

**Minutes of the meeting of the Steeple Aston Parish Council held on 18th October
2010 at 7.30 pm in the Village Hall Committee Room**

Present: Mrs Mason (Chair), Mr Preston (Vice Chair), Mrs. Trinder, Mr. Ferguson, Mr Coley, Mr. Kewley and six members of the public – Mrs. Whybrew, Mr & Mrs Hallam, Mr & Mrs Dunn and Mr McKinley

In attendance: Cathy Fleet (Clerk)

Apologies were received from Mrs. McKinley and Cllr Jelf

Declarations of Interest: Mr. Preston declared an interest in Planning and the Village Hall, Mrs Mason declared an interest in the Village Hall and Mr. Ferguson declared an interest in Affordable Housing.

Minutes of the last meeting held on 20th September 2010 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

10.10.01 Mr. Kewley was welcomed as a new Councillor and duly signed the Acceptance of Office Book and Declaration of Interests.

10.10.02 **Public Participation:** Mr McKinley wished to discuss the bus shelter dealt with later in these minutes. He updated the meeting on his activities concerning sustainable Steeple and has submitted copy for insertion in SAL and next month will be focusing on waste. He is hoping to obtain a thermal imaging camera for use within the village in the Spring on loan from CDC

10.10.03 **Clerk's Report:**

Duty of Care report quotes	Quotes received. CLERK to chase Nicholsons
Bus shelter	Quote received from Lee. To be discussed
Grass cutting	Clerk meeting with Mr Humphreys 14 th Oct□
Lime tree crown lifting	Quotes requested from Staig, Probbitts & Whitworth
Finance	Annual Return received from Auditors. Nationwide now transferred to Clerk's address
Street lighting	Clerk continuing to Liaise with Street Lighting Dept

10.10.04 **Highways/Footpaths :** The overhanging trees at New Manor House need to be cut back. Clerk to write to property owners requesting action. A loose paving slab was reported at East Springs, Northside. Clerk to report to Highways. Clerk reported that the Street Lighting department will send out patrols to monitor street lighting in an attempt to resolve the problem

ACTION CLERK

10.10.05 **Meetings:** No meetings had been attended. Mrs Mason, Mr Preston and Mr. Kewley will attend the CDC Parish Liaison meeting.

10.10.06 **Play Area:** Mr Preston presented the drawings from the Architect, Bill Essex, and all agreed that it was a good scheme. Mr. Preston to progress in order to secure the grant. M.M. to write to Dr. Radcliffe's Trustees. The on-going maintenance of the play area was discussed with Mr. Preston reporting that the membrane around the zip wire had torn and caused a trip hazard. Trevor Stewart was contacted immediately the problem was identified and within 48 hours had excavated the area, replaced the membrane, increased the level of bark chippings and topped up with sand. The price had previously been agreed by all Councillors via email. The invoice is yet to be received but will be in the region of £230. A meeting is to be held in the Village Hall by OPFA as a farewell to Roger Davis in November at which time the play area will be floodlit so visitors will be able to see Steeple Aston's achievements.

- 10.10.07 **Pocket Park:** Trevor Stewart's quote has been accepted and he has been instructed to proceed and work will start in the near future.
- 10.10.08 **Village Hall:** Work is now complete. Representatives from English Heritage will be visiting in the near future in order to inspect the building.
- 10.10.09 **Grass Cutting Contract:** Mr Preston and the Clerk had a meeting with Albert Humphreys of OCC and the grass cutting schedule has now been increased to 9033.5 sq.m. The contract is due for renewal in March and it was agreed that Mrs. Mason would amend the contract to reflect the Village Steward duties which were previously part of the grass cutting contract. The Clerk will then advertise inviting tenders in November. **ACTION: MM/CLERK**
- 10.10.10 **Fencing at Lawrence Field:** 4 emails had been received from residents of Lawrence Field requesting that the fence/hedge be reinstated. Mark Probbitts had provided a quote of £170 to carry out the work. It was **RESOLVED** that he be instructed to carry out the work with Mrs. Mason to purchase hedging plants. Clerk to respond to residents' emails.
ACTION: MM/CLERK
- 10.10.11 **Bus Shelter:** Mr McKinley had provided drawings of the seating required in the bus shelter. There was discussion as to whether to proceed with the stone bus shelter or the one at Nizewell Head. The majority were in favour of proceeding with the stone bus shelter seating and it was **RESOLVED** that the Clerk pass drawings to Lee and Brian Coaker to obtain new quotes for both bus shelters.
ACTION: CLERK
- 10.10.12 **Lime Trees on Sixtyfoot:** Three quotes had been received - Nicholsons £950, Bob Staig £420 and Mark Probbitts £3750. It was **RESOLVED** that the Clerk instruct Bob Staig to proceed.
ACTION: CLERK
- 10.10.13 **Traffic calming on Sixtyfoot :** No progress has been made as OCC have not yet provided the results of the Speed survey
- 10.10.14 **Small appliance recycling bin:** Mr Coley reported that CDC are sourcing a new supplier for the bins and will monitor the situation.
- 10.10.15 **Youth Club lighting:** There had been no problems reported with the lighting.
- 10.10.16 **Village Steward:** Mr Preston reported that he did not feel that the level of maintenance was up to standard since the appointment of the Village Steward. Clerk to arrange a meeting with the Steward, Mr Preston and Clerk on Thursday 21st October at 1pm
ACTION: CLERK
- 10.10.17 **Oxfordshire Electoral Review:** It was felt that the number of Councillors for the Parish was adequate and Mrs Mason to contact Cllr Jelf asking if he required any support for any changes which may come into place.
ACTION: MM

10.10.18 **Correspondence: Chairman**

DATE	IN/OUT	CORRESPONDENT	SUBJECT
	21.9 out	Roots - Henmans	Trustee Appointment
	21.9 out e mail	Ted Whybrew	Trustee Appointment
	21.9 out	Kewley	Councillor co-option
	21.9 out	Steve Boote	Councillor co-option
	23.9 in-e mail	Mr. Dailey	re: Sixtyfoot / Aff. Housing
	24.9 in- e mail	Roberts - Sovereign	Aff. Housing / Highways
	28.9 in -e mail	Uzzell - JPPC (Planing Consultants) c.c. of correspondence between Mr. Dailey, Sovereign and Vaughan Hughes-OCC Highways	
	27.9 in- e mail	Wilson - OCC Highways	Sixtyfoot
	28.9 in - e mail	Jeffrey - Carter Jonas	draft mins. of meeting (Allotments)
	4.10 in - e mail	" "	Amended minutes (as above)
	5.10 in - e mail	Tony Baldry MP	re: PC precepts
	13.10	in - e mail Roberts - Sovereign	Aff. Housing / letter from Brewery

10.10.19 **Planning:** The following planning applications had been received :
 10/01490/F Conversion of bungalow at Primrose Gardens for Mr Preston (Mr Preston left the room during discussion) - No objections
 10/01497/F Front and rear extension at Mijas, South Side for Ms Cox - No objections
 10/00251/TCA Felling of Leylandii at Cherry Tree, South Side for Mrs Bonwick - no objections
 10/01250/F Approval of SSRE at 3 Jubilee Close

10.10.20 **Affordable Housing:** Mrs Mason had received a letter from Mr. Dailey regarding affordable housing on Sixtyfoot which he had requested be circulated and discussed which she read to the meeting. Due to Mrs Mason being on holiday and not receiving the letter until her return, Mr Dailey had only been notified that the letter would indeed be discussed at the meeting on the morning of the meeting and was unable to attend. After some discussion of the letter it was **RESOLVED** that Mrs Mason reply to the letter clarifying some of the issues raised by Mr. Dailey which contain some inaccuracies. Mrs. Hallam expressed her confidence in the Parish Council in making the right decisions on behalf of the village which was agreed with by Mr. Dunn. **ACTION: MM**

10.10.21 **Finance** The following accounts were approved for payment :

Payee	Detail	Amount	Cheque
BDO	Audit Fee	£646.25	200269
AC Window Cleaning	VH Gutters	£35	200270
Cathy Fleet	Clerk Salary	£217.82	200271
Deddington Health Centre	Bus service	£340.20	200272
OCC	Grit bins	£752	200273
Bicester Print	loan to Web committee	£150	200274
SAVH	Hall hire	£6	200275
Mark Probbitts	Village Steward Wages	£132.80	200276
Public Works Loan Account	Repayment of loan	£1447.91	200277
SAL	Donation	£400	200278
Mark Probbitts	Grass cutting	£195	200279

The Annual Return was approved

It was **RESOLVED** that the Clerk should transfer £28,000 from the Co-Op current Account to the Co-Op account No. 65317686 which currently has a nil balance and that allocation of reserved should be identified. **ACTION: CLERK**

10.10.22 **Defibrillator :** In order to keep a tally for the village of funds collected, Nick Brown will send all receipts for donations to Clerk and forward funds directly to the Southern Area Ambulance Service League of Friends. They are hoping to provide a second set of kit for the village in the near future.

10.10.23 **Broadband :** There is a web based voting system to apply for high speed broadband which all residents are being encouraged to participate in. Clerk to circulate details to other villages **ACTION: CLERK**

10.10.24 **Snow equipment:** Mrs Mason to talk to Tim Taylor re: possibility of snow plough attachment. Clerk to pursue purchase of snow shovels **ACTION: MM/CLERK**

Date of next meeting : 19th November 2010

The meeting closed at 10.02pm

Signed Mrs M Mason Date