Finance Run**

Hannah Holmes	wages	BACS		Gen Admin & Wages	£		£
Sam Hills	wages - salary and back pay	BACS		Gen Admin & Wages	£		£
Pat Serle	wages	BACS		Gen Admin & Wages	£		£
Nick Osgerby	wages	BACS		Gen Admin & Wages	£		£
Pat Serle	expenses - children fiction box set	BACS		Library	£30.81		£30.81
Sam Hills	expenses - tea towels / bag / gloves gardening / xmas lights / washing up liquid / string	BACS		Misc	£54.45		£54.45
HMRC	PAYE - Nov	BACS		Gen Admin & Wages	£514.93		£514.93
Inspired Building Solutions Ltd	Hall roof repairs / dormer works / chimney central works and adapted scaffolds	BACS		Hall	£11,672.00	£2,334.40	£14,006.40
Inspired Building Solutions Ltd	2 x rim locks to stage doors / lever lock bar door / 2x rim knobs	BACS		Hall	£375.00	£75.00	£450.00
Cllr Le Tissier	reimburse for 50 x foam glow sticks	chq 105379		Fireworks S137	£66.66	£13.33	£79.99
David Martin	Rec Ground / Pav / VHall - August & October - litter picking/bins/watering tree and troughs 11hrs at £10p/h	BACS		Rec Ground & Pavilion	£110.00		£110.00
Peter Bonhomme	supply and fit replacement shower mixer and pump at VH Cottage	BACS		Hall	£343.00		£343.00
World of Wood	Library bookcase - made to measure	BACS		Library	£329.17	£65.83	£395.00
British Legion	Poppy Wreaths x 2 (annual order)	BACS		Misc	£50.00		£50.00

Steeple Claydon Parish Council.
Minutes of DECEMBER 2022

E.on - parish repairs	Victory Road S/L repair	BACS		Street Lights	£20.00	£4.00	£24.00
E.on - parish repairs	PL 38 Meadoway replace with LED	BACS		Street Lights	£270.00	£54.00	£324.00
Cllr Mitchell	reimbursement of foam light sticks 3 x192	BACS		Fireworks S137	£869.97		£869.97
Mr G Phillips	gaffa tape	BACS		Fireworks S137	£38.59		£38.59
Cashcard	reimbursement for Laptop	BACS		Misc	£1,000.00		£1,000.00
Dave Martin	Vicarage Orchard maintenance for Sept / Oct / Nov 22	BACS		Vicarage Orchard	£240.00		£240.00
E.on Next	Pavilion 01 Oct - 15 Nov	DD		Rec Ground & Pavilion	£24.14		£24.14
Buckinghamshire Council	Large Bins empty and rental Nov	DD		Bins	£83.22		£83.22
E.on Next	FN Mem Clock 01 Oct - 15 Nov 22	DD		Clock Tower & Children's Corner	£50.04	£2.50	£52.54
E.on Next	Library / Hall 01 Oct - 16 Nov 22	DD		Library	£136.13	£6.81	£142.94
NPower	Streetlights 01 Oct - 31 Oct 22	DD		Street Lights	£1,659.98	£332.00	£1,991.98
Barclays	account charges 13 Oct - 13 Nov 22	DD		Misc	£8.50		£8.50
Wave	water / sewage charges	DD		Hall	£151.71		£151.71
Wave	water sewage charges	DD		Rec Ground & Pavilion	£22.62		£22.62
Checked Safe	Lone worker app	DD		Misc	£6.00		£6.00
Village Networks	wifi to Hall / Library	DD		Hall	£25.00	£5.00	£30.00
Village Networks	wifi to pavilion	DD		Rec Ground & Pavilion	£25.00	£5.00	£30.00
				Total	£21,104.76	£2,897.87	£24,002.63
E.on Next	standing charge gas/electric at Cottage 18 Oct - 28 Oct 22	cashcard	08 December 2022	Hall	£50.94		£50.94
Dell	New PC Laptop for Clerk	cashcard		Misc	£884.94	£175.5	£1,060.

Steeple Claydon Parish Council.
Minutes of DECEMBER 2022

						0	44
MSC Direct	3 x rolls of Vinyl tape for Badminton	cashcard		Hall	£118.14	£24.62	£147.71
Amazon	a4 paper x 5 reams	cashcard		Misc	£34.99		£34.99
Amazon	Cottage new door lock and wet floor signs x2	cashcard		Hall	£29.98		£29.98
Microsoft	online services	cashcard		Misc	£45.00	£9.00	£54.00
Amazon	Outdoor extension lead 20m	cashcard		Hall	£34.95		£34.95
High Speed Training	1 x Ladder safety	cashcard		Misc	£30.00	£6.00	£36.00
				Cashcard spend	£1,228.94	£215.12	£1,449.01