

Present:

Cllr Frank Mahon (in the Chair), Cllr Stephen Le Tissier, Cllr Ivo Haest, Cllr John Mitchell, In attendance: Clerk, Cllr's and **06** members of the public.

Livestreaming YouTube channel was off. Dictaphone on for Clerks record.

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 05 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 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 Proper Officer and Clerk to the Council; Ms Hannah Holmes

clerk@steepleclaydonparishcouncil.gov.uk

www.steepleclaydonparishcouncil.gov.uk

Tel. 01296 534698. Part-time - School hours – Monday-Friday

1.Welcome by Chairman

Cllr Mahon read aloud the following BMKALC GOOD PRACTICE NOTE:

Council Meetings are formal meetings held in public but are not public meetings. Members of the public are welcome to join us but may only participate during Public Participation time. There is an overall time limit of 15 minutes for this segment. Multiple speakers for the same item may wish to select a single speaker or to edit their own contribution to ensure the maximum number of speakers can be accommodated. No single speaker may speak longer than 2 minutes. Points raised, but not on this evening's agenda, will not be addressed at this meeting but will be answered during the next working day or added to a future agenda as appropriate. Please be aware that this meeting may be recorded by any attendee exercising their legal right to do so. Please ensure that phones are set to silent during the meeting

1. Apologies

To receive Councillor's apologies and Council to approve reasons for absence.

Steeple Claydon Parish Council. Minutes of December 2023 none 2. Declarations of Interest To receive declarations of interest and dispensations in respect of matters contained in this agenda none 3. Minutes To approve and sign the minutes of the meeting held on 07 November 2023 Matters arising from the minutes; Cllr Haest discussed a point on point 11 but then agreed to leave it as it has been written in minutes – point 13 Nov 23 – Rose Solar Farm – it was noted we would respond to consultation as an interested party – this was inaccurate – this can be done at a later date. Cllr Le Tissier proposed the November 23 draft minutes as a true and accurate description of the meeting seconded by Cllr Mitchell, whole council agreed. 4. Chairman's Comments To receive a report on matters not on the agenda but of interest to the Council and Parish. a. Any update from Bucks Council: BC update as Cllr Mahon is also the County Cllr, the date for permanent priority signs on white's bridge due to happen on 07/12/23 EWR have stuck to their words and repaired the roads SC to Padbury and Poundbury to Bicester — big improvement, Cllr Mahon felt they were of a good standard.

b. Any update for the Parish from SCPC:

Cllr Mahon updated the meeting with the sad news that unfortunately Cllr Jason Davies has resigned, we would thank him for his hard work and wish him well going forwards.

Great pleasure to advise had three magnificent applications for new Cllr's we look forward to meeting them all soon, before consideration at the January PC meeting.

Cllr Mahon noted the Seniors Christmas dinner for 90 people, four course meal, live entertainment, free beer and wine, free transport if needed. Cllr Mahon thanked the army of volunteers who worked tirelessly to make this happen.

5. Public Participation – Standing Orders are set aside to allow for public participation The meeting was closed by the Chair and public participation was opened at 19.40

P1 – Regarding the greenway extension opening – HS2 / Waddesdon / EWR company were here – their outreach programme – when asked why they(EWR) have not been in touch with local groups – EWR responded that they've asked Councillors to reach out on their behalf – but Cllr's should not be asking Cllrs not doing EWR job for them – it was discussed that this happens all of the time. EWR had emailed PC to say that it was group invite only

Mahon

Cllr Mahon will raise concerns at next CALMS mtg with both HS2 and EWR.

P2 – a parishioner noted they had rec'd an invite to the EWR event –second point – regarding the neighbourhood plan – will progress with the review of the plan. PF will speak to Neil Homer, to look at budget – grant money available.

Cllr Mahon, BC planners re NHPlan (local plan – aimed to be completed by 2025) will refer to NHP's

P2 – it took 2 years to develop (2016-18) – not a waste of money – grant funds available to cover the consultation costs — only cost is time. Felt this was essential.

P2 and Cllr Haest to work together

EWR – the repairs now highlight the dreadful state the remaining roads are in – by the ponds - not CIIpart of haulage route, but a diversion route. Mahon

P3 – roads – where replaced cats eyes new are bright – but the old are very dull – Cllr Mahon will

Cllr

raise these issues at the next CALM mtg.

Best Kept Village – to be considered if we decide to enter – we would need a working group.

Previously messy verges and roads being dug up. We could reconsider. P3 - Willing to help. Be good to celebrate this village.

Cllr Haest asked if P3 would be interested in being involved – possibly but no social media.

P2 /P3 – will survey the village roads – application form will go on agenda in 2024 when received Pleased at enthusiasm from villagers present for BKV.

Fireworks so successful – Cllr Le Tissier put in lots of work – strong team of volunteers who supported him, massive difference.

Set up a steering group? – eg. litter picking – Cllr Mahon will request litter picking kits from BC community board - Cllr Mahon noted they will provide gloves / glasses / hoops for bags/grabbers.

Noted the old coop is an eye sore.

P1 – regarding point 12 school traffic issues – has been in touch with head of police, now referred to professional standards – have now stated they will be in buckingham more patrols – buckingham has serious school issues –

P4 – Noted the car parking is awful in the village – cars parked opposite the chip shop, vans parked on the pavement – not allowed. By the bakers he feels is dangerous.

Public participation was **closed** by the Chair at 19.59 and the Parish Council meeting was reopened.

6. Councillor co-option applications

Interview proposed for Dec 11/12 at 6pm until 7.30pm, two present invited to meet cllrs and clerk in library, clerk to email third applicant.

Do informal meeting / a chat by 09 Jan 2024 mtg

Then hope to co-opt in Jan mtg – as per the information in the co-option policy

7. Doesn't exist – moved to 14a

8. Clerk report – hard copy passed out to Cllr's

Clerk highlights;

Wooden stumps out

Chasing Wicksteed for repairs

Community AED half funding applied for

Claim for streetlight column approved

Appendix 1.

9. Action Point List – to go through and update completed actions for the last month.

Cllr Le Tissier went through the PC to do app list.

Cottage door – Cllr Mahon to investigate.

Clerk now to take on investigate bench plaques in VO

SC Solar group request for help is now on hold.

Calvert road kept open request over Xmas – didn't happen – it will close.

Clerk – to measure pinch points with AG.

Stonemason investigation – Clerk - ongoing

Cllr Mahon

PCSO mtg – Clerk and AG to arrange.	
Other points still on-going.	
10. Neighbourhood Watch – Steeple Claydon NHW review – Andy Guest	
AG not present	
Cllr Mahon updated met with parishioner - ex-police officer wants to set it up a Speedwatch – Cllr Mahon	
noted he should meet with Cllr Heast – invite parishioner to join the road safety community group – askin	3
re-equipment.	
11. Neighbourhood Plan Review – Cllr Haest	Cllr Haest
PF email sent on to PC ahead of meeting.	Cllr
Cllrs unanimously agreed to look at a stage 2 review	Mahon
Discussed in Public Particpation	
12. Road Safety Strategy	
a. Update from working group – Cllr Haest/ Cllr Mahon	
Next mtg this Thursday at the hall at 8.15pm – hope to decide what to prioritise for consultation with the	
community – what are the most important things to focus on.	
b. MVAS locations update – Clerk/Cllr Haest	
Four base units being fitted – with 2 more mobile speed pole units	
NER / West Street / Opposite new Co-Op and Addison Road - already one at Buckingham Road, one by	
Church and West Street	
NER verge now moved to NER car park verge	
Query received today from Carla at Swarco regarding S171 license query? Delaying fitting date.	
c. Spinney Update - if any – Cllr Mahon	
Dangerous driving issues still being reported daily by local resident to Clerk	Cllr
Highways need to move the road signage (from RHS to LHS) – Cllr Mahon to write to Steve Broadbent	Mahon
13. Rosefield Solar Farm plan – any update	
Clerk had sent on slideshow of presentation to ClIrs	
14. Steeple Claydon Solar Project Group – Cllr Mitchell	Cllr
Council happy to agree to remove from next agenda	Mitchell
14a. Biodiversity Policy for discussion	
Although aimed at District level, PC's are encouraged to look at the Biodiversity policy, Clerk felt we were	
already ticking quite a few boxes with our work with the School and Eco club at Rec ground and Vicarage	
Orchard – maybe with new Cllr who might take on VO.	
Copy sent round to council by email — to resend to Cllr Haest - could be included with NH/VP.	Clerk
Clerk take forward with cllrs next year	
15. Working Groups Update on activities and recommendations:	
A. Finance	
a. To approve the payments listed in the finance run for the month	
Appendix 2	
Proposed by Cllr Mitchell seconded Cllr Mahon	Clerk
Clerk to contact Wave and send them a water meter reading from Pavilion	
b. To discuss and agree the proposed budget / precept request for 24/25 - Cllr Mitchell / RFO's	
Cllr Mitchell updated meeting; we have reviewed last year's budget and this year's spend to date and	
forecasting to end of March 24. Done with Cllr Mitchell / Clerk&RFO and Nick O.	
porceasting to end or march 2 it bone with ein mittenen / clerkani o and mick o.	

Potentially we require a 26% increase. Robust figures, we need to ensure we do not request too much and	1
not enough, our reserves need to be increased due to cost of living, we have always held 6 months in	
reserve, but we now think they would only cover 4 months. Buckinghamshire Council precept Calculator is due 06/12/2023	
B. Recreation Ground	
a. Report from Recreation Ground team	
none	
b. Plumbing quote – Clerk	
£230.00 - from our approved contractor – Cllr's decided to also await electrical quote	
c. Electrical works update for Pavilion EICR – Cllr Le Tissier	
Clerk to chase Pete Golding for quote before any repair works are agreed.	
Talk to users about how they leave the pavilion, untidy, washing muddy boots, and speak to them re.	
electric and plumbing - live nativity this weekend	
Distribution board at mains has big issues. Isolate issues within the pavilion.	Clerk
d. Outdoor exercise equipment update - installation start date w/c 07/01/24	
e. Tree work - next dates: 04/01/2024 and 22/01/2024	
f. Children's corner update – Cllr Mahon/Clerk - 28/11 Mini digger works/ repairs on 07/01/2024	
In Clerks report	
g. Chainsaw Woodcarving Quotes – Clerk	
Clerk showed the Cllrs the various designs and quotes – using the SC Village Crest as inspiration	
Quote a £1,200.00	
Quote b £800.00	
Quote c £350.00	
Cllrs voted and agreed cheaper quote if ROSPA approve – clerk to confirm safety details with ROSPA and book work in subject to guidance.	Clerk
C. Village Hall, Library & Cottage a. Report from Village Hall team	
none	
b. Any Library business:	
Librarian / Caretaker & Clerk going to visit Westbury Pavilion on 10 Jan 24	
c. Hall tables and chairs – some examples/prices - Cllr Le Tissier / Cllr Mahon	
On-going	
d. Cottage update front door – UPVC or wood Heritage update Cllr Mahon	
Cllr Mahon meeting Heritage tomorrow	
e. Cottage Drainage investigated - Cllr Le Tissier	
Set another date with Sam and confirm with Cllr Le Tissier	
f. Brown Bin renewal x1 for cottage/hall to be agreed	
Council approved and agreed to annual renewal	
g. Toddler group shed roof repair request	
One quote received from local roofer – has come back at £600.00	
Cllrs will further investigate repair costs with another quote. To put on January agenda	
D. Vicarage Orchard	
a. Any updates	
none	
b. Bench plaques – any update	
Clerk to investigate	
c. Nature CCTV – any update – Cllr Davies	
Cllr Le Tissier had a query re CCTV cameras at VO	
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d. Signage – 3x quotes for nature signs for approval Clerk/ Cllr Davies	
12 x a5 metal signs	
2 x a4 metal signs	Clerk
14 x metal stakes	
SCPC to supply artwork	
Clerk went through like for like quotes;	
Quote a £485.12	
Quote b £676.00	
Quote c £710.00	
It was noted quote a was not A4 x2 – instead - 1 x a3 – quote update required from quote a – Clerk to	
update quotes and send around Council for confirmation.	
e. Bucks Community Board – any pathway update – Clerk	
Clerk to chase Alice at BC	
E. Communications	
a. Any updates	
Leaflet mailing done regarding Cllr co-option advert to Claybourne / Nightingale Fold / Steeple View	
Council to look at different adverts as well as the formal adverts.	
F. Street Furniture	
a. Noticeboards x4 update – Cllr Mitchell	
Cllr Heast has put public one up at VHall replacing old cork board	
Cllrs discussed the discoloured Perspex on current rec noticeboard.	
Clerk to buy magnet pins for the public noticeboards x2 – to do a sticker/notice along lines of 'public	Clerk
noticeboard -please open and use'	
Coop – owns land we were considering using for noticeboard – it need planning permission – as	Cllr Haest
considered permanent advertisement board – Cllr Heast following it up – will then request stat plans etc.	
Pavilion – new noticeboard discussed - could go on old cricket posts – that might need planning	
permission? Cllr Haest to investigate – it's PC land.	Cllr
Cllr Mitchell then proposed installing the new Pavilion noticeboard onto the old noticeboard posts at the	Mitchell
entrance of the rec from Meadoway as a replacement.	
Council agreed to replace old one at Rec with the new one	Cllr
b. Benches update – Cllr Mitchell	Mitchell
Chase re FMMem being installed – Cllr Mitchell agreed to contact contractor	
c. LED street lighting update – Cllr Mitchell / Clerk	Clerk
Chasing installation date – hoping first quarter 2024 – clerk to continue chasing	CICIK
G. Events	
a. Upcoming events	
i. Fireworks event 2024 – Cllr Le Tissier - any updates	
Date for 2024 announced:	
Saturday 02 November 2024	
Clerk to book paramedics	
ii. Events for 2024	Clerk
Clerk to contact Clerks of Twyford / Poundon / The Claydons / Calvert Green / Padbury / Charndon –	
intervillage event – element of competition – tug of war etc	
Are they interested? Ask for response by next PC meeting.	
iii. To discuss the D-day anniversary - Beacon Lighting event – 9.15pm on Thursday 06 June 2024 Add to January 24 agenda for discussion.	
Mud to January 24 agenua ioi discussion.	1

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H. HS2 / E-W Rail	
Any updates - Cllr Mahon	
Cllr Mahon discussed that HS2 are still giving no funds to BC towards the haul roads repairs.	
LATs inspect roads to see if emergency works are required.	
Diversionary route – in serious need of repair	
Same as Charndon	
I. Planning:	
None received at 24/11/23	
A planning issue was discussed by Clir Le Tissier	
Cllr Mahon, Cllr Le Tissier and Clerk met with Amy Hudson – a Bucks Council planning officer – re floodlight	
application for MUGA – we were previously advised by BC of the type of application to make – now	
appears it is wrong and we need to withdraw and should receive a refund.	
She advised there is no planning for the skate park or MUGA – Council had been previously advised we did	
not need them, we now need to apply for Retrospective Planning Permission for these and at the same	
time to also apply for the lights.	
Time and cost considerations discussed. Future recommendation agreed – to use a Planning consultant in	
future. The planning was previously for tennis/basketball/netball - multiuse. Cllr Le Tissier is still	Cllr Le
investigating.	Tissier
16. Youth Council –	
- Any update - Cllr Mitchell	
Nothing to add this month	
17. Future agenda Items -	
Councillors are invited to propose items for consideration for the next agenda.	
Any Other Business and Future agenda items are invited by all Councillors to be sent to Clerk ahead of	
preparing the next Agenda.	
18. Date of next meeting: Tuesday 09 January 2024 at the Village Hall	
Meeting was closed by Clir Mahon at 21.14	
The same of the sa	
19. 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 next Parish Council meeting will be held on Tuesday 09 January 2024 t 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	 	

Minutes of December 2023	
Date	

Appendix 1

Steeple Claydon Parish Council.

Summary of Clerk activity for 05/12/2023

November 23

Administration

- Preparation of monthly transactions for December23 meeting
- Action Point list from Nov minutes onto To Do app

On-going

- November Draft Minutes prepared and on public display
- November agenda prepared and on public display
- Wages and finance run prepped
- On-going email correspondence
- Website updates
- Parishioner Correspondence
- Planning Application PC response submitted ref: NA
- Streetlights: Reported: 40 on 24/11, 135 Chaloner 06/11, chased 118 on 16/11 reported on 04/10, 87 on 05/12

Meetings:

23/11/23- AG re R/A for C/C works

27/11/23 - LAT re NER MVAS

28/11/23 - Childrens corner works

28/11/23 - PM Pavilion mtg

29/11/23 - PM HR mtg - Clerk appraisal

04/11/23 - PM Budget mtg NO/JM

Other

- Mailing done to Claybourne/ Nightingale Fold / Steeple View re co-option adverts
- Rotten wood stumps in c/c to be removed on 28/11/23
- Repair to C/C to Wicksteed due on 07/12/23
- Quotes for wood carving of Ash stumps in c/c
- L&L for gym equipment due date tbc chased 24/11
- Vicarage Orchard pathway builders were booked 04/10 now delayed by BCB
- SC School Eco Club re VO signage
- LED streetlights Ordered from Eon 13/10 chased 23/10
- Register of Electors requested 23/10
- LED streetlight grant submitted to Judith Wainwright 19/09/23 for HS2 mitigation funding
- School road signage issue LAT on-going chased 19/09 sent onto Kate Rolf 21/09/23 Gullys x 2 replaced 28/09

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- MVAS order update contractor details passed to BC 16/10 Section 171 to apply for 23/10
- Hall fob keys purchased x10 and to programme issue with offline box at hall to investigate
- New x4 noticeboards delivered to hall 27/06/23 to be fitted
- Tree surgeon asked to advise on TPO tree works required TPO admin to do. Emailed BC 24/07 with update
- Tree surgeon visit next date -
- Handyman requested to do: repair pavilion steps / wooden stakes removal in c/c
- Pavilion boilers x 2 service to be arranged. Fishlock and one other rung for quotes issues with electrics Pete Golding to speak to Cllr LT
- Fireworks event 04/11/2023
- Reported Coronation Place / Greenwood place worn road signs
- Applied to DHSC community AED fund for 50/50 funding for new AED in 2024 20/11 23
- BHIB claim for new streetlight column approved
- Blocked disabled loo repaired

Please note: The Clerk will be at the Library for her 'Clerk Clinic' every fortnight, on Thursdays from 09.30 -10am - during term time, please email to book an appointment.

Dates: Thurs 02 Nov, Thurs 16 Nov, Thurs 30 Nov, Thurs 14 Dec 2023, Thurs 11 Jan 2024, 25 Jan 24, 08 Feb.

Appendix 2

Payee	Details	P/M	Init ials	Category	NET	VAT	Gross
Hannah Holmes	wages and back pay from 01 April 23	BACS		Gen Admin & Wages	£		£
Hannah Holmes	expenses - use of home office / blank cheque / vat claim postage	BACS		Misc	£24.30		£24.30
Sam Hills	wages	BACS		Gen Admin & Wages	£		£
Pat Serle	wages	BACS		Gen Admin & Wages	£		£
Pat Serle	expenses - x5 fiction books	BACS		Library	£26.73		£26.73
Nick Osgerby	wages	BACS		Gen Admin & Wages	£		£
Geoff Phillips	reimburse or fireworks - piping / sealant / LED kit / hardware	BACS		Fireworks S137	£242.51		£242.51

EAS	2 x paramedics		-· .			
Medical	for fireworks	BACS	Fireworks S137	£255.00	£51.00	£306.00
Group	event		3137		151.00	
BMKALC	planning demystified x2 - 5094 & 5075	BACS	Misc	£120.00		£120.00
BMKALC	climate change conf x1 - 4136	BACS	Misc	£25.00		£25.00
BMKALC	review neighbourhood policies - 4992 (IH and PF)	BACS	Misc	£140.00		£140.00
Cheryl Rickard	flowers/ compost for planters/white gates	BACS	Street Furniture	£127.00		£127.00
Assured Drainage	external drain cleared and disabled loo blocked	BACS	Hall	£187.50	£37.50	£225.00
Fishlock Heating & Plumbing	service hall boilers / blocked disabled loo repair	BACS	Hall	£595.00		£595.00
Gary Axtell	c/c mini digger works re wooden stakes	BACS	Rec Ground & Pavilion	£135.00		£135.00
The Man who Can	Clive Cotton - apple tree trim at hall	BACS	Hall	£30.00		£30.00
Esferico	library database system	BACS	Library	£295.00	£59.00	£354.00
Wave	15/ 08 - 11/12 - water Pav	DD	Rec Ground & Pavilion	£18.00		£18.00
Wave	12/08 - 26/11 - water hall/lib	DD	Hall	£441.61		£441.61
British Gas	29 sept - 01 Nov Hall/Library	DD	Library	£271.47	£13.57	£285.04
Barclays	account fee 10 oct - 12 nov	DD	Misc	£11.50		£11.50
Buckingha mshire Council	large waste bins empty and rental	DD	 Bins	£98.05		£98.05
E.on Next	08/10 - 31/10 - Library / hall	DD	 Hall	£148.49	£7.42	£155.91
E.on Next	01/10 - 31/10 - pav	DD	Rec Ground & Pavilion	£47.28	£2.36	£49.64
E.on Next	01/11 - 30/11 - clock/cctv	DD	Clock Tower & Children's	£45.12	£2.26	£47.38

			Corner			
NPower	01/10 - 31/10 - streetlights	DD	Street Lights	£2,444.44	£488.89	£2,933.33
Village Networks	wifi for hall/library	DD	Hall	£25.00	£5.00	£30.00
Village Networks	wifi for pav	DD	Rec Ground & Pavilion	£25.00	£5.00	£30.00
Checked Safe	lone worker app	DD	Misc	£4.00	£0.80	£4.80
				£9,487.99		£10,160.79
Amazon	12xblue rolls / bin bags / paper ream / gloves	cash card	Hall	£67.68		£67.68
Vonage	VOIP lines - clerk & library	cash card	Misc	£21.76		
HP Store	2 x toner cartridges (black/yellow)	cash card	Misc	£225.98		£225.98
Microsoft	monthly subscription charges	cash card	Misc	£45.00	£9.00	£54.00
Booking Bug	x 2 subs	cash card	Hall	£29.94		£29.94
EE	caretakers phone	cash card	Misc	£9.00		£9.00
Cashplus	fee for cash (fireworks donations)	cash card	Misc	£25.64		£25.64