

Minutes of the meeting of the Steeple Aston Parish Council held on

Monday 16th November 2015

Present: - Mr Coley (JC) (Chair) Mr. Preston (RP) (Vice chair) , Mr. Lipson (ML), Mrs Mulcahy-Hawes (BMH), Mrs McCready (RM)

Members of the public : Mrs Whybrew (JW), Cllr Kerford-Byrnes (MKB), Ms Watling, Mrs Bulleyment, Mr Smith

In attendance: Cathy Fleet (Clerk)

Apologies were received from Mr Ferguson, Mrs Wright , Cllr Macnamara

Declarations of Interest : Mr. Lipson declared a general interest in the Village Hall. Mr. Preston declared a general interest in the Village Hall and one planning item. Mrs McCready declared a general interest in the allotments.

01.11.15 Minutes of the last meeting held on 20th October 2015 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

02.11.15 Public Participation : All members of the public present wished to discuss a planning application submitted for 28 Grange Park and therefore the agenda item for planning was brought forward.

03.11.15 Planning - 15/01958/F Ms Watling, owner of 30 Grange Park presented her case to the parish council asking that they support her objection to the planning application for 28 Grange Park to build a large two storey extension. Her objections are

- that no consultation had been made by the owner with neighbours
- trees on the site have been felled without permission from CDC
- the proposed extension will be over dominant and will have a negative impact on the area.

She requested that the parish council make a site visit prior to making their decision as to whether to object or not These views were supported by Mrs Bulleyment who added that the already inadequate drainage system would be further strained. Mr Smith, the owner of No. 28 replied that he had been told by CDC that there were no TPOs in place on the trees which have been felled by a reputable tree surgeon. He also stated that he felt the extension is sympathetic with the neighbourhood and that any windows overlooking neighbouring properties will be small and have obscured glass. ML informed Mr Smith that all the trees in Grange Park are covered by a TPO and asked Mr Smith for supporting paperwork from CDC regarding the lack of TPOs. Mr Smith will supply paperwork. MKB added that he had spoken to CDC's tree officer, Caroline Moray who had confirmed that an Area Order had been placed on the trees in 1970 and that CDC could impose large fines for illegal removal of trees. There is a meeting arranged between Planning/Tree Officer/Legal Department to discuss.

It was agreed that a site visit to Grange Park would take place on Thursday 26th November at 2.30pm with as many councillors as possible to attend prior to S APC submitting comments to CDC.

Other planning applications submitted are :

15/01295/F - 6 Heyford Road - awaiting decision

15/01851/F - Lockhall Cottage – retrospective application for gates

15/01816/LB - Rectory Farm House, Northside

15/01785/F - Brasenose Farm, Oxford Road - no objection but windpump must be retained

15/01520/LB - The Old School House - withdrawn

15/01958/F - 28 Grange Park

An application had been made to fell yew trees at Canterbury House, Fir Lane. No paperwork had been received from CDC and the consultation period ends today. Clerk to email immediately requesting an extension of time and submit comments/objection as soon as possible. **ACTION : CLERK**

It was also noted that some residents of Grange Park may be planning to group together to get the TPOs on trees rescinded.

04.11.15 Clerk's Report

1. Replacement toilet roll holder ordered
2. 2 Grange park - Katy Walther is the OCC Enforcement Officer. Original Vegetation notice expires w/c 9/11 after which she will make site visit. If work has not been done another letter will be issued with 7 day expiry. If work not carried out further action will be taken
3. VHMC are looking into the purchase of mechanical hand dryers

05.11.15 Actions from previous meeting

NO	ACTION	To be Actioned by
07.10.15	Clerk to chase Highways for action on 2 Grange Park foliage ✓	CF
07.10.15	Clerk to obtain clarification of speed survey results ✓	CF
11.10.15	Clerk to circulate details of Fields in Trust nominations ✓	CF
14.10.15	Clerk to purchase new toilet roll dispenser ✓	CF

06.11.15 Highways/Footpaths

Speed Survey - ML had spoken with Richard Bowman of OCC regarding the results of the speed survey and was confirmed that 25% of vehicles recorded were travelling in excess of 30mph. Clerk to pass on results of survey to TVP and establish next steps. **ACTION : CLERK**

RP reported that fallen leaves throughout the village are causing problems, particularly with some elderly people and requested that OCC (Brendan Bodger) be asked to sweep the footpaths as soon as possible. **ACTION : CLERK**

Litterblitz - JC reported that the WI are keen to carry out a litterblitz around Robinsons Close. They will carry this out separately from the litterblitz carried out in March/April. Clerk to arrange for litterblitz equipment to be supplied earlier than in previous years so the work can be carried out in early March.

A quote had been received from Mark Probbitts for removal of ivy from the trees on Sixty Foot. It was felt that this quote was high and RP to obtain further quote. **ACTION : RP**

07.11.15 War Memorial - It had been noted that the war memorial may be in need of cleaning as it was last done some 7 years ago. RP to circulate historical paperwork to investigate costs. It had been suggested that a bench be purchased and positioned near the war memorial, but it was thought this could cause problems so the provision of temporary seating for the next Remembrance Day ceremony would be considered.

08.11.15 Neighbourhood Watch - A meeting between JC and Deborah Hextell and Chris Kidd had been arranged in an attempt to get a Neighbourhood Watch group off the ground.

- 09.11.15** **Clerk's contract** - The contract and job description for the Clerk has been updated and amended and agreed by both parties. The contract will be signed as soon as possible. **ACTION : CLERK/JC**
- 10.11.15** **Website** – JW reported that Bridget Lewis has begun work on updating the website and that it is expected to take several months. Bridget is not charging a fee and it was agreed that an honorarium would be arranged in due course. ML suggested that regular archiving onto DVD should be done to be held in the SAVA archive.
- 11.11.15** **Meetings** - ML had attended OALC training 'How local councils fit into the Planning system' and reported that it was a very informative meeting and noted that :
- Definitive responses to planning applications are required, not individual opinions
 - 6% of planning applications nationally are in opposition to PC views
 - 2/3 of planning appeals are rejected nationally

JC had attended the NALC Annual Conference and reported that although some useful information was gleaned, the organisation could have been more streamlined. OALC were nominated for an award.

RP and RMc had attended the CDC Parish Liaison meeting and reported that it was an excellent meeting with very good refreshments and that two items discussed should be on SAPC's Agenda for January, namely :

- Local Green Space Designation
- Heritage Assets of Community value

It was also noted that Edward Dowler from Middle Aston had attended and was most supportive of Steeple Aston's efforts, particularly with regard to matters of communal interest to the two villages and that he should be invited to future PC meetings. **ACTION : CLERK**

- 12.11.15** **MCNP** There had been a meeting of the Forum with all 13 bodies attending. Dorchester had been keen for parishes to respond to the document submitted by Pegasus - 5 of the 11 parishes have responded. The PC's view that it was premature would now be submitted. An Administrator has still to be appointed but it had been agreed that all parishes should contribute toward funding the role. Steeple Aston's contribution would be up to £420. CDC's lawyer has advised that the Forum cannot be an employer. Dorchester will provide loan funding for payment of the Administrator until such time as the Forum is in a position to make payment. All 13 participant bodies will have membership of the organisation with a peppercorn payment of £1 annually as advised by CDC's lawyer. An individual has been identified who has offered to revise and manage the Forum's website previously set up by Dorchester for no fee. Each local community will be engaged through public meetings to be held in Feb./March 2016 and common leaflets and advertising material are already being planned. It is hoped that the Neighbourhood Plan will be ready for submission by the end of 2016. The Executive are arranging meetings with District Councillors and a meeting has been arranged with Barry Wood, Leader of CDC. JC proposed and RP seconded that SAPC pay up to £420 towards paying for the Administrator and also pay the £1 membership fee.

- 13.11.15 Play Area** - It was agreed that planning permission should be applied for, for the erection of a shed to be sited adjacent to the bins outside the village hall. Clerk to apply for planning permission
 RP had obtained information regarding adult exercise equipment. JW to suggest in SAL that opinions and comments be sent to the clerk.
 Trevor Stewart had finally submitted an invoice for work carried out in the playground. He has been most generous and clerk to write thanking him. He has also supplied a quote of £2,131+VAT for replacing the mat on the trampoline and it was agreed to accept this quote. **ACTION : CLERK**
- 14.11.15 Village Hall** - Nothing to report
- 15.11.15 Sport & Rec** - Nothing to report
- 16.11.15 Toilets/Cleaner** - The recently ordered toilet roll dispenser has been fitted by Chris Hawes. The PC passed on their thanks to Chris.
- 17.11.15 Allotments** - Payment due from the Allotment Association for rent was clarified and RMc will arrange for a cheque for £200 to be raised in favour of SAPC. **ACTION : RMc**
- 18.11.15 Correspondence**
 Correspondence lists were circulated and discussed. Letters included : letters from Ms Watling, Mrs Bulleyment and Mr. & Mrs Smith regarding the planning application for 28 Grange Park and a letter from English Rural Housing Association regarding Right to Buy
- 19.11.15 Finance** - RP proposed and ML seconded and it was **RESOLVED** to accept the following Accounts for payment :

Cheque No	Payee	Detail	Amount
200889	Ryan Kilby	Playground maintenance	196.98
200890	RBL	Poppy Wreath	17.00
200891	OCS	Toilet supplies	64.00 *
200862	Cathy Fleet	Clerk expenses	10.38
200863	Mark Probbitts	hedges etc	425.00
200894	Trevor Stewart	Playground	396.00 *

* VAT reclaimable

JC proposed and RP seconded that a debit card on the Co-Operative current account should be applied for in the name of the Clerk with a payment limit of £2000. Clerk to complete the necessary paperwork
ACTION : CLERK

Date of next meeting : 18th January 2016

Precept meeting 14th January 2016 7.30pm at Paines Hill Cottage

Meetings for 2016 : : 18 Jan, 15th Feb, 21 March, 18 April, 16 May, 20 June, 18 July, 19 Sept, 17 Oct, 21 Nov

The meeting closed at 9.37pm

Signed Mr. J Coley (Chair) Date

ACTION LIST SUMMARY

NO	ACTION	To be Actioned by :
07.10.15	Clerk to follow up OCC action on 2 Grange Park	Clerk
03.11.15	Clerk to request extension of time regarding 15/00335/TCA Yew trees @ Canterbury house	Clerk
06.11.15	Clerk to pass on speed survey information to TVP	Clerk
	Clerk to request pavements are swept throughout the village	Clerk
	Further quote for removal of ivy from trees on Sixty Foot to be obtained	RP
09.11.15	Clerk's contract to be signed asap	JC/Clerk
11.11.15	Edward Dowler to be invited to future meetings where appropriate	Clerk
	Local Green Space Designation and Heritage Assets of Community value to be agenda items for January	Clerk
13.11.15	Clerk to write to Trevor Stewart	Clerk
	Clerk to apply for planning permission for shed	Clerk
17.11.15	RMc to arrange cheque for Allotment rent payment	RMc
19.11.15	Clerk to apply for debit card	Clerk