

**Minutes of the meeting of Steeple Aston Parish Council held on
Monday 19 October 2009 at 7.30pm in the Village Hall Committee Room.**

Present:– Mrs Mason- Chair, Mrs Trinder, Mr Preston, Mrs Willatt & Mr Ferguson and 4 members of the public Mrs Whybrew, Mr & Mrs G Hallam & Ms C Fleet.

In attendance: Mrs Lee (Clerk).

Apologies were accepted from Mr Coley, Mrs McKinley and County Cllr R Jelf

09.83 Declaration of interests – none

09.84 Parish Clerk – the meeting was advised that interviews for the Parish Clerk had been arranged for 29 October. It was **RESOLVED** to delegate the authority to appoint to the Chair, Cllr McKinley & Cllr Coley. The new clerk would start on 1 November 2009.

09.85 Minutes of the last meeting – Monday 14 September 2009 - it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

09.86 Public Participation

Transport to the Doctors – the meeting was advised that Cllr McNamara is continuing to investigate the transport issues around this and CDC is looking at the possibility of alternative free transport in cluster areas. It was felt that there were may be a need for a community transport scheme in the parish and this should be added to a future agenda.

Action: Clerk

09.87 Clerks report

Village Hall works	On agenda
Bus shelter light	Requested removal – OCC will advise timetable for works.
Shepherd Hill hedge	Contractors instructed - work to take place early November 2009 – all residents advised – resident asked if any work would be carried out to horse chestnut – Clerk to ask contractor to remove the self seeded horse chestnut tree while carrying out the works.
Village street lights	Advised OCC of request to turn off and advice PC with timings etc.
Charter	Requested a meeting with Village Voices co-ordinator and residents – will arrange meeting in Sept – awaiting date – chased 12 Oct.
Lay by reinstatement	OCC are monitoring
Notice board opposite Church	Notice board in place – altered to one side locked – it was RESOLVED that the one side of the board would remain locked for PC notices – this would be monitored for pressure on the other half of the board.
OS map	On agenda
Overhanging foliage	Old Co-op – letter written and foliage cleared & 20 Bradshaw Close – spoken to residents but to date no action taken.
Dead tree 60' &	Mr Probbitts to remove tree next week and fence posts have been

Lawrence Field fence	installed.
PWLB	New DD for new bank account completed and sent
Tree - Paines Hill	OCC to inspect.
Play Area insurance	Ins co requested letter written 16 Sept awaiting reply.
Community Transport	Details circulated from ORCC
Sustainable Strategy	Response completed and sent to CDC

9.88 Highways –

- Clerk to check that the rose beds on Heyford Rd would be cut in Feb/March and that the hedge behind would be cut at the same time.
- Potholes on Fir Lane at the bottom of The Beeches were reported - Clerk to check with OCC re completion of the works as some repairs have been made
- Grange Park road – the road down to The Grange is in a poor state of repair – Clerk to advise OCC Highways.

Action: Clerk

9.89 Grass cutting – the last cut in the parish was on 19 September – it was agreed to put this on the next agenda or for councillors to contact the Clerk if a cut was needed as at present it was not felt that a cut was required. Clerk to check with the contractor as to whether he strimmed The Tchure at the last cut.

Action: Clerk

9.90 Planning

Applications

- 09/01254/F – Former USAF Housing & Facilities S of Camp Rd – Change of use from military accommodation to private housing and associated community facilities. **No objections providing still temporary permission**
- 09/01253/F – Estone, South Side – Extensions to existing dwelling and construction of detached garage. **No objections but request that colour of rendering is approved by the local authority prior to completion.**
- 09/1339/TPO – 5 Grange Park – Fell 1 horse chestnut in rear garden subject to TPO 8/70 – **No objections and support replacement with an appropriate species**

It was **RESOLVED** that these were the responses of SAPC to CDC.

Granted with conditions

- 09/00164/TCA Cedar Cottage – Fell 1 Robinia
- 09/01067/F – 66 Heyford Park – Renewal of Change of use
- 09/01095/F – 18 Grange Park - Render to SW gable elevation and rear elevation of dwelling. Variation of condition 2 of planning application 07/02673/F to allow the use of render on 2 storey extension

09.91 Website Committee– it was **RESOLVED** that the minutes of the meeting of 13 October 2009 be adopted. It was **RESOLVED** to fund the note card project with a sum of around £150 with costs being returned to the budget once the cards are all sold.

09.92 Incidents Log – the meeting was advised of a serious accident on Southside and the suggestion of a 20mph speed limit was discussed. The Parish Plan results would help inform a decision with regard to this – this will be on the next agenda.

Action: Clerk

09.93 Emergency Plan – it was **RESOLVED** to adopt the draft plan as presented and amendments will be made as required.

09.94 Play Area/Teenage facilities –

Update – toddler area nearly complete – it was **RESOLVED** to complete this area first so that CDC & ToE money can be requested - £19,000. Concern was expressed with regard to the safety of the water feature and it was agreed that this would be regularly reviewed once in place. Work on site should be completed towards the end of November subject to weather etc. The meeting was advised that the Aiming High grant for disabled access had been successful and work instructed.

Pocket Park – Mrs Trinder has received 4 resident and 3 local teenager volunteers to carry out the safety/litter checks on site. The appropriate training would be arranged when it had been decided what equipment would be placed on site – to include a litter bin. This funding would be looked at when meeting with Charter – a sum could be placed in the budget for 2010/11 if funding was not available from this source. It was agreed to continue to keep this on the agenda.

Action: Clerk

Pocket Park – No dogs sign/new gate – it was agreed that a self closing gate and a No Dog sign need to be installed on site. It was felt that these may be items which Charter may be able to fund these works and this could be discussed at the Village Voices meeting –

Clerk to chase this meeting.

Toilets – the meeting was advised of the possibility of a toilet and baby changing block being built adjacent to the Sports & Recreation building. The possibility of this idea needs to be discussed with the Sports & Recreation building and the costs of maintenance need to be looked into further. It was agreed that this would go on the next agenda.

Action: Clerk

BMX track – it was reported that this was being used on an infrequent basis.

Youth Club light agreement – it was agreed to alter the agreement to show that the youth club leader would have her phone number circulated to all adjacent home owners and not all on site instructors. It was felt to be problematical for the light to be positioned to not shine towards residents' properties and appropriate action such as installing a concrete slab would be looked into. The Chair will discuss this with the Youth leader and the revised agreement will be brought to the next meeting.

Action: Clerk

09.95 Reports from Meetings –

- Mr Preston reported on the CDC Rural Strategy – Sustainable Community Strategy meeting.
- Mrs Trinder reported on the new CDC Food Waste project.

09.96 Correspondence –

CDC	Parish Liaison Meeting – 11 November www.cherwell.gov.uk/parishliaison Chair & Mrs Willatt to attend. Clerk to book places.
ORCC	AGM 7 Oct – emailed to all
ORCC	Access to Services and Community Transport Questionnaire – Mr Ferguson has completed and returned – copy passed to Clerk for records.
OCC	National Highways and Transport Survey – emailed to all & Mr Ferguson completed
CDC	Parish Governance Toolkit – for November agenda
Quality Parish	Emailed to all – invitation to attend meeting.
OCC	Improvements proposed for bus stops on X59 route - it was agreed to request black bus stop poles. Other comments were - Nizewell Head – Clerk to check that the new footpath slopes to meet the front of the shelter. Pole at stop at top of Bradshaw Close to be requested to be moved back slightly. Stop opposite Nizewell Head – request pole moved to back grass verge & Stone shelter – request consideration of moving hard standing to in front of the shelter. Action: Clerk
OCC	Toilet stop for mobile library request – Clerk to advise OCC of the availability of The White Lion.
CDC	Youth Activators – Clerk to complete form expressing interest from the parish.

For circulation

Health News	
CDC	Cherwell Link
OCC	Availability of road safety mobile info unit
OPFA	The Playing Field

09.97 Parish Matters

The Dickredge – the proposals for the improvements for the premium bus route include the painting of a bus stop clearway on the road at the top of The Dickredge – it was hoped that this would alleviate the issues with the illegal parking here. **Clerk** to ascertain the timescale for the project.

Mobile phone reception in the parish – if the PC wished to proceed with the idea of looking at ways to improve mobile phone reception in the parish they could –

- approach various service providers –it was agreed that the **Chair** would contact Vodafone and Orange to discuss the best way forward and if they would be interested.
- identify possible sites for masts in conservation area and submit to CDC for consideration.

It was suggested that the location of the O2 mast in the parish should be ascertained as this seems to be the best reception in the parish and other companies could be approached to use this mast on a commercial basis.

Village Steward – it was agreed that the parish should proceed with the investigation of a village steward. The Clerk would obtain details of the village steward scheme in Deddington for information. The Clerk would add to the agenda for the next meeting and circulate the list of jobs that were previously identified.

Action: Clerk

Tree & Seat at bottom of Paines Hill - it was agreed that the tree and bench need replacing – this area and its improvement would be discussed at the precept meeting. OCC are investigating the ownership of the tree.

Action: Clerk

Places for People grant – the Chair advised of this grant which increased ease of access to the countryside by removing stiles and putting in kissing gates. It was agreed that Councillors would walk their local footpaths to carry out a footpath review and report back to the next meeting re any issues identified and where stiles could be replaced with kissing gates.

Action: All

WI village map – following investigation the price of £622 was still the best price for a map of a similar size to replace the current. It was proposed that the replacement map be included in the Places for People grant as detailed above. The **Chair** will check this out with ToE.

Action: Chair

09.98 Village Hall – it was **RESOLVED** to accept quote C and the quote for the door and the Clerk will arrange for the works to be carried out.

Action: Clerk

09.99 Calor Village of the Year – it was agreed to discuss this at the next meeting – Clerk to add to the agenda.

Action: Clerk

09.100 Parish Plan – the meeting was advised that draft results were being produced.

09.101 Finance

Accounts for payment

S Lee – Banbury Guardian ad	£ 258.49
S Lee – inc 1% rise backdated to 1 April £14.87	£ 236.32
Greenbarnes – handles for notice board	£ 35.58
Jenny Bell – note cards – for website committee	£ 30.00
Cotefield Nurseries – bamboos play area	£ 377.97
HMRC	£ 52.60
M Probbitts – grass cutting £195, Lawrence Field post £45 Millennium Park £375	£ 615.00
Trevor Stewart Play Equipment – toddler area works to date	£10,000.00

It was unanimously **RESOLVED** that all cheques be paid as listed above.

New Bank Account - the Clerk had forwarded the completed forms to RBS for their comment before moving this on the next stage.

Millennium Park - it was felt that the area needed more attention and the contract would be revisited in the New Year. Mrs Mason & Mr Preston would meet with the contractor to discuss the works needed at the Millennium Park - further discussion will take place at a future meeting.

09.102 Affordable Housing – Rural Exception site – the Chair will place an article in the November Steeple Aston Life with an update on the current situation. It is hoped a joint meeting with all involved will be arranged before Xmas.

Date of next meeting –16 November 2009 7.30pm

The meeting closed at 10.25pm

Signed.....

Date.....

Any other business

BT - Broadband services for the village – should the PC chase the updating of the exchange?

Allotments – for next agenda

SAL reports – for next agenda

Sustainability issues – Mr McKinley is investigating suitable small projects for the village.