

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

Monday 17th July 2017

Present:, Mr Ferguson (SF) [Acting Chair], Mrs. Wright (HW), Mr. Lipson (ML), Mrs Allen (AA)

Members of the public : Mrs Whybrew, Charlotte Clarke, Graham Porcas, Cllr Arash Fatemain

In attendance: Cathy Fleet (Clerk)

07.17.01 Apologies No apologies had been received . An email had been received from Mrs McCready tendering her resignation from the parish council and thanks were expressed to her for her time on the council. A further email had been received from Mr Coley tendering his resignation from the parish council for health reasons. Mr Coley had been a long standing member of the Council which expressed his gratitude for all his work over that period. The Vice-Chairman, acting as the Acting Chair, indicated that he would prepare an appreciation to be published in the Life

07.17.02 Declarations of Interest : Mr. Lipson declared an interest in the Village Hall. Mrs Wright declared an interest in the Planning Item relating to White Lion House.

07.17.03 Minutes of the last meeting held on 19th June 2017 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

07.17.04 Public Participation : Mr Porcas and Mrs Clarke were attending out of general interest. Mrs. Whybrew was attending in her capacity of reporter for SAL and requested information about the water main being laid by Thames Water but no further information is available. Mrs Whybrew also requested an update on the resurfacing of Heyford road which is covered under item 7. Cllr Fatemain discussed matters relating to highways issues under agenda item 7.

07.17.05 Clerk's Report and Actions from previous meeting

NO	ACTION	update	To be Actioned by :
	Co-Option of Councillor ML to place note in SAL CF to put notices on noticeboards JC to respond to applicant CF to respond to applicant	Completed completed	ML CF JC CF
06.17.07	Robinsons Close Hedge CF to contact Torquil McLusky requesting the S&R to cut the hedge Lawrence Field Bollard Clerk to report on Fix My Street Drain on Paines Hill/Northside Clerk to contact OCC Footpaths HW to identify footpaths and inform Clerk 4 Paines Hill Clerk to contact Fiona Todd for update Fenway An application has been made to the Land Registry by a resident who wishes to register ownership of the land adjacent to Westfield and The Granary on Fenway JC to speak to the applicant.	Completed Completed Ref : 1066635 Agenda Item Completed Completed completed	CF CF CF HW CF JC

07.17.06. Co-Option of Councillor

Due to the fact that Mrs McCready and Mr Coley have resigned at very short notice, Mr Lipson proposed and Mr Ferguson seconded that the matter of co-

option of councillors be deferred until the next PC meeting in September. Further notices of the vacancies will be posted when received from CDC as soon as possible and will also be advertised on the website.

07.17.07

Highways/Footpaths

Lawrence Fields bollard - It has been confirmed by reference to historical maps that the bollard and the land it sits on is not owned by SAPC. OCC have been contacted and are not responsible for the replacement of the bollard but will supply a quote and if the owner of the property in question wishes to fund the replacement OCC will carry out the work.

ACTION : Clerk to inform property owner of responsibilities for replacing the bollard

Drain Paines Hill/Northside - Clerk to further contact OCC

4 Paines Hill - CDC have attempted to contact owner with no response and have placed danger signs around the property, erected scaffold and removed the chimney which was a danger. If the owner does not comply with the Section 215 Notice instructing the owner to make the property safe then CDC will need to make a decision on how to proceed and will keep SAPC informed.

Fenway - Foliage overhanging the wall on Fenway is causing a visual obstruction for vehicles approaching the bend in the road.

ACTION : SF to write to the owner of Westfield Farm Barn.

Fenway, Land Registry

ACTION : SF to obtain documentation from John Coley in order to monitor the situation

Heyford Road - Cllr Fatemain confirmed that the resurfacing of Heyford Road has been scheduled for September and will confirm the date.

Hedge outside the Red Lion - A complaint had been received that the hedge outside the Red Lion is overgrown and causing an obstruction for vehicles.

ACTION : HW to speak to the landlord

The Crescent - There is overgrowth near the 2nd entrance to The Crescent -

ACTION : AA to identify overgrown areas and recommend action

07.17.08

Website - Nothing to report as there had been no meeting

07.17.09

Meetings - No meetings had been attended

07.17.10

Play Area - Various issues have been identified :

- Exposed membrane and low levels of bark around zipwire - CF to ask **Bob Bickley to rake the bark from beyond the zipwire to cover the membrane.**
- Some litter was noticed
- Fence near zipwire - **Bob Bickley to be asked to remove it**
- the pagoda is in a poor state of repair. During the meeting councillors inspected it and made it safe. Quotes to be requested from Nicholsons, John Wilkinson and Brian Coaker for repairs. AA to pass John Wilkinson's details to CF

ACTION : Quotes for repair to pagoda to be obtained

Bike Trail - Suggestions from Nicholsons and on-going maintenance costs have been previously discussed. The proposed visit to Sutton Courtney has not yet taken place. AA suggested instigating a survey/questionnaire. It was decided to await the results of the ROSPA report before making a decision. Stinging nettles need to be removed. It was suggested that a 'Friends of Steeple

Playground' group be started up to assist with maintenance. No action to be taken at present.

ACTION : Clerk to instruct Bob Bickley to remove nettles.

The trees in the playground have been pruned/removed according to the schedule provided by Kevin Preston.

07.17.11 Village Hall - Following the quote received from Radcott, Chris Hawes has been asked to carry out some minor repairs and has agreed to investigate and report back to the Clerk. It was agreed to wait until rain may reveal if there are any leaks before taking action with regard to further work. the matter of updating documents re SAVA's use of the village hall is deferred to the next meeting.

07.17.12 Sport & Rec - It has been reported that funding from Dr Radcliffes Trust to the S&R has been reduced for the current year, which is of concern as upkeep of Robinsons Close is expensive. Fundraising is necessary but there are very few active members of the S&R and many fundraising ideas have been suggested. The football pitch need to be maintained in order to avoid penalties from the Football Association, for which there is a lack of paperwork. Additionally, the PC is still paying off the loan from PWLB.

ACTION : Paperwork regarding the agreement with the Football Association to be located

07.17.13 Toilets/Cleaner - The cleanliness of the toilets has been monitored and appears to be satisfactory. Situation to be monitored.

07.17.14 Allotments - The removal of the tree to be financed by the PC has been completed.

07.17.15 MCNP - the pre-submission consultation will go public in the 1st week of August via the website and links and there will also be printed copies available for all councillors in all 11 parishes to be distributed via Clerks, and also available in libraries etc. The Settlement area maps will be included in the document published on 7th August and not before as originally suggested.

07.17.16 Planning

17/00233/TCA treework, Westfield Cottage **no objections**
17/00234/TCA Treework Mulberry House, Southside **no objections**
17/01354/TPO treework 3 Grange park **no objections**
17/01342/F White Lion
17/01196/F Duckets House

It was agreed, at the suggestion of the clerk, that in future hard copies of planning applications will not be circulated, but instead the Clerk will inform councillors by email of the reference number of any planning application received, requesting councillors to access the CDC Planning portal in order to view the application and inform the Clerk if comment/objection is appropriate. If comment/objection is to be submitted to CDC it must be discussed at a PC meeting (having requested an extension of time from CDC if necessary)

07.17.17 Finance

The following accounts were approved for payment:

Cheque No	Payee	Detail	Amount
201019	Bob Bickley	playground maintenance	365.80

201020	Cathy Fleet	Clerk salary	264.82
201021	Cathy Fleet	Clerk expenses	10.05
2001022	Cathy Fleet (August)	Clerk salary	264.82
card payment	Sainsburys	for Helen White	100.00
201023	Kevin Preston	Allotment trees	100.00
201024	Kevin Preston	Playground trees	650.00
201025	Mark Probbitts	grasscutting & PG fence	720.00
Grass cutting grant received			925.93

Date of next meeting : 18th September 2017
The meeting closed at 10.30pm

Signed **Mr. S Ferguson** **Date**

ACTION LIST SUMMARY

NO	ACTION	To be Actioned by :
07.17.07	1 Clerk to inform property owner of responsibilities for replacing the bollard 2 SF to write to the owner of Westfield Farm Barn re overhanging foliage 3. SF to obtain documentation from John Coley in order to monitor the situation regarding Land Registry on Fenway 4 HW to speak to the landlord regarding overgrown foliage outside the Red Lion 5 AA to identify overgrown areas near the Crescent and recommend action	CF SF SF HW AA
07.17.10	Bob Bickley to be instructed to : Rake bark over exposed membrane Remove fence near zipwire Remove all stinging nettles Quotes to be obtained for repairs to the pagoda	CF CF
07.17.12	Paperwork regarding the agreement with the Football Association to be located	SF/ML

