

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

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

Present: - Mr Coley (JC) (Chair) Mr. Preston (RP) (Vice chair) , Mr. Lipson (ML), Mr. Ferguson (SF) , Mrs Allen (AA)

Mrs Allen was welcomed as a new councillor.

Members of the public : Julia Whybrew, Bridget Lewis, Cllr Fatemain

In attendance: Cathy Fleet (Clerk)

01.03.17 Apologies were received from Helen Wright and Rose McCready

02.03.17 Declarations of Interest : Mr. Preston declared an interest in the Village Hall. Mr. Lipson declared an interest in the Village Hall and SAVA, Mrs Allen declared an interest in the Allotments and Hopcrofts Holt Garage

03.03.17 Minutes of the last meeting held on 20th February 2017 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

04.03.17 Public Participation : Julia Whybrew again raised the issue of the disabled parking spaces outside the village hall and suggested that as yellow lines are being ignored a sign should be placed adjacent to the marked spaces and it was agreed that she would source suitable signs.

05.03.17 Clerk's Report and Actions from previous meeting

NO	ACTION	Update	To be Actioned by :
06.02.17	General Power of Competence - AF to find out if other parishes use GPC. Item Agenda for March	oustanding	AF
09.02.17	One Oxfordshire JC to draft a letter in response to Barry Wood's (CDC) email	completed	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	Completed completed	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	Outstanding Completed Completed. situation to be monitored	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	Completed	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	See Agenda Item 12 completed	CF CF
	Clerk had received a complaint about an untaxed and MOTd car parked on SouthSide and has reported this to Shaun Sullivan		

	Clerk had received confirmation that the TPO on the chestnut tree in Cow lane is to be made permanent		
	The flagstones above the Town Well have lifted and been reported to OCC		

06.03.17

General Power of Competence

Information had been received from OALC regarding the use of the Power and it appears that whilst there are no pitfalls few parish councils have invoked it, mainly because they are not qualified to. It should be noted that currently Steeple Aston Parish Council is qualified to use it as the clerk holds the CILCA qualification and elected councillors are Richard Preston, John Coley, Stewart Ferguson, Martin Lipson and Helen Wright, whilst Rose McCready and Anna Allen are co-opted members. Cllr Fatemain will find out if any other local parishes use the Power and pointed out that having the 'power' is not the same as having the 'right' when considering spending.

RP proposed and ML seconded that a decision about the PC's use of the power be put on hold pending Cllr Fatemain's findings.

ACTION : Cllr Fatemain to find out if any other local parishes use the GPC

07.03.17

Internal Audit

JC had received details of Linda Collison trading as Badger Bookkeeping who can provide a service for carrying out both an internal audit of the end of year accounts and carrying out an audit of policies and procedures for a fee of approximately £365. This item is linked with the use of the General Power of Competence and therefore cannot be considered unless the Power is invoked. Discussion took place firstly on the internal audit element, and it was proposed by ML and seconded by SF that the internal audit arrangements would continue to be carried out by Helen White and that the services of Badger Bookkeeping would not be used.

With regard to the audit on policies and procedures it was decided that JC will establish if Badger Bookkeeping would carry out this function only and a decision will be made at the next meeting.

ACTION : JC to establish costs for Badger Bookkeeping to carry out audit on policies and procedures.

08.03.17

MCNP

ML reported that at the last meeting of the MCNP Forum District Councillor Hugo Brown had attended. He also reported that :

- Following a review it has been revealed that the plan will not be available until Spring 2018
- Draft documentation has been submitted for a healthcheck to a qualified examiner
- Of the people contacted to read the documents only 1/2 had responded
- Some Category C villages have indicated that they welcome growth
- The Forum will hold a public meeting on 17th May
- The Executive of the Forum have offered a visit to each parish council
- The Executive will meeting with a group of Fritwell residents opposed to the development of 34 houses supported by the PC

Thanks were expressed to Martin Lipson and the huge amount of work which he is putting in to MCNP.

- 09.03.17 Highways/Footpaths**
 Potholes have been reported at:
- Fir Lane by the school
 - Southside by Bradshaw Close
 - Middle Aston Road
- ACTION** : Clerk to report potholes
- During the Litterblitz it was discovered that the build up of debris on The Beeches is such that the road width has reduced by 20%.
ACTION : Cllr Fatemain to follow up with OCC
- 10.03.17 Website**
 The minutes of the website committee meeting were approved and signed.
- 11.03.17 Meetings**
 No meetings had been attended
- 12.03.17 Play Area**
 The play area is well maintained and in good condition.
 No work has been carried out following the tree inspection report carried out by Dr Radcliffe's Trustees. There is an oak, and ash and a dead tree in the playground which need attention for which 3 quotes will be required.
ACTION: SF to find out if Dr Radcliffe's Trustees are progressing any tree work. Information had been received from Nicole O'Donnell of OPFA regarding the Bike Trail suggesting various methods of funding any changes.
ACTION : AA will investigate possible options of re-designating the Bike Trail to a wildlife area and report back to the next meeting.
- 13.03.17 Village Hall**
 The external lighting is almost complete and the 2nd interim invoice has been received. It is hoped that the final account will be received before year end and an invoice raised to the VHMC.
- 14.03.17 Sport & Recreation Centre**
 It had been reported that there is another section of guttering which requires attention.
ACTION : RP to ascertain the work required and contact Brian Coaker to carry out the work
- 15.03.17 Toilet**
 It is necessary to make alternative arrangements for delivery of toilet supplies.
ACTION : Clerk to contact Sarah Packer who deals with the village hall bookings to see if she would be willing to accept deliveries 2-3 times a year.
- 16.03.17 Planning**
 17/00080/TCA Old Stables, South Side - Notice of Intend of treeworks
 17/00387/TCP 4 Grange Park - treeworks
 17/00375/F Brasenose Cottage, Fenway - resubmission of 16/00442/F
 17/00428/F Mijas, South Side - Alterations and extensions to roof, erection of two storey extensions to front and rear and re-configuration of front garden area to provide new entrance steps, additional parking and re- build front boundary wall.
 17/00475/F Applegates,. Cow Lane - SSRE
 17/00477/LB Red Lion Corner - Refurbishment of basement. New window to front

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
SO	PWLB	Loan Repayment	1172.06
200976	MCNP	Admin fee	409.00
200977	OALC	Subs	178.54
Card payment	Washware Essentials	Drinking fountain	206.40
200978	Seldram Supplies	Toilet supplies	70.56
200979	OPFA	Subs	40.00
200980	HC Services	VH Lighting	2105.92
200981	John Harron	payroll	47.25
200982	Bob Bickley	Playground mtnce	93.15
200983	HMRC	Tax & NI	164.80
200984	Cathy Fleet	Clerk expenses	9.40
200985	Community first	Subs	55.00

Date of next meeting : 24th April

Future meeting dates : 22 May, 19 June, 17 July, 18 Sept, 16 Oct, 20 November
Annual Parish Meeting (meeting for everyone) 22nd May
Annual meeting of the Parish Council (PC meeting) 22nd May

The meeting closed at 9.30pm and was followed by a Special Parish Council meeting which is documented elsewhere

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

ACTION LIST SUMMARY

NO	ACTION	To be Actioned by :
06.03.17	Cllr Fatemain to find out if any other local parishes use the GPC	AF
07.03.17	JC to establish costs for Badger Bookkeeping to carry out audit on policies and procedures	JC
09.03.17	Clerk to report potholes at Fir Lane, Southside and Middle Aston Road	CF
	Cllr Fatemain to follow up with OCC the clearing of debris on The Beeches	AF

12.03.17	SF to find out if Dr Radcliffe's Trustees are progressing any tree work in Robinsons Close AA will investigate possible options of re-designating the Bike Trail to a wildlife area and report back to the next meeting	SF AA
14.03.17	RP to ascertain the work required to the S&R guttering and contact Brian Coaker to carry out the work	
15.03.17	Clerk to contact Sarah Packer who deals with the village hall bookings to see if she would be willing to accept deliveries of toilet supplies 2-3 times a year	CF