

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

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

Present: Mr Coley (JC) (Chair) Mr. Preston (RP) (Vice chair) , Mrs. Wright (HW), Mr. Lipson (ML), Mr. Ferguson (SF) , Mrs Mulcahy-Hawes (BMH), Mrs McCready (RMc)

Members of the public : Mrs Lynda Saunders, Mr. Simon Bailey, Mrs Jenny Bell

In attendance: Cathy Fleet (Clerk)[CF]

07.16.01 Apologies were received from Cllr Mike Kerford Byrnes, Cllr Arash Fatemain

07.16.02 Declarations of Interest : Mr. Lipson declared an interest in the Village Hall and SAVA. Mr. Preston declared an interest in the Village Hall and Item 7 Village Boundary

07.16.03 Minutes of the last meeting held on 16th June 2016 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

07.16.04 Public Participation : Members of the public were attending the meeting to discuss their planning applications.

07.16.05 Clerk's Report and actions from previous meeting

NO	ACTION	Update	To be Actioned by
06.16.07(1)	Speed recorders to be ordered from OCC by clerk to be placed on the B4260 and B4030 at the crossroads	Email sent to Nigel Clark 24/06/16 Further email sent to Anthony Kirkwood 10/07	CF
06.16.07(2)	JC to write to John Westerman, CDC regarding the planning permission for the sign, copying in Steeple Barton PC, Cllr Fatemain and Cllr Kerford-Byrnes	See below	JC
06.16.07 (3)	JC to speak to HW regarding Speedwatch	See below Agenda Item 9	JC
06.16.07(4)	ML to contact Upper Heyford PC regarding loan of equipment	See below	ML
06.16.07(5)	Clerk to report road surface on Heyford Road and potholes on Middle Aston Road	Reported on fix my Street 24/06 Heyford Road Ref 731662 Middle Aston Rd potholes Ref 847369	CF
06.16.07(6)	Clerk to arrange for quotes for treework	On-going	CF
06.16.07(7)	Clerk to contact Nicholsons regarding the oak tree /hornets	Completed	CF
06.16.11(1)	Clerk to ask Lawrence White if he is interested in the Playground Steward job	Completed, Lawrence is not interested	CF
06.16.11(2)	Clerk to contact Trevor Stewart and ask him to top up sand and bark and retension the zipwire	Email sent 24/06/16	CF
06.16.12	JC to sort out Clerk's salary	Meeting arranged for 20/07/16	JC

06.16.07(1) Speed Recorders have been ordered for installation in September

06.16.07(2) JC had a response from John Westerman at CDC informing him that the planning permission had been granted by West Oxon DC. RP said the problem of visibility could be solved by preventing parking at the front by installing planters. **ACTION : . Clerk to contact Anthony Kirkwood to request an update on the question of land owned by OCC**

07.16.06 Complaints procedure

The amended Complaints had been circulated and after some discussion it was agreed to further amend paragraph 2 to read ' ' *This procedure **does not** cover complaints about the conduct of an individual Parish Councillor. These should be referred to the Monitoring Officer at Cherwell District Council to be dealt with under their procedures. However, if a complainant initially notifies the Parish Council of such a complaint, the procedure set out in 6(a) below will be first followed. Complaints by an employee of the Council about the Council's actions as an employer will be dealt with under the Council's grievance procedures Paragraph will then read "...will seek to clarify the nature of the complaint directly with the complainant"*

07.16.07 Subject to this amendment it was agreed to adopt the procedure.
Village Boundary

It has been requested by MCNP that the boundary of the settlement of Category A and B villages be defined . Within the boundary of the settlement is a presumption that development may be possible and may be viewed favorably by CDC Planning. Outside the boundary development would be viewed less favourably and would prevent 'creeping growth' of villages. Boundaries should follow clearly defined features, e.g. walls, rivers, etc. The map will need to be published for consultation and ML had made a start on identifying the boundary as it will need to be completed for inclusion in the Plan. The SHLAA (Strategic Housing Land Availability Assessment) will be published in the autumn which could have a bearing on where the boundary should be. There was much discussion and it was agreed that ML should produce a draft which will be circulated and further discussed.

ACTION : ML to product draft of Settlement Boundary map

07.16.08 Highways/Footpaths

The overgrown footpath at the Beeches has been reported to OCC as it is impassable and causing a problem to a resident who relies on a mobility scooter Sarah Aldous, Rights of Way, said that it is not their responsibility and has passed the complaint on to Highways. Clerk to chase

The wall supporting the raised pavement on Fenway/Northside is crumbling and has been reported to OCC Ref 85800

Heyford Road continues to deteriorate and OCC refuse to take action. It was suggested that RP contact the press to highlight the issue.

Drains throughout the village are not cleared and some are causing problems

Overhanging foliage around Bladebone House is causing difficulty. The house is now sold so new owners may take action. To be monitored.

**ACTION : Clerk to chase regarding the Beeches Footpath
RP to contact the press regarding Heyford Road**

07.16.09 Speeding

JC had contacted Jo Allen of Upper Heyford and reported that they appeared reluctant to loan their equipment but have invited anyone interested from Steeple to attend their training sessions which are to be held shortly. A speed radar is available on Amazon for £80 and signs will need to be purchased. HW reported

that there had been no response to her request for volunteers . No action to be taken until September.

07.16.10 Website

Clerk has received further training and is now capable of adding documents to the PC page of the website.

07.16.11 Meetings

There had been a meeting regarding ways in which the PC communicates with members of the public and included procedures to be adopted with regard to planning applications, protocol when approached by a member of the public and the adoption of a complaints procedure .

07.16.12 Play Area

Weed spraying needs to be carried out in the Playground. Clerk to contact Mark Probbitts. The sand has been topped up by Trevor Stewart. Kevin Preston has offered to supply bark chips when he has them available at no charge. Ryan has now left his role as Village Steward and there has been no response from adverts. RP reported that some pruning, weeding etc is now required as a matter of urgency. CF has been trying to contact Julia Joyce to see if she is interested without success. RMc suggested that Anna Allen may be interested and it was agreed that she should contact her.

**ACTION : Clerk to contact Mark Probbitts re weed spraying
RMc to contact Anna Allen**

07.16.13 Village Hall

The matter of the external lighting is ongoing
The Management Committee have requested that yellow lines be painted around the village hall as they have deteriorated. Clerk to contact Debby Morris who has been speaking with the Deddington Depot to see if they will paint the lines.

ACTION : Clerk to contact Debby Morris

07.16.14 MCNP

ML reported that a further 10 meetings had been held throughout June by villages, some of them combining with each other. Turnout was slightly lower than for the previous round of meetings but this was to be expected. 300 questionnaires have been returned with 99% of respondents support the transport objectives, 97% support the social infrastructure objectives, 96% support the physical infrastructure objectives (water, drainage, internet etc) , 95% support the housing objectives. 8.7% of householders across the neighbourhood have responded which although sounds low is a good response for such a thing. At the last Forum meeting reports were received from the 7 individuals who are writing the policies for the plan. A spreadsheet had been circulated for completion by parishes regarding local groups and businesses. Clerk has almost completed this and it will be returned to ML once completed.

ACTION : Clerk to complete spreadsheet

07.16.15 Sport & Recreation Centre

JC attended a meeting of the S&R held after the AGM and reported that the members appeared content with the two fundraising events they hold each year. JC encouraged them to consider an additional event e.g. a Ceilidh in the village hall at Christmas time. The loss of one of the football teams is a great loss and the football pitch is underused despite being hired out to Deddington. There is a need to encourage more football players in the village to become involved and use the facilities. Lack of use of both the field and hall has an impact on finances which could make the S&R Trust unsustainable and responsibility would pass to the Parish Council. HW will continue to attend S&R meetings where possible and report back. If she is unable to attend another member of the PC will attend.

07.16.16

Planning

16/00262/LB Rectory Farm House, Northside - WITHDRAWN
16/01173/F 17 Bradshaw Close. Mr. Bailey had attended the meeting by invitation to respond to any queries the PC may have prior to responding to the planning application to build a 2 storey extension and raise the ridge height of the roof. The PC were concerned about the impact the proposal may have on the nearby Conservation Area. It was pointed out that the property is situated in a hollow and therefore lower than some properties in Bradshaw Close. Mr. Bailey said that he is keen to use traditional materials and improve the look of what is currently a somewhat dated property. The PC will respond to CDC with no objections to the proposal.

16/01217/F Duckets House, Paines Hill . Mrs Sanders was attending the meeting by invitation to respond to any queries the PC may have regarding the proposal for a new front porch to the property. There was concern that the removal of the existing canopy over the door (believed to be original) would be a loss. but Mrs Sanders confirmed that the canopy was not original and had been installed by herself. Discussion took place regarding the design of the porch which does not fit with the look of the house. Mrs Sanders said that she is not entirely happy with the design but cannot find a way to improve it. It was suggested that Mrs Sanders withdraw her application and re-submit a different design. In the meantime, the PC will respond to CDC with no objections.

07.16.17

Clerk's salary

A meeting had been held in February to clarify figures with regard to holiday pay etc. No progress has been made since then and CF expressed disappointment that it has taken so long, however a meeting with CF and JC had been arranged for 20th July and hopefully the matter will be resolved then.

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
200939	Thirsk Payroll	payroll services	47.25
200940	Pest Solutions	Hornets in playground	75.00
200941	Cathy Fleet	Clerk expenses	56.97
card payment	Amazon	Voice recorder	43.90
200942	SAL	Advert	6.00
200943	M Probbitts	Grasscutting	570.00
200944	Julia Joyce	Toilet cleaning	360.00
200945	Trevor Stewart	playground	2731.20

Date of next meeting : 19th September 2016

The meeting closed at 9.29pm

Signed **Mr. J Coley (Chair)** **Date**

ACTION LIST SUMMARY

NO	ACTION	To be Actioned by :
06.16.07(2)	Clerk to contact Anthony Kirkwood to request an update on the question of land owned by OCC	CF
07.16.07	ACTION : ML to product draft of Settlement Boundary map	ML
07.16.12(1)	Clerk to contact Mark Probbits re weed spraying	CF
07.16.12(2)	RMc to contact Anna Allen re gardening services	RMc
07.16.13	Clerk to contact Debby Morris regarding yellow lines	CF
07.16.14	Clerk to complete MCNP spreadsheet	CF