

**Minutes of the meeting of the Steeple Aston Parish Council held on  
Monday 16<sup>th</sup> April 2012 at 7.30 pm in the Village Hall Committee Room**

**Present:** Mrs Mason (Chair) Mr Preston (Vice Chair), Mr. Coley, Mr. Kewley, Mrs. Trinder, Mrs. McKinley . Members of the public : Cllr Kerford-Byrnes, Mrs. Whybrew, Mr & Mrs Hallam, Mrs Fonge, Mr Stanley

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

**Apologies** were received from Mr. Ferguson and Cllr Jelf

**Declarations of Interest :** Mrs Mason declared an interest in the Village Hall and Sport & Rec and Mr. Preston declared an interest in the Village Hall, picnic tables and knowledge of contractors.

**Minutes of the last meeting** held on 19<sup>th</sup> March 2012 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

**04.12.01 Public Participation :** Mrs Fonge and Mr Stanley wished to discuss the issue of bus stops which had been added as an additional item to the agenda and is covered later in these minutes. Mr & Mrs Hallam's interest was in the allotments, also covered later in the minutes. Cllr Kerford Byrne wished to raise 3 points :

1. Community Infrastructure Levy. Legislation is in place but is being debated
2. No endorsement is required from himself as District councilor for grant funding for Jubilee events
3. Audit review. 5% of parish councils are being audited. Cllr. Kerford Byrne will furnish clerk with likely questions.

**04.12.02 Clerk's Report**

<b>Emergency Plan</b>	<b>Amendments made. CM submitted to CDC for comment</b>
<b>Map</b>	<b>MM has purchased map which has proved unsuitable so an alternative will be sourced.</b>
<b>Stump in bike trail</b>	<b>Has been removed</b>
<b>Basketball nets</b>	<b>Installed</b>
<b>Tap in playground/toilet basin leak</b>	<b>Cliff Stoneman has repaired the tap. Basin is still leaking. Clerk to follow up</b>
<b>Grass cutting</b>	<b>Mark has done one grass cut and will weed spray within the next 2 weeks</b>
<b>Storm drain on Fenway</b>	<b>Blockage has been reported Ref 277700 Storm drain blockage in Fir Lane Ref 482354 reported. Clerk has verbally reported blocked storm drain in Water lane to Nick Watson</b>
<b>Pruning of shrubs</b>	<b>Bob Staig has been asked to quote</b>
<b>Beech tree in Pre-school</b>	<b>TPO on tree felled in 2003 has been revoked</b>
<b>Missing street signs Fir Lane/NorthSide</b>	<b>Has been reported</b>
<b>Basket swing in playground</b>	<b>Wire/rope has frayed and caused injury to a child. Clerk has temporarily taped over the damage and reported to Trevor Stewart</b>

**04.12.03 Bus Stops -** Bus stops around the village have been replaced but the one by the stone bus shelter/Dickredge is causing an issue. Mrs Fonge and Mr Stanley are directly affected. Mr Ferguson is in discussions with David Bellchamber of OCC. The kerb has been heightened to allow disabled/buggy access to the new design buses. There was considerable discussion about the length of the clearway and hours of operation particularly with regard to the parking issue around the Dickredge and the danger presented to cars emerging from the Dickredge. There is a manhole adjacent to the present bus stop which prevents any alteration to the pavement line or height there. Both Mr Stanley and Mrs. Fonge have

written to OCC and the police have agreed to monitor cars parking on the bus clearway. It was agreed to ask David Bellchamber to proceed with work on providing a clearway 12.5m from the top of the Dickredge steps with a 24 hour clearway rather than the 7-7 which had been proposed.

**ACTION : SF**

#### **04.12.04 Highways/Footpaths**

**Stone Bus Shelter** - The bus shelter is often full of debris. Clerk to offer Ryan £5/month to keep it cleared

**ACTION : CLERK**

**Litterpick** - Scheduled for 29<sup>th</sup> April. To be advertised on website, in SAL and by posters. Groups will meet at the stone bus shelter and the telephone exchange at 10am. CDC have provided all necessary equipment.

**ACTION : ALL**

**Potholes** – potholes have been filled in around the village . No progress has been made with the reflector posts around the town well. Clerk to chase

**ACTION : CLERK**

**Weedspray** - Mark will weedspray kerbs etc in the next couple of weeks Clerk to ask him to also spray the Tchure

**ACTION : CLERK**

**04.12.05 Website** - No meeting had been held

**04.12.06 Meetings** No meetings had been attended

**04.12.07 Play Area** - There had been a report of an injury caused by frayed rope on the basket swing. Clerk had informed Trevor Stewart, Clerk to ask Ryan to contact Richard regarding pruning the laurel bushes. Picnic tables donated by Mr & Mrs. Wright have been installed. Birdboxes, 4 robin, 4 Tit and a Little Owl, have been ordered from Springhill Prison, Mr. Dowler of Middle Aston who is a prison visitor will bring them over. 2 of each birdbox will be sited at the allotments. Fiona Mcloone, the Brownie leader has asked if the Brownies could litterpick the play area on occasions and also if they could adopt a patch of garden for Brownies working towards their gardening badge. Mrs Trinder to speak to Fiona McClusky with a view to pegging out an area of garden for the Brownies to work. On. Ryan to be asked to remove the wire around the MUGA

**ACTION:CLERK/MT**

**04.12.08 Village Hall** - Martin Lipson continues to seek planning permission and funding regarding the proposed extension to the village hall. Concern was expressed by one councilor regarding the justification of spending around £80K of public money on a project which will not be available to the public. After some discussion it was agreed to ask Martin Lipson for more information in order that the PC could get a clearer idea of the needs of SAVA. Mrs. Mason to speak to Mr Lipson and invite him to the next PC meeting

**ACTION : MM**

**04.12.09 Sport & Recreation Centre** – Mr Preston presented revised quotes for the work :

**Woodstock Roofing** using new clay tiles - £37,420.68

**R Buswell** using new clay tiles £28,600.00

**Bicester Roofing** using new clay tiles £28,794.00

All above prices to add VAT

CDC have confirmed that listed building and Conservation Area permission is not required. Kam Singh (Building Control) has estimated that the Building Regulations fee will be in the region of £500. Due to uncertainty caused by contradictory guidance from the Planning Department on whether planning permission is required or not, Mrs Mason to write to Tracey Morrissey (CDC Planning Department) stating again exactly what is proposed and that if no reply is received within 14 days it will be assumed that planning permission will not be required for the work. Letters of support from Sport & Rec. user groups are urgently needed. It was agreed that Buswells are the preferred contractor to carry out the work and that their estimate would be accepted if the project goes ahead. Mr Coley proposed and Mrs McKinley seconded that a cheque could be signed outside of the meeting if necessary to pay the Building Regulations fee.

**ACTION : RP/CLERK**

**04.12.10 Toilet-** No problems apart from a minor dripping pipe underneath the basin. Clerk to again ask Cliff Stoneman to investigate

**ACTION : CLERK**

**04.12.11 Allotments** - Mrs Mason was in receipt of the final agreed boundary plan.

Quotes for fencing the boundaries for which SAPC are responsible are to be obtained by Clerk . Henmans have asked the Diocesan Solicitors to circulate the engrossed lease for signature but it has not yet been received. When it is, it must be signed by Mrs Mason as Chairman and one other Councillor. It was agreed that an extra-ordinary meeting will be called. If necessary, to sign the lease. The PC will be responsible for water bills which will be sent direct to the Clerk. Mrs. Hallam to give Clerk a list of

allotment holders for the records. The initial rent of £100 is to be paid to the landlords on signing the lease. The SACAA has this in hand and it will be transferred to the SAPC. Clerk has a checklist of the annual requirements of the tenancy. It had previously agreed that a gift be purchased for Nigel Gudgeon and a sum of £50 be donated by the Parish Council towards the gift. Mrs. Hallam to organize and liaise with Clerk. It was agreed to accept Henmans estimate of costs and acknowledge their generosity in reducing the potential billed sum to £1,000 with VAT and disbursements.

Mrs. Mason to circulate the final Agreements between the PC and the Association and the allotment holders and the Association, As the lease has been agreed the SAPC / SACAA agreement to be signed at the SACAA AGM on the 23rd. April.

**ACTION : CLERK**

**04.12.12 Mobile reception** - No progress has been made, but Mrs. Mason to follow up on letter sent to Vodaphone

**ACTION : MM**

**04.12.13 Jubilee Celebrations** - The grant has been applied for. Mr Coley confirmed that the PC Jubilee sub committee consists of :

Alan Peckham , Anna Thatcher, Bob Wilkins, Fiona McLoone , Jenny Taylor, Lorraine Watling , Stuart Walton, Vicky Clifton , John Coley

Mr Preston proposed and Mrs Trinder seconded that the PC will provide a loan to the sub-committee for the purchase of food if necessary, which will be repaid should any profit be made from the event.

The PCC have offered a space in the churchyard near the site of the old Sycamore tree for a 'Jubilee Tree' . Clerk to write to PCC. DK to speak to Roderick Nicholson. A plaque may be presented by the PC to mark the Site of the historic Sycamore and the occasion of the Jubilee. **ACTION: CLERK/DK**

The WI had suggested they might like to donate a bench to the village to mark the Jubilee but were having difficulty finding a suitably priced bench. It was suggested they may like to contribute towards the new map instead. A site for a bench at the top of the Beeches Hill on Heyford Road was also suggested. Clerk to speak to Julie Hillier

**ACTION : CLERK**

**04.12.14 Bike Trail** - Mrs Trinder to speak to the boys to see when they expect it to be complete in order that ROSPA inspection can be arranged **ACTION : MT**

**04.12.15 Map** - Mrs Mason had purchased a map which turned out to be too small scale so will source another one. WI to be asked if they might like to contribute toward the cost of a new frame.

**ACTION CLERK. / MM**

**04.12.16 Annual meeting** - All councillors confirmed that they will stand for re-election at the Annual meeting on 14<sup>th</sup> May. Clerk to provide Agenda/Notices/Voting slips

**ACTION : CLERK**

**04.12.17 Correspondence** - Correspondence lists were circulated and discussed. Mr Ferguson was congratulated on his correspondence regarding the train consultation.

**04.12.17 Planning**

The following planning application had been received :

12/00390/F	Mr Rimam Elm Trees, North Side	New dormer window
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**04.12.18 Affordable Housing** - The meeting with ORCC and Sovereign Housing will be on 25<sup>th</sup> April at 7.30 with as many councilors as possible to attend. **ACTION : ALL**

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

Cheque No	Payee	Detail	Amount
200420	AC Maintenance Services	VH gutter clearance	£35
200422	Jenny Bell	purchase of website software	£16.21
200423	Kevin Preston	installation of picnic tables	£70
200424	Julia Joyce	Toilet cleaning	£120
200425	Cathy Fleet	Clerk Salary	£217.82
200426	Cathy Fleet	Clerk expenses	£20
200427	Ryan Kilby	Playground maintenance	£146.98
200428	Bob Staig	Stump removal	£75
200429	Mark Probbits	grass cut x 2	£490

The End of Year accounts were presented, approved and signed. Clerk to submit to Helen White for internal Audit and prepare the Annual Return for submission to BDO

It was agreed that the Clerk could purchase a laminator for PC use.

**04.12.20 AOB** - Mrs. McKinley reported that she and the Clerk had had email from CDC regarding the state of 4 Paines Hill. CDC had made contact with the owner who has stated that with the improving weather he intends to work on tidying up the cottage. Clerk to write to neighbours informing them.

**ACTION : CLERK**

**Date of Steeple Aston Parish Annual Meeting and Annual Meeting of the Steeple Aston Parish Council : 14<sup>th</sup> May 2012**

**The meeting closed at 10.18pm**

Signed ..... Mrs M Mason    Date .....