Steeple Claydon Parish Council



Present:	
Cllr Frank Mahon (in the Chair.)	
Vice Cllr John Mitchell, Cllr Stephen Le Tissier, Cllr Ivo Haest, Cllr Jason Davies	
In attendance: Hannah Holmes – Parish Clerk and 04 members of the public.	
Livestreaming YouTube channel not 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 07 December, 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 or ask the council	
questions about their activities. The agenda is published on the website	
on the Thursday before the meeting.	
COVID GUIDANCE	
Normal social distancing advice apply to the public and Council.	
REMOTE VIEWING	
Was unavailable for this meeting. A Dictaphone was used for clerk's	
notes.	
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	
Apologies received from Cllr Marie Cherry, all Cllrs present accepted the absence.	
2. Declarations of interest	
Cllr Mahon to abstain from commenting on the PA's in item 10	
3. Minutes & Matters Arising	
The 07 December 2021 Minutes circulated to public and Cllr's via website and	
email. Cllr Haest noted a meeting had been agreed but had failed to yet happen. Cllr	
Mahon to contact BC re set a planning mtg with Susan Browning – meeting to be	
arranged.	Clerk



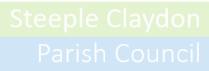
Cllr Le Tissier proposed that they be approved as a true and accurate representation of	
the meeting; this was seconded by Cllr Davies, all other Cllrs who had been present at	
that meeting agreed.	
The minutes were agreed and signed off by Chair Cllr Mahon.	
4. Chairman's Comments	
Welcomed BORG to the meeting, noted Item 6 will be moved to item 5 in case the	
public want to discuss it.	
This meeting is being recorded via Dictaphone for the Clerk to produce the official	
minutes.	
With regret I advise the public and Council that Cllr Rowan Bullivant has unfortunately	
resigned today, we thank him for his service on the parish council and wish him good luck in the future.	
Wanted to briefly discuss that the Community Boards are currently under review in	
Buckinghamshire Council and Cllr Mahon is working with a scrutiny group that has	
asked for a policy to be put in place to help ease support for small community groups.	
Clir Le Tissier noted he has made a request to Community Board for funding.	
Noted the budget at full council at Buckinghamshire being decided at the end of the	
month. Will update Council as he hears back.	
5. Public participation - Opened at 20.02	
P1 – A sign has appeared on the bus stop on West street – an EWR sign? – going out	Cllr
towards Hodges farm is another smaller sign – saying no 7.5tonne - Cllr Mahon to look	
at sign	
 Mud on the roads – still awful – aware Cllr Mahon has previously managed to get 	
more done by the local road sweepers – but concerned they are making more of a	
mess at the moment – Cllr Mahon has become aware of a company in	
Birmingham who provide a road sweeper called 'back to black' and properly clears	
right to the tarmac. He has this week contacted EWR and HS2 – he has got	
assurances that they would look into these type of sweepers.	
Has concerns about the concrete batching plant etc and concerned about villagers'	
health and what contaminates are in the mud. What are we breathing in?	
	Cllr
be approached to restore it – path not grass strip, as used for vehicle parking, to a load	Mitchel
bearing standard - Cllr Mitchell to take forward	
Discussion followed about the verges past the Church – they were due to be re-done –	
they are currently felt to be dangerous.	
Public participation was closed at 20.11	
6. BORG – Bucks, Oxon Response Group – Cllr Mahon	
BORG Chairman introduced BORG – a Voluntary group of 4x4 enthusiasts – help with	
trees broken / cars stranded etc	

Steeple Claydon Parish Council



Trained in cold water rescue, spent a lot of time in Buckingham when they were flooded – sandbags/medicine etc – small funding from Bucks Council – drivers get fuel allowance – always looking for more volunteers to join or advice on getting funding. Volunteer organisation since 1977 – 25+ years. Varied background of the volunteers, make use of their vehicles, help during snow, nurses to work, elderly home support, usually x3 weeks a year – since pandemic started in 2020 has done x 36,0000+ miles Delivering vaccines to schools, organisations and set up to then help. Train up off road as most work done in adverse weather – work with; TVP, Bucks Search and response, as a national organisation it is growing. Funding comes from grants, donations and the members. Considering becoming a registered Charity – does lots of fundraising and awareness events - does Bucks Show and the organisers donate. Winslow run the car park, Stoke Mandeville, - but that only covers the cost of the mileage. Buckinghamshire Council support each year with a grant. BORG have won the Queens award for voluntary services. Computer system that allocates volunteers – 74 on response. Try to avoid vehicle recovery. Done under instruction of Fire or Police. Want to get involved locally and raise awareness and if possible do fundraising. Local village events, and Towersey Festival. Invite them to the SCPC May Annual Parish Meeting Link to BORG website from SCPC website and facebook page – agreed by all Councillors present, so it was AGREED	Clerk/ Cllr Cherry
Working Groups Update on activities and recommendations: Volunteers are encouraged to join.	
a. Finance	
i. To approve the payments listed in the cheque run for the month and January's	
finance run for public record.	
Cllr Mahon approved, and Cllr Mitchell seconded, all other Cllrs present agreed. Cllr	
Mitchell will therefore put through BACS payments and initial the finance runs.	
ii. Precept agreed by Council for 2022/23 and request submitted to	
Buckinghamshire Council	
b. Recreation Ground	
i. Report from Recreation Ground team	Cllr Le
Cllr Mitchell talking to Paul Firth regarding the NER SCPC car park – chosen a local	Tissier
contractor and now looking into a designer.	
ii. Pavilion CCTV brief – update - Cllr Le Tissier	
Cllr Le Tissier proposal to go back to CCTV company to update prices and get done at	Cllr
the same time as MUGA.	Cherry
Seconded by Cllr Mahon. All Cllrs present approved so it was AGREED	-
iii. Rainbow Buddy Bench by Clocktower	
The bench has now been fitted by Cllr Mitchell, Cllr Cherry and master William Cherry –	
undate to go on Eacobook this wook	

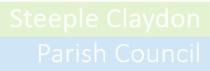
update to go on Facebook this week.





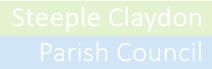
iv.MUGA submissions – Cllr Le Tissier gave an update: Contractor to do groundworks next to MUGA where proposed CCTV tower will go. We went through the procurement process, three were interested, but due to covid etc. we only received one tender. But it is within budget, within scope, a local Great Horwood company – Cllr Le Tissier has checked their references for approval. Cllr Mahon concerned about lights / light pollution. Provision of lights discussed. Cllr Mahon discussed that the school may have safeguarding requirements that will	Cllr Le Tissier Cllr Cherry / Clerk
need consideration. Cllr Le Tissier to meet with the school to check requirements. Images of proposed	Clerk
design will once again be made public, via posters, website, facebook etc Cllr Le Tissier proposing the proposal is accepted.	Clerk
Seconded by Cllr Mahon all Cllrs present, so it was RESOLVED Clerk to write to Michael Carter that Council have we voted to accept provision to publish those and contract to sign.	Clerk
v. Jubilee Celebrations – Cllr Le Tissier Events team to set a mtg date for Towersey Festival zoom. 10 Feb 22 via Zoom with Joe Heap.	CIII Le
Cllr Mahon knows a Classic cars contact if required. Cllr Haest – tree planting for Jubilee - Link to 'green canopy event' – 1000 trees / Clerk to chase for update.	Tissier
Contact past organisers of local events such as; BandJam / Cllr Mahon used to arrange PhoenixBury – has a list of bands who may do it FOC	
Dates in diary for meetings: 1 - Towersey festival	
2 - Jubilee celebrations – to arrange zoom / teams	
Protection order we have been recently made aware of discussed – will update when Council hear back from Buckinghamshire Council	Cllr
c. Village Hall, Library & Cottage	Mahon
i. Report from Village Hall team Specialist contractor has been to look at the hall, Cllr Le Tissier has met with him One quote for the undercroft – a price to replace blown bricks / lime mortar / preservation works then fill and seal – will take about a year for building to dry out, a	
year. Also a second quote for new doors, catches etc that need repair as noted by Cllr Cherry	Clerk
ii. Exterior/Interior Kitchen works – any update – Cllr Mitchell	
None – still waiting on BC financial decision iii. Flooded undercroft – Cllr Le Tissier – any update Cllr Mahon to check and see if we have to pay for Buckinghamshire Council heritage	Cllr Mitchell
advice	witchell
iv. Roof report – ClIr Mahon To be included in specialist in listed buildings contractor 'Inspired Building Solutions'	

Post box at The Library 48 Queen Catherine Rd, Steeple Claydon, Buckingham, Buckinghamshire, MK18 2PY <u>clerk@steepleclaydonparishcouncil.gov.uk</u>





v. Lighting quotes – Library / Hall / Kitchen	Cllr Le
Quotes for upgrade to LED throughout hall, library discussed and Cllr Le Tissier happy to	Tissier
approve and propose, seconded by Cllr Davies – all other Cllrs present AGREED. Clerk	
to arrange.	
vi. Badminton tape	Clerk
Council to email Badminton group as concerned about the state of the floor tape.	
vii. Fire retardant treatment – Stage curtains & pelmet	Clerk/
	Cllr
doos not include taking down or putting book up, this will require a coeffelding tower	Mitchell
Investigate cost of new curtains made from a fire retardant material – Cllr Mitchell	/ Cllr
d Vicarage Orchard	Davies
i. Any update- Cllr Cherry	Davies
e. Communications	
i. Communications Policy – Cllr Le Tissier	
First draft has been sent round Council and comments will be collated by Cllr Le Tissier	
when received	
ii. SCPC Keys – Cllr Le Tissier	
Cllr Cherry and Clerk have nearly two full sets, plus spares and unknowns and are trying	
to arrange a third set	
iii. Councillor Co-Option – now three spaces, advert to be	
written/agreed and submitted to BC and to go on SCPC	
website/noticeboards	
f. Street furniture – any update	
i.Dog Waste discussion – Cllr Mitchell sent around a proposal for more dog	
waste signage, x2 new bins etc. Approx costs £929.00	
Proposed by Cllr Mitchell, seconded by Cllr Mahon all other councillors present	
AGREED.	
Cllr Le Tissier proposed Council to advertise an app called pooper snooper – helps	
collate relevant information, ClIrs agreed.	
8. Fireworks: Any update – Cllr Le Tissier	
Early April mtg date to be fixed	Cllr Le
05 November 2022 - date in diary	Tissier
9. Addison Road – Hedge incorrectly removed by Kier/Tilia update - Cllr Le Tissier	Cllr Le
Council approved the letter previously circulated via email – Cllr le Tissier to send	Tissier
10. Planning:	
21/04862/APP - 11 Queen Catherine Road Steeple Claydon Buckinghamshire	
MK18 2PZ	
Householder application for demolition of rear walls and erection of single	
storey rear extension	
DATE COMMENTS REQUESTED BY:- 17 February 2022	



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STEEPLE CLANDON	

21/04863/ALB - 11 Queen Catherine Road Steeple Claydon Buckinghamshire MK18 2PZ Householder application for demolition of rear walls and erection of single	3
storey rear extension	
DATE COMMENTS REQUESTED BY:- 17 February 2022	Clerk
Cllr Mahon left the meeting	
Cllr Heast introduced the planning application and it was discussed.	
Cllr Haest proposed No Objections, seconded by Cllr Mitchell, all other Cllrs present	
agreed, except for Cllr Mahon who Abstained.	
11. HS2 - Clir Mahon – already discussed re back to black road sweepers update.	
12. E-W Rail – Any updates – Cllr Mahon – received an update today on the bridge at	
Sandhill Road – imminent solution as to why it is almost a one lane track at the	
moment. Requested updates and improvements to hardcore etc.	
13. Road Safety Strategy – Cllr Haest	
Extensive plan and proposal, group is currently prioritising what to do. Discussed he	
wishes to apply to HS2 road safety fund. Council agreed.	
Cllr Mahon suggested Cllr Haest write to HS2 enquiries – that you have requested	
application, received no response and request an extension of 10 days.	
14 Any Other Dusiness and Eutome seconds items are invited by all Councillars to be	
14. Any Other Business and Future agenda items are invited by all Councillors to be	
 NER car park update - PF/JM update 	
 SLT – keys – for various buildings – processes 	
 Jubilee event – work with/invite Claydon estates 	Clerk
 Clerk clinics to re-start once a month at the hall when closed for two 	CIEIK
hours once a month. Contact insurers re lone worker issues	
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The next Parish Council meeting will be held on Tuesday 01 March 2022 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

Signed.....

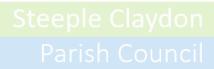
Date.....

		Payment	Cllr				
Payee	Details	method	Initial	Category	Net Value	VAT Paid	Gross
Hannah				Gen Admin	£		
Holmes	wages	BACS		& Wages	L		£
				Gen Admin	£		
Terry Levitt	wages	BACS		& Wages	L		£
				Gen Admin	£		
Pat Serle	wages	BACS		& Wages	L		£
	expenses - x3 childrens				£21.47		
Pat Serle	books	BACS		Library			£21.47
	B851 FNV &						
Christopher	KX08 AEL				£337.20		
Trigg	Insurance Dec				1337.20		
Insurers	21 - Dec 22	BACS		Insurance			£337.20
Winslow &							
District					£50.00		
Community	annual				130.00		
Bus S137	donation	BACS		Misc			£50.00
				Gen Admin	£639.51		
HMRC	PAYE	Chq 5371		& Wages	L039.31		£639.51
World of	wooden				£208.33		
Wood	bookcase -	BACS		Library	1200.33	£41.67	£250.00

Appendix 1. January Finance Run

Post box at The Library 48 Queen Catherine Rd, Steeple Claydon, Buckingham, Buckinghamshire, MK18 2PY <u>clerk@steepleclaydonparishcouncil.gov.uk</u>

01296 534 698 office hours only Monday-Friday





	covered by					
	Kier/Tilia donation					
	Gas to					
	hall/Library 02			£328.33		
	Nov - 01 Dec			1320.33		
British Gas	21	DD	Hall		£65.66	£393.99
	Gas to Pav - 07					
	Nov - 07 Dec		Rec Ground	£26.07		
British Gas	21	DD	& Pavilion		£1.30	£27.37
	Elec to					
	streetlights		Street	£1,323.65		
E-on	Dec 21	DD	Lights		£264.73	£1,588.38
	elec to sports					
	pav 01 Nov -		Rec Ground	£58.14		
E-on Next	30 Nov 21	DD	& Pavilion		£2.91	£61.05
	Fire					
	extinguishers -					
	commission /			£418.00		
	supply /					
Oakpark	disposal	BACS	Hall		£83.60	£501.60
	Emergency					
	lighting - 6W			£85.00		
	led bulkhead					
Oakpark	replace	BACS	Hall		£17.00	£102.00
Micosoft				£11.40		
365	Zoom	Cash Card	Misc	_	£2.28	£13.68

Appendix 2 – February Finance Run 2022

			Gen Admin		
Hannah Holmes	Wages	BACS	& Wages		
			Gen Admin		
Terry Levitt	Wages & SSP	BACS	& Wages		
			Gen Admin		
Pat Searle	Wages	BACS	& Wages		

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	online booking					
	system for Hall	Cash		£29.94		
Booking Bug	and Pavilion	Card	Misc			£29.94
	Office 365					
	19/01/11 -	Cash		£11.40		
Microsoft	18/02/22	Card	Misc		£2.28	£13.68
	Samsung AO3					
Amazon - Cllr	phone for	Cash		£139.00		
Cherry	Caretaker	Card	Misc			£139.00
Amazon - Cllr	Sim card and	Cash		C10.00		
Cherry	pre-load £10	Card	Misc	£18.99		£18.99
Village	wifi to hall /			C3E 00		
Networks	library	DD	Library	£25.00	£5.00	£30.00
Village			Rec Ground	C35 00		
Networks	wifi to Pav	DD	& Pavilion	£25.00	£5.00	£30.00
	Rec Ground &					
Dave Martin	Pav cover x 27	BACS	Rec Ground	£270.00		£270.00
	hrs		& Pavilion			
	Maintenance		Chura a 1			
E-on	for quarter	BACS	Street	£457.14	£91.43	£548.57
	ending Dec 21		Lights			
	-					