

**Minutes of the meeting of the Steeple Aston Parish Council held on
Monday 20th February 2017**

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

Present: - Mr John Coley (JC) (Chair) Mr. Richard Preston (RP) (Vice chair) , Mr. Martin Lipson (ML), Mr Stuart Ferguson (SF) , Mrs Rose McCready (RM)

Members of the public : Cllr Arash Fatemain (AF), Mrs Julia Whybrew, Mrs Trish Vickers, Mrs Anna Allen, Mr. Adrian White, Mrs Angie Allen

In attendance: Cathy Fleet (Clerk)

01.02.17 Apologies were received from Helen Wright (HW)

02.02.17 Declarations of Interest : Mr. Lipson declared an interest in the Village Hall and SAVA. Mr. Preston declared an interest in the Village Hall and the allocation of Green Spaces. Mrs McCready declared an interest in the Allotments

03.02.17 Minutes of the last meeting held on 16th January 2017 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

04.02.17 Public Participation : Members of the public wished to comment on the Agenda Item regarding MCNP's nomination of Green spaces, and this item was moved up the agenda. The Agenda item regarding co-option of a councillor was moved to be last item and members of the public will be asked to leave. **Mrs. Whybrew** wished to mention that the disabled parking spaces outside the village hall are often abused, preventing proper use. As these are on private land it is unenforceable, so should be monitored. Mrs Whybrew also mentioned that the Race Night to be held at the Sport & Rec (which is their major fundraiser) has had to be cancelled due to serious illness of one of the organisers.

Cllr Fatemain reported :

- He had, as promised shared the information on Oxfordshire together with all PC members
- He had provided HW with contact details of Hook Norton re 'village monopoly'
- He had attended a meeting of the Health Overview and Scrutiny Committee at OCC and introduced a motion to refer the removal of obstetrics led maternity at Horton Hospital to the Secretary of State

Cllr Fatemain also stated that he will be standing for re-election in May.

05.02.17 Clerk's Report and Actions from previous meeting

NO	ACTION	Update	To be Actioned by :
06.01.17	Bartons Bus: Clerk to send John Unmey contact details of SAL and website	completed	CF
08.01.17	Dr Radcliffe's consultation : Clerk to respond	completed	CF
10.01.17	Highways : 1.Clerk to again report the poor surface to Heyford Road 2. Clerk to contact Highways re. roadsweeper 3. Cllr Fatemain to clarify position re white lining 4. Cllr Fatemain to provide information re Oxfordshire Together	completed Completed Completed completed	CF CF AF
13.01.17	Play Area : All to consider changes that could be made to the BMX Trail	Discussed under Agenda Item 14	All
16.01.17	2 Grange Park: Clerk to contact building control	Completed	CF

17.01.17	Precept: Clerk to submit precept request of £26,699 to CDC	Completed	CF
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- 06.02.17 Eligibility to use the Power of General Competence**
The parish council is now eligible to use the Power of General Competence as the Clerk is qualified and more than 2/3 of the councillors have been elected not co-opted. After some discussion it was decided to defer the decision to implement the use of this power to the next meeting. AF will find out if other parish and town councils use the power and if there are any disadvantages to it.
ACTION : AF to find out if other parishes use PGC. Item Agenda for March
- 07.02.17 Risk Assessment**
The Risk Assessment had been reviewed and updated and it was **RESOLVED** to adopt it, subject to one amendment concerning the History Centre.
- 08.02.17 Data Protection Policy**
The Data Protection policy had been circulated for review, and it was **RESOLVED** to adopt it. Clerk will undertake relevant training when it becomes available.
- 09.02.17 One Oxfordshire**
Emails had been received regarding the consultation on the proposal for there to be one Local Authority in Oxfordshire to replace the existing six. The emails will be recirculated by CF. The deadline for the consultation is 28th February. A vote was taken and with one abstention (SF) the majority voted for the proposal that SAPC are in favour of District Level Unitaries
ACTION : JC to draft a letter in response to Barry Wood's (CDC) email
- 17.02.17 MCNP**
ML provided an update on MCNP :
 - The 3rd round of community engagement meetings had taken place in all villages in January and involved approximately 300 people whose comments are currently being collated
 - More policies are being added to the Plan, e.g. biodiversity, dark skies etc.
 - This week a tour of villages is being made with the consultants carrying out the Heritage & Character assessments.
 - It has been realised that more time may be needed before submitting the Plan to allow more time to revise the Plan after the two forthcoming consultations**Local Green spaces**
3 Green spaces had been identified in Steeple Aston for inclusion in the Plan, but members of the public had requested inclusion of a fourth, The Old Quarry on Fenway, on the grounds of flora and fauna being present, the presence of an adjacent footpath and its use and appreciation by many residents.
ML proposed that SAPC nominate this site (SA4) as a Green Space and following lengthy discussion it was agreed by a majority (**NB:** RP declared an interest in this item)
ACTION : Clerk to write to the solicitor acting for the late owner of the Old Quarry
A letter had been received from Jeremy Flawn of Bluestone Planning on behalf of the Diocese of Oxford stating that they are not in agreement with the Allotments being designated a Local Green space.
ACTION : Clerk to respond to Bluestone Planning

11.02.17

Highways/Footpaths

Hopcrofts Holt Service Station - An email had been received from John Dowling, representing the owners of the garage, stating that planters have been purchased and will be placed on the hatched yellow lines to prevent parking. Anna Allen, trading as Anna's Garden Services, is negotiating with John Dowling for the planting and upkeep of the planters.

Water Lane - AF was asked to report to Highways that there is an encroachment of debris on Water Lane which is causing a hazard to cyclists, pedestrians and motorists which has been reported many times with no action having been taken.

ACTION: AF to report to Highways the debris on Water Lane and request that Sixty Foot/Heyford Road be resurfaced

Litterblitz - The annual Litterblitz will take place on 12th March at 10am, meeting at the telephone exchange and the stone bus shelter. Notices have been put in SAL and on the website.

White lining - AF stated that there is little point in requesting white lining until after April due to lack of funding. There is an option for SAPC to fund white lining but this decision cannot be taken until it has been decided whether to implement the use of the Power of General Competence.

Resurfacing – AF will request that the road from the A4260 on Sixty Foot all the way down Heyford Road to Rousham Bridge be placed on the resurfacing programme by Highways. If this is carried out it would include white lining.

Bus Stop - The yellow lines have faded and require re-painting and it has been noticed that people are now parking in the bus stop. .

ACTION : Clerk to find out if 'No Parking' is enforceable if the yellow lines have faded.

Stone Bus Shelter - The grassed area in front of the stone bus shelter has become damaged and muddy due to the vehicles using the gateway adjacent to the Old Forge

ACTION : JC to speak to the owner of the Old Forge requesting that the area be made good.

12.02.17

Website

There had been no meeting of the Website Committee

13.02.17

Meetings

HW had circulated the minutes of the recent S&R committee meeting. It was confirmed that Torquil McLusky has been appointed Chair. It was questioned whether the PC hold insurance for the S&R building and CF confirmed that the building is valued at £304,372.52 and insured for £365,246.52. It is unclear whether this includes contents such as sanitaryware - CF to find out and respond to S&R committee. It was noted in the minutes that the guttering to the building has been repaired, but that the drinking fountain is still broken.

ACTIONS: CF to respond to S&R regarding Insurance.

JC to provide RP with details of a reliable plumber who will be asked to quote for replacement of the drinking fountain.

14.02.17

Play Area

RP reported that the zip wire has been repaired and an invoice will be submitted by Trevor Stewart in due course.

The BMX trail is in poor condition and it is suggested that the area be redesignated possibly as a 'Nature Area'

ACTION : Clerk to seek advice from Nicole O'Donnell (OPFA)

Keysafe

RP reported that he had managed to remove the keysafe from the wall of the VH and has reset the code.

ACTION : Clerk to provide the code to councillors

15.02.17 Village Hall

ML reported that the electrical work is nearing completion. Clerk had requested the final invoice in order that a VAT claim can be made before year end, however this was not yet available but will be submitted as soon as possible.

16.02.17 Allotments

RM had circulated the draft updated Tenancy Agreement for Allotmenters. This was approved and will be implemented.

17.02.17 Planning

28 Grange Park APPROVED
West Grange - APPROVED
Cedar Lodge treework - APPROVED
The Old School, Northside - APPROVED
Brasenose Farm - APPROVED

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

Cheque No	Payee	Detail	Amount
200968	Kp Treecare	Sixty Foot trees	450.00
200969	RBL	Poppy wreath	17.00
200970	SLCC (1/2 with LH)	subs	54.00
200971	BR Coaker	S&R guttering	30.00
200972	R Bickley	Playground maintenance	89.40
200973	Cathy Fleet	clerk expenses	9.90
200974	Julia Joyce	toilet cleaning	520.00

10.02.17 Co-Option of Councillor

Resumes of the candidates had previously been circulated to all councillors and carefully studied. After some discussion a secret vote was taken and the majority decision was that Mrs Anna Allen should be co-opted as a councillor for Steeple Aston Parish Council. Clerk will inform her and send her the necessary paperwork and information.

Date of next meeting : 20th March 2017

The meeting closed at 9.50pm

Other matters

A letter had been received from the Office of the High Sherrif requesting a meeting.

When contacted by Kay Francis from the High Sherrif's office, Clerk will refer her to RP

Signed Mr. J Coley (Chair) Date

ACTION LIST SUMMARY

NO	ACTION	To be Actioned by :
06.02.17	Power of General Competence - AF to find out if other parishes use PGC. Item Agenda for March	AF
09.02.17	One Oxfordshire JC to draft a letter in response to Barry Wood's (CDC) email	JC
17.02.17	MCNP Green Spaces 1 Clerk to write to the solicitor acting for the late owner of the Old Quarry 2. Clerk to respond to Bluestone Planning re the Allotments	CF CF
11.02.17	1. AF to report to Highways the debris on Water Lane and request that Sixty Foot/Heyford Road be resurfaced 2. Clerk to find out if 'No Parking' is enforceable if the yellow lines have faded. 3 JC to speak to the owner of the Old Forge requesting that the area be made good	AF CF JC
13.02.17	Meetings - S&R 1. Clerk to respond to S&R regarding Insurance. 2. JC to provide RP with details of a reliable plumber who will be asked to quote for replacement of the drinking fountain	CF JC
14.02.17	Play Area 1. Clerk to seek advice from Nicole O'Donnell (OPFA) regarding redesignating the bike Trail 2. Clerk to provide the keysafe code to councillors	CF CF