

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

**Monday 17<sup>th</sup> October 2016**

**The meeting was 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) , Mrs McCready

**Members of the public :** Mrs Whybrew, Mrs. Wade-Martin, Mr. Paul Rodgers

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

- 10.16.01**     **Apologies** were received from Cllr Kerford-Byrne and Mrs. Mulcahy-Hawes
- 10.16.02**     **Declarations of Interest :** Mr. Lipson declared an interest in the Village Hall. Mr. Preston declared an interest in the Village Hall. Mrs McCready declared an interest in the Allotments.
- 10.16.03**     **Minutes of the last meeting** held on 19<sup>th</sup> September 2016 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.
- 10.16.04**     **Public Participation :** Mrs Wade-Martin wished to comment on the issues surrounding Hopcrofts Holt covered under Item 10.
- 10.16.05**     **Clerk's Report and Actions from previous meeting**

| NO          | ACTION   | Update                     | To be Actioned by : |
|-------------|--|----------------------------|---------------------|
| 09.16.06(1) | JC to contact WI to see if they would become involved with the Speedwatch scheme   | Agenda item 6              | JC                  |
| 09.16.06(2) | Chris Hawes to be asked to repair the Nizewell Head bus shelter  | completed                  | CF                  |
| 09.16.06(3) | Clerk to request half payment of cost of speed recording devices from Bartons PC as agreed<br>ML to investigate the original planning permission granted | Completed                  | CF<br>ML            |
| 09.16.06(4) | Clerk to write to owners regarding overhanging foliage   | outstanding                | CF                  |
| 09.16.06(5) | Clerk to report loose kerbstone outside Duckets House<br>Clerk to obtain quotes for crownlifting lime trees on Sixtyfoot                                 | Completed<br>Agenda Item 6 | CF                  |
| 09.16.06(6) | RP to complete survey and return to Clerk for submission to CDC  | completed                  | RP<br>CF            |
| 09.16.09(1) | Clerk to send copy of ROSPA report to Play Area Steward and ask him to strim and remove large stones from the area                                       | Completed                  | CF                  |
| 09.16.09(2) | Clerk to remind Trevor Stewart regarding bark top-up in playground   | Completed                  | CF                  |

|             |  |                                      |    |
|-------------|--|--------------------------------------|----|
| 09.16.09(3) | Chris Hawes to be asked if he could remove the graffiti on the toilet door | Completed                            | CF |
| 09.16.10    | ML to seek tenders for the electrical work on behalf of the parish council | Agenda Item 10                       | ML |
| 09.16.11(1) | HW to clarify what is needed with the Sport & Rec guttering                | Agenda Item 11                       | HW |
| 09.16.11(2) | Clerk to chase up plumber re drinking fountain                             | Agenda Item 9                        | CF |
| 09.16.13    | Clerk to circulate a Doodlepoll to identify a suitable date for a meeting  | Planning meeting to be held 24/10/16 | CF |
| 09.16.14    | Clerk to write to Caroline Moray re TPO8/1970 requesting an update         | completed                            | CF |

### 10.16.06 Highways/Footpaths

**Hopcrofts Holt Garage/crossroads** – ML had obtained a detailed drawing of the original planning permission which clearly shows the highway boundary as being further beyond the kerb than previously thought. Some discussion took place regarding measures which could be taken to improve safety, and it was decided that JC will contact John Rowling, the owner of the garage to arrange a meeting to discuss :

- Acceptance of liability for safety of garage customers exiting the premises
- The dangers of the entrance/exit and lack of signage
- The possibility of the placement of bollards/planters where there are currently yellow hatched lines
- Possible funding of any remedial action

**ACTION : JC to arrange meeting with owner of Hopcrofts Holt Garage**

**Speedwatch** - HW reported that she has several volunteers. JC had spoken to the WI who felt that as a body they are unable to help but some individuals are prepared to help. It is now thought there are enough volunteers to commence the scheme.

**ACTIONS :**

- CF to order radar gun from Amazon with information provided by JC
- ML to speak with Upper Heyford PC with a view to borrowing signs
- JC to speak to Barbara Brewer regarding the loan of hi-viz vests
- HW to contact PCSO regarding training
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**Lime Trees** – 3 quotes had been received by the Clerk for crown lifting the Lime trees on SixtyFoot. One quote was considerably higher, the other two more comparable and it was decided to accept the quote supplied by Kevin Preston of £450.

**ACTION :** Clerk to inform Kevin Preston his quote has been accepted

**Hedges** - The hedge to the footpath by the 2<sup>nd</sup> entrance to The Crescent is overgrown outside No 23 and requires attention. This property is owned by Sanctuary Housing.

It was also reported that brambles on Rousham Bridge need clearing which Clerk will report to Lower Heyford PC.

**ACTION : Clerk to request that Sanctuary Housing trim the hedge**

The hedge on Shepherds Hill/Fenway is overgrown and requires attention. This is believed to be owned by Sovereign Housing.

**ACTION : Clerk to contact Sanctuary Housing to ask them to cut the hedge.**

The hedge between Lawrence Fields and the War Memorial needs cutting before 11<sup>th</sup> November.

**ACTION : Clerk to get quotes for Lawrence Fields hedge**

- 10.16.07 Meetings** The CDC Parish Liaison meeting will be on 9<sup>th</sup> November. JC reported that recent information has been received from OALC regarding the proposed cap on precept increases of 2% or £5/elector may be extended to smaller councils which could have an impact on SAPC.

**ACTION : Clerk to draft letter to OALC and NALC supporting their opposition to this proposal.**

**ACTION : SF and HW to check their availability.**

- 10.16.08 Website** - No meeting has taken place in the last month. Clerk reported that she is successfully uploading documents, but that the Agendas appear to auto archive which she will discuss with Bridget Lewis.

**ACTION : Clerk to speak to Bridget Lewis re uploading to website**

- 10.16.09 Play Area**

A letter dated 14<sup>th</sup> October had been received from a resident of Upper Heyford regarding an accident her son had had on 1<sup>st</sup> September in Steeple playground. The letter asked that safety of the playground be reviewed. Clerk had drafted a reply pointing out that equipment is checked weekly and that a ROSPA report had been carried out in July and found there to be no problems. RP suggested that Nicole O'Donnell of OPFA be contacted for advice.

**ACTION : Clerk to contact Nicole O'Donnell for advice regarding alleged accident in playground.**

Clerk confirmed that the village steward will cut the hedge ahead of Fireworks Night.

It had been suggested that tree stumps in the Bike Trail area be ground out. This will be reviewed once the area has been strimmed.

The plumber, Bryan Curran, will provide a price for repairing the drinking fountain this week

- 10.16.10 Village Hall**

ML had sent out tender requests to 3 electrical contractors for proposed work to external lighting to the village hall, to a specification designed by Alasdair Ross. Two tenders had been received back, the price of which were higher than expected:

HJC Services quoted £7129+VAT

Paul Shirley quoted £8327+VAT

HJC Services had also suggested alternatives to using bollards for low level lighting which would reduce the quote to £6379 which could be further reduced.

It was agreed to accept HJC's tender.

ML reported that the VHMC had budgeted for a contribution of £1000 with the PC to pay the remainder. The Clerk (who is also RFO) was concerned at this amount and it was agreed that a meeting would be arranged between JC, CF

and Barbara Brewer (Chair of VHMC) and John White (Treasurer for VHMC) to discuss funding options.

It was **RESOLVED** that the PC would support the project in principle subject to financial agreement with the VHMC

**ACTION : JC to arrange meeting with VHMC Chair and Treasurer**

Clerk reported that the insurance company have agreed to pay £125 of the £250 cost to replace the glass above the kitchen door which had recently been vandalized. If the premium is affected it will be minimal.

Clerk had purchased signs to be put on the VH and Sport & Rec

**10.16.11 Sport & Rec**

HW had ascertained from the Sport & Rec committee that the guttering and downpipes to the S&R building requires attention.

**ACTION : Clerk to contact Brian Coaker to repair guttering**

**10.16.12 MCNP**

A separate meeting is to be held on 22nd October to update on MCNP

**10.16.13 Planning**

16/01458/F 9 Nizewell Head - APPROVED

16/00194/TCA Brookside Cottage - Treework - APPROVED

16/01220/TPO Oakridge, Cow Lane - Treework - APPROVED

16/01221/TPO Velator, Cow Lane, Treework - APPROVED

16/00264/TCA Kralingen, Fenway - fell Paper Birch

16/01566/F 1 New Manor House - REFUSED

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

| <b>Cheque No</b> | <b>Payee</b> | <b>Detail</b>          | <b>Amount</b> |
|------------------|--------------|------------------------|---------------|
| 200956           | Thirsk       | Payroll                | 47.25         |
| BACS             | Bob Bickley  | playground maintenance | 186.40        |
| card payment     | HMRC         | Tax                    | 168.80        |
| 200957           | SLCC         | Portfolio submission   | 50.00         |
| BACS             | Cathy Fleet  | Clerk expenses         | 56.11         |
| 200957           | Julia Joyce  | Toilet cleaning        | 520.00        |

The interim accounts were presented to the Council, approved and signed.

Clerk sought approval for use of internet banking which was granted and application forms duly signed.

**Date of next meeting : 21<sup>st</sup> November 2016**

**The meeting closed at 9.15**

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

**Other matters** SF reported that he had been informed that the telephone kiosk at Jubilee Close is to be removed along with the kiosk at Lower Heyford Station. This has been arranged with no consultation to parish councils. Whilst the Jubilee Close kiosk is of little importance, it was felt that the loss of the kiosk at the station in an area of poor mobile signal could be significant. Clerk will be discussing this at LHPC's meeting on Thursday and it was agreed that SAPC will support LHPC in any action to retain the station kiosk.

#### ACTION LIST SUMMARY

| NO          | ACTION   | To be Actioned by :      |
|-------------|--|--------------------------|
| 09.16.06(1) | Clerk to write to owners regarding overhanging foliage in Water lane, Bradshaw Close, opposite the White Lion and outside Westfield.   | CF                       |
| 10.16.06(1) | JC to arrange meeting with owner of Hopcrofts Holt Garage  | JC                       |
| 10.16.06(2) | CF to order radar gun from Amazon with information provided by JC<br>ML to speak with Upper Heyford PC with a view to borrowing signs<br>JC to speak to Barbara Brewer regarding the loan of hi-viz vests<br>HW to contact PCSO regarding training | CF<br>ML<br><br>JC<br>HW |
| 10.16.06(3) | Clerk to inform Kevin Preston his quote has been accepted  | CF                       |
| 10.16.06(4) | Clerk to request that Sanctuary Housing trim the hedge outside 23 the Crescent   | CF                       |
|             | Clerk to report to Lower Heyford PC that brambles on Rousham Bridge need clearing  | CF                       |
| 10.16.06(5) | Clerk to request that Sovereign Housing trim the hedge on Shepherds Hill/Fenway  | CF                       |
|             | Clerk to get quotes for Lawrence Fields hedge  | CF                       |
| 10.16.07(1) | SF, and HW to check their availability   | SF/HW                    |
| 10.16.07(2) | Clerk to draft letter to OALC and NALC supporting their opposition to this proposal  | CF                       |

|             |  |    |
|-------------|--|----|
| 10.16.08    | Clerk to speak to Bridget Lewis re uploading to website                                | CF |
| 10.16.09(1) | Clerk to contact Nicole O'Donnell for advice regarding alleged accident in playground. | CF |
| 10.16.10    | JC to arrange meeting with VHMC Chair and Treasurer                                    | JC |
| 10.16.11    | Clerk to contact Brian Coaker to repair guttering                                      | CF |