

**Minutes of the meeting of the Steeple Aston Parish Council held on
Monday 19th January 2015**

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

Members of the public : Mrs Whybrew, Mrs Maclachin-Hawes, Mr. Beadman, Mr. Needle

In attendance: Cathy Fleet (Clerk)

Apologies were received from Cllr Macnamara, Cllr Kerford-Byrnes

Declarations of Interest : Mr. Lipson declared an interest in the Village Hall. Mr. Preston declared an interest in the Village Hall.

01.01.15 Minutes of the last meeting held on 17th November 2014 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

02.01.15 Co-option of Councillor Paul Beadman, Bridie Machulchie-Hawes and Roger Needle were asked in turn if they wished to speak, adding anything to previously submitted written resumes and they responded accordingly, after which a ballot took place. The Clerk counted the ballot papers and announced that Bridie had won by a majority. JC expressed thanks to all candidates and welcomed Bridie to the Council. Clerk will send the relevant paperwork to Bridie and CDC in due course. Thanks were also expressed to Marian Trinder as outgoing councillor and she was presented with a bouquet of flowers as a token of appreciation.

03.01.15 Public Participation - All members of the public were prospective co-optees with the exception of Mrs. Whybrew and there was no other public participation.

04.01.15 Clerk's Report
The felling of the tree on Sixtyfoot will be done as soon as weather conditions permit. A letter had been received from CDC confirming that the grass cutting grant has been cut by 50% Nicholsons have been contacted re tree survey and provided a quote of £150 which has been accepted. OCC have been contacted re leaf sweeping of pavements and roads around the village.

05.01.15 Actions from previous meeting

02.11.14	Clerk to obtain quote from Mark Probbitts for cutting vegetation by bus shelter. Quote of £30 received and work carried out	Clerk
04.11.14	RP to speak to the owner of 1 The Crescent regarding siting of the bin. Owner happy to have bin sited outside her house. RP to action	RP
05.11.14	Clerk to monitor grass cutting situation . Response received from CDC	Clerk
	Clerk to speak to Brendan Bodger regarding pavement cleaning . On-going	Clerk
	Clerk to write to Cllr Fatemain regarding cutting of The Beeches footpath, clearing debris on Water Lane and cutting of brambles on Fir Lane. email sent - no response received	Clerk
10.11.14	Clerk to contact Trevor Stewart. RP has spoken with Trevor who will carry out necessary work in the playground	Clerk
11.11.14	Clerk to obtain further quotes for VH roof. RP has spoken with Abbott Roofing	Clerk
18.11.14	Clerk to invite 3 prospective co-optees to the next meeting . All co-optees in attendance	Clerk
09.11.14	JC to contact Ian Corkin to ask for a meeting to be called to discuss the Neighbourhood Plan . No response received	JC

- 06.01.15** **Freedom of Information document** - This had been circulated and it was proposed by RP and seconded by JC that it should be adopted and made available on the website. **ACTION : CLERK**
- 07.01.15** **Highways/Footpaths** - HW reported that following concerns over traffic and parking problems outside school and the request to CDC for a Lollipop person to be employed, CDC have agreed to re-assess the site. The zigzag lines need repainting which the school will request, but clerk also to report to Highways. **ACTION : CLERK**
 The surface of Heyford Road outside the Old White Lion continues to deteriorate. Clerk to report **ACTION : CLERK**
 The debris on Water Lane continues to cause a skid hazard for vehicles. Clerk to report **ACTION : CLERK**
 It was suggested that Councillors meet with Highways representatives to walk the village to highlight problem areas. Clerk to contact Highways. **ACTION : CLERK**
 It was reported that some graffiti has appeared on the bus shelter at Nizewell Head . To be monitored and discussed at next meeting
 The deteriorated state of the post supporting the letterbox by Bradshaw Close has been reported to Royal Mail but no action has been taken. Clerk to chase **ACTION : CLERK**
 Clerk had emailed Cllr Fatemain on 1st December regarding various highways issues requesting assistance by way of authorisation and funding and it is disappointing to report that no action has been taken nor a response received.
- 08.01.15** **Local Government Boundary Changes** - JC had circulated a paper to be submitted to CDC suggesting that Steeple Aston should be grouped with The Heyfords, The Astons Fritwell etc and not Hook Norton and Deddington as proposed. JC has written to the Chairman of North Aston PC and Middle Aston Parish Meeting urging them to respond in the same vein and will submit his paper by February as required.
- 09.01.15** **Website** - The minutes of the website committee meeting were received.
- 10.01.15** **Meetings** - A meeting had taken place with Bob Duxbury, Head of Development Control for CDC regarding planning issues within the conservation area of the village. It was reported that it was a productive meeting which should hopefully see some improvements in the working relationship between SAPC and CDC Planning. The minutes of the meeting will be sent to Mr. Gibbard, Lead for Planning, CDC **ACTION : ML**
- 11.01.15** **Play Area** - No problems reported
- 12.01.15** **Village Hall** A request had been received from VHMC to either demolish or paint the small walls either side of the CR door. It was agreed that painting was the most viable option. RP to paint the walls **ACTION : RP**
 RP had had a conversation with Brendon Abbott of Abbotts Roofing who can re-roof to the desired spec for approximately £1000 additional to his original quote of £1350. It was agreed that subject to the written quotation being in the region of £2350 RP should instruct him to proceed. **ACTION : RP**
- 13.01.15** **Toilets/Cleaner** - No problems reported
- 14.01.15** **Allotments** - RM passed over a cheque for £300 being the rent for Sept14-Sept15.
 A shed has been donated to the Allotments society and permission is being sought from Carter Jonas for its erection. A sycamore tree close to the lane needs to be crown lifted and permission is being sought from Dr. Radcliffes Trustees before work is carried out. A quote had been received from Nicholsons to carry out a survey on the Sycamore tree which may be causing damage to

the wall owned by Vaughan Billings. ML proposed and JC seconded that the quote be accepted . Clerk to instruct Nicholson's to proceed. **ACTION : CLERK**

15.01.15

Correspondence - A letter had been received regarding a proposal that a new Pharmacy be located in Deddington. This proposal has now been rejected due to lack of a suitable site and concerns that it would adversely affect Deddington Health Centre.

16.01.15

Planning - The following Planning applications/approvals had been received
 14/01553/F Lockhall Cottage - APPROVED
 14/01884/F Kiftsgate House - APPROVED
 14/002057/F & 14/00428/TCA North Ridge Paines Hill - tree work
 14/02024/HYBRID Camp Road Upper Heyford
 14/00432/TCA Orchard Lea - Tree work
 14/00428/TCA Pump Cottage - treework - APPROVED
 14/01976/TPO 28 Grange Park - tree work - APPROVED

17.11.14

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

Cheque No	Payee	Detail	Amount
200821	Ryan Kilby	playground maintenance	313.96
200822	Thirk Community Care	Payroll	46.50
200823	Mark Probbitts	Hedge cutting	130.00
SO	Cathy Fleet	Clerk salary	230.26
BACS	Cathy Fleet	NALC bonus	13.40
200825	Cathy Fleet	Clerk expenses	95.94

Following a meeting to discuss the precept for 2015/16 on 8th January the figure of £22,967 was agreed, and it was proposed by JC and seconded by ML that this figure should be claimed from CDC. Clerk to submit paperwork

ACTION : CLERK

The approval of accounts to date was deferred to the next meeting.

Date of next meeting : 16th February 2015

The meeting closed at 9.25pm

Other matters

Following recent events in which a fire has demolished the offices of South Oxfordshire District Council, JC raised concerns of security and back up of SAPC documents. Data electronically held by the Clerk is regularly backed up to USB sticks, one of which is held by the Clerk, the other by JC. It was agreed that any other documents could be housed in a secure, fireproof cabinet in the History Centre. JC/Clerk to pass such documents to ML. The Risk Assessment is to be updated if required. Clerk to circulate ahead of next meeting.

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

ACTION LIST SUMMARY

NO	ACTION	To be Actioned by :
06.01.15	Clerk to submit Fol document to website	Clerk
07.01.15	Clerk to request that Highways repaint the zigzag lines outside school	Clerk
	Clerk to again report road surface outside old white Lion	Clerk
	Clerk to again report debris on Water Lane	Clerk
	Clerk to chase Royal Mail re post supporting postbox	Clerk
08.01.15	JC to submit paper to CDC re Boundary changes	JC
10.01.15	ML to send minutes of meeting to Mr. Gibbard, CDC	ML
12..01.15	RP to paint walls outside CR door	RP
	RP to instruct Abbotts Roofing to carry out work to the VH roof	RP
14.01.15	Clerk to instruct Nicholsons to proceed with tree survey	Clerk
OTHER	Clerk to circulate Risk Assessment Clerk & JC to pass documents to ML for archive storing	Clerk/JC