

**Minutes of the meeting of the Steeple Aston Parish Council held on
18th April 2011 at 7.30pm in the Village Hall Committee Room**

Present: Mrs Mason (Chair), Mr Preston (Vice Chair), Mrs. McKinley, Mrs Trinder, Mr Ferguson, Mr Kewley. Member of the public: Mr & Mrs Hallam, Mr Latchford, Mrs Richardson, Mrs Whybrew

In attendance: Cathy Fleet (Clerk)

Apologies were received from Mr Coley

Declarations of Interest : Mr Preston declared an interest in the Village Hall and Mrs. Mason declared an interest in the Village Hall and Sport & Rec

Minutes of the last meeting held on 21st March were read and amended and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

04/11/01 **Public Participation** - Mr Hallam asked if anything could be done about the house on Paines Hill which is in poor external condition. Mrs Mason replied that the owner is content with its condition and that CDC have inspected it and said that it presents no danger. Mr Latchford queried why the matter of affordable housing which is so important to the village was so low down on the Agenda. Mrs. Mason and the Clerk confirmed that it was circumstantial and that the importance is recognized. Mr Latchford also queried previous references to the land between Middle Aston and Steeple Aston. After much discussion it was clarified that this phrase has referred to the gap between the villages which past Local plans have considered important to retain. Mrs Richardson informed the meeting that the White Lion's fire inspection had been successful and that bollards will be positioned outside the pub in May. Mrs Richardson was disappointed at the lack of attendance at the recent meeting to organize the White Races and asked the PC for help. She had received a request that the trophies be returned and offered to house them in the White Lion. She said that the lack of support despite all efforts on her part may mean the cancellation of the races. M.M to clarify what organization has already taken place for what venue and suggestions were made of possible helpers.

04/11/02 **Clerk's Report**

Sub station at Grange Park	Clerk contacted SSE, awaiting action
Hedge opposite White Lion	Letter written to owner - no reply - Clerk to ask Highways to cut hedge
Play area	New zip wire seat installed
Toilets	Clerk liaising with new cleaner
Emergency Response Plan	Copies have now been distributed
Grit bins	Clerk has received response from Highways indicating that yellow bins will be replaced with green ones and sunk into the ground.
Speed detector	No progress - Clerk to chase
Downlighters on street lights	Clerk will clarify if the lights have been re-set and that they all have downlighters

04/11/03 **Highways/Footpaths** - The bollards outside the white Lion will be installed during May. The gate at the end of the Beeches is currently being repaired and will be reinstated as soon as possible.

Mr Preston has had communication from WPC Caroline Brown who has advised that we should contact Gary Mattingley at Deddington Fire Station to arrange for a Fire Engine to visit Lawrence Fields to experience and comment on the parking issues.

ACTION: CLERK

Mrs Mason to write letter of support regarding the proposed changes to the road layout at Fox Crossroads

ACTION : MM

The bollard at the White Lion bus shelter still has not been replaced. Clerk to chase

ACTION : CLERK

04/11/04**Website** - There has been no meeting in the last month. Letters of support regarding broadband speed will be sent.

04/11/05**Policing** - 2 people had been apprehended for burglary in Chapel Hill. There have been no further incidents.

04/11/06**Meetings** - Mr Preston and Mr McKinley had attended the Sustainable Energy meeting and were particularly interested in the use of solar panels on roofs in conservation areas. It is necessary to apply for permission as there are no hard and fast rules. The CDC Parish Liaison meeting will be held on 8th June.

04/11/07**Play area/Teenage facilities** - Clerk to instruct Mark Probbitts to ensure that membrane is dug out and bark re-distributed to avoid trip hazard. Hand weeding is needed. Trevor Steward to be asked to check level of sand in sand pit and investigate the water fountain which is not working. **ACTION : CLERK**

04/11/08**Village Hall** - The three quotes previously received for concreting outside the village hall had been further broken down and it was **RESOLVED** that Brian Coaker's quote of £780+VAT be accepted. **ACTION CLERK**

04/11/09**Sport & Recreation Centre** - Following recent problems, part of the roof has been stripped to reveal that the rafters are in reasonable condition but that the battens are rotten. Brian Coaker has estimated app. £40,000 for the whole roof to be stripped and re-battened and insulated. Council grants for insulation have been withdrawn due to cutbacks, but other funding may be available from, for example, Virador, if renewable energy is involved. The installation of solar panels was discussed together with the suggestion that other buildings on the site may benefit from the energy created. The roof will need to be repaired within the next year. Mr. Preston to investigate grants. **ACTION : RP**

04/11/10**Toilet/Cleaner** - The toilet is nearing completion, slightly later than anticipated due to the fact that work was halted for a period to clarify the material of the fittings. It was originally thought that stainless steel fittings would be used but due to cost ceramic fittings have been installed. A £500 reduction will be made on the original quote to reflect the change in fittings. The automatic taps need to be fitted, the door lock mechanism checked and a new towel holder installed. Mr Preston and the Clerk had met with Oxford City Supplies and are awaiting a quote for supplies. The store cupboard is secure and may be suitable for youth club storage in future but initially will be for cleaning materials only. As soon as the building is complete the cleaner will commence her duties.

04/11/11**Allotments** - The draft lease has been received and subject to a few final amendments will be signed at the May meeting. The Parish Council expressed their thanks to Mrs Mason, Mrs Hallam and Mr Grugeon, who has given much expertise and also prepared the schedule of Conditions, for the amount of work they have put in to make this possible. Some site clearance will be required and possibly re-fencing of the boundaries for which the PC will be responsible. An agreement between the Steeple Aston Church Allotments Association and Steeple Aston Parish Council governing the Association's sub-tenancy has been prepared and agreed. There is still a dispute regarding the requirement to hold public liability insurance in joint names of the Diocese and the PC. The lease is now in the hands of the PC solicitors for final checking and will be returned to them for Land Registry registration. The groundwork is in and the water supply will be connected by 18th May.

04/11/12 **Risk Assessment and Policies** - It was **RESOLVED** to adopt the updated Environmental and Childcare Policies. Clerk to update the Risk Assessment and circulate prior to adoption. Standing Orders and Financial Regulations to be adopted at the Annual Meeting.

ACTION CLERK

04/11/13 **CDC Development Control -Residential Parking Provision Policy** - Mrs Mason had looked at the website which was found to be very complex. It was agreed that the provision of 2.5 parking spaces per property for new development in rural areas is needed.

04/11/14 **Defibrillator** - There are 6/7 volunteers who will be trained as Community Responders and a meeting has been arranged with Mr England for 4th May. There is a collection box in the White Lion and one will be placed in the Red Lion. Approximately £1000 is needed for a second defibrillator. There was discussion about the lack of acknowledgement from the League of Friends for donations from the Valentine Club and it was agreed that Mrs. McKinley ensures that all donations are acknowledged. An article will be placed in SAL.

ACTION : CMcK/JW

04/11/15 **Parish Plan/BMX Track** - It was agreed that the old BMX track is wild and bumpy and that children enjoy playing there as it is. There was a suggestion that tree trunks which may be removed from the allotment boundary should be placed as seating/playing area and that possibly a mown walkway should be made and wild flowers sown.

04/11/16 **Insurance** - The Insurance renewal has been received but requires some amendments, including the new toilet and possibly the allotments. New premium for 2011 is £2986.02

ACTION : CLERK

04/11/17 - **Correspondence** - The Chairman's and Clerk's correspondence lists were discussed. Clerk to respond to email from resident of Lawrence Fields regarding grass cutting .

ACTION : CLERK

04/11/18 - **Planning**

11/00398/F	Appleton House, South Side	amendment to materials
11/00070/TCA	Paines Hill House	Tree work to Yew tree
11/00480/F	3 Jubilee Close	variation to 10/01250/F
11/000537/F	Brasenose Farm Oxford Road	infill roof between existing corn stores to provide protection to corn drier
Approval received	11/00242/F	296 Heyford Park Camp Road
		Change of use of kennels

04/11/19 **Affordable Housing** - Mrs Mason has again spoken to Bob Duxbury but no progress has been made with Highways investigation of an alternative site since the PC's meeting in February at CDC. It was felt that this is an unacceptable delay. Mrs Mason to speak again to Mr. Duxbury. It was suggested that a letter be written to Mr. Baldry expressing the Parish Council's dissatisfaction.

ACTION : MM

04/11/20 **Finance** - It was **RESOLVED** to accept the following Accounts for payment :

Payee	Detail	Amount	Cheque No
SAHV	Hall Hire	£12	200317
Basil Streat	Toilet drawings	£210	200318
ORCC	membership	£30	200319
Mark Probbitts	Grass cutting & spraying	£355	200320
CDC	Building inspection fees	£102.02	200321
Cathy Fleet	Clerk salary	£217.82	200322
KJ Brookes	manhole covers	£476.40	200323
Mark Probbitts	Village Steward	£132.80	200324

The end of year accounts were presented to the meeting and approved. Clerk to send to internal auditor prior to external audit.

Date of next meeting : 16th May 2011

Date of Annual meeting : 16th May 2011

The meeting closed at 10.10pm

Signed Mrs M Mason Date