

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

**Monday 19th June 2017**

**Present:** - Mr Coley (JC) (Chair), Mrs. Wright (HW), Mr. Lipson (ML), Mr. Ferguson (SF) Mrs Allen (AA), Mrs. R McCready (RM)

**Members of the public :** Mrs Whybrew,

**In attendance:** Cathy Fleet (Clerk)

06.17.01 **Apologies** were received from Cllr Arash Fatemain

06.17.02 **Declarations of Interest :** Mr. Lipson declared an interest in SAVA. RM declared an interest in Lawrence Fields and the Allotments.

06.17.03 **Minutes of the last meeting** held on 15th May 2017 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair. The minutes of the Annual meeting (hard copy not available at the annual meeting) were also signed.

06.17.04 **Public Participation :**

Mrs Whybrew asked for an update on the ducks in the potholes which is covered under Item 6

06.17.05 **Clerk's Report and Actions from previous meeting**

04.17.11	Clerk to obtain additional quotes for work to trees in playground	completed	CF
04.17.15	Clerk to request survey of whole guttering system from Alan Mitchell of Radcot Guttering	completed	CF
05.17.07	<ul style="list-style-type: none"> <li>• HW and ML to float ducks in potholes and write article for Oxford Mail</li> <li>• HW to speak to the owner of the car/trailer parked near Paines Hill junction</li> <li>• Clerk to ask Shaun Sullivan (TVP) to investigate car on Northside</li> </ul>	Completed Completed Not necessary	HW/ML HW CF
05.17.09	CF to send NALC Legal Brief to RM	completed	CF
05.17.10	<ul style="list-style-type: none"> <li>• CF to provide AA with Nicole O'Donnel's contact details</li> <li>• AA will provide an estimate of future maintenance costs</li> <li>• Clerk to ensure Bob Bickley escalates any problems in the playground to her</li> </ul>	completed Agenda Item completed	CF AA CF
05.17.12	Clerk to obtain quotes for removing the branch	completed	CF
05.17.13	HW to arrange meeting with Torquil and ML	completed	HW
05.17.15	Clerk to respond to Gareth John	Completed	CF

06.17.06 **Co-Option of Councillor**

The statutory period ended on 5th June and no call for an election has been made. Applications have been received from 2 parishioners, however, it was felt that the vacancy has not been advertised widely enough. Further adverts will be placed on noticeboards with a cutoff date for applications of 10th

July, a note will be put in SAL and JC will respond to one candidate and CF the other.

ACTION : ML to place note in SAL  
CF to put notices on noticeboards  
JC to respond to applicant  
CF to respond to applicant

#### **06.17.07 Highways/Footpaths**

**Potholes** - Plastic ducks were floated on water filled potholes on Heyford Road, photographed and an article sent to the Oxford Mail. This resulted in national and international press attention and the story was also on the internet. As a result OCC attended and made a further site inspection. OCC have agreed that remedial work is required and have said that a road closure is necessary as it is a bus route. It is not clear whether they intend to do a 'sweep and fill', make use of the dragon machine or resurface at least half the width of the road, although use of the machine is unlikely. It has not been confirmed when the work will be carried out.

#### **Robinsons Close Hedge**

Mark Probbitts has reported that the hedge is so severely overgrown that he is having difficulty cutting the verge.

ACTION : **CF to contact Torquil McLusky requesting the S&R to cut the hedge.**

#### **Lawrence Field Bollard**

It had been reported that a bollard adjacent to Lawrence Field has been hit by a vehicle and destroyed.

ACTION : **Clerk to report on Fix My Street**

#### **Drain on Paine Hill/Northside**

Remedial work by BT Openreach on the corner of Paines Hill.Northside has resulted in a drain being filled in with rubble.

ACTION : **Clerk to contact OCC**

#### **Footpath**

It had been reported to HW that some footpaths are overgrown.

ACTION : **HW to identify footpaths and inform Clerk**

#### **4 Paines Hill**

A notice has been placed on the property by OCC.

ACTION : **Clerk to contact Fiona Todd (CDC) for an 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

ACTION : **JC to speak to the applicant.**

#### **06.17.08 Website**

The minutes of the website committee were read, approved and signed by the Chair

#### **06.17.09 Meetings**

ML reported on a meeting dealt with under Item 15

**06.17.10 Play Area**

Quotes had been received for work on trees in the play area and it was decided that Kevin Preston's quote of £650 would be accepted.

**ACTION : Clerk to inform Kevin Preston and request sight of his Insurance certificate**

Fencing around the toddler playground has been broken. Mark Probbitts has provided a quote of £150 ; Nicholsons and Trevor Stewart have not yet submitted their quotes, but it was decided to accept Mark's quote as a ROSPA inspection is due imminently.

**ACTION : Clerk to accept Mark's quote and confirm that it is for all of the fencing required and that treated timber will be used.**

The Playground Steward had provided a quote of £220 for pruning in the play area. It had been pointed out to him that pruning is included in his contract (signed in September 2016) but he is reluctant to use his own equipment at the rate he is being paid. The PC is not in a position to provide equipment. It was felt that the contract is far too loose and unspecific and requires re-negotiating. After much discussion it was agreed that JC should speak to the Steward agreeing that on this occasion additional payment would be made for pruning but that his contract will be re-negotiated in the Autumn.

**ACTION : JC to speak with Playground Steward**

Bike Trail Refurbishment - AA has spoken with BBONT and will visit Sutton Courtney's play area where a similar refurbishment to the one suggested by Nicholsons has been done. AA will also consult users of the area to find out what their needs are.

AA's estimate is that annual maintenance on the proposed planting would be in the region of £700-£800. It was felt that this could be prohibitive and will be further discussed at a later date.

**06.17.11 Village Hall**

The final invoice for the electrical work has still not been received.

A light to the corner of the village hall has been vandalised. ML to attempt repairs

A quote for the guttering of £2975 had been received from Radcot Guttering.

**ACTION : Clerk to investigate the reason why new guttering was proposed.**

**06.17.12 Sport & Rec**

HW and ML will be meeting with Torquil McLusky in the near future to discuss fundraising ideas.

**06.17.13 Toilets/Cleaner**

Complaints had been received regarding the standard of cleaning in the toilet. All to monitor

**06.17.14 Allotments**

Kevin Preston had provided 2 quotes each of £100 for tree work on the allotments. The trees overhanging neighbouring property will be paid for by the PC. the other tree requiring attention will be paid for by SACAA.

**ACTION : RM and CF to contact Kevin accepting his quotes.**

**06.17.15 MCNP**

ML reported on a meeting he had attended with a Highways Mitigation Consultant . This consultant has an alternative approach to traffic calming, whereby roads are 'de-cluttered' of signage, lines and kerbs and focuses on reclaiming roads for pedestrians and cyclists and not cars. This approach has been successfully used in Oxford city and has proved to slow down drivers and make them more aware, and is thought to have a powerful psychological effect on drivers. Slides of the presentation will be made available . The MCNP Forum are considering which of the member villages could best benefit from this approach. The updated settlement boundary map will be put on the website. ML to provide maps to be placed on noticeboards.

**06.17.16 Planning -** The following planning documents have been received :

- 17/00239/LB Old Toms - APPROVED
- 17/00770/TPO 11 Grange Park Fell Sycamore - APPROVED
- 17/01007/TPO Treework in the playground - APPROVED
- 17/00185/TCA Cedar Lodge treework - no objections
- 17/00477/LB Red Lion corner - APPROVED
- 17/00162/TCA - The Lodge, Southside - APPROVED
- 17/00770/TPO - 11 Grange Park treework = APPROVED
- 17/01150/F Old Stables, Southside - No objection

Some planning applications are being received with incomplete documentation, particularly with regard to treework. Clerk to request that ALL documents are sent to the parish council.

A planning meeting had been held on 5th June to discuss the Settlement boundary and it had been agreed to amend the boundary as per maps circulated. Areas now to be included are the possible rural exception site opposite the Red Lion and the old allotments site opposite The Crescent. The school has been excluded. It was agreed to approve these changes which will be submitted to MNCP for inclusion in the plan. ML will provide updated maps.

**06.17.14 Finance -** Due to the sensitive nature of some elements of this item, members of the public were asked to leave.

It was **RESOLVED** to accept the following Accounts for payment :

Cheque No	Payee	Detail	Amount
210001	SAVA	hall rent	20.00
201002	Community first	Subs	55.00
201003	BR Coaker	VH Porch Roof	160.00
201004	BR Coaker	Replacement for Q 200971	30.00
201005	Bob Bickley	Playground maintenance (April)	189.64
201006	PCC	Grant	600.00
201007	SAL	Grant	500.00
201008	SAVA	Grant	350.00
201889	FoLHS	Grant	50.00
201010	Deddington Library	Grant	50.00
201011	Bartons Bus	Grant	200.00
201012	Bob Bickley	Playground maintenance	236.30
201013	Cathy Fleet	clerk salary	271.74
201014	John Harron	Payroll	47.25
201015	HMRC	Tax	191.40
2001016	Cathy Fleet	Clerk expenses	10.62

2001017  
2001018

Mark Probbitts  
Julia Joyce

Grasscutting  
Toilet cleaning

570.00  
320.00

The year end Accounts and Governance Statement had been presented along with the Internal Auditor's report. JC felt unable to approve and sign these documents due to lack of information so will contact BDO and approve at the next meeting.

**NB : Following conversations between BDO, John Coley and the Clerk, it was decided that in order to meet statutory deadlines JC was content with the information available and the papers were approved and signed on 23rd July 2017.**

The quarterly accounts were presented along with the spending v budget and approved and signed by the Chair.

Correspondence had been received from Nationwide Building Society, the contents of which are documented elsewhere.

**Date of next meeting : 17th July 2017**

**The meeting closed at 10.30pm**

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

#### ACTION LIST SUMMARY

NO	ACTION	To be Actioned by :
	<b>Co-Option of Councillor</b> ML to place note in SAL CF to put notices on noticeboards JC to respond to applicant CF to respond to applicant	ML CF JC CF
06.17.07	<b>Robinsons Close Hedge</b> CF to contact Torquil McLusky requesting the S&R to cut the hedge <b>Lawrence Field Bollard</b> Clerk to report on Fix My Street <b>Drain on Paines Hill/Northside</b> Clerk to contact OCC <b>Footpaths</b> HW to identify footpaths and inform Clerk <b>4 Paines Hill</b> Clerk to contact Fiona Todd for update <b>Fenway</b>	CF  CF  CF  HW  CF

	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.	JC
06.17.10	<b>Play area</b> Clerk to inform Kevin Preston that the PC wish to accept his quote and request sight of his Insurance certificate  Clerk to accept Mark's quote for fencing and confirm that it is for all of the fencing required and that treated timber will be used.  JC to speak to Playground Steward	CF  CF  JC
06.17.11	Clerk to obtain further quotes for guttering	CF
06.17.13	All to monitor the state of the toilet	All
06.17.14	RM and CF to contact Kevin accepting his quotes for treework on the allotments	RM/CF
06.17.13	Clerk to request that CDC provide all documentation when sending planning applications to the PC	CF
06.17.15	ML to provide updated map of settlement boundary to be put on noticeboards.	ML