

Present:	
Vice Chair Cllr Stephen Le Tissier (in the Chair), Cllr John Mitchell, Cllr Marie Cherry, Cllr	
lvo Haest, Cllr Stephen Proffitt, Cllr Jason Davies	
In attendance: Hannah Holmes – Parish Clerk and 01 members of the public.	
Livestreaming YouTube channel was on. Dictaphone also as backup.	
The meeting was opened by Cllr Le Tissier at 19.35	
The Steeple Claydon Parish Council meeting was held in person at the Village Hall on	
Tuesday 04 October 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 vie 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	
Apologies from the Chair have been received by the Clerk, Cllr Mahon is unwell, 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 Cherry has an invoice on the finance run	
3. Minutes	
To approve and sign the minutes of the meeting held on Tuesday 04 October 22	
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Matters arising from the minutes.	
Minutes were Proposed as an accurate and true representation of the meeting by Cllr	
Haest seconded by Cllr Mitchell, agreed by all Cllrs present and signed off by the Vice Chair Cllr	
Le Tissier.	
4. Chairman's Comments	
Cllr Le Tissier noted Cllr Mahon was absent and introduced the new caretaker, Sam Hills. The Village hall and the Rec ground's general cleanliness has been noted this week to both Cllrs and Clerk. Her pet dog and partner, Lee are in the cottage too. SCPC have a Planning application in ourselves as a PC as our Chaloner Hall is a grade II registered building and work is required on the rotten kitchen lintel – the public can comment via the BC planning portal and are encouraged to check out the application if they want to. A speedy recovery is wished to Cllr Mahon.	
Public Participation – Standing Orders are set aside to allow for public participation	
Public participation - The meeting was closed and public participation was opened at 19.44	
Cllr Le Tisier noted we had received some pre-submitted questions from parishioner 1 which were received this week and emailed to Cllrs; 1 –an update on white bridge traffic light – Cllr Mahon will update everyone as soon as	Cllr Mahon
he can 2 – Coop – P1 notes the village never did get recycling bins previously promised by the	
Coop/ we have asked BC to review our own recycling facilities at hall and pavilion. 3 – P1 notes the coop new car park captures cigarette butts etc and with regards to future BKV – do they plan to sweep the area – they have a cleaner – in businesses own	Cllr Le Tissier
interest to keep it clean – not a PC responsibility but Cllr Le Tissier volunteered to speak to Lyndsey at the Coop	Cllr Haest
Cllr Cherry discussed the butt bin outside the coop. 4 – P1 notes the village verges – she feels they are a disgrace – especially around the church, who is responsible for rectifying the verges.	Cllr Haest
Cllr Haest discussed the history of Christchurch builders destroyed verge when contractors parked there – Clerk wrote to them previously with no response received – Cllr Heast will take this forward again with Christchurch builders	
New road opening past the Church – ClIrs to review site and check the white gates – which specific / photos of verges from P1/ ClIr Haest	
Cllr Le Tissier discussed that it would be good to plan litter picks for next year – uniformed organisations involved? Cubs? Guides?	
Sam will pick up some extra litter picking – ask P1 to lead campaign? PC would support, ask BC for more support materials? Specific ideas? Please let Council know. Clerk will	
then reply to P1. Mystery village litter picker was discussed and thanked.	
Public participation was closed at 19.49 and the Parish Council meeting was re-opened.	
6. Action Point List – Clerk re-iterated that Cllrs are responsible for closing the jobs once they have completed them, Clerk will add all agreed tasks from monthly PC meetings.	

Cllr Le Tissier read through the still open points and marked as complete some from the	
list.	
7. Working Groups Update on activities and recommendations:	
A. Finance	
a. To approve the payments listed in the finance run for the month	
Payments proposed by Cllr Le Tissier seconded Cllr Proffitt all other Cllr's present agreed	,
so it was RESOLVED	
Confirm Cllr to do BACS run - Cllr Mitchell tomorrow	
b. Pre-Precept planning meeting update – 04/11/22	
Cllr Mitchell has prepared a document – budget and precept plans to review it and get	
input from Nick, Clerk/RFO and will then circulate to full Council to consider at Decembe meeting	r
Cllr Haest asked to also attend meeting.	
c. S106 of £37,260 'Any local sport & leisure facility determined by the	
Council in accordance with community needs should the Development be	
approved and subsequently commence' The Council being Buckinghamshire	
Council.	
Therefore, when SCPC want to put forward a project for consideration, please complete	
relevant forms.	
Cllr Mitchell discussed that the confirmation has come through, from the NER	Cllr Haest
development S106 funds, the purpose appears more flexible – we could it to enhance	
what we have or create path or gym equipment - we have some time still, no release	Cllr Le Tissier
dates of S106 yet.	Cllr Davies
Cllr Heast to check if x8 flats PA has been approved via the planning portal.	
Rec team to present ideas to Council although all Cllr's welcome to present ideas	
A Broad strokes plan with flexibility for future.	
Top soil for recreation ground trench infill might be available via Cllr Le Tissier, he will check.	
Cllr Davies kindly offered a hard hat for the caretaker.	
B. Recreation Ground	
a. Report from Recreation Ground team	
b. Pavilion repair / vandalism update – Cllr Mahon	Cllr Davies
Cllr Cherry reported the pavilion repair has gone ahead – looks good - it is now clean and	
tidy.	
TVP reviewing CCTV footage regarding recent vandalism.	
Cllr Davies spoke to the person who accidentally left the door unlocked. First time it has	Cllr Haest
happened, and they apologised.	Clerk
Cllr Davies to meet with RTM and Dave Griffith to discuss future tractor repairs	
 c. HS2 Trees to be chosen for Rec Ground – 28 November 22 from High Wycombe. 	Cllr Proffitt
Clerk updated Council that the trees originally chosen had died, so new order has been placed with what is available.	

Cllr Haest will collect the x 20 trees/shrubs.	
Clerk to chase BC for collection times – 28/11	
- who to plant the trees - ? Horticultural society? School Eco Club - wait to see what we	
get. Cllr Proffitt will speak to Kim to ask Horticultural Society and the School Eco Club. Put	
a general invitation out on Facebook discussed, Cllr's to decide where trees will be	
located in recreation ground/vicarage orchard, once we confirm what types we have	
actually collected.	Cllr
The trees can wait a short time as dormant before they are planted if we want to do in stages.	Cherry/caretaker
d. Any other recreation ground issues – Cllr Le Tissier	
Graffiti at skate park discussed – Cllr Le Tissier raised that Council have been previously	
advised not to get it professionally graffitied – but it has started, new graffiti – on the	
back of new skatepark – but PC have decided leave it alone – all Cllr's present agreed do	
not remove as long as no swearing etc.	
C. Village Hall, Library & Cottage	Cllr Le Tissier
a. Report from Village Hall team	
Cllr Cherry noted the VH has heating, is nice and clean.	
Window cleaners – to write brief for gutters/windows for next clean to be booked	
Window repaired / scaffolding coming down, roof repairs finished, tiles to be done.	
Ladder to sort the clock discussed, training courses to be discussed.	
Cllr Cherry noted the hot water for toilets still not sorted, will be in part two of Cllr	
Proffitt and Tony Fishlock's hall heating.	
Cllr Cherry asked the caretaker to speak to Council to explain the issue with Cottage	Clerk
water pump for shower – BG Homecare service don't cover it.	Clerk
Cllr Le Tissier explained it could be the pump – to ask Tony Fishlock – as think separate	
shower boosting pump not operational.	
Training for Sam and Clerk to be discussed by Cllr Le Tissier in private	
b. Library matters – Cllr Mitchell/Librarian, FN bench finance update /book	
display stand / any other Library business.	
Book display stand has been ordered.	
Cllr Mitchell asked Librarian for update. Pat has got a FN bench from Coop community	
wishes – that will replace the dilapidated one under Oak trees in front of caretaker	
cottage.	
FN bench via BCC grant applied – not heard back yet in funding	
Repaired bench from in front of hall might get moved to the spinney to replace the very	
old bench there. Librarian discussed various bench placement options.	
	Claula
Clerk to ask Claydon's Clock how barometer is doing.	Cierk
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Cllr Cherry – discussed cleaning off the old tape – white spirit - already done in a test area	
bit of elbow grease and possibly a glass scraper and clean cloths.	Cllr Davies/ Cllr
Black tape - to replace the white. Cllr Proffitt noted – would need to clean the floor	Proffitt / Cllr
afterwards well as white spirit is flammable.	Haest
Volunteers; Cllr Cherry / Sam / Clerk / Cllr Mitchell / Cllr Davies / Cllr Proffitt –	naest
some of badminton/ the chaps that Cllr Cherry spoke to?	
Clerk will send an email to arrange availability.	
g. Recycling BC review – Cllr Mitchell	Cllr Cherry/ Clerk
Sam to get BC in for recycling assessment of Hall and Pavilion – with Clerk and Sam	
Cllr Heast asked about the Village sign – Cllr Proffitt is waiting on a quote to replace post,	
possibly metal, talking to Malcolm and Geoff Phillips, Cllr Proffitt will speak to Geoff and	
have an update for the Dec agenda – Cllr Proffitt	
	Clerk
D. Vicarage Orchard	
a. Any updates - Cllr Cherry/Cllr Davies	
b.Wildlife cameras	
Cllr Davies discussed various options, trail cam on pole or trees - motion sensitive	Clark
- £22 long life battery / infra-red / solar powered – memory – store footage / re-play and	Clerk
send to school etc – wants to get the school involved with projects there - hedgehogs	
/Bat & bird boxes – maybe via men in sheds via Cllr Haest, School Eco club to be asked via	
Cllr Proffitt.	
Cllr Davies discussed that new fence is required at the front of VO, the two damaged	
benches, memorial benches – we will need to be respectful of how they are handled	
individually.	
E. Communications	
a. Any updates – Cllr Cherry	Cllr Mitchell/
Clerk laptop – PC to provide a new laptop for Clerk who currently uses her own, Cllr Le	Clerk
Tissier suggested a new laptop be bought to Cllr Cherry specifications, and emailed	Clerk
around for Council agreement of specification and costs.	
F. Street Furniture	
a. Noticeboards – Cllr Mitchell	
b. Any updates	
Benches – to plan for repairs etc / memorial plaques etc	
Clerk to chase the cubs /scouts for review	
Still need to arrange the skate park/pitch backless benches x2 / bin x1 from S106	
skatepark funds – needs to be ordered.	
Replacement dog waste bins discussed and it was agreed by all Council that we will	Clerk
replace the two bins via BC who install them quarterly.	
Noticeboards – Recommended we need two in rec ground – one by NER car park and one	
by Meadoway entrance – fix to railings, straight forward. To feature the Rec Ground Bye	
Laws and Parish Boundary map on the back of one by Meadoway as previously agreed.	
But to be used to feature sports events at the Hall/Rec Ground for public use. For Sports	
events/Public events etc. The Village Hall noticeboard advertises the PC meetings as per	Cllr Le Tissier /
regulations that as long as the notice board outside the village hall is 'conspicuous' there	Clerk

is no requirement to have further boards.	Cllr Davies
Sandholme noticeboard – Cllr Mitchell proposed remove – Cllr Cherry disagreed - would like a noticeboard to be considered for future replacement.	
Village hall - new Library noticeboard which is being moved as agreed previously	Clerk
Move the WI noticeboard – to email the WI – Cllr Mitchell/ Clerk	
Asking Coop about having a noticeboard there. Clerk to chase as has asked before. Proposed by Cllr Mitchell to investigate costs, seconded by Cllr le Tissier all Cllrs present	Clerk
agreed.	
Streetlights – very expensive for the PC – potentially considering turning off streetlights	
at certain hours – unmetered – pursue getting meters/timers fitted – costs tbc -	
Ask the parish if they want them turned off and where on or off – this needs careful	
consideration.	
Have costing ahead of asking as it might take years for value on LED changeover.	
Cllr Davies noted the FN Clock at the Rec is a bit dim – Clerk will ask Pete as he looks after	
it for us.	
G. Events	
a. Fireworks – Saturday 05 November 2022	
Any updates - Cllr Le Tissier	
Cllr Le Tissier updated Council with the Large Screen TV court case; no paperwork was	
received from LED, therefore the court date of 23/01/23 10am at MK has been set – Clerk	
and witnesses to be present	Cllr Cherry /
Cllr Le Tissier then discussed the PC Fireworks event.	Clerk
Cllr Davies – bonfire – needs another person to help him. Cllr Davies will arrange.	
Water Bowser – out back of hall - check beforehand for transport and filling.	
Cones to be put out – Saturday daytime -	Clerk
Clerk to print more a5 flyer and notify the Meadoway houses x6	CICIK
Walkie talkies – there will be 2 x circuits of walkie talkies – fireworks team and Marshalls	
Safety briefing notes to be sent to all volunteers and printed for on the night.	
New estate and NER have already been leafleted to say resident access only	
Cllr Haest and Lee to take charge of NER policing and stop silly parking – resident's cars	
only	
Adjustments have been made to the display parameter – restricted further the limit on	
windspeed and direction – arc of firing all now go inwards – a cone shape.	
Concerned parishioner 1 points discussed and noted, regarding hosting a bar on the night	
- the order in SC drinking in the street legislation has been checked and confirmed with	
BC as we as PC are responsible – we can indeed temporarily suspend the order, which we	Clerk
are doing, to make an exception, TEN has been applied for – the wildlife legislation	CICIK
discusses locations that wildlife use as refuse/living spaces – however wildlife passes	
through the rec only, it is not encouraged to stay – all points taken on board and all	
possible concerns have been considered.	
Cllr Mitchell to reply to concerned parishioner 1.	
Cllr le Tissier discussed a second parishioner note received, that they had found some	
fireworks remnants in their garden, they are in the new estate, they were not	

	Clerk
case of any problems.	
Petty cash of £200 float agreed by all Cllr's present. Cllr Cherry £100, Clerk £100 (£1's / 50p's)	
Money straight into a safe on the night – Cllr Le Tissier / Clerk to arrange safe	
Cllr Haest noted the collection boxes need to be very prominent.	
High Viz' jackets are worn / entrance area lit up / need more Marshal's / collector's	
needed.	Clerk
Spotlights – Paul Firth will arrange lights for Meadoway entrance -	
b. Next year's events – King's Coronation in May 23 - to be put on Dec agenda	Clerk
H. HS2 / E-W Rail	
a. Any Updates – Cllr Mahon	
No updates.	
I. Planning	
22/03163/APP - STEEPLE CLAYDON	
Greenacre 30 North End Road Steeple Claydon Buckinghamshire MK18 2PG	
Householder application for replacement garage	
CASE OFFICER: Faye Hudson	
CONTACT NO: 01296 585196	
DATE COMMENTS REQUESTED BY:- 3 November 2022	
Cllr Haest introduced the PA, discussed details, recommended No Objection, seconded by	
Cllr Cherry and all cllrs present agreed	
22/03420/ALB - STEEPLE CLAYDON	
Steeple Claydon Village Hall 48 Queen Catherine Road Steeple Claydon	
Buckinghamshire MK18 2PY	
Listed building application for repairs to bay window roof and infill of	
ventilation openings to North West Gable Elevation	
DATE COMMENTS REQUESTED BY:- 4 November 2022	
Cllr's will not be commenting on this PA as it is the PC Village Hall. Encouraged the public	
to review it themselves and to leave any comments on the planning portal.	
22/03455/APP - STEEPLE CLAYDON	
38 Vicarage Lane Steeple Claydon Buckinghamshire MK18 2PR	
Householder application for single storey rear extension and new rear pitched	
roof to replace existing flat roof	
DATE COMMENTS REQUESTED BY:- 22 November 2022	
Cllr Heast introduced the PA, discussed and recommended as it is in keeping, No	
Objection seconded by Cllr Le Tissier, all other Cllr's present agreed .	
b. Tilia – non-reinstatement of hedgerow for 2+ years	
Cllr Le Tissier asked to go on December agenda	
8. Neighbourhood Watch – Steeple Claydon NHW review by Andy Guest	
Andy not present, so no report.	
9. Commission Boundary Consultation - Cllr Mahon	
No updates.	

10. Road Safety Strategy – Any update – Cllr Haest/ Cllr Mahon	
No updates	
11. Youth Council – Cllr Haest / Cllr Mitchell	
Cllr Mitchell asked for it to be added to December agenda	
12. Future agenda Items	
Councillors are invited to propose items for December agenda.	
Cllr Le Tissier – as discussed – to add next year's Coronation event	
13. Any Other Business and Future agenda items are invited by all Councillors to be	
sent to Clerk ahead of preparing the next Agenda.	
• Any update? NER car park update – possible free design Cllr Mahon has spoken to	
Paul Firth, awaiting George Singh EWR decision who has offered to design the car	
park for free. Cllr Le Tissier wants to be involved in design as drainage issue bottom of rec.	
	Clerk / Cllr
Footpath at bottom of Vicarage Close leading to Vicarage Court – Cllr Davies will cut back	
and tidy up – Sunday 06/11/22 (Clerk to write back to parishioner asap)	
Cllr Haest discussed it would be prudent to always apply to BCCboard for funding first –	Cllr Le Tissier /
smaller amounts might be available for each project / always check BCB for funding first /	Cllr Haest
slow the process was discussed - do the floodlights as a starter.	
Meeting was closed by Cllr Le Tissier at 21.40	
14. Confidential Items	
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.	
The meeting was closed by Cllr Le Tissier at 21.40	
The next Parish Council meeting will be held on Tuesday 06 December 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	
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Signed.....

Date.....

Appendix 1. November Finance Run

Рауее	Details	Paym ent Meth	Cllr Initial	Category	Net	VAT	Gross
Hannah		od		Gen Admin &			
Holmes	Wages	BACS		Wages	£		£
Terry Levitt	wages up to 14/10/22	BACS		Gen Admin & Wages	£		£
Pat Serle	wages	BACS		Gen Admin & Wages	£		£
Nick Osgerby	wages	BACS		Gen Admin & Wages	£		£
Sam Hills	wages from 24/10/22 - 31/10/22	BACS		Gen Admin & Wages	£		£
Sam Hills	expenses - bulbs for cottage / cable ties	BACS		Hall	£16.35		£16.35
Pat Serle	expenses - 2 x adult fiction books	BACS		Library	£13.50		£13.50
Terry Levitt	expenses - paint / filler / sugar soap/ mileage 40 x 0.45p = £18.00	BACS		Misc	£55.71		£55.71
Alchemy Fireworks	Fireworks display cost 15 mins	BACS		Fireworks S137	£4,300.00	£86 0.00	£5,160.00
Tony Fishlock plumbing	Hall heating upgrade/replacement 50% deposit	BACS	10/10/22 PAID	Hall	£890.00		£890.00
Tony Fishlock plumbing	Hall heating upgrade/replacement plus extras	BACS		Hall	£1,495.00		£1,495.00
HMRC	PAYE - OCT	on line		Gen Admin & Wages			
Sasse	4 x sanitary units and 2 x nappy units 01/09/22 - 31/08/23	BACS		Hall	£737.28	£14 7.46	£884.74
Bicester Tree Services	lopped footpath from rec - Nightingale Fold	BACS		Rec Ground & Pavilion	£600.00	£12 0.00	£720.00
E-on	S/L maint for quarter ending 30/09/22	BACS		Street Lights	£457.14	£91. 43	£548.57
George	top soil for rec CCTV	BACS		Clock Tower &	£57.12		£57.12

Browns	trench infill		Children's			
Bunting & Co accountants	PAYE services for quarter ending 30 Sept 22	BACS	Corner Misc	£225.00	£45. 00	£270.00
Cherry Cleaning	to cover caretaker role 17/10 - 25/10	BACS	Misc	£240.00		£240.00
Claydon Magazine	Fireworks Advert	BACS	Fireworks S137	£17.75		£17.75
E-on	St Michaels way S/L replace fuse	BACS	Street Lights	£10.50	£2.1 0	£12.60
E-on	The Paddocks replace shield	BACS	Street Lights	£25.00	£5.0 0	£30.00
Cashcard	petty cash reimbursements	BACS	Misc	£750.00		£750.00
Cashcard	petty cash reimbursements	BACS	Fireworks S137	£824.50		£824.50
Bucks Event Medics	Fireworks paramedics x2	BACS	Fireworks S137	£240.00	£48. 00	£288.00
New Vision Effects	PA hire & 3x gazebos	BACS	Fireworks S137	£450.00		£450.00
Dave Griffith	September rec ground maintenance	BACS	Rec Ground & Pavilion	£540.00		£540.00
Dave Griffith	October / November rec ground 2	BACS	Rec Ground & Pavilion	£545.00		£545.00
NPower	S/L elec 01/09 - 30/09/22	DD	Street Lights	£1,493.09	£29 8.62	£1,791.71
E-on Next	elec for FN mem clock and CCTV tower sept 22	DD	Clock Tower & Children's Corner	£51.52		£51.52
E-on Next	elec for Library / hall 01 - 30 Sept 22	DD	Library	£108.30	£5.4 2	£113.72
E-on Next	elec for sports pav sept 22	DD	Rec Ground & Pavilion	£29.40	£1.4 7	£30.87
British Gas	Village hall 02 Sept - 01 Oct 22	DD	Hall	£47.19	£2.3 5	£49.54
ICO	GDPR annual renewal fee - discount of £5 as	DD	Misc	£35.00		£35.00

	via DD						
Barclays	account charges 13 Sept - 12 Oct 22	DD		Misc	£13.00		£13.00
Village Networks	wifi for hall / library	DD		Library	£25.00	£5.0 0	£30.00
Village Networks	wifi for pavilion	DD		Rec Ground & Pavilion	£25.00	£5.0 0	£30.00
					£17,015.3 2	£1,6 36.8 5	£18,652.17
A Buckland & Sons	Skip hire - NER car park	cashc ard	12 October 2022	Misc	£250.00	£50. 00	£300.00
Post Office	cert of posting re CCTV claim	Cash card	06 October 2022	Misc	£15.30		£15.30
Amazon	2 x postbox plus numbers	cashc ard	27 October 2022	Hall	£97.90		£97.90
Amazon	2 x combi long locks - VH gate / VH shed	cashc ard	28 October 2022	Hall	£14.68		£14.68
Amazon	radiator keys	cashc ard	26 October 2022	Hall	£4.99		£4.99
Amazon	keybox for boiler room large and small	cashc ard	27 October 2022	Hall	£178.98		£178.98
Amazon	caretaker cleaning purchases - caddy / charge cable / sponges / cloths x 2 / mobile screen protectors	cashc ard	26 October 2022	Hall	£67.14		£67.14
Amazon	25 x 30 giant glow sticks	cashc ard	14 October 2022	Fireworks S137	£824.50		£824.50
Amazon	caretaker steel toe cap trainers	cashc ard	23 October 2022	Misc	£32.52		£32.52
Amazon	caretaker gardening gloves x3 / welly boots / waterproof over	cashc ard	23 October 2022	Misc	£58.32		£58.32

trousers			
		£1,544.33	£1,594.33