

Steeple Aston Parish Council

Minutes of the meeting held on Monday 21 April 2008 at 7.30pm in the Village Hall Committee Room.

Present – Mrs Mason (Chair), Mr Coley, Mr Ferguson, Mr Hotston, Mrs McKinley, Mr Preston, Mrs Willatt, Mrs Lee (Clerk) & 1 member of the public – Mrs Whybrew.

1. **Apologies:** Apologies were received from District Councillor J McNamara & County Councillor R Jelf

2. **Declarations of Interest** – none

3 Public Participation - **none**

4. **Minutes of the meeting on 17 March 2008** were unanimously agreed and signed as a true record

5. Clerks Report –

Dickredge	Letter sent to all residents regarding parking – signs were put up and disappeared in less than a day – Clerk to put these up again.
Fenway sign	New sign in hand
OCC – signs child school	Better Ways to Schools team have advised that signs will be erected by end of month
Bottle banks – village hall	Arranged collection and emptying of bottle bank. Request from Red Lion for SAL to ask residents not to leave bottles by the bottle bank if the bank was full as broken glass causes danger in the car park.
ERHA	Posters displayed and website advised of vacancy in Shared ownership property at Shepherds Hill
Fir Lane – tree branch	Reported to Recreational Trust
Allianz	Written with regard to insurance & lease conditions

6. Calor Village of the Year

To date 53 people will be attending for lunch & to meet the judges from a wide range of clubs & societies in the village. All the arrangements are in place. Mrs Willatt/Mr Hotston to advise Mr Preston if/when CDC paint over the graffiti on the stone bus shelter on Heyford Rd.

Action Mrs Willatt/Mr Hotston.

7. **Highways** - request from pre-school for zigzag lines in front of building – Clerk to request from Highways. Middle Aston Rd – Clerk to advise highways of Steeple Aston's support to have the road repaired following the recent heavy use while the Heyford bridge was closed.

Action: Clerk

8. Teenage Facilities

- MUGA tarmac repair completed to total satisfaction. Table tennis table is now in place. Project is complete!
- Mr Preston advised CDC have approved 75% grant for feasibility study at village hall.
- Opening of teenage facilities – 35 have responded for the celebration lunch. Chair will present thank you speech in hall and open the area at 1.30pm. Archery has had to be cancelled due to insurance issues. Unanimous agreement for Chair to purchase 8 table tennis bats and balls for the event and then pass onto Youth Club.

**Action
:Chair.**

9. Website Advisory group -

- 2 new areas on the Forum – Freebay and Computer help.
- Village hall pages are to be integrated into site.
- Website of the year competition has been entered.
- Visits in March have exceeded Feb – 2279 +.
- Will put a link to CDC website re planning applications.
- A recording of BBC & radio visit to the village will shortly be available possibly using Youtube.

10. Sports & Recreation Building

An extension on the final date for grant applications to ORCC has been received and Mr Cooper will complete application forms along with possibly CDC & ToE grants. The possibility of including underfloor insulation in the scheme was discussed but it was agreed it was too late to be able to do this under the current scheme.

11. Planning Applications

- 08/00251/F Steeple Aston Pre School – Fir Lane – Single storey extension to improve facilities for children, staff and parents – in circulation **No objections but the following observations –**
 - **The building is in the conservation area**
 - **Matching stonework with corner brick/stone pillars to match original would be preferred**
 - **The vehicular access is controlled by the Parish Council under a lease and not the School as suggested**
- 08/00575/F Mrs Blackmore – 20 Jubilee Close – Remove existing garage single storey side extension. Replace flat roof of rear extension with pitched roof. In circulation **No objections but the following observations - concern regarding the loss of garaging at the property.**
- 08/00796/TPO Mr John Vickers – 5 Grange Park – Crown lift to 5m and crown lift all round horse chestnut tree – **No objections**
- 08/00716/OUT – Proposed new settlement of 1075 dwellings together with associated works and facilities including employment uses, community uses, School, playing fields and other physical and social infrastructure. **Objections as in previous application**
- 08/00693/F Mr & Mrs Vickers - 5 Grange Park – 2 storey and single storey extensions to rear – front porch **No objections**
- 08/00758/F Ms J Cox – Mijas, Southside – Front & rear extensions – dormers to roof for loft conversion rebuild front boundary wall. **Object to the application due to the parking arrangements being dangerous with cars having to reverse onto the main village road to leave the property due to lack of manouverability on site..**
- 08/00653/F - Dr Radcliffe's CoE Aided Primary– Governor & Headteacher – Fir Lane – Ground floor extension of 2 classrooms and heads office, extension of main hall, new sheltered area around hall, new disabled ramp access to front door and provision of new disabled car parking space. **No objections**
- 08/00691/F – NOC – Heyford Park Building 3053 – Change of use to storage use class B8 – **No objections.**
- 08/00931/TCA – Manor Court, Northside – Fell one Prunus. – **No objections**
- 08/00940/TCA – Mrs Lucas, Land East Water Lane – Reduce 2 Larch by 20% height and 30% spread – remove dead wood. – **No objections**
- 08/00827/F - Mr Nick Hull – 6 Lawrence Fields – Two storey extension to south elevation with link way to proposed new room over existing double garage with 2 dormer windows - **No objections**

- 08/00827/F Mr Scott – 11 Bradshaw Close – 2 storey front extension and porch – **No objections but the observation that appropriate sound proofing for the music room may be of benefit to the neighbours.**
- 08/00938/F Mr Harris– 3 Grange Park – single & rear extensions with garage conversion and relocated access – **circulated for comments & viewing** – Clerk to check neighbour opposite are aware of application. **Action: Clerk**
- 08/01008/TCA - Dr & Mrs McGrath – Lansdowne House – Fell 2 Western red cedar – **No objections**
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Granted: The following applications, granted planning permission subject to conditions, were noted:

- 08/00141/TPO – 34 Grange Park – Thin crown and deadwood removal tulip tree
- 08/00384/F – Building 117 Heyford Park – Replacement of double doors with single pedestrian access and side window.
- 07/02694/F – Old Coach House South Side – demolition of existing garage and construct new garage with ancillary accommodation over. Single storey link garage.

Appeals

- Boise Building Products – 320 & 345 Heyford Park Camp Road, Upper Heyford
- NOC – Building 325 Heyford Park Camp Rd
- NOC – Northern Bomb Stores Heyford Park Camp Rd
- NOC – Southern Bomb Stores Heyford Park Camp Rd
- NOC – Building 442 Heyford Park
- NOC – Building 88 & 381 Heyford Park
- NOC – Outline planning permission for new settlement

12. Incident Log –

- Door to door salesman selling pictures has been around the village. After one visit in Grange Park the resident noticed that things had gone missing from just inside the doorway.
- Lead has been removed from the school reported to the police.
- Red Lion reports of cars being vandalised

Mr Preston reminded all councillors to report any incidents to him as NAG rep. He also reported a dog walker using the pocket park daily as a short cut. Clerk requested a time of day so she could report to dog warden. **Action : Mr Preston & Clerk.**

13. Play Area Springer horse still being monitored all other equipment etc is OK. It was unanimously agreed to fund any volunteers on the play area to attend an OPFA session – cost £20 per person.

14. Reports from Meetings

Upper Heyford Base Planning forum – report circulated by Mr Coley.

15. Risk Assessments – Action plan circulated for comment – additions made as requested and Clerk to obtain the Healthy Village Hall pack from Acre. It was unanimously agreed to approve the action plan and prepare a checklist for all community buildings to show what the committees legal requirements are. The Chair agreed to check the leases on the building to see what additional requirements are required of the committees. **Action Clerk & Chair**

16 Notice boards Mr Preston & Clerk are having a problem in finding a notice board with 50% open access – they will preserve and report back to next meeting.

Action: Mr Preston & Clerk

17 Correspondence

Correspondence For Action

CDC	Recycling at events	Passed to events organiser for show
OPFA	Seminars	Passed to Mr Preston
OCC	Changes to mobile library service	SAL & Website advised
CDC	Upper Heyford Base Planning forum	Mr Coley attended meeting
ERHA	Vacancy Shepherds Hill	Posters up and on website
OCC	Strategy for Change consultation	Emailed to all for comments
PCT	Flu Pandemic training	Emailed to all – no takers

Envelope – for distribution

CDC	Calendar of meetings
Carers Centre	Caring Matters
BDO	Local Council Briefing
SE England RA	The region's housing needs
OPFA	The Playing Field

Chair's correspondence

- A donation of £100 has been received for the liquidamber tree in the Millennium Park. The chair has sent a thank you letter.
- Henmans / Roots drains+ insurance -Teen site – Clerk has contacted insurance co as lease requires insurance in joint names of Trustees and PC.
- A donation of £4000 offered by Trust towards drainage works, chair to send acceptance – Mr Preston to supply plan of works for Trust.

Action: Mr Preston + Chair

- 1st. Aston Scouts /Aldcroft Invite to AGM – Chair has responded.
- Chair has sent a thank you letter to Graham Clifton for erecting table tennis table

18 Affordable Housing -

Chair met with Ms Ball from ORCC and looked at possible sites in the village – now awaiting a report from ORCC following discussions with CDC planners. 154 questionnaires received back and 42 people in need of affordable housing in next 2 years.

19. Parish Plans – Village meeting – Wednesday 14 May 7.30pm. The PC unanimously elected Mr Coley & Mrs McKinley as their representatives on the Parish Plan committee. Mr Preston & Chair advised that they would be involved and Chair would ask Mr Mason re joining the committee. Posters will be put around the village the week before the meeting and info on the website and in SAL.

Mrs Whybrew will be spearheading the project and will put together a draft questionnaire for the meeting to start discussion. She will also make contact with Mr Robertson from Middle Aston re joint working. Chair to forward contact details. **Action: Mrs Whybrew & Chair.**

20 Annual Parish Meeting – Chair & Mrs McKinley send apologies. Clerk to request nominations for Chair & Vice Chair in advance of the meeting. **Action: Clerk**

21. Finance

Income –

ORCC Parish Plans - £1500

Year end accounts – Proposed for acceptance by Mr Preston and unanimously approved as presented.

Reserves – Proposed for acceptance by Mr Coley and unanimously accepted as presented.

Expenditure

MMG Construction – original chq lost £7.50 fee deducted for stopping chq	£1792.50
Trevor Stewart Play Equipment	£4882.13
S Lee – April & expenses + Chair stamps	£ 252.16
R Preston – expenses MUGA etc	£ 100.27
Steeple Aston Village Hall	£ 140.00
Allianz insurance	£3045.54
Mark Probitts – grass cutting	£ 195.00
St Peter & St Paul’s Church	£ 600.00
M Mason – refreshment for Calor village & teen facilities events	£ 152.04

Mr Coley proposed payment of cheques as listed above with unanimously approved and Cheques signed by Chair, Mr Coley & Mrs Willatt.

22. Any other business

- Clerk to ask contractor to clear weeds on Shepherds Hill. Possibility of daffodils on Heyford Rd – put on agenda in the autumn. **Action: Clerk**
- It was unanimously agreed that the railings at the Dickredge would be painted in conker – Mr Preston to get the paint. **Action: Mr Preston**
- Clerk to invite PCSO’s to June meeting **Action: Clerk**

23 Date of Next Meeting –. Monday 19 May 2008

Meeting closed at 9.45pm

Signed.....

Dated.....