

Minutes of the meeting of the Steeple Aston Parish Council held on 16th May 2011 at 7.30pm in the Village Hall Committee Room

Present: Mrs Mason, Mr Preston, Mr Ferguson, Mr. Coley, Mrs Trinder, Mr Kewley, Cllr MacNamara, Mrs & Mrs Hallam, Mrs Whybrew, Mr. Latchford., Mr Kohn, Cllr Kerford-Byrnes

In attendance: Cathy Fleet (Clerk)

Apologies were received from Mrs. McKinley and Cllr Jelf

Voting took place and the majority voted Mrs. Mason as Chairman and Mr. Preston as Vice Chairman and it was **RESOLVED** that they accept these offices.

The website committee consists of Merrill Bayley, Jenny Bell, Frances Coleman, Dean Cox, Clare McKinley, Jenny Taylor and Julia Whybrew and it was **RESOLVED** to re-elect them en bloc.

Cathy Fleet was re-appointed as Clerk and Helen White as Internal Auditor.

Standing Orders (with the addition of Para 32b) and Financial Regulations were adopted

All Councillors signed the Register of Interests and Declaration of Acceptance Book.

05.11.01 **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. Mrs. Trinder declared a personal and prejudicial interest in the toilet store cupboard.

05.11.02 **Minutes of the last meeting** held on 18th April 2011 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

There were no matters arising from the 2010 Annual Parish Meeting

05.11.03 **Public Participation** : Cllr MacNamara introduced Cllr Kerford-Byrne who won the recent election with 1103 votes. Cllr MacNamara's portfolio is now for Environment and he said that the application for Bicester Sports Village will take 2-3 years. There are objections to the CPO's for the building work proposed for Bicester Town Centre. 400 houses have been built at Kingsmere. The core strategy for Planning is still awaiting approval and there are plans for 12650 new houses by 2026. The new CEO for CDC took up her position on 16th May working jointly with South Northamptonshire Council. Parking charges throughout the area have been increased to offset cuts elsewhere. The campaign against HS2 continues and Cllr Kerford-Byrne urged everyone to object to the plans and said that £1 3/4million will be spent on the planning alone. Grant funding for the Arts will be affected by the cuts and Cllr MacNamara concluded by saying that it will be a 'difficult year'.

05.11.05 **Clerk's Report**

Hedge opposite White Lion	Reported to OCC Ref 418585
Bollards @ bus shelter	Reported - Ref 420215
Play area	Trevor Stewart asked to replenish sand and mend water play
Cupboard in toilet store	Quote received from Valley Handyman. See item below
Lawrence Fields	Clerk attempting to contact Gary Mattingley @ Deddington Fire. WPC Brown to follow up.
Speed Detector	No progress has been made
Insurance	Clerk still chasing AON
Street lights	Lights in Fenway, Paines Hill and Northside still on throughout the night. Clerk to chase

05.11.06 **Highways/Footpaths** - The Beeches Gate kissing gate has been renovated by Graham Porcas – a letter of thanks to be sent along with payment. M.M. To paint the gate **ACTION : CLERK /MM**
A report had been received of parking problems on Heyford Road. This could be made worse by the installation of bollard outside the White Lion. Clerk to contact Highways to make sure the bollards they install will be removable.

ACTION : CLERK

There is graffiti on both the Nizewell Head and stone bus shelters. Mark to be asked to remove it

ACTION: CLERK

There was a report of several instances of dog excrement in Paines Hill. No action can be taken unless the offending dog is identified. Residents asked to try and identify the dog.

There was discussion about the general appearance of the village and it was **RESOLVED** that Mark be asked to attend to bus shelters, road signs and weeding around the village, particularly the village hall and playground areas as well as concentrating on the maintenance of the play area.

ACTION : CLERK

05.11.06 **Affordable Housing** - Another site has been identified and a meeting is to take place with the owner in the near future. Finance is still in place and it is hoped that it will be possible to report a positive outcome at the next meeting.

05.11.07 **Website** - The minutes from the website committee meeting were received.

05.11.08 **Play Area** - The membrane under the bark chippings is still visible. Mark to be asked to bury it more deeply. The sprouting Acacia in the middle of the old BMX track needs pruning and stump killer is required. The area is not to be mown until the wild flowers have seeded.

ACTION : CLERK

05.11.09 **Sport & Rec** - The repairs to the roof are complete. The rafters and tiles on the main roof are adequate, but the battens are rotten and it therefore needs re-roofing which will cost app. £40K. Grants are possibly available from Energyshare. Mrs. Mason has formed a community group. All are encouraged to support as grants will be awarded to communities with the best bid and with the greatest support from all areas of the community.

ACTION : ALL

05.11.10 **Allotments** - A further final draft of the lease has been received. It suggests that the landlord insure against liability and the tenant pay. Other alterations need checking. Mrs. Mason will liaise with Mr. Grugeon and the solicitor. Water will be turned on on 18th May. The Trustees have accepted that the boundary to the north is their responsibility and agreed that they will carry out work to the trees adjacent to the boundary. Part of the eastern boundary fence is the responsibility of the PC and this will be replaced and trees maintained by Bob Staig. PC to finance a skip (approx £140 +VAT)

ACTION : RP /MM

05.11.11 **Risk Assessment** - It was **RESOLVED** to adopt the amended Risk Assessment. Clerk to update and circulate

ACTION : CLERK

05.11.12 **Defibrillator** - £156 is being donated from the Bradshaw Street Party. The Book Club are hosting a dinner the proceeds of which will go to the fund. Proceeds from the Whit Races will go towards the fund. 7 volunteer community first responders commence their training in June.

05.11.13 **Toilet** - This is now complete, fully equipped and being maintained by Julia Joyce. Supplies are being purchased from Oxford City Supplies. The new map to go outside has been received and will be erected in the near future.

ACTION : RP

A quote of £280 had been received from Dave Trinder to make a cupboard within the toilet store. It was **RESOLVED** to accept this quote and instruct him to proceed as soon as possible.

ACTION : CLERK

05.11.14 **Village Hall** - The concreted area has been completed by Brian Coaker and the gutter downpipe re-aligned. Some minor work is needed to filet where tiles abut the building.. RP to instruct Brian Coaker. External painting is due – tenders are to be invited via website and noticeboards. **ACTION: CLERK/RP/JW**

05.11.15 **Correspondence** - Correspondence lists were discussed

05.11.16 **Planning**

approval of 11/00398 – Appleton House – variation of conditions

Approval of 11/00290 – Dr Radcliffes School – SSE

Approval of 11/00229/LB - Canterbury House

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

Payee	Detail	Amount	Cheque No
Viking Direct	Office supplies	£84.89	200325
Oxford City Supplies	Toilet supplies	£286.28	200326
Cathy Fleet	Toilet supplies	£11.09	200327
Cathy Fleet	Clerk salary	£217.82	200328
K.J Brookes	building of toilet	£21,842.40	200329
Viking Direct	toilet sign	£8	200330
Proma	repair of kissing gate	£78	200331
Cathy Fleet	reimbursement for bin	£44.64	200332
AON	Insurance	£2986.02	200333
Mark Probbitts	Village Steward	£132.80	200334
Julia Joyce	Toilet cleaner	£120	200335
M Probbitts	Grass cutting	£205	200336
Falcon Signs	Map	£91.14	200337

The Annual Return has been audited by Helen White and will be sent to the external Auditor. It was **RESOLVED** to approve the Annual Return which was duly signed by the Chair. Notices will be displayed from 23rd May making the accounts available for inspection. Clerk to purchase gift voucher to the value of £50 for Helen White.

The internal auditor had requested that monthly invoices be submitted to the PC by both Mark Probbitts and Julia Joyce in order to maintain their self employed status. She also queried the Clerk’s holiday pay arrangement. This to be determined and agreed at next meeting.

The Annual return has been submitted to HMRC

Date of next meeting : 20th June 2011

The meeting closed at 10.10pm

Signed Mrs M Mason Date