

**Minutes of the meeting of the Steeple Aston Parish Council held on  
Monday 15th May 2017**

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

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

**Members of the public :** Mrs Whybrew, Cllr Arash Fatemain

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

**05.17.01 Apologies** were received from Richard Preston

A letter had been received from Richard Preston tendering his resignation from the Parish Council with immediate effect which was regretfully accepted. It was agreed that JC will write an article for SAL thanking Richard for his work for over 25 years on the parish council.

**05.17.02 Declarations of Interest :** Mr. Lipson declared an interest in the Village Hall. AA declared an interest in Agenda Item 15

**05.17.03 Minutes of the last meeting** held on 24th April 2017 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

**05.17.04 Public Participation**

Cllr Arash Fatemain has raised the issue of debris on the sides of Heyford Road by The Beeches but no action has yet been taken by OCC. He confirmed that the formal submission to the Secretary of State of the Unitary Bid stated that local plans will be included.

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

NO	ACTION	Update	To be Actioned by :
04.17.06	<ul style="list-style-type: none"> <li>• JW to write in SAL and CF to arrange for publication on website details of Fix My Street</li> <li>• Clerk to ask Mark Probbitts to cut Shepherds Hill hedge</li> <li>• JC to check on the original deeds ownership of the Lawrence Field hedge</li> </ul>	<p>Completed</p> <p>Completed</p> <p>ML to ask Margaret Mason and check records held in SAVA</p>	<p>JW</p> <p>CF</p> <p>CF</p> <p>JC</p>
04.17.07	HW to obtain more quotes for Speedwatch signs.	HW to forward info to clerk to purchase signs	HW
04.17.11	<ul style="list-style-type: none"> <li>• AA to contact BBONT/school/Brownies regarding possible involvement in the Nature Area</li> <li>• Clerk to obtain additional quotes for work to trees in playground</li> </ul>	<p>See Agenda item 10</p> <p>outstanding</p>	<p>AA</p> <p>CF</p>
04.17.15	Clerk to request survey of whole guttering system from Alan Mitchell of Radcot Guttering	outstanding	CF
04.17.16	Once the leak to the S&R guttering is identified Brian Coaker to be asked to repair	Clerk to follow up	RP

04.17.17	Clerk to find out what the delay is on the decision re Chancel Cottage planning application	ML has spoken to owners who says CDC are awaiting a report which will probably result in approval of the application	CF
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**05.17.06 Clerk's WFH allowance**

Dealt with under Item 16

**05.17.07 Highways/Footpaths**

The state of Heyford Road outside the Old White Lion continues to cause problems, and it was suggested that rubber ducks, of which ML has a supply, could be floated on the water in the potholes to raise awareness and it was agreed that this would take place on Wednesday at 12.30 and photographs and an article be sent to the Oxford Mail.

**ACTION : HW and ML to float ducks**

A black car has been parked on Northside for some considerable time and appears to be abandoned

A 4x4 with a trailer parks on Heyford road near to the junction with Paines Hill causing difficulties for traffic emerging from Paines Hill. HW thinks she may know the owner

**ACTION : HW to speak to the owner of the 4x4**

**ACTION : Clerk to ask Shaun Sullivan (TVP) to investigate the car on Northside**

**05.17.08 Meetings**

No meetings had been attended

**05.17.09 Policies**

JC and AA are working on updating the Risk Assessment and have spoken to other parish councils. They are looking at storage of information and are looking at options which could include storage in the Cloud/Dropbox or similar. It is possible that OALC may assist with funding. A Business Recovery Plan is also required. Work is on-going.

HW and RM are reviewing the Code of Conduct

**ACTION : CF to send NALC Legal Brief to RM**

SF is working on the Standing Orders but has nothing to report

**05.17.10 Play Area**

AA had met with Nicholsons and presented their initial proposal which includes a hazel arch, shrubs, trees and grasses with a wild flower area in the centre. The estimate is approximately £7000 but a discount may be available. AA confirmed that she had contact BBONT and they are keen to be involved. AA will contact Nicole O'Donnell (OPFA) for further advice, and will speak to users of the bike trail to ensure that what is proposed is what they want. AA will arrange a site meeting with BBONT before contact the Brownies or School. The nettles have been sprayed and will required to be sprayed again a month prior to planting.

**ACTION : CF to provide AA with Nicole O'Donnell's contact details**

**ACTION : AA will provide an estimate of future maintenance costs.**

The ROSPA report will be carried out in July

Following Richard's resignation, Bob Bickley to be asked to escalate any problems to the Clerk

**ACTION : Clerk to ensure Bob Bickley escalates any problems to her**

- 05.17.11 Village Hall**  
The electrical work is now complete but no final invoice is available
- 05.17.12 Allotments**  
RM reported that a large branch of a tree on the Allotments is in danger of causing damage to the conservatory of an adjoining property and needs removing.  
**ACTION : Clerk to obtain quotes for removing the branch**
- 05.17.13 Sport & Rec Centre**  
The S&R AGM is on Wednesday. discussion took place regarding the finances of the S&R and suggestions made for fundraisers, e.g. Car Boot Sale, Jumble Sale etc and it was agreed that HW will arrange a meeting with herself, ML and Torquil McLusky who is now chair of the S&R committee  
**ACTION : HW to arrange meeting with Torquil and ML**
- 05.17.14 MCNP**  
The examiner who carried out the Healthcheck recommended that policies be reviewed and the changes required will be discussed at the public meeting on 17th May. This has set back the programme by approximately 3 months which means that the referendum will not be until Spring 2018. The main ramification of the Healthcheck is that settlement areas boundaries for Category A & B villages need to be changed as they have been drawn too tightly and could be challenged by developers. This means changing the boundary for Steeple Aston and it was agreed that this would be done at a meeting of the Planning sub-committee which is arranged for **7.30 on 5th June in the History Centre.**
- 05.17.15 Planning**  
17/00475/F Applegate 2 Cow Lane - APPROVED  
17/00279/F Westfield, Fenway - APPROVED  
17/00790/TPO 8 Grange Park - fell Beech tree  
17/00770/TPO 11 grange Park Fell sycamore tree  
The TPO on trees in Grange Park has been approved  
Email correspondence had been received from the owner of Nisbet House regarding the restrictive covenant imposed on Mijas next door. The restrictive covenant is not a planning matter nor a matter for the parish council.  
**ACTION : Clerk to respond to Gareth John**
- 05.17.16 Finance -** JC proposed and ML seconded and it was **RESOLVED** to accept the following Accounts for payment :
- | Cheque No | Payee          | Detail          | Amount  |
|-----------|----------------|-----------------|---------|
| 200996    | AON            | insurance       | 2006.29 |
| 200997    | Viking         | office supplies | 31.01   |
| 200998    | Sport & Rec    | hall hire       | 14.90   |
| 200999    | Mark Probbitts | Grasscutting    | 420.00  |

The end of year accounts have been completed and will go to Helen white for internal audit next week.

The HMRC guideline for people working from home is £18 per month tax free and it was agreed that as the clerk is currently only being paid £9 it should be increased to £18. JC to notify payroll.

**Date of next meeting : 19th June 2017**  
**The meeting closed at 10.02pm**

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

**ACTION LIST SUMMARY**

NO	ACTION	To be Actioned by :
04.17.11	Clerk to obtain additional quotes for work to trees in playground	CF
04.17.15	Clerk to request survey of whole guttering system from Alan Mitchell of Radcot Guttering	CF
05.17.07	<ul style="list-style-type: none"> <li>• HW and ML to float ducks inn 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>	HW/ML  HW  CF
05.17.09	CF to send NALC Legal Brief to RM	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>	CF AA CF
05.17.12	Clerk to obtain quotes for removing the branch	CF
05.17.13	HW to arrange meeting with Torquil and ML	HW
05.17.15	Clerk to respond to Gareth John	CF