

**Minutes of the Steeple Aston Annual Parish Council meeting held on  
Monday 14<sup>th</sup> May 2012 at 7.35 pm in the Village Hall Committee Room**

**Present:** Mrs. Mason, Mr. Preston, Mr Kewley, Mr. Coley, Mrs McKinley, Mrs Trinder, Mr Ferguson, Mrs Whybrew, Cllr Macnamara, Cllr Kerford-Byrnes, Mrs. Hallam, Mr. Latchford, Mrs McCready

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

**Apologies** No apologies had been received

**05.12.01 Election of Chairman and Vice Chairman :** Mrs Mason was unanimously voted as **Chair** and Mr Preston was unanimously voted as **Vice-Chair**.

**05.12.02** As this is not an election year there is no change to members of the Parish Council and all members of the Parish Council were re-elected en bloc and **Acceptance of Office** forms completed and returned to the Clerk

**05.12.03** Members of the website committee, Jenny Bell, John Coley, Dean Cox, Jenny Taylor, Julia Whybrew, David Allison, Frances Coleman and Edwina Kinch were re-elected en bloc

**05.12.04** Mr Preston proposed and Mrs. Trinder seconded that Cathy Fleet be appointed as **Responsible Financial Officer**

**05.12.05** Mr Coley proposed and Mr. Preston seconded that Helen White be appointed as **Internal Auditor**

**05.12.06 The updated Register of Interests** forms were completed and returned to the Clerk It was **RESOLVED** that the **Standing Orders** be adopted with the proviso that Item 13 (pay and conditions of employees) be considered before the next meeting.

**05.12.07** It was **RESOLVED** that the **Financial Regulations** be adopted with the proviso that Item 5(3) (signing of cheques) be amended at the next meeting

**05.12.08** The **Code of Conduct** is likely to change due to the Localism Bill and discussion was deferred to the next meeting.

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

**05.12.10 Minutes of the last meeting** held on 16<sup>th</sup> April 2012 were read , proposed by Mr Preston and seconded by Mrs. McKinley and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

**05.12.11 Public Participation :** Cllr Macnamara informed the meeting that since the recent District Council elections 41 seats are now Conservative, 6 Labour and 3 LibDem. He also announced that he will be standing down from the Executive and taking a seat in the back benches. With regard to Planning, the Development Framework consultation will open on 28<sup>th</sup> May and the Bicester and Banbury masterplans and the canal conservation consultation will continue. Bicester Sainsburys is now due for completion in August. Kingsmere housing is on-going. Planning permission is being sought for an additional private hospital. Bicester Village will expand onto the present Tesco site and a new bigger Tesco will be built opposite and there will be a new park and ride and improvements to the road layout. A third secondary school will be built at Kingsmere. Mrs Mason asked that both he and Cllr Kerford-Byrnes support Steeple Aston's Affordable Housing proposals through the Planning application.

Cllr Kerford-Byrnes reported that as yet he had no information on the Audit Commission changes but will keep us informed. He reported that there are a number of Speed Indicator Devices available free of charge and that he had applied for some which, if he gets Steeple Aston could have one. It was agreed to discuss this further when it is known if he has been successful.

Mr Latchford questioned the lack of a Parish Council in both Middle Aston and North Aston. Cllr Kerford-Byrne to investigate the criteria for a village having a Parish Council.

## 05.12.12 Clerk's Report

Bus Shelter clearance	Clerk has offered Ryan £5 extra a month to keep bus shelter clear to which he has agreed
Grasscut	3 <sup>rd</sup> grasscut has been done. Still too wet to weed spray
Wire round MUGA	Has been removed
Jubilee Tree	Clerk has written to PCC to agree siting in churchyard
Accounts	Approved accounts are now with the Internal Auditor
Litterblitz	Was cancelled. New date needed

**05.12.13 Village Hall** - Mr Lipson, the Chairman of SAVA, explained the work of SAVA and where documents are currently stored. This is within a storage unit in an unheated lean-to part of the village hall and that the store is almost full. He said that SAVA receive many enquiries from people wanting to view the archive but that there were no facilities for this and that work for exhibitions has to be done either in the committee room or in members' homes. He presented drawings of the proposed extension which would also include a chair store for 120 stacked chairs and the possible re-building of the ladies toilets. He was seeking the approval of the PC and also of Dr. Radcliffes Trust. The Village Hall Management Committee have already indicated their approval. There was discussion regarding heating and of possible grant funding which Mr. Lipson is pursuing. He also felt that fund raising within the Village would be effective. The PC are leaseholders of the building and would be required to submit any planning application and would also be responsible for maintaining the exterior of the building. VAT would be reclaimable by the PC. It is likely that the PC will be required to provide some match funding in order to obtain a grant. It was agreed, proposed by Mr. Preston and seconded by Mr Coley that the PC support the project. Mr. Lipson to obtain quotes for the work.

**05.12.14 Allotments** - The Lease had been received and was signed by Mrs Mason and Mr Preston and witnessed by Mr. Latchford and will be returned to Henmans by Recorded Delivery. Rent initially of £100 will be payable on 29<sup>th</sup> September annually. The SACAA will now transfer the initial £100 rent to SAPC. Clerk to send £100 to the Diocese for the first payment which is due upon signing. Quotes to be obtained for fencing from Bob Staig, Mark, Probbits, Peter Eden and Bob Bickley. Clerk to liaise with Mrs McCready regarding the provision of a skip. Mrs. McCready has taken over the Chair of the Allotments Association as Mrs. Hallam has now stood down. Mrs Mason thanked Mrs. Hallam for her work on the Lease and also Nigel Gudgeon who had been presented with a gift by way of thanks. Mrs. Hallam thanked the PC for their support.

**ACTION : CLERK/RP**

**05.12.15 Highways/Footpaths** - Clerk to report the pothole and silt on the bend of Heyford Road, emphasizing the danger to cyclists and vehicles forced into the path of oncoming vehicles on the bend.

**ACTION : CLERK**

The debris on Water Lane outside Cedar House has still not been cleared - Clerk to speak to Nick Watson/Ray Jelf/OCC

**ACTION : CLERK**

**05.12.16 Website** - The Minutes of the recent Website Committee meeting were received. Mr. Coley reported that the site had been hit by a virus which had caused the homepage to change but that it was now resolved. He reported that the number of hits was slightly down on the previous month and that a representative from the Holt Hotel had been asked not to place job vacancies on the Freebay page.

**05.12.17 Meetings** - Mr Coley had attended the recent Standards Committee meeting and presented his report. The meeting regarding the Affordable Housing is covered elsewhere in these minutes. Mrs. Mason and Mr. Preston attended the SACAA AGM and will attend the Parish Liaison meeting in June.

**05.12.18 Play Area/Teenage Facilities** - Ryan is completing all paperwork satisfactorily and doing a good job. Clerk to chase Trevor regarding the repair to the basket swing and ask Ryan to do some weeding and remove the remaining posts and wire. Along the east of the MUGA.

Posts and wire to be given to eRc Trust and stored in their container. Clerk suggested hooks be provided outside the toilet under the covered area to accommodate lost property. Mrs. Mason to fit hooks. Mrs. Trinder to follow up the Brownies' request to have a piece of garden. Birdboxes will be ready in two weeks. Edward Dowler will collect them. The approximate cost will be £52 possibly more if this does not include batboxes. **ACTION : CLERK/MM/MT**

**05.12.19 Sport & Recreation Centre** –Mr Preston presented his report on his recent submission of a lengthy (84 page) grant application to Virador. CDC have agreed that Planning permission is not required as a roofing contractor's report has confirmed that there is at least 20 years life in the existing tiles, so they will be re-used. Mrs Mason has met with an Ecologist from 4 Acre Ecology who carried out a n ecology survey and confirmed there are bats in the roof and that provision of bat tiles should be made and that work should be carried out during September/October when the bats are not present to comply with regulations. . Mr Preston thanked the users of the S&R for their letters of support and the contribution of £5000 from the S&R committee towards the project, which is expected to cost in the region of £26,080 +VAT. An application has also been made to TOE2 for grant funding. Should the grant applications be unsuccessful the PC will consider re-roofing the S&R building from reserve funds.

**05.12.20 Toilet** – The plumber, Cliff Stoneman did not investigate the leak in the toilet as requested. Clerk to ask him to revisit and waive his callout fee and also to investigate the corrosion on the inlet to the cold tap. Julia has suggested that some touching up of the paintwork is required. **ACTION : CLERK**

**05.12.21 Mobile reception** - Mrs Mason had written to Vodaphone on 6<sup>th</sup> March and again via the website on 19<sup>th</sup> April and had no reply so Mrs. McKinley had phone Vodaphone and was told that neither letter had been logged because it had not been sent by a Vodaphone customer. Mr. Kewley is a Vodaphone customer and will re-send the letter and attempt to get a satisfactory response through direct contact with management. **ACTION : DK**

**05.12.22 Jubilee celebrations** - Mr Coley reported that there are posters, an article in SAL and on the website and that 30 tickets have already been sold. Preparations are well in hand and a grant of £450 will shortly be received from CDC. All cheques to go through the SAPC account.

**05.12.23 Affordable Housing** - Mrs Mason reported on the meeting held on 25<sup>th</sup> April.

Present: Stuart Roberts, Jenny Grote – Sovereign Tom McCulloch – ORCC, Kate Winstanley - CDC Housing  
SAPC- S.W, C.McK, M.T., R.P., M.M.

This is a brief resume of the points discussed:

The funding for the scheme has been secured.

No open market housing will be introduced on the site.

The purchase of the land has been agreed but is not completed.

There is no right to buy or right to acquire.

Part ownership: 80% is the highest %age possible in perpetuity.

Sovereign were not anxious to commit to a timescale but gave a 'best case' timescale of 6 weeks from now for the application to be submitted, 6-8 weeks for the application to be processed and a possible start date of Oct/ Nov. on site.

Start to completion on site app. 12 months

There was discussion on design aspects, parking provision, drainage, site lighting, materials.

The site road will be adopted by OCC.

Mrs Mason will attend a meeting at CDC on 22/05/12 for further consultation.

C.McK requested that the public are given an opportunity to see the plans, NOT for consultation, but for information. It was agreed that this was desirable, after plans approved and land sale completed

**05.12.24 Bike Trail** - Oli Ong and the boys who had worked on the bike trail consider it to be completed and had requested that it be signed off for the DofE award scheme. It was decided that it could be signed off but not to ROSPA standards until the ROSPA report has been received. Clerk to instruct Playsafety to carry out the necessary report.

**ACTION : CLERK**

**05.12.25 Turbines** - It was decided not to support the petition as received by email. No action required.

**05.12.26 Village Clean-up** - there had been considerable confusion regarding the equipment for the Litterblitz which was delivered to Mr. Preston's old address and necessitated the Litterblitz being cancelled. It was felt that now the grass had grown to such an extent as to make litterpicking impossible so Clerk to inform CDC of Mr. Preston's correct address if they wish to collect the equipment. **ACTION : CLERK**

**05.12.27 Correspondence** - Correspondence lists were circulated and discussed. It was requested that the Clerk circulate her list prior to meetings **ACTION : CLERK**

**05.12.28 Planning** -

12/00096TCA	Mr Higgins Canterbury House, Fir Lane	Tree work
12/000457/F	Sunnybank, North Side	ancillary garden studio
12/00102/TCA	Mr Tosh, Bladebone House	reduction by 30% of beech & willow trees
12/00029/TPO	- Tree work at 4 Grange Park - Refusal	

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

Cheque No	Payee	Detail	Amount
200430	Richard Preston	Expenses for grant application	£35.00
200431	Viking Direct	laminator, pouches, paper	56.95
200432	Brian Coaker	S&R repairs	168.60
200433	Oxford City Supplies	Toilet supplies	132.88
200434	SAVH	Hall hire	36.60
200435	Cathy Fleet	Clerk Salary	217.582
200436	Cathy Fleet	Clerk expenses	20.00
200437	Henmans	Legal fees – Allotments	1214.00
200438	Julia Joyce	Toilet cleaning	200.00
200439	Ryan Kilby	Maintenance	156.98
200440	Aon Ltd	Insurance	3107.99
200441	Cliff Stoneman	Water fountain repair	£83.84
200442	Jenny Hallam	reimbursement for gift	£51.80
200443	Diocese	Allotment rent	£100
200444	Cathy Fleet	reimbursement for gift	£100

The internally audited accounts were signed and approved. The Annual return was signed and approved and will now be sent to BDO for audit. A notice will be displayed making the accounts available for inspection. It was agreed that clerk should purchase a gift for Helen White as thanks for carrying out the audit. Clerk to provide a monthly invoice in future for her expenses.

**ACTION : CLERK**

The Insurance policy has been received for renewal – Clerk to check with AON that the endorsement to note the interest of the Landlord, the Oxford Diocese is part of the policy.

**05.12.30 AOB** - It was agreed to reinstate Matters Arising as an Agenda Item

**Date of next meetings : 18 June, 16 July, 17 Sept, 15 Oct, 19 Nov, 21 Jan, 18 Feb, 18 March, 15 April Annual meeting 20 May 2013**

**The meeting closed at 10.35pm**

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