

**Minutes of the meeting of the Steeple Aston Parish Council held on
Monday 18th April 2016**

This meeting was recorded and the digital recording will be stored on computer

Present: - Mr Coley (JC) (Chair) , Mrs. Wright (HW), Mr. Lipson (ML), Mrs Mulcahy-Hawes (BMH), Mrs McCready (RM),

Members of the public : Mrs Mason, Mr. Allen, Mr., Kinch, Mrs Powell, Ms Carlisle, Mr. Ellis, Mr. Wade-Martin

In attendance: Cathy Fleet (Clerk)

01.04.16 Apologies were received from Mr. Preston [business commitment] , Mr. Ferguson [business commitment]

02.04.16 Declarations of Interest : Mr. Lipson declared a general interest in the Village Hall and the History Centre. Mrs McCready declared a general interest in the Allotments

03.04.16 Minutes of the last meeting held on 21st March 2016 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

04.04.16 Public Participation :
Mrs Mason was standing in for Julia Whybrew as 'Steeplejack' as she is unwell. The PC wish her a speedy recovery.
Ms Carlisle wished to discuss her complaint which is covered under **Item 7**.
Mr. Allen wished to discuss the matter of the TPOs in Grange Park which is covered under **Item 23**
Mr. Wade-Martin wished to discuss the matter of speeding at Hopcrofts Holt which is covered under **Item 12**

05.04.16 Clerk's Report and Actions from previous meeting

NO	ACTION	Update	To be Actioned by
04.03.16	Clerk to write to CDC regarding the TPO on the trees in Grange Park	Completed	CF
	Objection to planning application 28 Grange Park to be sent to CDC	Completed	CF
	Letter published in SAL to be April Agenda item	Completed	CF
07.03.16	Clerk to send speeding data to Chris Kidd and ensure item is on April's Agenda	Completed	CF
	Cllr Fatemain to establish recommended response time for drain clearance		AF
	Clerk to chase re Enforcement Notice on 2 Grange Park	Completed, work now carried out	CF
10.03.16	RP to purchase bouquet when website is completed	Completed	RP

07.04.16

Complaint regarding Greenacres

It had been pointed out that although the complaint arose from the building work adjacent to Greenacres, the complaint in fact was against the Parish Council and therefore this Item should be titled as such.

A complaint had been received from Rachel Carlisle regarding activities of a Steeple Aston Parish Council member and the incorrect facts documented in the



Approach to our architect by one of th

minutes from the February 2016 meeting (see attached)

This complaint had been circulated to all councillors and Martin Lipson had responded (see attached) and his response also circulated to all councillors.



ML response to complaint by Rachel

JC asked Ms Carlisle if she wished to continue with her complaint and she confirmed that she did.

He then asked Ms Carlisle if she wished to make any additional points, and she read out the background to her complaint in detail and commented on ML's response and said that ML had broken Code of Conduct Item 7 (You must not place yourself in situations where your honesty and integrity may be questioned, must not behave improperly and must on all occasions avoid the appearance of such behaviour.)

ML then responded explaining his actions and explaining that he had become involved at the request of Mr. Kinch, using his expertise as an architect to find out what had happened.

JC said that councillors need to establish:

- Was ML Acting as a Councillor or as an individual?
- IF he was acting as a Councillor was the Code of Conduct broken?
- Is the complaint to be sustained or not ?

ML was invited to leave the room but declined and stayed for the discussion by councillors which followed.

There was considerable lengthy and heated discussion during which councillors were split as to the first point. However, JC said that in his view ML had behaved as a councillor and that he would have done the same. Councillors decided that the Code of Conduct had not been breached and JC confirmed that in his view ML had behaved with honesty and integrity and therefore the Code of Conduct had not been breached.

The second part of the complaint (the minutes of the meeting) were then discussed and it was explained that the minutes had been signed and approved as a true record of the meeting and subsequently published and cannot now be changed. However it was agreed to record the fact that Ms Carlisle is of the view that ' that the work was never halted and that there had not been any unauthorised removal of soil'

Ms Carlisle has asked that an apology be issued.

The meeting then returned to the question of the complaint and whether it should be upheld. There was further discussion and JC said that he did not wish to return to the matter at the next meeting and was seeking a decision and he then asked Ms Carlisle what she would like the Parish Council to do in order to make good her complaint. She replied that she would like the parish council to write to the CDC Planning Enforcement Officer asking what action they would expect to be taken in the situation which arose and it was agreed that this would be done which should conclude the matter.

The report of this meeting and in particular this matter will be published in SAL which Ms Carlisle is happy with.

ACTION : Clerk to write to Enforcement Officer

08.04.16 Letter published in SAL

At the last meeting Mrs Anna Thatcher had objected to the first paragraph of a letter from the PC published in SAL. As Mrs Thatcher was unable to attend this meeting it was unclear what her objection was, so Clerk to contact her asking for clarification so the matter can be discussed at a future meeting.

There then followed a discussion regarding communication in general and the fact that on occasions the PC 's communication was poor. It was agreed that in future any decisions made at meetings should be followed up with any individual or organisation concerned so all parties are aware of decisions made.

ACTION : ALL to make a concerted effort to improve communication

09.04.16 Review of Risk Assessment, Standing Orders and Financial Regulations.

The Risk Assessment had been updated and circulated to councillors and it was **RESOLVED** to approve and adopt them. The matter of the Standing Orders and Financial Regulations will be deferred to the next meeting

10.04.16 Emergency Response Plan

This item is deferred to the next meeting

11.04.16 Identification of Councillors' Portfolios

This items is deferred to the next meeting

12.04.16 Highways/Footpaths

Mr. Wade-Martin wished to discuss the matter of speeding vehicles around the newly refurbished garage at Hopcrofts Holt and the number of recent accidents, one of which he was involved in, and urged the PC to request a reduction of the speed limit to 40mph around the junction. RP had escalated the matter to Caroline Brown of TVP who had responded by saying

*"In relation to TVP when we attend an **injury** accident we have to complete a stats form and this then forms the evidence to identify problem areas. We have a department (traffic management) based at the Howes Lane site who work closely with highways to address these issues. As the NHT we do not have any input . I am sure if this is becoming an issue that the stats will highlight it and then positive action will be taken by the relevant/ appropriate departments"*

It was felt that this is unacceptable and it was agreed that Cllr Arash Fatemain will request a site visit from OCC Highways, but he was not hopeful that a 40mph speed limit could be imposed. The newly refurbished and extended garage have installed signage which obscured vision for vehicles emerging from the garage and it was agreed that the PC would write to garage pointing this out and

requesting action to improve safety. The PC will also contact the Clerk of Middle Barton PC requesting their support.

ACTION : Cllr Fatemain to contact OCC Highways. Clerk to write to Hopcrofts Holt Garage and contact Clerk for Middle Barton

13.04.16 Speeding

Following last month's meeting when PCSO Chris Kidd attended and again outlined details of the Speedwatch Scheme it was agreed that HW would identify volunteers within the village willing to participate and that she would co-ordinate the formation of a sub-committee and report back to the PC.

14.04.16 Website

The minutes of the website were received and signed. The upgraded website is almost complete and RP has delivered the flowers and cheque to Bridget Lewis as a token of thanks . CF to contact Jenny Bell to arrange training for website input.

ACTION : Clerk to contact Jenny Bell and arrange training

15.04.16 Meetings

JC had attended on behalf of OALC the 'Larger local councillors meeting'.

16.04.16 Play Area

Chris Hawes is continuing to repair the gazebo, for which thanks were expressed. CF to liaise with RP for purchase of materials as required.

17.04.16 MCNP

MI reported that a clerk has been engaged and will start soon. Of the 15 people who attended the Steeple Aston public meetings, 15 wished to stay involved and have formed a village group which includes youngsters who are keen to see the installation of a skate park in Upper Heyford. Support has been received from government sources to finance a consultant to do a housing needs assessment and an application has been made for funding to support neighbourhood meetings. Dates for future public meetings are 14th and 18th June.

18.04.16 Village Hall

The electrical report and recommendations are not yet completed and will be presented to the PC upon completion.

19.04.16 Sport & Rec Centre

SF had expressed concern regarding the financial situation of the Sport & Rec and it was agreed that the Treasurer should be asked for end of year accounts as the PC has certain responsibilities towards the Sport & Rec.

ACTION : Clerk to request End of Year Accounts from Treasurer of the Sport & Rec.

20.04.16 Toilets/Cleaner

Nothing to report

21.04.16 Correspondence

Correspondence has been circulated by email and there were no additional items for discussion.

22.04.16 Insurance

The Insurance renewal has been received with only a slight increase in premium to reflect the increase in Insurance Premium Tax. The PC is tied in to the current supplier for this year and therefore no action is required.

23.04.16 Planning - The following Planning documents had been received :

- 16/00442/F Brasenose Cottage, Fenway
- 16/00455/F Brasenose Farm, Oxford Road
- 16/00457/F Brasenose Farm, Oxford Road
- 16/00480/TPO 15 Grange Park
- 16/00412/LB Grange Cottage
- 16/00480/TPO 15 Grange Park APPROVED
- 16/00041/TCA Paynes Hill House - APPROVED
- 16/00349/F 28 Grange Park - notification of committee date
- 16/00266/LB Rectory Farm House - APPROVED

Mr. Allen reported to the PC that with regard to TPO8/1970, the trees in Grange Park, his research has revealed that in the Tree Preservation Guidance document of 2006, superseded in 2014, when an area category TPO is imposed it can only be used in an emergency and is not applicable for long term use and should be replaced with individual or group classifications. He has made a Data Request to CDC for information regarding the 47 Residential Area TPOs within CDC and has received a spreadsheet from Caroline Moray, CDC's Arboricultural Officer, which he is happy to share. The oldest TPO is dated 1962 and the most recent 2000 and he is questioning why they are still in force as he believes they should have been reviewed and replaced by more suitable TPOs. Caroline Morrey, CDC's Arboricultural Officer, has said that all TPOs are due to be reviewed between May and October 2016. As there are a total of 47 Residential Area TPOs to be reviewed by CDC it was agreed that Clerk should write to Caroline Morrey requesting that TPO8/1970 should be treated as a priority and dealt with first.

ACTION : Clerk to contact Caroline Moray and request that TPO8/1970 be treated as priority

17.11.14 Finance - RP proposed and ML seconded and it was RESOLVED to accept the following Accounts for payment :

Cheque No	Payee	Detail	Amount
200916	Julia Joyce	Toilet cleaning (since Jan)	520.00
200917	Mark Probbitts	Grasscutting & weed spray	475.00
200918	SAVH	Hall hire	6.00
200919	Cathy Fleet	Clerk expenses	24.24
200920	Ryan Kilby	Playground maintenance	156.98

Date of next meeting :

- The next Parish Council meeting will be held on 16th May**
- The Annual Parish Meeting will be held on 16th May**
- The Annual Meeting of the Parish Council will be held on 2nd June**

The meeting closed at 9.30pm

Signed Mr. J Coley (Chair) Date

ACTION LIST SUMMARY

NO	ACTION	To be Actioned by :
07.04.16	Clerk to write to Enforcement Officer	CF
08.04.16	ALL to make a concerted effort to improve communication	All
12.04.16	Cllr Fatemain to contact OCC Highways	AF
	Clerk to write to Hopcrofts Holt Garage and contact Clerk for Middle Barton	CF
19.04.16	Clerk to request End of Year Accounts from Treasurer of the Sport & Rec	CF
23.04.16	Clerk to contact Caroline Moray and request that TPO8/1970 be treated as priority	CF