

**Minutes of the meeting of the Steeple Aston Parish Council held on**

**Monday 16th June 2016**

**Present:** - Mr Coley (JC) (Chair) Mr. Preston (RP) (Vice chair) , Mr. Lipson (ML) , Mrs Mulcahy-Hawes (BMH), Mrs McCready (RMc)

**Members of the public :** Mrs Mason, Cllr Fatemain, Cllr Kerford-Byrne

**In attendance:** Cathy Fleet (Clerk)

**06.16.01 Apologies** were received from Mr. Ferguson and Mrs. Wright

**06.16.02 Declarations of Interest :** Mr. Lipson declared an interest in the Village Hall and SAVA Mr. Preston declared an interest in the Village Hall.

**06.16.03 Minutes of the last meeting** held on 16th May 2016 were read and it was **RESOLVED** to accept these as a true record of the meeting and every page was signed by the Chair. The website minutes were also approved and signed.

**06.16.04 Public Participation :**

Cllr Kerford Byrne reported on a recent press release from Barry Wood of CDC regarding **grasscutting**. CDC Cherwell are stepping in to cut some 691,182 square metres of grass. Steeple was not mentioned by name but MKB will try and find out if our parish is included. For grass cutting purposes there are two areas in each parish – (1) the ‘Urban’ Area (within the 30mph signs) and (2) the ‘Rural’ area (all the roads between the 30mph signs and the parish boundary). Grass within the Urban area is cut ‘properly’, and a 1-metre wide swath is taken along both sides of the road in the Rural area. He also reported that grasscutting on the A4260, which is currently particularly hazardous as the grass is reducing visibility is due to be cut commencing 20/06/16.

MKB also reported on the Parish Liaison meeting which took place last week and the discussion which took place regarding parish councils' discontent with the **Planning** Department and the fact that views of PCs are largely ignored by CDC. Councillors agreed that SAPC's comments were often not taken into account when CDC make planning decisions and MKB will make this known to CDC.

**06.16.05 Clerk’s Report and actions from previous meeting**

NO	ACTION	Update	By :
06.05.16	Clerk to respond to Mr. Wade-Martin regarding Hopcrofts Holt	Completed	CF
	Clerk to contact Olivia Colson, CDC Enforcement Officer regarding the Greenacre site	Completed – no response received	CF
07.05.16	Clerk to report potholes at the Beeches, potholes outside the Old White Lion and blocked drains to Fix My Street	Completed	CF
10.05.16	Clerk to circulate requirements for Transparency Code	Completed	CF
12.05.16	Clerk to write to Trevor requesting that he submit an invoice for the trampoline mat and supply additional sand.	Completed	CF

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**06.16.06      Devolution**

Both Cllr Kerford-Byrne and Cllr Fatemain reported on the Devolution proposals and said that consultation meetings have been arranged and that CDC will produce a report on the views of parishes and arrange a further Parish Liaison meeting to discuss it in the near future.

**06.16.07      Highways/Footpaths**

A meeting had taken place between Anthony Kirkwood (OCC Highways), Cllr Fatemain and JC to discuss traffic issues at **Hopcofts Holt**. OCC have consulted with TVP who may consider a 40mph speed limit either side of the traffic lights, subject to the results of a traffic survey. this would cost in the region of £2,000 which could potentially be split between Steeple Aston and the Bartons. The Bartons have sent an email in support of any action Steeple Aston may take. The issue of parking on the forecourt of the garage cannot be resolved until OCC establish who owns the land, after which it may be possible to raise the level of the pavement. Planning permission for the large sign which obscures vision was granted by CDC.

**ACTIONS:**

- 1. Speed recorders to be ordered from OCC by clerk to be placed on the B4260 and B4030 at the crossroads**
- 2. JC to write to John Westerman, CDC regarding the planning permission for the sign, copying in Steeple Barton PC, Cllr Fatemain and Cllr Kerford-Byrnes**

**Speeding on Southside**

A letter had been received from Gareth John, a resident of Southside regarding a near miss involving his wife and speeding van. Helen Wright (HW) had previously agreed to lead on arranging for volunteers to become involved in the Speedwatch initiative as suggested by TVP. JC to speak to HW. It is possible that equipment can be borrowed from Upper Heyford PC

**ACTIONS :**

- 1. JC to speak to HW**
- 2. ML to contact Upper Heyford PC regarding loan of equipment**

**Potholes**

The road surface on Heyford road outside the Old White Lion continues to deteriorate. Clerk to report again  
Potholes have appeared on Middle Aston Road just before Middle Aston House.  
**Clerk to Report**

**Trees**

The Ivy has been removed from the Lime trees on Sixty Foot. Kevin Preston reported that some branches of the trees are crossing and may need attention. Mrs Mason suggested that they should also be crown lifted. There is a dead pear tree on the corner of Jubilee Close which needs removing.  
**Clerk to arrange for quotes**

**Hornets**

Hornets are feeding off the sap from an Oak tree in the playground/carpark. Signs have been erected warning the public but Clerk has been unable to find a pest control contractor to deal with it as it is not known where the nest is. It was suggested that an arboriculturalist from Nicholsons be asked to investigate.

**ACTION : Clerk to contact Nicholsons**

**06.16.08 Complaint**

A response has finally been received from CDC Planning Enforcement :  
*"Having discussed this case with other, I am of the opinion that the Parish Council's response to this complaint was proportionate. Whilst it may have been outside the remit of the Planning Department to address this safety issue, given the potential risks involved, the concerns raised should have been forwarded to our Building Control Team and possibly the Council's Health and Safety Executive. So although the advice from the Planning Department was probably correct, I apologise if you were not redirected to the right department(s) within the Council. The Council is currently undertaking a programme promoting greater organisational awareness, so hopefully you would get a more comprehensive response from Planning Officers in the future. "*

As a result of this, it was proposed by RP and seconded by JC that the matter be closed as the complaint was not found to have substance and the accusations in respect of the parish councillor in question were groundless and no breach of the Code of Conduct had taken place as alleged.

With regard to Ms Carlisle's complaint regarding the wording of the minutes of the February meeting in respect of the work being carried out on site

*"Work has commenced on the Greenacre Site but has since halted due to the unauthorised removal of soil undermining the wall and public access owned by Mr. Kinch. A retaining wall is being designed by structural engineers and Mr. Kinch is pursuing the issue of ownership. Considerable bad feeling has been reported amongst neighbours"*

whilst the minutes have been approved and signed and it is not possible to change them, it was agreed that the proper wording should have been :

*Work has commenced on the Greenacre Site but has since halted due to the **allegedly** unauthorised removal of soil .....*

An email will be sent to Ms Carlisle informing her of these decisions prior to the publishing of these minutes and the matter is now closed.

**06.16.09 Website**

The minutes of the website meeting were approved and signed. Clerk has undergone some training with Bridget Lewis but more is required.

**06.16.10 Meetings**

ML had attended the parish Liaison meeting which he found most informative and his report had been circulated to all councillors.

**06.16.11 Play Area**

Ryan Kilby has sent his written resignation and will finish on 12th July. Adverts have been placed on noticeboards and the website for a replacement but as yet no response has been received. It is thought Lawrence White may be interested; Clerk to ask him. If no replacement has been found by 12th July then Jason Meek has offered to stand in on a temporary basis. The ROSPA report will be carried out in July and a top up of bark and sand and re-tensioning of the zipwire

is required before then. clerk to contact Trevor Stewart asking him to carry out this work.

**ACTION :**

- 1. Clerk to ask Lawrence White if he is interested in the Playground Steward job**
- 2. Clerk to contact Trevor Stewart and ask him to top up sand and bark and retension the zipwire.**

**06.16.12 MCNP**

Two public engagement meetings had been held in Steeple Aston which were attended by a total of 29 people. ML reported that word is spreading about the Plan with a lot of people showing interest. The possibility of a Health Centre at Upper Heyford is looking positive. The Executive are trying to get the same policy as Dorchester have for Heyford Park with regard to the percentage of affordable housing they are required to provide and to clarify the process for allocation of affordable homes to Category A villages. ML reported that meetings are scheduled with regard to the Planning Policy.

**15.11.14 Planning**

The following planning documents had been received:  
16/00665/F Willow Tree House Paines Hill - APPROVED

**16.11.14 Affordable Housing**

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

Cheque No	Payee	Detail	Amount
200931	Kevin Preston	Treework	250.00
200932	Chris Hawes	Gazebo repairs	65.98
200933	Community first Oxford	subs (was ORCC)	55.00
200934	SAVH	Hall hire	48.25
200935	Mark Probbitts	Grasscutting	650.00
200936	SAL	Replacement cheque for Grant	500.00 *
200237	Ryan Kilby	Playground maintenance	235.47
200238	Cathy Fleet	Clerk expenses	10.44

\* The previous cheque paid to SAL had been mislaid and a replacement requested. Clerk to ensure that the original cheque is not presented to the bank.

NALC have approved a 1% increase for Clerks' salaries backdated to April. Cathy Fleet had a meeting with Richard Preston and John Coley in February to clarify her salary payments with regard to holiday pay etc which has still not been resolved. JC agreed that this would be done, taking into account the additional 1% before the next meeting.

**Other matters**

The end of year accounts for the Sport & Rec had been received. This will be an agenda item for July

**Date of next meeting : 18th July 2016**  
**The meeting closed at 9.35**

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

**ACTION LIST SUMMARY**

<b>NO</b>	<b>ACTION</b>	<b>To be Actioned by :</b>
06.16.07(1)	Speed recorders to be ordered from OCC by clerk to be placed on the B4260 and B4030 at the crossroads	CF
06.16.07(2)	JC to write to John Westerman, CDC regarding the planning permission for the sign, copying in Steeple Barton PC, Cllr Fatemain and Cllr Kerford-Byrnes	JC
06.16.07 (3)	JC to speak to HW regarding Speedwatch	JC
06.16.07(4)	ML to contact Upper Heyford PC regarding loan of equipment	ML
06.16.07(5)	Clerk to report road surface on Heyford Road and potholes on Middle Aston Road	CF
06.16.07(6)	Clerk to arrange for quotes for treework	CF
06.16.07(7)	Clerk to contact Nicholsons regarding the oak tree /hornets	CF
06.16.11(1)	Clerk to ask Lawrence white if he is interested in the Playground Steward job	CF
06.16.11(2)	Clerk to contact Trevor Stewart and ask him to top up sand and bark and retension the zipwire	CF
06.16.12	JC to sort out Clerk's salary	JC