

**Minutes of the meeting of Steeple Aston Parish Council held on  
Monday 19 January 2009 at 7.30pm in the Village Hall Committee Room.**

**Present:** Mrs Mason – Chair, Mr Preston, Mr Coley, Mrs McKinley, Mrs Willatt, Mr Ferguson and 3 members of the public – Mrs J Whybrew, County Cllr R Jelf & Mr J Plows.

**In attendance:** Mrs Lee (Clerk).

1. **Apologies** - none
2. **Declaration of interests** – Mr Preston – personal interest in Village Hall & personal interest in planning – 18 Grange Park. Mrs McKinley personal interest & prejudicial interest in Affordable Housing.
3. **Minutes of the last meeting** – Monday 17 November 2008 - proposed for acceptance with unanimous agreement and it was **RESOLVED** to sign them as a true record of the meeting.
4. **Parish Councillor Vacancy** –Mr Hotston has resigned from the Parish Council due to his imminent move to the Lake District. CDC have been advised and the appropriate vacancy notices are currently being displayed. If a request from 10 electors for an election is not received by CDC by 22 January the PC can co-opt at their next meeting. Details of co-option are in the next edition of SAL.  
**Action: Clerk - agenda**
5. **Public Participation** – Mr Plows expressed his concern regarding a planning application at 18 Grange Park. Mrs Whybrew advised of potholes in Grange Park – Clerk to advised OCC and copy to Cllr Jelf.  
**Action: Clerk**

**6. Clerks report –**

Grit Bin - Dickredge	This has been replaced.
Village hall sign	OCC are redesigning signs they have advised that they do not have any more finance to do this year so will replace early 2009/10
Notice boards	Board by the Shop is to be refurbished shortly. It was proposed and unanimously <b>RESOLVED</b> that a budget of £300 would be set aside for this project.
Drain top of Nizewell subsiding	OCC have repaired
OCC bus consultation	Response forwarded to OCC
Gas leak	Contacted gas co re further works & trees - awaiting response
Bradshaw Close	Burst water main reported to Thames Water/OCC and repaired
Electric fence	OCC footpaths confirmed no problem and will write to landowner re signage on fence.
Bus shelter	Requested quotes for work to both shelters – it was proposed and unanimously <b>RESOLVED</b> that the quotes for £290 for Nizewell Head & £360 Bradshaw Close be accepted. <b>Action: Clerk</b>

## 7. Highways

- Parish map – WI are looking at refurbishing this once an updated map is available.
- Dog fouling on Northside/The Tchure has become a major problem. Clerk to request that CDC dog warden visits area and contacts Mr Preston to discuss this issue. The possibility of photographing and submitting evidence to the website was discussed. **Action: Clerk**

## 8. Planning

### Applications

08/02413/TCA – Cedar Lodge, Southside – Fell 3 Acacia trees – No objections

08/02446/F 8 Heyford Rd – 2 storey side extension and single storey rear extension – No objections

08/02404/LB Chancel Cottage Fir Lane – Remove existing window frames and replace with new – No objections.

08/01492/F – Thames Valley Police Authority – Temporary change of use of building and land for Police training and dog section – Building 249 Heyford Park – No objections

09/00002/TCA – Mrs Matthews – Cedar Court, Water Lane – remove 7 branches on beech to allow more light – No objections

08/02584/TPO – Dr Mead – 2 Grange Park – Fell horse chestnut tree subject to TPO 8/70 – No objections

08/02468/F Mr & Ms Magee – 18 Grange Park Alterations to first floor bedroom window and moving garage to adjoin main house – Clerk to discuss with Cllr McNamara re calling in the application - no objections but concerns – the Chair will compile a response based on discussions and circulate.

**Action: Chair & Clerk**

The following applications, **granted** planning permission by CDC subject to conditions, were noted:

08/02091/LB – Grange Cottage, South Side – Insertion of 1 conservation rooflight to rear roof slope of house.

08/02153/TCA – Brookside Cottage, Paines Hill – Removal of 2 fir trees and 7 Leylandi trees

08/02067/F – Holt Farm, Oxford Rd – Detached timber framed garage

08/02281/F – 23 Jubilee Close – Retrospective conversion of covered walkway to enclosed area.

08/02287/TCA – Mr Nicholson – Kralingen Fenway – Fell horse chestnut tree

08/02167 – Heyford Park – Integration Technology – continued use

The following applications **refused** planning permission by CDC were noted -

08/01753/F Mr Kularajakaran – Harris Stores – Satellite dish to front of building

Viridor application – Ardley – the request to support a call in by Bucknell Parish Council was discussed and it was proposed and unanimously **RESOLVED** not to support this.

9. **Website** – the minutes of the meetings of 22 October and 11 December were proposed and unanimously **RESOLVED** to be adopted by the Parish Council. The possibility of a village calendar was discussed with any profit going to a local cause using local photographs – the meeting was in favour of this subject to the cost of the calendar being acceptable to the public with any possible profit going to the Sports & Recreation Centre and looked forward to further details/costings.

10. **Incidents Log** - Mrs McKinley reported on an incident with a drunk in the village which resulted in police presence in the village.

**11. Play Area/Teenage facilities –**

- The working party met on 13 January and a village open meeting has been arranged for Sunday 1 Feb 2pm in village hall – there will be a presentation from Howie Watkins who is responsible for the Playbuilder grant – OCC. A full presentation of where the working party is up to will take place and all councillors were asked to attend this major consultation event in the village. Refreshments will be available and it was proposed and unanimously **RESOLVED** that the PC pay for the cost of this along with the hall hire. If the Playbuilder grant - £50,000 - is not successful – this will be known by end of April 2009 - the project will continue with alternative funding sources. Toddler play space is being looked at with alternative funding sources. The working party will submit proposals to the Parish Council for consideration after the open meeting.
- Maintenance contract for Millennium Park – 2 quotes for this work have been received and after discussion it was proposed and unanimously **RESOLVED** to accept the quote from M & D Gardening Services for 2009/10. **Action: Clerk**
- It was proposed and unanimously **RESOLVED** that the new OCC Play Policy be adopted with immediate effect. Clerk to prepare the appropriate document. **Action: Clerk**

**12. Reports from Meetings – none**

**13. Correspondence –**

TVPCA	Determination of rurality of Deddington	Clerk has responded to advise the PC consider Deddington rural
CDC	Parish Precept by 26 January	On agenda
Roger Needle	Neighbourhood Watch	On agenda
CDC	Upper Heyford Base Planning Forum	Cancellation of meeting on 21 Jan – to chair.

**Envelope – for distribution**

CDC	Seniors newsletter
OCC	Road Casualty Report/ Home 2 School newsletter
CDC	Cherwell Link
CDC	Parishes meeting notes/Standards Committee
ORCC	Review
NHS	Health News
Clerks & Councils Direct	

The Chair’s monthly correspondence list had been circulated.

- 14. Parish Emergency Plans –** Mr Preston reported on a meeting re flu pandemic planning and advised of the need to prepare a parish emergency plan – the aim was to produce a document approx 4 pages long for use in case of any village emergency - it was proposed and unanimously **RESOLVED** that Mrs McKinley, Mr Preston & Mr Coley would form a working group to produce a draft document for full meeting consideration in March 2009. Telephone/email trees were discussed as a means of communication.

15. **Parish Matters**

Hedge along Shepherds Hill – the Clerk was obtaining quotes for works to the hedge – it was proposed and unanimously **RESOLVED** that the existing hedge should be removed and replaced along with a post and two rail fence & rabbit proof fencing so that the new hedge could be layed in the future. The Chair would inspect the current trees in the hedge and advise re the possibility of new trees etc. **Action: Chair & Clerk**

Neighbourhood Watch – a letter from Mr Needle was discussed along with the list of village neighbourhood watch co-ordinators which was felt to be out of date. It was proposed and unanimously **RESOLVED** that Mr Needle be asked to take on the role of village co-ordinator if he is able to and the Clerk would invite him to Annual Parish meeting in April to update the village on any progress.

Allotments – The Chair has discussed the issue of village allotments and organisation following the death of Mrs Monk. It has been suggested that an allotment association be set up – a letter to the Diocese from allotment holders suggesting this is being looked into and views of interested parties sought. The Parish Council have been asked to back this - it was proposed and unanimously **RESOLVED** that the PC support this proposal.

16. **Village Hall** – Mr Preston reported back on 2 meetings of some of the village hall committee to look at the proposed refurbishment. Quotes for proposed work will be available by the end of March - these will be discussed by village hall committee and then passed to PC for discussion and approval as appropriate. Grant funding will be applied for from CDC etc. Chair/Clerk to look for an up to date village hall plan. **Action: Chair & Clerk**

17. **Parish Plans** – Mrs Whybrew updated the meeting - a final questionnaire has been prepared and will be circulated to the entire steering group for comment – it is still being discussed if the parish plan will proceed.

18. **Finance**

Accounts for payment

S Lee – Dec/Jan	£423.72
HMRC	£ 93.40
M Mason – pansies	£ 2.99
RBL - poppy wreath	£ 30.00
OPFA membership	£ 32.00
SAL	£300.00
SAVA	£200.00
I Amor – millennium park	£661.25
M Mason – Calor Village of year	£ 55.80

It was proposed and unanimously **RESOLVED** that all cheques be paid as listed above. The cheques were signed by Mr Preston, Mr Ferguson & Mrs McKinley.

**Receipts - none**

**Grant requests** – the following grants for 2009/10 were considered –

Cricket Club – the meeting was advised that it was understood that alternative sources of funding were being sought and a grant was no longer required. It was proposed and unanimously **RESOLVED** not to pay a grant.

PCC – Church Clock – a grant of £415 was proposed and unanimously **RESOLVED** to be accepted.

Steeple Aston Life – a request for £300 was received for 2009/10 and this was proposed and unanimously **RESOLVED** to be accepted.

It was proposed and unanimously **RESOLVED** not to pay grants to organisations which are not located in the parish – Carers Forum, Air Ambulance etc.

**Precept for 2009** – it was proposed and unanimously **RESOLVED** to set a precept of £20,725 for 2009/10. The Chair will prepare a report for SAL to give details of the precept increase of 0.8% in the next month's edition.

**Action: Chair & Clerk**

**19. Affordable Housing – Rural Exception site** – discussions are still proceeding with regard to the possibility of a further rural exception site in the parish - it was proposed and unanimously **RESOLVED** that due to the nature of the business to be discussed that this item be taken as a confidential item.

**20. CDC Scrutiny Review into Rural Affordable Housing and Exception Sites** – after discussion it was agreed that the Chair would prepare a response to the review and circulate to all for comment.

**Action: Chair**

**21. Date of next meeting** –16 February 2009 7.30pm

The meeting closed at 10.11pm

Signed.....

Date.....

Items for next agenda – Hedge alongside Red Lion.