

**Minutes of the meeting of the Steeple Aston Parish Council held on  
Monday 18th June 2012 at 7.30 pm in the Village Hall Committee Room**

**Present:** -Mrs Mason, Mr Preston, Mr Coley, Mr Kewley, Mrs Trinder, Mr Ferguson, Cllr Kerford-Byrnes, Cllr Jelf, Mrs Whybrew, Mr. Kohn, Mr Latchford

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

**Apologies** were received from Mrs McKinley

**Declarations of Interest :** There were no declarations of interest

**Minutes of the last meeting** held on 14th May 2012 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

**06.12.01 Public Participation :**

Mr Kohn thanked the PC for its efforts in securing the lease for the allotments.

Mr Latchford requested the answer to his question to Cllr Kerford-Byrnes at the May meeting regarding the requirement for a parish to have a parish council. Cllr Kerford-Byrnes had found out that there is no legal requirement for a parish council. New parish councils must have a minimum of 7 councillors. Middle Aston only has an electorate of 90.

Mrs Whybrew proposed a vote of thanks to Mr. Coley for his efforts in organising the Jubilee celebrations

Cllr Kerford-Byrnes reported on the Parish Liaison meeting; CDC may be able to assist PCs with short term low cost loans for projects. The Localism Plan is now available for download from the website. A total of 516 houses are to be built across the area in villages, which does not include affordable housing. It is recommended that an Urgent Business item be written into the Standing Orders to empower the Chair and Clerk to make decisions. **ACTION: CLERK**

**06.12.02 Clerk's Report**

Heyford Road silt & pothole Ref 4591228 chased 28/05 ref 493027 repaired 08/06/12. Since the repair has been made the patch is already being eroded by running water. Clerk to chase for more effective repair

Confirmation received of addition of Diocese to Insurance documents

Receipt of ROSPA report

Receipt of updated Code of Conduct

Accounts audited and send to BDO

Emergency Plan distributed

**06.12.03 Matters Arising**

1. The Standing Orders and Financial Regulations were reviewed. Clerk to obtain wording from CDC Legal Dept for insertion of an Urgent Business phrase and to make changes to Items 56 and 57. Subject to these changes Mr Coley proposed and Mr Kewley seconded that the Standing Orders be adopted and Clerk to circulate. Mr Coley proposed and Mr Preston seconded that the Financial Regulations be updated and adopted. Clerk to send finalised documents to Cllr Kerford-Byrnes. **ACTION : CLERK**

2. Mr Preston proposed and Mr. Coley seconded that the Code of Conduct be adopted.

3. A tree is being donated by an anonymous benefactor to replace the Sycamore tree in the churchyard and to commemorate the Jubilee. Mrs Mason is in contact with a stonemason who could create a suitable commemoration stone. Mrs Mason to obtain costs. **ACTION : MM**

4. The birdboxes are not yet available for collection. MM has cheque in hand **ACTION : MM**

5. The hooks in the playground are yet to be installed **ACTION : MM**

6. The leak in the toilet is to be investigated by Cliff Stoneman **ACTION : CLERK**

7. Debris on Water Lane. The road surface is deteriorating beneath the debris. Cllr Jelf will discuss with Highways

8. Village Map.- Martin Lipson has prepared a replacement map based on an O.S. Map received through PSMA. Paul Barber has been asked to quote for frame. Quote awaited for map printing by AM/PM printers.

**06.12.04 Highways/Footpaths** - Clerk to continue to chase potholes needing attention. Cllr Jelf to discuss with Highways the need for clearance of debris in Water Lane.

The traffic lights on Northside which have been installed during the re-roofing of a property are continuing to cause difficulties and Mr Preston has been in contact with CDC. The work is likely to continue for up to 8 weeks.

A large white van continues to be parked at the top of the Dickredge causing an obstruction. A Jaguar is parked on Southside which appears to have illegal tyres and is also causing an obstruction. Clerk to speak to PC Sean Sullivan about both matters . **ACTION : CLERK**

The hedge outside Lansdown House is hanging over the footpath and needs to be trimmed. Clerk to write to property owner (Caroline McGrath). **ACTION : CLERK**

No progress on the drain in Fir Lane or Fenway - Clerk to chase **ACTION : CLERK**

Clerk to copy Cllr Jelf in on all reports submitted to CDC regarding Highways issues

New bins have been installed in bus stops. Mrs Mason has the old one from Nizewell bus stop for safekeeping and will pass to Mr. Preston for re-siting on Church Corner.

**ACTION: MM/RP**

Bus stop clearway - Has still not been put in place - continue to liaise with David Bellchamber

**ACTION: MM /SF**

**06.12.05 Website** - Nothing to report

**06.12.07 Meetings** - No meetings had been attended

**06.12.08 Play Area** - It was reported that nail heads are protruding from the fencing surrounding the toddler area. Clerk to ask Ryan to correct this. Trevor has been asked to carry out repairs to playground equipment. **ACTION : CLERK**

**06.12.09 Village Hall** - Martin Lipson has applied to ORCC for a grant for the SAVA extension project. Mrs Mason to notify Trustees of intention. External painting is underway but hampered by poor weather. Mark to be asked to weed spray around village hall. Railings will be repainted for an additional charge.

**ACTION : CLERK/MM**

**06.12.10 Sport & Recreation Centre** – The result of the application to Viridor for funding for re-roofing and insulation will be known in two weeks. Mrs Mason to chase Bill Essex for detailed drawings

**ACTION : MM**

**06.12.11 Toilets/Cleaner** - Julia had reported some minor vandalism/damage which she will be asked to monitor. Clerk to monitor use of paper towels. **ACTION : CLERK**

**06.12.13 Allotments** - No cheque has yet been received from the Allotment Society for payment of rent, possibly due to lack of cheque book. Rent and water charges will be notified to Allotment Society annually on 1st September. Insufficient quotes have been received for the fencing. Bob Staig had requested that the site be staked out so he can prepare an accurate quote. Mrs Mason to meet Bob Staig and Bob Bickley on site to discuss. Mr Kohn has invited members of the PC to a party at his house to mark the signing of the Lease. Diocese to be asked to acknowledge rental payment sent on signing of lease. **ACTION : MM/ CLERK**

**06.12.14 Mobile/Broadband** - A Press release had been received identifying Steeple Aston along with Burford and Checkendon as communities to be included in the roll out of BT's next generation broadband service delivered over copper lines. They are due to be upgraded by spring 2013.

Mr Kewley had received an acknowledgement of his letter to Vodaphone .

**06.12.15 Jubilee** - A vote of thanks was proposed to Mr. Coley and his committee for their work on the Jubilee celebrations and the success of the event. A profit of £486 was made which will be split between charities. The Jubilee committee will be asked to recommend how the profit should be allocated.

**06.12.16 Bike Trail** The Bike Trail is now complete and the ROSPA report has been received. The report was extremely favourable and only highlighted minor items which need to be rectified. Clerk will liaise with Trevor and Ryan , Those who worked on the project were congratulated and have been shown the RoSPA report. Clerk has signed off the DoE booklets.

**06.12.17 Correspondence** - Correspondence lists for Chair and Clerk were circulated and discussed.

**06.12.18 Planning** -

12/00389/F & 12/00390/F Elm Trees, North Side REFUSAL

12/00096/TCA Canterbury House tree work APPROVAL

12/00592/F - Tchure Cottage, Northside – demolition of existing extension, 2 storey extension and new dormer windows

The PC to respond to Local Development Framework consultation

**06.12.19 Affordable Housing** - Mrs Mason had attended a meeting with Sovereign and CDC and circulated her report. Levels have been taken on site to finalise pathway layout and soil investigation and drainage plans are to be done. The architect is finalising site plans and hopes to submit planning application by the end of July.

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

<b>Cheque No</b>	<b>Payee</b>	<b>Detail</b>	<b>Amount</b>
200445	HM Prison	Birdboxes	£52*
200446	M Probbitts	Grasscutting	540*
200447	P G Buchannan	Celidh Band (Jubilee)	583*
200448	S Fergusson	Pig Roast	275*
200449	Ryan Kilby	Maintenance	156.98
200450	OPFA	Subscription	35.00
200451	4 Acre Ecology	Bat survey for S&R	375.85
200452	Playsafety	ROSPA report	474
200453	SAVH	Hall hire	6
200454	SAL	Donation	400
200455	SAVA	Donation	200
200456	PCC	Donation	600
200457	Cathy Fleet	Clerk salary	217.82
200458	Cathy Fleet	Clerk expenses	22.50
200459	Mark Probbitts	Grasscutting	490
200460	Julia Joyce	Toilet cleaning	200

\* cheque signed outside of meeting

The grasscutting grant of £1605.40 has been received as has the precept payment of £10494.50

**Date of next meeting : 16th July 2012**

**The meeting closed at 9.42pm**

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