



**Present:**

Cllr Frank Mahon (in the Chair), Cllr Stephen Le Tissier, Cllr Ivo Haest, Cllr John Mitchell, Cllr Steven Proffitt

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 03 October 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 Proper Officer and Clerk to the Council; Ms Hannah Holmes

[clerk@steepleclaydonparishcouncil.gov.uk](mailto:clerk@steepleclaydonparishcouncil.gov.uk)

[www.steepleclaydonparishcouncil.gov.uk](http://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**

<p>To receive Councillor's apologies and Council to approve reasons for absence.</p> <p>Cllr Jason Davies sent in his apologies to the Clerk All Cllrs accepted the apology.</p>	
<p><b>2. Declarations of Interest</b></p> <p>To receive declarations of interest and dispensations in respect of matters contained in this agenda Cllr Mitchell reimbursement on payment run Cllr Le Tissier item 14 B h - Claydon Cycling Club letter - storage request</p>	
<p><b>3. Minutes</b></p> <p>To approve and sign the minutes of the meeting held on 05 September 2023</p> <p>Matters arising from the minutes;</p> <p>None</p> <p>Cllr Haest proposed the September 23 draft minutes as a true and accurate description of the meeting seconded by Cllr Le Tissier, whole council <b>agreed.</b></p>	
<p><b>4. Chairman's Comments</b></p> <p>To receive a report on matters not on the agenda but of interest to the Council and Parish. Cllr Mahon updated the meeting he was expecting a Q2 update from Transport for Bucks for highways, but not yet received. BC have now got a firm agreement with EWR to repair the roads, have been doing Herds Hill – standard seems good. Cllr Mahon went through his CC duties sits on the North Bucks planning committee once a month = communities and localism select committee and last year looked at HS2 and EWR also sit on two Community Boards: Buckingham &amp; Villages and Haddenham &amp; Waddesdon. Chair of committee re landfill once a quarter – today he has been appointed to the board of Citizens Advice Buckinghamshire, first mtg is in Nov. Noted he will be appearing on TV Tomorrow 6pm – 6.30pm on ITV 1</p>	
<p><b>5. Public Participation – Standing Orders are set aside to allow for public participation</b></p> <p>The meeting was closed by the Chair and public participation was <b>opened at 19.39</b> Following parishioner signed comment read out, known to council but wishes to stay anonymous: 'I wish to express my gratitude and thanks to Parish Councillors. Employees and Volunteers, for all their work and dedication to maintain and improve amenities/services for the residents of Steeple Claydon. For those who may be unaware, Parish Councillors do not receive any remuneration, for the many hours it takes to resolve parish issues. It can be a difficult and thankless job, and as, is often the case, negative and critical views tend to be highlighted. In my opinion, without the commitment and enthusiasm of our Parish Councillors, Employees and Volunteers, our Village would be much less equipped to deal with the many challenges, we face now, and in the future.' P1. Re item 13, the Solar Farm – this is going to affect everyone, are the PC's going to have joint ventures to work together? Cllr Mahon replied stating the received information brochure from the Rosehill Solar Farm proposal had been received and had gone out SCPC/ Twyford / Calvert Green / East &amp; Middle Claydon / Boltoph /Grendon Underwood and Marsh Gibbon – Winslow is a Town Council. Have spoken to the chairs of the PC's. All encouraged to attend the information events. Ask questions then PC will decide how best move forwards and represent the residents' views. Boltoph have set up a Facebook page. PC's to meet before consultation closes 10 Nov 23. Cllr Mahon feels we now know how to deal with large infrastructure projects better after dealing with HS2 and EWR.</p>	<p>Cllr Mahon</p>

Cllr Haest asked if we fully discuss the item now. We listen, raise questions encourage PC's to meet after this consultation closes and the next one opens.

P2 cannot attend these Solar Farm mtgs but would like to ask about emergency services access to the villages – roadworks delay due to EWR/HS2 - what is an acceptable response time now? Can that question be asked? Cllr Haest suggested asking the Action Group to ask that question. Cllr Le Tissier noted that some might be in favour, some might not, a collective response might not put forward everyone's view.

All views welcomed, individual views and collective views. PC to try to agree response next month's pc mtg on 07/11/23.

Cllr Mahon suggested several local meetings should be held.

P3 – introduced himself and said he represented a separate solar farm project in SC – they have had mtgs with EWR and HS2 – the idea being to run solar panels along the EWR lines and on the roof of the HS2/EWR local maintenance depot.

Had a meeting with MP Greg Smith who was supportive – providing the residents are also supportive of the proposal. As would prefer to use roofs rather than working farmland. What can the PC do to support them canvassing the village?

Cllr Mahon noted – this could be potential bad timing with regards to the solar Rosefield farm on the agenda.

Cllr Mitchell – can you leave details for Cllrs to look at? - could add into the SCPC Claydons article.

Cllr Proffitt – noted the reflective element of solar if put onto the sidings? – unlikely to be allowed by a rail company as it would need to be managed. Cllr Mahon said they had been assured they were now non reflective. Do they need to be cleaned?

Cllr Le Tissier supports alternative ideas being put into the conversation.

P3 passed on email address to Clerk.

P3 & P4 – Stated the SC Solar group wanted to do something for the village with the proceeds - they would be allocated within the village. Still need to set an Infrastructure in place. Also need to be able to put forwards objections from local people?

P5 – why do we no longer have streamed SCPC mtgs? – Clerk noted BALC advise not to and encouraged to return to in-person so discussions and participation in meetings can happen. As observers online cannot participate.

Cllr Le Tissier noted one mtg is still showing on YouTube – P5 offered to assist Clerk re YouTube.

Cllr Mahon noted BC is still webcast.

Public participation was **closed** by the Chair at 20.51 and the Parish Council meeting was re-opened.

**6. Councillor casual vacancy** to replace Cllr Cherry, BC notified.

Co-option Policy and new application form for Council's consideration to adopt. Email sent in advance and hard copy given out at meeting. Includes our SO details.

To approve policy. All Cllrs present **agreed** the policy

No applications have been received

Council agreed new advert to go out for a month

Clerk 11/10

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

Clerk highlights; Celebrating 5 years of being Clerk to the Council, with an informal listing of Councils achievements to date in that time.

<p><b>Appendix 1.</b></p>	
<p><b>8. Action Point List</b> – to go through and update completed actions for the last month. Cllr Le Tissier encouraged Cllr’s to look at the to do list and update responses in between meetings. EWR white gate by church to be done – Cllr Mahon to chase for date TRO ref road safety Cllr Mahon – still to do Container still to be removed. Mr M Smith has agreed to put in FN Bench arranged by Cllr Mitchell Cllr Le Tissier spoke to EWR re information postcards / problems with post Royal Mail</p>	<p>Cllr Mahon Cllr Mahon Rec team Cllr Mitchell</p>
<p><b>9. Neighbourhood Watch</b> – Steeple Claydon NHW review – Andy Guest Mr A Guest noted the school holidays led to the usual predicted antics, SCNHW have had a mtg with local Police – stated disappointed at not seeing a raised presence locally – but only x2 PCSO and x2 Police officers' cover us to Haddenham / Twyford/ Milton Keynes – a very large area to cover. Promote for people to report things to 101/ Thames Valley Police online Happy to attend a PC meeting and Police – Clerk and Andy to set up a separate meeting for PC and then to follow a public meeting</p>	<p>Clerk 16/10</p>
<p><b>10. 10. Neighbourhood Plan Review</b> – Cllr Haest BALC have a training day on NHP this Thursday Cllr Haest and Paul Firth to attend. Set mtg date – to follow training day Email invite to be sent out to interested parishioners by Cllr Haest – to include Clerk for information.</p>	<p>Cllr Haest</p>
<p><b>11. Road Safety Strategy</b> a. Update from working group – Cllr Haest/ Cllr Mahon Cllr Haest to arrange a meeting. b. MVAS locations update – Clerk/Cllr Haest Locations deemed appropriate by LAT on site visit</p> <ol style="list-style-type: none"> <li>1. Vicarage Lane – between Vicarage Close and Victoria Road. On verge with large hedge</li> <li>2. North End Road - half way down on the verge with large hedge</li> <li>3. Addison Road - By new Co-op by 30mph sign (to include entrance road of new estate pushed back) between two gardens</li> <li>4. Halfway down West Street by Greenwood Place – large hedge behind</li> </ol> <p>Invoice understood to be payable upon receipt of items, Clerk and Cllr Haest to investigate/check Stat plans to then be sent to Swarco and their contractors, BC have to approve the chosen contractors before works can happen. c. Spinney Update - if any – Cllr Mahon Cllr Mahon noted that this Friday 11am meeting local residents to the spinney. Cllr Macpherson and Cllr Mahon have asked for white lining to be upgraded. Current No Entry signs seem to be high; as though for lorries – put another lower down.</p>	<p>Cllr Haest/ Clerk</p>
<p><b>12. TPO on Spinney trees</b> – Cllr Davies/Clerk Cllr Davies absent – move to November agenda Asked Clerk to investigate TPO on spinney trees as none on there. Clerk has asked BC as Willow needs to be trimmed by PC for last 5 years to allow visible access to the road signage. Asked if costs involved etc Trimming willow query sent to BC last week</p>	
<p><b>13. Rosefield Solar Farm plan</b> Discussed in Public participation section.</p>	

**14. 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 Cllr Mahon seconded by Cllr Proffitt, **agreed**

Cllr Mitchell to authorise agreed BACS payments.

**b. MK Court Case update LED house** – Cllr Le Tissier

Monies now received from the court case and passed on.

**c. 2022/23 Audit from PKFLittlejohn** –

Clerk advised SCPC had passed 22/23 audit and relevant certification now on website as per regulations.

Cllr Mitchell noted his thanks to the Clerk for the work involved in the Audit.

**d. Matters which Councillor’s wish to be included within next year’s budget 24/25**

Wishlist written so far since last budget meetings - given out to whole Council ahead of budget/precept meetings. Discussed that Cllr’s need to plan for budget/precept meetings.

**e. Barclays updated mandate**

submitted 14/09/23 - & received by Barclays, Cllr’s to notify Clerk if they receive paperwork

**B. Recreation Ground**

a. Report from Recreation Ground team

**b. MUGA Lights PIP** – Cllr Le Tissier / Clerk

– fee has been paid and PA follows in agenda.

**c. Outdoor exercise equipment update** –

S106 application with company on API list for BC.

Three new quotes received from API listed companies– Clerk and Cllr Le Tissier to summarise for Council and get approval on contractor.

**e. Tree survey update** – Clerk – Day 1 of 7 on Wednesday 04 October

– Clerk has notified residents and school – Clerk will attend on site throughout day

**f. Tractor update** – Cllr Mahon

Tractor has been chosen by Council and ordered from RTM. Delivery due in October 2023.

**g. Repairs on children’s corner** – Clerk – Childrens Corner – various repair quotes to be approved.

Wicksteed only can repair Rotaweb – like for like comparisons not possible as others can only quote for replacement not repair. Quotes received and looked at.

Council **agreed** to go ahead with the repairs with Wicksteed. Clerk to confirm with Wicksteed.

Wooden logs to be removed by boulders. Separation logs are not required – so remove remaining rotten logs. Cllr Le Tissier noted it is important to keep the village informed of the progress – Facebook update?

**h. Claydon Cycling Club letter - storage request**

Temp or permanent – as permanent will require planning

Cllr Le Tissier has found a container that might be of use.

Chair of CCC Mr J Bull noted the CCC container might be temporary then permanent

Cllr Mahon proposed in favour of temporary storage space being allowed for storage container that the CCC will supply in North End Road car park, all voting cllrs present **agreed**. Cllr Le Tissier abstained.

Clerk to chase L or offer elsewhere for scrap man for old container to be removed.

**i. Bye Laws** - to be investigated

NALC legal topic note has been passed to Cllr’s, a complicated process to get them changed. To pass onto CCC – Clerk noted PC currently giving dispensation for each CCclub event as they have RA and PLI.

**j. Topographical Survey of rec ground quote** – Cllr Le Tissier presented – quote £635.00

Cllr Mahon proposed yes go ahead seconded by Cllr Mitchell, all councillors present **agreed**.

Clerk

Clerk

**C. Village Hall, Library & Cottage**

**a. Report from Village Hall team**

**b. Any Library business:** new cards have been ordered.

<p><b>c. Hall tables and chairs – some examples</b> - Cllr Le Tissier / Cllr Mahon To add to November mtg</p> <p><b>d. Heritage Visit update</b> – Clerk/ Cllr Mitchell Clerk updated we are still awaiting the Heritage report on the damp in Cottage/under croft – she has already recommended we will require a specialist Heritage consultant c.£2k Cllr’s discussed suggestions / sump pumps etc. Report to follow.</p> <p><b>e. Chaloner name sign investigate repair</b> – Clerk – council <b>agreed</b> to give permission to Clerk to investigate getting repair done on the ‘H’. It is ‘Chaloner Hall’ Stonemason – Clerk to ask for advice – Church of the Claydons - David Hiscock?</p> <p><b>D. Vicarage Orchard</b></p> <p>a. Any updates - Cllr Davies - absent b. Bench plaques – any update – Cllr Davies - absent Replace benches asap c. Nature CCTV – any update – Cllr Davies</p> <p><b>d. To approve templates</b> - metalled signs to show different vegetation/trees/ hedgehog area in VO – Clerk/ Cllr Davies – working with SC Primary School’s Eco Club and getting children to colour the signs and PC get them made up/ metalled and put in place in VO. Any comments/amends - need x12</p> <p><b>e. Bucks Community Board – pathway</b> – Clerk/Cllr Mahon/Cllr Haest Clerk spoken to BCB re 50/50 footpath funding – we need to approve quote first, then apply for funding, once funding is confirmed in place we can confirm to builder. Paving slabs with a border. Accessible for all pathway in horseshoe shape. Three like for like quotes for approval; one company offered two types of pathways</p> <p>a. £5,400.00 b. £4,100.00 c. £4,650.00 d. £3,750.00 Cllr Mitchell proposed the cheapest vote, seconded by Cllr Mahon, all Cllrs present <b>agreed</b>.</p> <p><b>E. Communications</b></p> <p>a. Any updates</p> <p><b>F. Street Furniture</b></p> <p>a. Noticeboards x4 update – Cllr Mitchell M Smith to install – Cllr Mitchell and Cllr Haest happy to help.</p> <p>b. Benches update – Cllr Mitchell Cubs have submitted report of good and bad benches and also two road nameplates that need replacing. Clerk will report name plates to BC.</p> <p>c. Bench on Chaloner’s Hill – Cllr Proffitt Clerk to chase up with LAT regarding response.</p> <p>d. LED street lighting update – Cllr Mitchell / Clerk – approval email received today from Judith Wainwright – she had suggested an additional company to try. SCPC want to continue with E-on quote and move project forwards.</p> <p>e. White name-gates into SC – consider additional safety wording on nameplates? Clerk Chased after sept mtg – Highways currently have new procedures, no way to approve the request at the moment for new name plates. Also noted no more than five words – now to request - ‘drive carefully through the village’</p> <p>f. School signage LAT update – Clerk Good news: X2 ‘damgerous/incorrect’ gullys by school entrance have been updated Still waiting on road signs/paint refresh – everything else.</p>	<p>Clerk</p> <p>Cllr Mitchell / Cllr Haest Clerk done Clerk done Clerk done Clerk done Clerk done</p>
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<p>Clerk asked LAT about the two village pinch points – did it require additional signage to say narrow road etc – the white lines stop before the sections. LAT felt no extra signage required. Clerk to speak to Andy Guest and road safety signage narrow pinch points - to measure West street bridge as that has narrow road signs.</p>	<p>Clerk and AG / Cllr Haest /road safety group Clerk done</p>
<p><b>G. Events</b> a. Upcoming events i. <b>Fireworks date – Saturday 04 November 2023</b> – Cllr Le Tissier - any updates Clerk to email previous volunteers and ask if happy to stay on list and can they volunteer on the night. LED lights in ‘Goodnight’ at end of display. National Anthem will be different this year, local singing group have been invited. Cllr Le Tisser requested next years events / the DDay celebrations for 2024 be on the November agenda</p>	<p>Clerk done Clerk done</p>
<p><b>H. HS2 / E-W Rail</b> a. Any Updates - Cllr Mahon HS2 have refused to update Cllr Mahon regarding the opening date of Addison Road re-opening? Lot of local road closures, Calvert Green bridge to close for 2.5 years, then Gawcott road. Cllr Le Tissier raised his concerns that SC will become a rat run locally once that bridge is closed, proposed we ask for Addison road to be kept shut? Will await update at next CALM meeting. <b>I. Planning :</b> <b>23/02642/CPE</b> - Recreation Ground North End Road Steeple Claydon Buckinghamshire Certificate of Lawfulness for existing use for lighting in MUGA sports area (approval 93/2153/APP) DATE COMMENTS REQUESTED BY:- 20 October 2023 Clerk to acknowledge PA but SCPC has no comment on our own PA.</p>	<p>Clerk done 18/10/23</p>
<p><b>15. Youth Council –</b> – Any update - Cllr Mitchell / Cllr Davies / Cllr Haest a. TOR – completed Cllr Mahon Proposed the PC agree to the YC TOR Proposed by Cllr Mahon seconded by Cllr Proffitt, it was <b>agreed</b> by all Cllr’s present</p>	<p>Cllr Mitchell</p>
<p><b>16. Future agenda Items</b>  Councillors are invited to propose items for 07 Nov 2023 agenda.</p> <ul style="list-style-type: none"> <li>• Next year's events for discussion</li> </ul> <p><b>Any Other Business and Future agenda items are invited by all Councillors to be sent to Clerk ahead of preparing the next Agenda.</b></p>	
<p><b>Date of next meeting: Tuesday 07 Nov 2023 at the Village Hall</b> Meeting was closed by Cllr Mahon at <b>21.11</b></p>	
<p><b>18. Confidential Items</b>  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><b>The next Parish Council meeting will be held on Tuesday 07 Nov 2023 at 7.30pm.</b> 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 <a href="https://www.steepleclaydonparishcouncil.gov.uk/">https://www.steepleclaydonparishcouncil.gov.uk/</a></p>	

Email – Clerk@steepleclaydonparishcouncil.gov.uk

Signed.....

Date.....

## Appendix 1

### Summary of Clerk activity for 03/10/2023

- **September 23**

#### Administration

- Preparation of monthly transactions for October 23 meeting
- Action Point list from Sept minutes onto To Do app

#### On-going

- September Minutes prepared and on public display
- October 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: **23/02182/ALB and 23/00264/APP**
- **Streetlights:** Reported: **62/35/155** (18/08 & 11/09) **72** and **136** on 12/09 **50** on 02/10

#### Meetings:

**06/09/23 - council ref pavilion**

**13/09/23 - EDBS mtg with Cllr Mitchell**

**20/09/23 - MVAS site meetings – Cllr Haest and LAT M Whincup**

**21/09/23 - Gym equipment quote mtg/ children's corner repair quote**

**26/09/23 - Audit mtg with NO**

**27/09/23 - builder for VO footpath quote**

**29/09/23 - builder for VO footpath quote**

#### Other

- Half precept received.
- Audit approved by PKFLittlejohn 29/09/23 and relevant notice on SCPC website.
- VAT refund submitted for £12,131.53 - audited 2022/2023 accounts (minus MUGA)
- 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
- MVAS order and correspondence with HS2/BC re reimbursement paperwork and SWARCO/BC re fitting & stat plans required. BC to now fit – J Wainwright has confirmed. Site visit Wed 20/09/23
- Hall fob keys – purchased x10 and to programme – issue with offline box at hall – to investigate after electrical works finished
- New x4 noticeboards delivered to hall 27/06/23 - to be fitted – Mike Smith has agreed 19/09/23
- Tree surgeon asked to advise on TPO tree works required – TPO admin to do. Emailed BC 24/07 with update
- Tree surgeon visit booked for – Monday 25/09 - total 6/7 days works to do now 04/10/23 (at 22/09)



- Christmas Nativity booked for Pavilion 10/12/23
- Hall measurements submitted for Energy Bills Discount Scheme 14/09/23
- W / S / C re quotes for gym equip/repair children's corner rotaweb + chased 19/09/23
- Pavilion boilers x 2 – service to be arranged. Fishlock and one other rung for quotes
- Spinney TPO investigated 22/09/23 - as requires annual maintenance
- PIP paid 22/09/23
- VO draft signage designed
- VO pathway – local quotes from mybuilder.com
- Police closed vandalism case from 11/06/2023
- Plumbers – quotes for Pav boiler x 2 to be serviced
- **Clerk booked onto Conference – Communities Enrichment and Resilience, Tuesday 17/10/23**
- **Clerk to attend Clerk Forum Aylesbury Monday 09/10/2023**

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

Dates are: Thurs 07 Sept, Thurs 21 Sept, Thurs 05 Oct, Thurs 19 Oct, Thurs 02 Nov, Thurs 16 Nov, Thurs 30 Nov

### **SCPC achievements in the last 5 years (just from memory so I am sure I've missed lots off!)**

**Admin** – Finances - now online rather than ledger / now take paypal and BACS/ website updated / office 360 / gov.uk email addresses / scpc branding / Facebook page/ all staff received first aid training / ILCA (& FILCA)

**Hall** – re-painted internally and externally / major roof works / new plumbing / new electrics / new kitchen & lintel / hall sign re-stored / benches / fire safety assessments /noticeboards / railings painted

**Library** – Plaque re-painted in correct colours/ AED fitted/ Barometer repaired & restored/ external Light repaired/ new LED's inside library/ new library database/ new cards / FOSCL 2 / CCTV updates / new phone & computers/printer

**Recreation Ground** – Clock working again after 18 years, new Skatepark, new MUGA, new CCTV pole, new pathway from Nightingale Fold, tree survey / memorial bench / trees planted / memorial tree

**Vicarage Orchard** – New noticeboard / benches / worked with school for insect hotels/ bird & bat boxes (signage)(new accessible to all entranceway being worked on)

**Streetlights** – x155 now numbered and labelled and LED grant applied for

Organised additional events for QPJ and KC as well as the annual Free Fireworks and fundraising.

### **Appendix 2**

Steeple Claydon Parish Council.  
Minutes of October 2023

Payee	Details	Payment Method	Clr initials	Category	NET	VAT	Gross
Cash Plus SCPC	Petty cash for PIP / DD / petty cash items	BACS	22 September 2023	Misc	£50 0.00		£500.0 0
Hannah Holmes	wages	BACS		Gen Admin & Wages	£		£
Sam Hills	wages	BACS		Gen Admin & Wages	£		£
Pet Serle	wages	BACS		Gen Admin & Wages	£		£
Nick Osgerby	wages	BACS		Gen Admin & Wages	£		£
Pat Serle	expenses - childrens books x4	BACS		Library	£30. 16		£30.16
HMRC	PAYE	DD Quarterly		Gen Admin & Wages	£71 5.06		£715.0 6
Clr Mitchell	expenses - Finance course / mileage 32miles@44p/p/m	BACS		Misc	£19. 33		£19.33
Clr Mitchell	expenses - weedkiller FNM bench - Clerk to claim half back from BCC	BACS		Street Furniture	£62. 18		£62.18
Clr Mitchell	Heritage - listed buildings advice - undercroft/cottage	BACS		Hall	£31 2.00		£312.0 0
Alchemy Fireworks	15 min display for 04/11/23	BACS		Fireworks S137	£4,5 00.00	£900. 00	£5,400 .00
Dunns Windows and Gutters	6 month gutters emptied/rafters cleaned / outside/inside window clean as per agreement	BACS		Hall	£24 5.00		£245.0 0
RTMachiner y	repair to FS55 strimmer	BACS		Rec Ground & Pavilion	£14 7.92	£29.5 9	£177.5 1
PKF Littlejohn	Auditors report	BACS		Misc	£84 0.00	£168. 00	£1,008 .00
Pete Golding	ref quote small works	BACS		Hall	£1,2 50.00		£1,250 .00
Pete Golding	ref quote external works	BACS		Hall	£3,0 55.00		£3,055 .00

Steeple Claydon Parish Council.  
Minutes of October 2023

Dave Griffiths	rec ground maintenance Sept 23	BACS		Rec Ground & Pavilion	£565.00		£565.00
Eon - parish repairs	replace photocell Greenwood Place	BACS		Street Lights	£23.47	£4.69	£28.16
British Gas	Hall/Library 30 July - 30 Aug 23	DD		Library	£34.57	£1.72	£36.29
Eon Next	Pav 01 Aug - 31 Aug 23	DD		Rec Ground & Pavilion	£51.03	£2.55	£53.58
Eon Next	Lib/hall 01 Aug - 31 Aug 23	DD		Hall	£131.53	£6.58	£138.11
Eon Next	CCTV /Clock	DD		Clock Tower & Children's Corner	£43.68	£2.18	£45.86
Buckinghamshire Council	bins empty and rental Sept 23	DD		Bins	£105.35		£105.35
Barclays	account fee 14 Aug - 12 Sept 23	DD		Misc	£8.50		£8.50
Village Networks	wifi to hall/library	DD		Hall	£25.00	£5.00	£30.00
Village Networks	wifi to pav / cctv pole	DD		Rec Ground & Pavilion	£25.00	£5.00	£30.00
NPower	elec for s/light 01 Aug - 31 Aug 23	DD		Street Lights	£1,407.93	£281.59	£1,689.52
					£17,299.57	£1,406.90	£18,706.47
Buckinghamshire Council	PIP re PA 23/	cashcard	22 September 2023	Rec Ground & Pavilion	£234.00		£234.00
EE Unlimited	caretaker monthly phone	cashcard	22 September 2023	Misc	£9.00		£9.00
Microsoft	monthly fee scpc licenses	cashcard	22 September 2023	Misc	£54.00		£54.00
Cashplus	fee for account	cashcard	15 September 2023	Misc	£3.00		£3.00
Post Office	envelope/postage for Barclays mandate	cashcard	15 September 2023	Misc	£3.85		£3.85
Vonage	monthly VOIP library/clerk	cashcard	05 September 2023	Misc	£24.50		£24.50
Checked Safe	monthly lone worker charge	cashcard		Misc	£4.00	£0.80	£4.80
					£332.3	£0.80	£333.1

Steeple Claydon Parish Council.  
Minutes of October 2023

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