

**Minutes of the meeting of the Steeple Aston Parish Council held on
Monday 16th January 2017**

This meeting was recorded and the recording stored on computer

Present: - Mr Coley (JC) (Chair) Mr. Preston (RP) (Vice chair) , Mrs. Wright (HW), Mr. Lipson (ML), Mr. Ferguson (SF) , Mrs McCreedy (RP)

Members of the public : Mrs Whybrew, Mr. G Smith, Cllr Arash Fatemain , Mr. John Umney (Bartons Bus)

In attendance: Cathy Fleet (Clerk)

01.01.17 Apologies : No apologies had been received

02.01.17 Declarations of Interest : Mr. Lipson declared an interest in the Village Hall and SAVA. Mr. Preston declared an interest in the Village Hall, and any discussion around Call for Sites made by CDC

03.01.17 Minutes of the last meeting held on 21st November 2016 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

04.01.17 Public Participation : John Umney was attending to speak about the Barton Bus (Agenda Item 6) and Mr. Smith wished to learn the PC's views on his planning application at 28 Grange park.

05.01.17 Clerk's Report and Actions from previous meeting

NO	ACTION	Update	To be Actioned by
10.16.11	Clerk to contact Brian Coaker and ask him to contact Richard Preston	Completed. work to be carried out soon	CF
11.16.06	Clerk to commence procedure to co-opt/elect new councillor	On-going - 2 applications received	CF
11.16.07	Clerk to inform Nigel Roots, Anna Thatcher and Edward Dowler of the PC's decision re Dr Radcliffe's trustee	completed	CF
11.16.08	Clerk to respond to phone box consultation	Completed. The phone kiosk at Lower Heyford Station will remain, those at Steeple Aston, Caulcott and Somerton will be removed.	CF
11.16.09	MCNP - Green Spaces ML to inform landowners of the intention to include in the Neighbourhood Plan and inform them of their right to oppose the inclusion	ML drafted a letter which was sent by Clerk to landowners.	ML
11.16.10	JC to pass on details of Sport & Rec to fish & chip van owner	Donation received and passed to S&R	JC

11.16.12	Clerk to find out if the PC are able to engage contractors to carry out white lining.	OCC informed Clerk that PCs are not permitted to carry out white lining.	CF
11.16.17	Clerk to respond to CDC letter re Grange Park TPO requesting extension of time	completed	CF

06.01.17 Bartons Bus

John Umney explained that since OCC withdrew various bus routes in rural areas the need had become apparent for an alternative service and so the Chair of Bartons PC started the Bartons Bus Company, got a bus, trained volunteer drivers and acquired routes. The bus stops in Steeple every morning to go to Lower Heyford Station and meets the train in the evening for the return journey. It has routes to Banbury, Oxford and Chipping Norton and is prepared to change routes based on projected requirements. The bus has wheelchair access and is available for private hire. It is making a slight profit despite problems with the vehicle caused by poor road surfaces, particularly in Steeple, and has the support of other parish councils.. John was seeking support, both financially and in promoting the service from the PC and was advised that advertising in SAL and on the website would be a good first move and that the matter of financial support would be discussed later in the meeting.

ACTION : Clerk to send John contact details of SAL and website

07.01.17 MCNP

ML had circulated (via Clerk) draft policies and a Resolution to adopt them which required signature by the Chair and Clerk. Some parts of the policies were questioned, and ML explained that the policies are draft and that the PC were being asked to support the completion of the Neighbourhood Plan on the basis of these draft Policies. The Resolution was duly signed.

MI also reported that following MCNP's request to all villages to designate Local Green Spaces within their villages, they had received a very large number of nominations which are being scored in order to prioritise and shortlist for inclusion in the Neighbourhood Plan. Steeple had nominated 3 Local Green Spaces, one of which was objected to by the landowner.

08.01.17 Dr Radcliffes Trust

A letter had been received regarding the consultation on the proposed conversion of Dr Radcliffes school to Academy status. After some discussion it was agreed that the PC would support this move on the proviso that the agreement that the field/tennis courts be made available for village use at approved times remains in place.

ACTION : Clerk to respond to Dr Radcliffes

09.01.17 Data Protection Officer

JC proposed and RP seconded that Cathy Fleet be appointed Data Protection Officer and she accepted.

10.01.17 Highways/Footpaths

No action has yet been taken by OCC regarding the surface of Heyford Road. Clerk to again report to OCC. It was reported that a mechanical road sweeper drove through the village last week but did not effectively clear debris and missed many roads completely. The pavements are also in need of clearing of leaves. Clerk to contact OCC.

Overhanging foliage in Water Lane requires attention

The matter of white lines at the B4260/Sixty Foot junction was raised as they have faded greatly and require repainting. Yellow lines around the bus stop also require repainting. Clerk had been informed by OCC that the PC are not permitted to hire a contractor to carry this out and that OCC do not have funds available. Cllr Fatemain to clarify.

Hopcrofts Holt Garage have widened the yellow lines which has improved visibility when emerging onto the main road. Planters are yet to be installed to totally prevent parking but have been ordered. Signage has been changed to clarify entrance and exit.

Cllr Fatemain told the meeting of the OCC initiative 'Oxfordshire Together' which legally devolves responsibility for small works on council land e.g. grass cutting, hedge cutting etc to Parish Councils and will send the information to CF

11.01.17 Website

The website minutes were received and signed by the Chair. HW reported that it is the 10th anniversary of the website in March and that the website committee were thinking of holding some kind of event to mark the occasion - perhaps a competition.

12.01.17 Meetings

No meetings had been attended

13.01.17 Play Area

The play area continues to be well used and is kept in good and safe condition by the playground steward. The BMX Trail requires attention and all councillors were asked to look at it and consider what action could be taken, perhaps redesignating it as a 'Wild Garden'.

ACTION : All to consider changes to BMX Trail

14.01.17 Village Hall

The external lighting to the village hall is almost complete. An interim payment of £2000 was approved.

15.01.17 Clerk

has

Since achieving her CILCA qualification, re-grading resulting in a salary uplift been awarded which necessitates a new contract. JC had provided a draft contract which CF will consider and sign in due course. Bethan Osborne of OALC has provided a Job Evaluation which will also be completed by CF and councillors.

16.01.17 Planning

The following planning documents had been received :

16/02289/AGN Notice of Determination for general purpose agricultural unit land SW of Seven Springs
for Royston Kinch

16/0217/AGN Notice of Determination for semi permanent poly tunnel on land SW of Seven Springs
for Clarke Farming partnership

16/02403/F Erection of single storey extension to garden room West Grange - **no objection**

16/02661/F 2SSE Beech House, Paines Hill

16/02503/F Garage & Annexe Brasenose Farm, Oxford Road - **no objection**

16/02381/F SSRE 28 Grange Park - **no objection**

16/01962/F 3 Bradshaw Close - **APPROVED**

16/00318/TCA Treework at Cedar Court - **APPROVED**

16/02261/F Beech House Paines Hill - **APPROVED**

16/00342/TCA Treework @ Oakridge Cow Lane - **subjected to TPO**

16/02300/F 7 Nizewell Head - APPROVED

4 Paines Hill - unoccupied dwelling

Clerk has had email exchanges with Fiona Todd, Empty Property Officer, CDC, regarding the dilapidated condition of the property and the collapse of part of the rear of the building. Fiona had made a site visit, is in contact with the owner and is currently building a case in order to take action against the owner.

2 Grange Park - dilapidated dwelling
 The front porch of this property is dilapidated and appears in danger of collapse. Clerk had discussed with Fiona Todd who has made a site visit and confirmed that the owner occupies the building. She has passed the case to Building Control and advised that clerk should also discuss the case with them. If they are unable to take action under their legislation, then the matter will be referred to Private Sector Housing

ACTION : Clerk to contact building control

17.01.17 Finance - RP proposed and ML seconded and it was **RESOLVED** to accept the following Accounts for payment :

Cheque No	Payee	Detail	Amount
200964	Steeple Aston Village Hall	Hall hire	51.00
200965	Chris Hawes	reimbursement for materials for playground	56.74
200966	Thirsk Payroll	Payroll services	47.25
card payment	HMRC	Paye	164.60
BACS	Cathy Fleet	clerk expenses	14.04
BACS	Bob Bickley	Playground maintenance	230.85
200967	AJS Services	electrical work to VH	2000.00

Following the Precept meeting held on 12th January, the draft spreadsheet of the proposed precept request had been amended and circulated. JC proposed and RP seconded that the amount of £26,699 for 2017/18 should be requested from CDC.

ACTION : Clerk to submit precept request to CDC

18.01.17 Co-Option of Councillor

This item has been deferred to February's meeting.

Date of next meeting : 20th February 2017

The meeting closed at 9.50pm

Signed **Mr. J Coley (Chair)** **Date**

ACTION LIST SUMMARY

NO	ACTION	To be Actioned by :
06.01.17	Bartons Bus: Clerk to send John Unmey contact details of SAL and website	CF
08.01.17	Dr Radcliffe's consultation : Clerk to respond	CF

10.01.17	Highways : 1.Clerk to again report the poor surface to Heyford Road 2. Clerk to contact Highways re. roadsweeper 3. Cllr Fatemain to clarify position re white lining 4. Cllr Fatemain to provide information re Oxfordshire Together	
13.01.17	Play Area : All to consider changes that could be made to the BMX Trail	All
16.01.17	2 Grange Park: Clerk to contact building control	CF
17.01.17	Precept: Clerk to submit precept request of £26,699 to CDC	CF