

**Minutes of the meeting of the Steeple Aston Parish Council held on  
19<sup>th</sup> September 2011 pm in the Village Hall committee room**

**Present:** Mrs Mason, Mr Preston, Mr Ferguson, Mrs. McKinley, Mr. Coley, Mr. Kewley. Members of the public were Mr & Mrs Hallam, Mr. Latchford and Mrs. Smith

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

**Apologies** were received from Mrs. Trinder, Cllr Macnamara, Cllr Kerford-Byrne and Cllr Jelf

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

**Minutes of the last meeting** held on 25<sup>th</sup> July 2011 were read and amended and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

09.11.01 **Public Participation :** Mr Hallam asked about the condition of Ducketts Well which has become neglected. This is on land owned by Mr. Kinch. Mrs. Mason to speak to Mr. Kinch

**ACTION: MM**

09.11.02 **Clerk's Report**

Pothole - Water Lane	Reported again - Ref 438427
Grit bins	Paul Wilson has agreed to replace the large bins with smaller green ones
Nizewell bus shelter	Dave Trinder has been asked to remove remaining window
Village Hall	Clerk has instructed Mr. Brock to paint exterior
Playground	More bark has been provided by Trevor Stewart
Bollards at Village Hall	Reported again following injury to child. Ref 445343
Timetable in stone bus shelter	Clerk to chase

09.11.03 **Highways/Footpaths** - The signpost at Middle Aston is signing Middle Aston House but not Steeple Aston. Middle Aston have registered a complaint. Clerk to contact Highways supporting their complaint.

**ACTION : CLERK**

**Heyford Road trees adjoining Lawrence Fields** - Clerk to obtain 3 quotes, Nicholsons, Bob Staig and Steve Napier for pruning the trees as directed by MM

**ACTION : CLERK/MM**

Concern was raised about the bags outside **The Old School House, Northside**. M.M to speak to the owner.

**ACTION : MM**

A tree branch has fallen on **Fenway** near Shepherds Hill. Clerk to ask Bob Bickley if he could remove it.

**ACTION : CLERK**

09.11.04 **Website** - The minutes from the last meeting were received and Mrs. McKinley said that Christmas Cards would again be produced and asked if the PC could again make a forward loan the website committee for the cost of the print run, to be re-imbursed after sales. It was **RESOLVED** that the PC would loan £200 to the website committee. All proceeds from the sale of Christmas cards will go to the Bell Fund.

09.11.05 **Meetings**- Mr. Coley had attended a recent conservation meeting which included a report on the survey of swifts. There are many swifts around Nizewell Head.

09.11.06 **Play Area** Cathy Fleet and Jason Meek continue to carry out equipment safety checks and maintain the appearance of the playground in the absence of a Village Steward. Clerk had reported that the trampoline was damaged. Mr. Preston had contacted Trevor Stewart who as yet has not provided a solution. Clerk to cone off area for safety and liaise with Trevor Stewart. The area of uncovered membrane continues to cause a problem and Clerk was advised by Mr. Preston to cut out the surplus.

**ACTION : CLERK**

It was **RESOLVED** that separate contracts are required for the gardening and play area management elements of the playground maintenance. Mr. Coley to draft contracts

**ACTION : JC**

Clerk is obtain a quote from Mark Probbitts for cutting the mixed hedge to the east of the site, cutting the old BMX track grass and dealing with the large quantity of leaves which will shortly be falling.

**ACTION : CLERK**

09.11.07 **Pocket Park** - The grass has been cut and there are no problems.

09.11.08 **Village Hall** - Mr Brock was due to start the external redecoration of the Village Hall in October, but has contacted Mr Preston saying that as the paint specified is water based, autumn weather conditions are not conducive to guaranteeing a long lasting good result and suggests postponing the job until Spring. Clerk to contact Mr. Brock confirming that the PC agrees to his proposal providing he can guarantee to hold the price as quoted.

**ACTION : CLERK**

The external door next to the kitchen door appears to be starting to rot due to its proximity to the wet ground. Clerk to ask Dave Trinder to shave off a small amount off the bottom of the door, attach a weatherboard and apply a coat of undercoat to protect it until redecoration in the Spring.

**ACTION : CLERK**

09.11.09 **Sport & Recreation Centre** -Nothing to report

09.11.10 **Toilets/Cleaner** The monthly expenditure for the toilet/cleaner is more than anticipated and it was agreed that Clerk should provide a detailed breakdown of costs. Mrs. Smith agreed to organise a survey of users, travel distance, frequency, etc.. Mrs. Mason will then contact CDC to see if any funding may be available.

**ACTION : CLERK/RS/MM**

09.11.11 **Allotments** - The final matters are not yet agreed. Answers to questions re: the insurance and the accuracy of the final plan are still awaited from Carter Jonas. MM and Nigel Grugeon attended a further meeting with the solicitor and agreed the final steps to be taken. It was resolved that a letter should be sent to Richard Drew, Carter Jonas setting out the PC's dissatisfaction with the progression of the lease agreement.

**ACTION : MM**

09.11.12 **Village Steward** It was agreed that the employment of a Village Steward had not been as satisfactory as the PC had hoped and we would not seek to employ a Village Steward for the present, but the position would be reviewed at a later date. There are various outstanding pruning jobs (included in the grass cutting contract) which the Clerk will ask Mark to carry out.

**ACTION : CLERK**

09.11.13 **Mobile/Broadband reception** Mrs McKinley had done considerable research into the poor signal in the village and had established that all four major providers agree the OX25 postcode has a problem. The only available action is for individual users to contact their providers and complain. Mrs. McKinley to place an article in SAL urging customers to complain to their providers. Mrs Mason has spoken to the Rector about possibly re-visiting the provision of a mast in the church and he agreed to discuss it with the PCC at the meeting this week. The possibility of having WiFi in the Village hall was raised and Mrs. Mason to investigate

**ACTION : CMc/MM**

09.11.14 **Grit/Salt** - It was agreed that the OCC proposal for salt supplies this winter were not acceptable, and having had no response to emails to Cllr Rose, Mrs. Mason will write to Keith Mitchell at CDC including a copy of the letter Tony Baldry MP obtained from the Minister Bob Neill MP on the Localism Bill and devolving Council duties to the Parishes.

**ACTION : MM**

09.11.15 **Jubilee celebrations** - Lorraine Watling had expressed interest in becoming involved in any celebrations the PC planned. Suggestions were that a marquee be erected on Robinsons Close (estimated cost £1500) and a hog roast organised (estimated cost £500) for around 200 people. Mr Coley to liaise with Lorraine Watling and form a sub-committee

**ACTION : JC**

09.11.16 **Brownies/Litter pick** - The Brownies have offered to carry out some litter picking at the playground, but possibly not until spring due to dark evenings, and make posters for the area. The PC welcomed the Brownies offers and would be happy to put the chosen posters up at the play area. .

09.11.17 **Old BMX Track** - M.M. Had got in touch with Springhill Prison, who are seeking to establish projects on which prisoners can work. The prisoners are all in the last 2 years of long term sentences and work on projects prior to getting back into the community. Mrs. Mason, Mr Coley and Mrs McKinley had visited Springhill prison and met with Paul Chadwick who is keen to establish long term associations with villages where offenders could work on projects. They viewed their work on such things as gardening, woodwork and building and were very impressed. The offenders are subject to strict controls regarding drink, drugs etc. when in the community. It was felt that the renovation work at the BMX track would be a good starting point for establishing relations with Springhill prison. Further projects could include clearing at the allotments and general village maintenance. Further planning of a viable connection with the village will be discussed with Paul Chadwick and an article explaining the possible project will be put in SAL to explore the village's views.

**ACTION: MM**

09.11.18 **Correspondence** - All correspondence was discussed, in particular the loss of the Dial a Ride bus. Clerk to investigate if the PC hiring a minibus on a weekly basis at (say) 10am to take patients to Deddington Health Centre and returning at (say) 12 noon would be viable.

**ACTION : CLERK**

09.11.19 **Planning** -

07/09/201111/01247/F Paragon Fleet Solutions, Camp Road, Upper Heyford Change of use

09.11.20 **Affordable Housing** - Agreement has been reached with the land owner and plans are being prepared. Sovereign, the PC and CDC have agreed the date of an open meeting to be held on 10<sup>th</sup> November between 3.30pm and 7.30pm in the VH Committee Room when the plans may be available and people from Sovereign, the PC and CDC will be there to talk about the project. This meeting to be publicised in SAL and on the website.

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

Payee	Detail	Amount	Cheque No
Oxford City Supplies	Toilet supplies	£135.22	200370
Mark Probbitts	4 x grass cuts £820 Weed spraying £150 Playground & p.park cut £40	£1010	200371
PWLB	Loan DIRECT DEBIT	£1405.47	
Cathy Fleet	Clerk Salary x 2 months	£435.64	200372
Cathy Fleet	Clerk expenses x 2 months	£40	200373
Jason Meek	Playground maintenance 9 weeks @ £16.60	£149.40	200374
Oxford City Supplies	Toilet supplies	£87.02	200375
SAVH	Hall hire to March 2012	£45.90	200376
BDO	Audit fee	£522	200377
Julia Joyce	Toilet cleaning	£320	200378

The interim accounts were presented and approved and it was agreed to approve the conclusion of the Audit. It was noted that the Audit recommended that the level of Fidelity Guarantee be increased but it was felt that it was adequate at the present time and it was resolved not to take action on this.

For next Agenda :  
Localism Bill  
Jubilee celebrations  
Springhill prison

**Date of next meeting : 17<sup>th</sup> October 2011**  
**The meeting closed at 10.30**

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

*Sept11/04*