

**Minutes of the meeting of the Steeple Aston Parish Council held on  
21<sup>st</sup> February 2011 at 7.30 pm in the Sport & Recreation Club**

**Present:** Mr Preston (Acting Chair), Mr Coley, Mrs. McKinley, Mr Kewley, Mrs Trinder. OCC councillor Ray Jelf. Members of the public attending were Mrs Whybrew, Mr & Mrs Hallam, Mr Latchford, Mr Simpson,

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

**Apologies** were received from Mrs Mason

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

**Minutes of the last meeting** held on 17<sup>th</sup> January 2011 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

**Public Participation :** Mr Latchford asked whether local clubs, organizations and businesses could be approached for a donation for the second defibrillator which is required in the village. Mrs McKinley explained that it was necessary to train more First Responders. It was agreed to have this as an Agenda item for the March meeting.

01.02.11      **Clerk's Report**

Bollard at Fir Lane/Robinsons Close Ref 394078 - Clerk to chase

Bollard at Heyford Road bus shelter - Clerk to chase

Bus shelter seats - now complete

Well - cleared 08.02.11

Roses @ Heyford Road - pruned 08.02.11

Zip wire seat - ordered by Trevor - Clerk to chase

Nizewell street light - see agenda item

Cleaner - 3 responses to advert - see Agenda item

Speed detector - Clerk to chase

Fox junction - awaiting outcome of North Aston meeting with OCC

ORCC Bulk Oil scheme - Clerk to contact North Aston co-ordinator

02.02.11      **Highways** - Potholes were reported in Fir Lane. Clerk to report to OCC

**ACTION : CLERK**

03.02.11      **Website** - The next website meeting will be in March

04.02.11      **Meetings** - No meetings had been attended this month

05.02.11      **Play Area** - The membrane is showing around the Supernova and Zip Wire.

Clerk to ask Village Steward to level the bark. The dog warden has been patrolling to ensure dog fouling is reduced. There was a report of a roaming Jack Russell around Nizewell Head.

Clerk to speak to dog warden.

**ACTION : CLERK**

06.02.11      **Village Hall Oil Tank area** - Clerk to obtain quotes from Valley Handyman, Mr Coaker and Kevin Brooks. There was also a report of a damp problem in the ladies toilets in the Village Hall, possibly caused by a leaking downpipe from the flat roof in the same area which could be investigated when the concreting is done.

**ACTION : CLERK**

07.02.11      **Pocket Park** - All work is completed, photos are still required.

**ACTION : RP/MT**

08.02.11      **Allotments** - No further progress has been made. The grant will have to be returned by the end of March due to the lack of a lease. Cllr MacNamara who is on the Glebe Committee has been asked to pursue the matter at their meeting next month. Councillors considered the Parish Council taking on the lease with the 12 month clawback, but it was decided that there was insufficient information. Mrs. Hallam to circulate the draft lease to all Councillors who will consider and vote on whether to take on the lease, with the decision to be ratified at the next PC meeting.

**ACTION : ALL**

09.02.11      **Toilet** - A grant of £15,000 from OCC has been confirmed and is secure even if the project runs over time. 4 tenders were invited and 3 quotes received : JP Charles £28930 (+ additional for time lock on door) , Imley Construction £24800, Kevin Brooks £18732. It was

decided outside of the meeting that K J Brooks be appointed as contractor and work has already started. OCC have stated that should more funding be available, the project will be considered for a further grant. It was **RESOLVED** that any shortfall should be funded from the Parish Council capital reserve. It was **RESOLVED** at this meeting to appoint KJ Brooks as Contractor.

There have been 3 responses to the advertisement for a cleaner and it was **RESOLVED** that the Clerk should arrange interviews in the Village Hall Committee Room on 17<sup>th</sup> or 18<sup>th</sup> March. Clerk to contact applicants and book committee room. Clerk to check insurance policy to see if a Cleaner is covered. Mr Coley to amend draft contract. **ACTION : CLERK/JC**

10.02.11 **Dickredge Bus Stop** - Due to Mr Ferguson's absence this matter will be put on the March Agenda

11.02.11 **Grass cutting contract** - a meeting had taken place on 14<sup>th</sup> February

Present : Richard Preston, John Coley, Marian Trinder, Cathy Fleet (Clerk)

The Clerk had sent out 8 packs of tender documents and had received 5 tenders by the due date.

**Continental Landscapes, Weston on the Green** £160 per cut Total £2365 plus spraying

**All Build , Swindon** £185 per cut Total £2200 plus spraying

**Thomas Fox, Shipton on Stour** £320 per cut Total £3200 plus spraying

**Bob Bickley , Steeple Aston** £270 per cut Total £3980 incl spraying

**Mark Probbitts , Over Norton** £205 per cut which includes all other work as identified in the tender document. Total £2350 incl. spraying

It was decided unanimously that the Contract should be awarded to Mark Probbitts for the following reasons : Competitive price, He is a known quantity as existing contractor , He is easily accessible in case of emergencies

Clerk has obtained in writing from Mark exact details of work which will be carried out, which was obtained verbally at the meeting. Mark Probbitts to be informed of decision and unsuccessful tenderers also to be informed. It was **RESOLVED** to accept Mark's quote, which is under budget, and to offer him the Contract for the next 3 years **ACTION : CLERK**

12.02.11 **Light at Nizewell Head** - Clerk had investigated the possible installation of a street light at the bottom of Nizewell Head. OCC had said it was not their responsibility but that of CDC and that an additional light would be in the region of £1000 which would have to be funded by the PC. It was **RESOLVED** that no further action could be taken due to lack of available funds but that if the residents of Nizewell Head wished to approach CDC directly then the PC would consider supporting their application

13.02.11 **Bollards at the White Lion** - Clerk had been approached by Highways regarding the installation of bollards outside the White Lion to alleviate the parking problem which was causing the Landlord problems with deliveries. It was **RESOLVED** that whilst bollards there were not desirable, removable ones which could be put in place when deliveries were expected might be acceptable, but a more satisfactory solution would be for the Landlord to erect a temporary barrier, e.g. cones or trestles when deliveries were expected. Clerk to respond to Highways **ACTION : CLERK**

14.02.11 **Correspondence** - Correspondence lists were discussed

15.02.11 **Grit bins** - Clerk had drafted a letter to Highways requesting that the yellow grit bins supplied be replaced by green ones more in keeping with the surroundings, and sunk into the ground. An additional bin for Grange Park has been ordered. Snow shovels will be located at the homes of RP,SF,MT and CM. These will be clearly marked as SAPC property and their location to be broadcast in SAL

**ACTION : CLERK**

16.02.11 **Councillors remuneration-** It was **RESOLVED** following a letter from CDC that Steeple Aston Parich Councillors would not claim remuneration for their work, but would continue to claim expenses such as stationary which would be dealt with by the Clerk **ACTION : CLERK**

17.02.11 **Beeches Gate** - Mr Coley had researched and costed a gate to be installed at the end of the Beeches footpath on to Fir Lane, the installation of which may be paid for by OCC. It was **RESOLVED** that an Oxford Medium Kissing Gate be purchased and installed. Mr. Welford, the landowner, to be notified **ACTION : CLERK/JC**

18.02.11 **Deddington Library** - There is a threat that Deddington Library may be closed or services reduced. There has been no formal request, but it was **RESOLVED** that any action by Deddington parishioners would be supported by SAPC

19.02.11 **Parking at Lawrence Fields** - Mr Simpson addressed the meeting and outlined the difficulties he is having with parking at his home in Lawrence Fields. On the last occasion he experienced difficulties he had called the police who advised him to contact the PC and had contacted Mr Preston. There is concern that as well as residents experiencing difficulties, it would be almost impossible for emergency vehicles to gain access. It was **RESOLVED** that the Fire Service be invited to bring a fire engine to Lawrence Fields to experience the problem and thereafter try to find a solution, along with Thames Valley Police and the PC. **ACTION : RP**

20.02.11 **Wheely Bins** - Clerk had received several complaints regarding wheely bins being left on the pavement and causing an obstruction. It was **RESOLVED** that Clerk should contact CDC requesting that they contact the resident direct. **ACTION : CLERK**

21.02.11 **Duty of Care Report** - The Report on the trees in Millennium Park had been received from Bob Staig and no problems were found. He will carry out a further survey in the summer. Village Steward to be asked to monitor the growth of the girth of trees against the play equipment which may need adjusting. **ACTION : CLERK**

22.02.11 **Risk Assessment and Policies** - these all need updating and adopting at the Annual meeting. All documents to be circulated, checked by Councillors and amendments given to Clerk who will collate for the next meeting **ACTION : ALL**

23.02.11 **Planning** - The following planning applications had been received and no objections had been made:

18/01/2011	10/01850/F	Mr Riman Elm Trees, Northside	dormer windows ss and 2 storey side extension & rear first floor extension
18/01/2011	10/01912/F	Miss Z Clarke, The Cottage, Paines Hill	first floor extension
20/01/2011	11/00037/LB	Dr Palmer, Holly House, South Side	replacement gutters
27/01/2011	11/00098/LB	Mrs McCallum-toppin, Manor Barn, South Side	replacement gutters
05/02/2011	11/00024/TCA	Mrs Lloyd, Old Toms, Northside	felling of Ash tree

24.02.11 **Affordable Housing** - A meeting had taken place with Bob Duxbury, Kate Winstanley and Tom McCulloch which was attended by RP, MM, JC and MT to discuss alternative sites for affordable housing. It is hoped that a site may be identified by the next meeting.

25.02.11 **Finance** - It was **RESOLVED** to accept the following Accounts for payment :

<b>Payee</b>	<b>Detail</b>	<b>Amount</b>	<b>Cheque No</b>
S & R	Hire of hall	£10	200301
BR Coaker	bus shelter seats	£180	200302
Glasdon	Snow Shovels	£46.77	200303
SAVH	hall hire	£6	200304
OPFA	Membership	£35	200305
Cathy Fleet	Clerk salary	£217.80	200306
Mark Probbitts	Village steward	£132.80	200307
OCC	Grit bin for Grange Park	£188	200308

26.02.11 **Other Business - Spring Clean** - This will take place on 20<sup>th</sup> March  
**Tramp** - Residents are to be advised through SAL  
that if the presence of the tramp in the village causes concern, the police should be called.

**Bells** - A request from the Bellringers for a donation for the purchase of a new tenor bell will be discussed at the next meeting

**Parish Plan** - to be discussed at next meeting

**Village Map** - to be discussed at next meeting

**Oxford Electoral Review** - Mrs Mason to be asked if she has responded for the PC

**Date of next meeting : 21st March 2011**

**The meeting closed at 9.55pm**

**Signed** ..... **Mr R Preston** **Date** .....