

**Minutes of the meeting of the Annual Meeting of the Steeple Aston Parish Council held on
Monday 19 May 2008 at 7.40pm in the
Village Hall Committee Room.**

Present, Mr Preston – vice chairman, Mr Hotson, Mrs Willatt, Mr Ferguson, Mr Coley, Mrs Lee (Clerk), one member of the public – Mrs Whybrew and District Cllr McNamara

Apologies were accepted from Mrs Mason, Mrs McKinley & County Councillor Jelf

1 Elections for 2008/9

- Chairman: Mrs Mason was proposed by Mr Coley with unanimous support and elected as Chairman,. She will sign her declaration of acceptance as soon as possible.

Action: Clerk

- Vice Chairman: Mr Preston was proposed by Mr Coley with unanimous support and was duly elected as Vice Chairman

- Play Area Sub Committee: Mr Preston advised that this committee is no longer operative. It was proposed by Mr Hotston that it be dissolved with unanimous approval. The play area work is still being carried out by a group of volunteers but any issues are brought directly back to the main PC meeting.

- Website Committee - It was proposed by Mr Preston with unanimous agreement that the Committee of Mrs McKinley, Ms Coleman, Mr Cox, Mr Brown, Mrs Whybrew, Mrs Bell, Mrs Taylor & Mrs Holmes should be re-elected.

2 Appointment of -

- Responsible Financial Officer: Mrs Lee was proposed by Mr Preston with unanimous agreement and will continue to be the Responsible Financial Officer for 2008/9

- Internal Auditor – Mrs White was proposed by Mr Preston as the internal auditor for 2008/9 with unanimous support.

3 Adoption of Standing Orders and Financial Regulations- It was proposed by Mr Preston & unanimously agreed to accept the Steeple Aston Parish Council Standing Orders & Financial Regulations as amended for May 2007.

4 Update of register of interests – all members present signed to indicate there were no changes to their register of interests – Clerk will obtain remaining signatures at the next meeting –

Action Clerk

5 Declaration of interests – none

6 Minutes of the 2007 Annual Parish Council Meeting These were proposed by Mr Hotston with unanimous agreement and were signed as a true record of the meeting.

7 Matters arising: None.

8 **Minutes of the last meeting – 21 April** – these were proposed for acceptance by Mr Coley with unanimous agreement and were signed as a true record of the meeting.

9 **Public Participation** - none

10 **Clerks report**

Dickredge	Railings have been undercoated and painting will follow shortly.
Fenway sign	in hand 111837
OCC – signs child school	OCC advised referred to Better Ways to Schools team – signs will be up by end of month
Dog warden	He will write to offending owner & has delivered doggy bags to clerk
Lead village Hall	Arranged contractor and insurance claim – letter from Allianz re Smart water etc replied 13 May
Highways	Middle Aston road – will have to close to do work in hand
Allianz	Clerk has written re insurance & lease conditions and is awaiting a reply – chased 14 May.
Highways	Pre-school zigzag lines – agreed - Clerk has written to pre school and will advise local residents as approp.
Risk assessment	Awaiting booklet ACRE
Notice boards	Still looking for suitable supplier
Shepherds Hill	Asked grass contractor to weed
PCSO's	Invited to June meeting and confirmed.
Village Hall sign	Sign post near Shop – village hall pointer has been knocked off- Clerk has reported to OCC.
Affordable Housing	2 applicants were received for the Shepherd's Hill property – Parish Council was asked with regard to residency criteria and replied

11 **Calor Village of the Year** – very successful event held for judges – as yet nothing has been heard which would suggest that the village was not successful in achieving the area award. However the final winner and winners of the other awards will not be known until the prize giving in December. Thanks were offered to all for their hard work in putting the event together.

12 **Highways** –

Pre-School road markings – **Clerk** to discuss with pre school and make appropriate arrangements.

Dickredge – **Clerk** to chase OCC re road junction markings and all to continue to monitor parking on site. Main issue is car parking at start of the junction.

Harrisville Lane – letter received from residents of Harrisville with regard to inconsiderate parking and requesting double yellow lines. Clerk to write and advise that OCC advised that they would not consider these in the area in July 2005 and that the Keep Clear sign was the only enforcement that was available to the Parish Council. The recommendation to be made that if there is continued poor parking the PC would work with TVP with regard to any traffic causing an obstruction as parked within 10m of the junction. Mr Preston will talk to WPC Brown & PCSO's at NAG meeting and if residents of Harrisville request it the PCSO's will be asked to monitor parking at this junction. **Action: Mr Preston & Clerk**

Grass cutting – several complaints received with regard to the poor standard of the last grass cut in the village. The cut was very uneven suggesting that the blades are not sharp, daffodils have been cut too early, Millennium Park was not cut, weed killing was sporadic – Clerk to check areas weed killing was requested. Clerk to write and request a repeat cut early next week and for the contractor to contact Mr Preston so they can meet to discuss the work.

Action Clerk

Hopcroft Holt/Rousham Rd – still plenty of water on the roads around the Rousham junction – Clerk has reported running water on The Beeches to OCC. Cllr Macnamara asked to follow up the issues with drains on the road to the Holt. **Action: Clerk & Cllr Macnamara.**

13 Teenage Facilities – opening ceremony very successful. Final bills are all being paid and final grant cheque received from CDC – project to budget. Thanks were offered to Mr Preston for all his work on the project. Bollards to prevent cars driving along the path towards the MUGA were suggested – Clerk to request quote for work from local contractors **Action: Clerk**

14 Website – minutes of the meeting of 8 May 2008 had been circulated. Mrs Whybrew advised that the website is looking to ways to increase the participation of youth in the village in the site, working with village hall committee to use site to publicise bookings for hall, using the Forum as part of the parish plan process and is looking to raise the profile of the site in general. Clerk is working with committee to ensure all planning applications are detailed on the site with a link to CDC website.

15 Sports & Recreation Building - grant application submitted to OCC – Village Hall fund – awaiting decision.

16 Planning Applications

- 08/00938/F Mr Harris– 3 Grange Park – single & rear extensions with garage conversion and relocated access - Steeple Aston Parish Council objects to this application due to inadequate parking arrangements in the proposals for the property and insufficient space to manoeuvre vehicles on site due to both the sloping site and insufficient space given for parking. The drive is situated in close proximity to a road junction on Grange Park and there is the potential for an increase in vehicles parking on the road and manoeuvring in the road adjacent to the junction

together with plans for a new access to the property opposite the junction.

The Parish Council would suggest that a site visit to the property would be advisable to see the extent of the possible problem on the site. In addition they wish to express concern with regard to the proposed picture windows to the E - front - elevation and the elevated terrace which is visually inappropriate to the character of the neighbourhood.

- 08/00707/F-Mr Morris – Conversion of offices into 2 residential units – The Old Forge Paines Hill. – No objections but the following concerns –

A. Parking provision - The location plan shows 2 parking spaces. This is realistic only for very small cars. There is no turning space allowed. Backing onto the road at this junction at the top of Paines' Hill is a dangerous exercise as the view for cars approaching up the hill is very limited. Additional on road parking in the area is already fully committed as several of the nearby houses have no garage/parking space or choose not to use it. 2 domestic units could very well provide the requirement for 4 parking more cars.

B. Amenity space- There is no amenity space provided for the property, other than a very small inaccessible triangle to the rear. 2 domestic units will require space for 6 wheelie bins. there is no provision for washing lines, bikes, sheds etc. other than that identified for car parking.

C. Change of Use - This property is within the Conservation Area of the village and has historically been a commercial property, I believe, since before planning rules were applied. It has been a forge, pub, local shop. It now represents one of the very few commercial use properties within the village, and has provided office space for several small businesses during the past 30 or so years.

D. The site - The site, within the Conservation Area, is very tight, bounded to the East by road junctions and adjoining Chestnut House to the South. It is bordered by Manor Court Cottage to the West and North, the outline of which is inaccurately shown on the accompanying plan. The Parish Council would ask that a site officer visits the site before the application is determined.

- 08/1018/LB - Mrs Henney – House at Red lion Corner – Insulation of roof an internal wall plastering - No objections

- 08/01001/F – Draks – Building 221 – change of use No objections.

- 08/00758/F - Ms Cox – Mijas, South Side front & rear extensions – dormers to roof for loft conversion. Rebuild front boundary wall in accordance with revised plans received 25/4/08 and accompanying agents letter dated 24/4/08 – Object to the application due to the dangerous parking arrangements as cars have to reverse onto the main village road to leave the property due to the lack of manoeuvrability on site.

- 08/01109/F – Integration Technology Ltd – Heyford Park – continued change of use – No objections.

- 08/01049/F – Supporta Datacare – Heyford Park No objections.

- 08/01000/F – R & R Hayes – Heyford Park No objections.

Granted: The following applications, granted planning permission subject to conditions, were noted:

- 08/00558/TPO – 8 Grange Park – Works to beech tree
- 08/00783/CAC – Heyford Park – demolition of building 579
- 08/00251/F Steeple Aston Pre School – Fir Lane – Single storey extension to improve facilities for children, staff and parents – in circulation
- 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
- 08/00577/F Mr & Mrs Cadd – 5 Jubilee Close – Remove existing garage single storey side extension.
- 08/00619/F – Heyford Park – change of use of building to recreational sports training for use by Olympic governing body sports etc.

Refused

- 08/00550/F – Storm Graphics – renewal of application – Building 293 Heyford Park
- 13 applications for demolition at Heyford Park

Appeal

- Building 325 Heyford Park

Withdrawal

- Heyford Park – Demolition – 11 applications

The Parish Council requested that District Cllr Macnamara advised CDC of the importance of parking to properties in the village when applications were being considered – he would discuss this with the portfolio officer for planning who is meeting with OCC to raise these concerns from other villages. He also advised that Mr Duxbury is now Head of Planning and Mr Buxton is responsible for enforcement.

17 Incidents Log – theft lead Village Hall roof - 21 April 2008 – thanks were offered to TVP for quick response to callout. Village hall committee are discussing various crime reduction methods – Smart Water, dummy CCTV cameras, razor wire (8’ off the ground) , anti climb paint and will advise PC of outcome of discussions - at present the site is being monitored.

Wheelie bins on Northside junction by Water Lane are again proving a problem and damage has been caused to the raised footway by large vehicles not being able to pass. Clerk to request that CDC write to residents of Randolph’s and Groom Cottage advising when wheelie bins can be left on the road.

Action: Clerk

18 Play Area – all in order – however play equipment is becoming dated and will need refurbishment/replacement in the next financial year - need to be incorporated in the new budget. OPFA suggest that the equipment does not offer sufficient options for play and the parish plan will be a good method of finding out what the village would like to see.

19 Reports from Meetings – none

20 Village Hall – The committee is compiling a user group survey to ascertain users views on

the hall etc. This will be the start of the feasibility study.

21 Notice boards – No progress has been made – it was suggested that Steeple Aston Windows be contacted re making notice boards. The possibility of the Forge being changed in to residential dwellings may restrict the use of a notice board at this site.

22 Correspondence –

OCC	Consultation on Bus strategy	Passed to Mr Ferguson for info/comment and response.
CDC	Swift Conservation	Forwarded to website & SAL.
Thames & Chilterns in bloom	Awards 2008	Passed to Mr Preston for Garden Club etc.
Harrisville Residents	Concerns re access to lane	Discussed under highways
CDC	Cherwell Liaison Meeting 18 June – Bodicote House	2 reps can attend - no takers
Allianz	Re lead theft	Replied 13 May advising of meeting with Crime Prevention officer etc.
PCC	Thank you letter for grant	
CDC	Village Policy meeting	Clerk to request meeting for end of June – Mr Preston, Mr Coley & Mrs Mason in her absence.
OCC	Local Council Liaison Event 2008 – 29 October	Chairman plus one - no takers – Clerk to ask Chairman

Envelope – for distribution

OCC	Home 2 School newsletter
Clerks & Councils Direct	
CDC	Amendments to Code of Conduct regime for info
CDC	Election results

23 Affordable Housing – Clerk to chase current situation re suggested sites with Nicola Ball for next meeting as the need for this housing has been well proved. The report from the survey has been circulated to all. Cllr Macnamara advised of CDC rural housing enabler who may be able to assist if ORCC are to busy at present. **Action: Clerk to chase.**

24 Parish Plans – Mrs Whybrew is co-coordinating the Parish Plan – successful meeting on 14 May and there is now a steering group in place. It was questioned if a village design statement should be put into place as part of the parish plan and Cllr Macnamara advised that under the new LDF this may not be valid and suggested that Mrs Whybrew discussed this with CDC planning. Duns Tew & Deddington have recently completed parish plans, which are available and have useful information. Mr Preston stressed the importance in grant applications etc in having a parish plan, which demonstrated needs within the community. Mrs Whybrew/Mr Coley/Mrs McKinley will report back on progress to next meeting.

25 Finance

Accounts for payment

Park Leisure	£4228.66
OALC	£162.29
Ark Roofing	£634.50
M Probitts	£345.00
J Watts – Teen facilities opening	£297.50
S Brown – Calor village year lunch	£500.00
ORCC	£20.00
S Lee – clerk	£244.37
R Preston – paint for railings	£54.60
M Mason – table tennis bats	£19.00

Proposed for payment Mr Coley with unanimous agreement.

Year end accounts

The accounts have now been internally audit and there were no issues raised. Proposed for acceptance by Mr Hotston with unanimous approval and Annual Return form signed by Mr Preston.

In addition it was agreed that the Parish Council had a system of effective internal control in place for the monitoring of the finances – proposed by Mr Coley with unanimous agreement

26 Any Other Business:

- Mr Hotston advised that the Whit Races will be held on Monday – it was suggested that he invite the PCSO's to attend. There were becoming more issues with road closure each year.
- The Parish Plan meeting highlighted the need for a cigarette stub litter bin at White Lion – however there is one already in place and the front of the building is swept on a daily basis.

27 Date of next meeting – Monday 16 June 2008

The meeting closed at 9.04 pm.

Signed.....

Date.....