

**Minutes of the meeting of the Steeple Aston Parish Council held on
Monday 16th May 2016**

This meeting was digitally recorded and the recording will be stored on computer

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

Members of the public :

Mrs Mason, Mr Kinch, Mrs Powell, Cllr Kerford-Byrnes, Cllr Arash Fatemain

In attendance:

Cathy Fleet (Clerk)

01.05.16 Apologies were received from Richard Wade Martin


02.05.16 Declarations of Interest :

Mr. Lipson declared a general interest in the Village Hall and SAVA. Mr. Preston declared a general interest in the Village Hall. Mr. Coley declared a pecuniary interest in the planning application for Hope Cottage

03.05.16 Minutes of the last meeting held on 18th April 2016 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

04.05.16 Public Participation : Members of the public had nothing to say at this stage

05.05.16 Clerk's Report and Actions from previous meeting

NO	ACTION	UPDATE	To be Actioned by :
07.04.16	Clerk to write to Enforcement Officer	 Letter to Enforcement Officer	CF
08.04.16	ALL to make a concerted effort to improve communication	JC arranging meeting 11 th July in the History Centre	All
12.04.16	Cllr Fatemain to contact OCC Highways regarding signage and speed limit around Hopcrofts Holt	Completed. Awaiting date from Highways for site visit	AF
	Clerk to write to Hopcrofts Holt Garage and contact Clerk for Middle Barton	Completed. Response received from Hopcrofts Holt garage. Awaiting outcome of Middle Barton meeting.	CF
19.04.16	Clerk to request End of Year Accounts from Treasurer of the Sport & Rec	Completed. John Fortin will forward accounts once completed	CF
23.04.16	Clerk to contact Caroline Moray and request that TPO8/1970 be treated as priority	Completed. Caroline Moray confirmed that review will commence June 2016	CF

06.05.16 Matters Arising

- **Hopcrofts Holt.** A letter had been written to Hopcrofts Holt, copied to OCC Highways highlighting the issues of concern. Responses have been received from both parties with the owners of Hopcrofts Holt being very supportive and OCC Highways arranging a site visit. TVP were also contacted requesting accident statistics which they declined to supply. Middle Barton PC had been contacted requesting support and they will respond after their next PC meeting. Local resident Mr Richard Wade-Martin who had been involved in an accident in the vicinity of the crossroads wishes to be kept informed of date of site visit. Clerk to again respond to him. **ACTION : Clerk to respond to Mr. Wade-Martin**
- **Complaint against PC .** A letter has been sent to the Enforcement Officer of CDC as requested by Ms Carlisle at the last meeting. No response has been received and it has been chased. Mrs. Powell has established that the Enforcement Officer is Olivia Colson
ACTION : Clerk to contact Olivia Colson direct.
Until the view of the Enforcement Officer is established no progress can be made. RP wished it minuted that whilst he was not present at the last meeting when the complaint was discussed in detail, he wanted it to be known that should the complaint **NOT** be upheld this should be widely published in order that the reputation of the Parish Council should not be tarnished.
Mrs Powell had visited CDC to obtain plans of the wall dated November 2015 as advised by Ms Carlisle and was told by CDC they had no record of plans dated November 2015.

07.05.16 Highways/Footpaths

Potholes were reported at The Beeches and outside the Old White Lion. The blocked drains previously reported to Fix My Street have still not been cleared.
ACTION : Clerk to report to Fix My Street

08.05.16 Website

Bridget Lewis has almost completed the website upgrade and all agreed it is very good. Bridget will provide training for Cathy Fleet in the next few weeks to enable her to upload PC documents to the website.

09.05.16 Emergency Response Plan

The updated Emergency Response plan had previously been circulated and it was **RESOLVED** to approve the updates and adopt the plan

10.05.16 Identification of Councillors roles

Clerk had requested that councillors areas of interest be identified for publication on the website to comply with Transparency Code requirements. Councillors were not totally in agreement with this suggestion and it was decided that Clerk would find out more about the requirements and circulate prior to making any decisions. **ACTION : Clerk to circulate requirements for Transparency Code**

11.05.16 Meetings

SF had attended the **Parish Transport Reps** meeting and reported :
The only subsidised buses to remain after 21 July are those supported by S106 monies. Happily for Kirtlington etc this means that the bus from Oxford to Bicester via Upper Heyford and the villages will continue. (not yet known if the late Friday and sat night diversion to Steeple Aston will survive). Once the S106 money runs out the service will stop unless it becomes commercially viable. For now Kirtlington, Bletchington etc get a bonus from Dorchester.

There is plan to provide transport on demand during the day and weekend using existing minibuses and drivers employed by OCC. Thus, for example, if ten people from SA wanted to go to Bicester every Friday morning at 10 am and return at noon, this might be possible. Payment would have to be in advance and no refunds if someone decides not to go. A good idea in principle to use idle middle of the day resources but somehow i doubt it is going to work. I think if there were ten people the cost would be similar to a bus fare. Only 5 and the price per person would double.

ML had attended the **Oxfordshire Leader Programme** which offers EU funding to help the funding of rural areas. The Oxfordshire group provides funding in the categories of : Food Production, Canals, Woodland and Vibrant Villages. It is to do with improving the economy and encourages businesses falling in the above categories. ML to circulate further information

RP had attended the **Senior Leaders Forum** and reported that many such meetings across the county are folding due to lack of transport for attendees. Many are unaware that Dial-a-Ride is functioning again on a private basis run by Kevin Powell

12.05.16 Play area

RP reported that following a recent appeal for support of the possibility of providing adult fitness equipment in the play area, more support is required in order to make the suggestion viable and for funding to be sought. HW reported that she had been approached by someone in the playground regarding this. It was suggested that anyone with an interest in the provision of such equipment should register their interest with the Clerk .

Trevor Stuart has replaced the trampoline mat. A top up of sand is required prior to the ROSPA inspection which is expected in July . **ACTION : Clerk to write to Trevor requesting that he submit an invoice for the trampoline mat and supply additional sand.**

13.05.16 Village Hall

The matter of the electrical report is on-going

14.05.16 Sport & Rec

Clerk has requested from John Fortin that she be sent a copy of the Accounts for the Sport & Rec which will be available after the AGM to be held this week. HW will attend the AGM and report back.

15.05.16 Correspondence

This item is to be removed from the Agenda as all correspondence is now circulated by email and dealt with . **ACTION: Clerk to remove item from future Agendas**

16.05.16 Planning

16/00265/LB Rectory Farm House - APPROVED

16/00349/F 28 Grange Park - REFUSED

16/00187/TPO 4 Grange Park - PART REFUSAL (HORSE CHESTNUT REFUSED, SYCAMORE GRANTED)

16/00072/TCA Treework Canterbury House - APPROVED

16/00412/LB Grange Cottage - APPROVED

16/00411/F Grange Cottage - APPROVED

16/00678/F Hope Cottage, Paines Hill

16/00665/F Willow Tree House , Paines Hill

16/00649/AGN Brasenose Farm - PRIOR APPROVAL FOR AGGRICULTURAL STORAGE BUILDING

14/01601/LB Chancel Cottage - REFUSAL AGAINST APPEAL

15/01289/OUT Lewannick - REFUSAL AGAINST APPEAL

16/00455/F Brasenose Farm - APPROVED

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

Cheque No	Payee	Detail	Amount
200921	John Coley	Reimbursement (paint etc)	26.77
200922	AON	Insurance	1961.51
200923	PCC	Grant	600.00
200924	SAL	Grant	500.00
200925	SAVA	Grant	350.00
900926	FoLHS	Grant	50.00
900927	Cathy Fleet	Clerk expenses	23.70
200928	Ryan Kilby	Playground maintenance	156.98
200929	Mark Probbitts	Grasscutting	570.00
200930	Julia Joyce	Toilet cleaning	160.00
Card payment	Sainsburys	Gift card for auditor	100.00

The End of Year Accounts had been circulated and were agreed, signed and approved.

The Accounts had been audited by Helen White and the Annual Return completed along with the Governance Statement. Both these documents were approved and signed and will be submitted to BDO for audit.

**Date of next meeting : Annual Meeting of the Parish Council - 2nd June 2016
Parish Council meeting - 20th June 2016
Communications Meeting 11th July 8pm in the History Centre**

The meeting closed at 9.23pm

Signed Mr. J Coley (Chair) Date

ACTION LIST SUMMARY

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