

**Steeple Aston Parish Council**  
**Minutes of the meeting held on**  
**Monday 21 January 2008 at 7.30pm in the Village Hall Committee Room.**

**Present** – Mrs Mason (Chair), Mr Coley, Mr Ferguson, Mr Hotston, Mr Preston, Mrs McKinley, Mrs Lee (Clerk) & 17 members of the public.

1. **Apologies:** Apologies were received and accepted from Mrs Willatt, District Councillor J McNamara & County Councillor R Jelf.

**2. Affordable Housing –**

Ms Ball - Rural Housing Enabler – ORCC - gave a presentation with regard to Affordable Housing. The Parish Council has identified a further need for this in the village and invited her to attend.

Affordable housing is either rented or in shared ownership with a minimum of 40% & maximum of 80% purchased so the property is never totally owned by the occupier. Any development must comply with planning and housing regulations but as a rural exception site it would be built on land, which would not otherwise be considered for development. The price of the land reflects the nature of the housing and land values are similar to agricultural land rather than it's housing value. However, properties are not compromised on quality and are built to blend in with the local environment.

Potential owners must have a local connection –

- lived in village for 5 out of last 8 years or
- parent or child resident in parish
- worked full time in the parish for the last 2 years fulltime or equivalent part time – can be voluntary work.

If there is no one local who meets the criteria adjacent parishes residents are considered. (Adjacent parishes are listed in order of priority in agreement with PC). All potential affordable housing residents **must** be registered with CDC for housing before they can be considered for a property. It is vital all those who may be interested in being considered for an affordable house within a potential scheme registers with CDC now.

The process within the parish would involved-

- Housing needs survey
- Seeking suitable sites and liaising with planning and highways
- Landowner agreement
- Site layout planned
- Planning application submitted
- Properties built by an ORHP developer – Housing Association
- Properties allocated by CDC
- On going management by Housing association.

It was agreed that Ms Ball would arrange to forward a housing needs survey for circulation in the next few weeks - the Parish Council would organise delivery to all properties and a freepost envelope would be provided for return. If this proved the demand was there for a scheme to be possible - the turnout at the meeting showed the level of demand in the village - she would walk the village with the PC to identify potential sites. She would liaise with the PC regularly to keep them up dated on progress throughout any development.

She agreed to find out if the 3000-population figure before residents have a right to buy is likely to fluctuate. In addition she will email slides of talk to Clerk for forwarding to website committee for inclusion. Clerk to confirm that the PC unanimously voted to carry out a

housing needs survey ASAP.

**Action: Clerk**

**3. Declarations of Interest** – none

**4. Minutes of the last meeting on 19 November 2007** were unanimously agreed and signed as a true record.

**5. Clerks Report** –

Nizewell Head	Works completed with extras – thanks were offered to Cllr McNamara for his help.
Northside Pavement	Marked up for some works rest to HMP Feb 2008
Speeding Paines Hill	TVP will arrange for speed checks – as yet no news re checks - <b>Clerk</b> to chase
Grange Park	Road markings to be repainted – it is not possible to have additional signage on spur road
Himalayan Balsam	CDC no action – Clerk to write to land owners in new year
Notice boards	Mr Preston has details – included in precept.
Heyford Road bus shelter	Light on, interior needs attention and sign – advised OCC transport team will sort but will take time to get the light removed.
Water Lane sign	Chased several times – <b>Clerk</b> to chase as necessary
Road sweep	Carried out in week of 3 Dec
Bike	Has been removed but has returned again!
Ash tree	<b>Clerk</b> to ask M & D Services to remove it when they start work
4 Paines Hill	Reported to CDC unlikely to take action but will inspect and advise – Mr Yeoman
Play Area	Requested bolt on repair to swing.
Hedge The Crescent	Lots of emails and phone calls but as yet no response – <b>Clerk</b> sent email to Head of Charter requesting response.
Village hall – yellow lines	<b>Mr Preston</b> to arrange repainting when weather improves.
Hedges - Fenway	<b>Clerk</b> to write to Mr Nicholson & Mrs Burwell re foliage overhanging road verge.
Street light Fir Lane – overgrown ivy	Reported to OCC will get SEB to replace bulb and cut back ivy
Increased amount of dog mess in village	Reported to dog warden and asked to visit village - SAL article
4 Nizewell Head Vehicular access formed messing up grass verge	OCC have contacted resident and work will commence once the rain stops
Wall supporting raised pathway water land unstable	Reported to OCC – on HAMP are doing minor repairs
S & R building attempted lead theft	Reported to Ark roofing and arranged repair/ insurance company forms etc.
Alex White	Silver D of E unanimously agreed for Alex to work as a volunteer for the PC for 6 months – Mr Preston to organise workload.
Dickredge footpath	Works will proceed existing footway will be extended, installation of pedestrian guard rail along existing verge, new give way lines and possibly maker posts on grass area to prevent parking. Works to commence mid February – <b>Clerk</b> to obtain plan of works and circulate all details to all local residents.

## 6. Review of Public Participation

In light of the recent changes in the Code of Conduct public participation now forms part of the meeting and is carried out within standing orders. It was proposed by Mr Coley and

seconded by Mr Preston that the Parish Council would retain a section on the agenda for public participation but would also allow for it to take place against each agenda item at the discretion of the chair.

Standing orders will be revised when the new templates are available from NALC.

The names of public attending will be recorded in future and they will be advised that this is taking place.

## 7. Public Participation – none

## 8. Highways –

### Rousham bridge road closure –

- The chair has made arrangement with OCC to hopefully have a speed-activated sign in place on Fir Lane by the school as the road closure is resulting in issues with speeding vehicles on Fir Lane. In addition a request has been received to have mother & child signs erected on the highway at both approaches to the school Clerk to write to OCC and request. **Action: Clerk**
- Weight restriction - the works to the railway bridge will remove the current weight restrictions on the road – Clerk to write to OCC and stress the need to retain this restriction in view of the age & historic value of Rousham Bridge and the condition of the road from the traffic lights to Hopcroft Holt. Clerk to liaise with local Parish Councils. **Action: Clerk**
- Clerk to request that the TVP speed camera is used on Fir Lane **Action: Clerk**

Grange Park – 2 kerbstones are loose – **Clerk** has reported to OCC.

**9 Grass cutting –** Proposal to accept the tender from M & D Services for 2008/2010 grass cutting in the village - proposed – Mr Coley, seconded Mr Preston unanimously agreed. Clerk to check on condition of rowan tree at top of Bradshaw Close, which has again been up rooted. **Action: Clerk**

OCC grass cutting service agreement with the Parish Council has been signed and witnessed and Clerk will forward to OCC for sealing. **Action: Clerk**

**10. Teenage Facilities –** wet weather is holding up all the works at present – however all works are in hand. Park Leisure will install 3 litterbins and carry out minor snagging – state of one strip of tarmac on MUGA to be monitored. Tarmac pathway from Robinson's Close car park and Shelter to MUGA installed, tarmac base for Table tennis table to follow. Sign for MUGA ordered which will meet all legal requirements.

Opening Ceremony – Park Leisure could supply football coaching – all agreed good to have an open sports day with sporting groups in the village involved. Possible dates – 27 April, 4 or 5 May – Mr Preston to check dates with Park Leisure and village hall. He will liaise with Clerk and other Councillors re catering etc once date confirmed. **Action: Mr Preston**

RoSPA assessment of MUGA & BMX track completed and any issues are in hand. Seating area has been insured.

## 11. Website Advisory group

- £100 required for precept plus £350 in reserves for possible emergencies.
- Website forum is set up and will be open to all from 1 February. To post to site people need to register and have a password this should help counter inappropriate messages. Site will be monitored daily for abuse.
- Mr Coley proposed and Mr Ferguson seconded the adoption of the website minutes

with unanimous approval.

- IT training being offered at school – 10 places all taken – funded by Calor Village of the Year award funding for website group.
- Mrs McKinley is putting a calendar of dates on the website please advise her of any dates of events etc. She also advised the lost & found pages could do with some input.
- Website Committee keen to enter for the LCR/Co-op website of the year award – Clerk to forward APM minutes plus other information such as financial regulations etc to editor for inclusion. Mrs McKinley to take photos of all councillors at next meeting.

**Action: Clerk & Mrs McKinley**

## **12. Sports & Recreation Building**

- Chair is meeting with surveyor on Wednesday to look at the floor. A report is required to ascertain what the damage is and how it occurred – this can then be forwarded to insurance company for consideration.
- The roof is now watertight and the committee is awaiting further quotes for work.

## **13. Planning**

- 07/02291/OUT North Oxfordshire Consortium – Outline application for new settlement of 1075 dwellings together with associated work and facilities including employment uses, community uses, school, playing fields and other physical and social infrastructure. **Unanimously agreed to recommend refusal – Chair** to compile a final list of reasons for **Clerk** to circulate and forward to CDC.
- 07/02393/TPO – Mr & Mrs Relton – 19 Grange Park Removal epicormic growth Sycamore – **No objections**
- 07/02561/F Mark & Anne Giles – Workshop adjacent telephone exchange, South Side – Demolition workshop erection dwelling with work room. **No objections to the application and makes the following observations –**
  - **Proposed dwelling is beyond built up limits of the village and would represent new development in the countryside – not in compliance with H19**
  - **The existing building seeking conversion has no intrinsic architectural merit and does not comply with H22 (iii), (v) or (vi). We do not know if the applicant has sought to comply with (ii)**
  - **The design of the building as submitted does not contribute to the enhancement of the local environment.**
- 07/02546/F - Mr & Mrs Marshall – Single storey front extension – 12 Grange Park – **No objections**
- 07/02637/F & 07/02638/F - Mr & Mrs Magee – Two storey rear extension & extension to front porch – 18 Grange Park – **No objections**
- 07/02614/F Mr & Mrs Churchill - Chestnut House, Paines Hill – amendments to permission 07/01176/F – **No objections**
- 08/00046/TCA – Mr Grubb, Orchard Lea House, South Side – Reduce sycamore by approx 30% and reshape - **No objections**
- 08/00050/F – Integration Technology Ltd – Continuation of existing use – Buildings Upper Heyford – **No objections**
- 07/02369/LB - Dr Radcliffe's Almshouse Trust Internal/external repairs & alterations 1 & 2 Almshouses, North Side – **No objections concerns re means of escape and ensure matching materials.**
- 07/02695/CAC - Mr H Townson, The Old Coach House, South Side – Demolition of existing garage, remove 1m section of boundary wall to improve vehicular access.

**No objections** – Clerk to ensure that Mr & Mrs Clarke have been advised of the plans

**Granted:** The following applications, granted planning permission subject to conditions, were noted:

- 07/01612/LB - Mr & Mrs Henney Red Lion Corner House, South Side – Internal & external alterations to include replacement/renovation of windows, new window and replacement doors, internal shutters, new flue. Replacement guttering removal of existing carport.
- 07/01631/F Mr & Mrs Henney Red Lion Corner House, South Side. – New gates, stone piers and alteration to boundary walls
- 07/02101/F - & Mrs Spires – The Coach House South Side – Single storey rear extension
- 07/02243/TPO Mr & Mrs Damm 11 Grange Park – Crown lift secondary branching on Sycamore. Crown thin by 10% and reduce side branching close to house by 10% Oak tree. Subject to TPO 8/70.
- 07/02267/F North Oxon Consortium – Continued use of buildings as depot for cranes – 324,327 and 328 Heyford Park –Heyford Park – Various consent and refusals for demolition.
- 07/02393/TPO – Mr & Mrs Relton – 19 Grange Park Removal epicormic growth Sycamore
- 07/02084/TCA – Red Lion – remove overhanging branches trees

#### **Refused**

- 07/01949/F – Boise Heyford Park – renewal of permission to use as storage, distribution and processing – Building 320.
- 07/02009/F – South Central Ambulance NHS Trust – Building 442 Heyford park – temporary training facility
- 07/02041/F Ranik Ltd & 2H Ltd – Heyford Park – renewal of 06/01742/F

#### **14. Incident Log –**

- 30 Dec 07 - a resident of the Beeches, Heyford Road, saw a van drive up his drive in a suspicious manner. A police crime prevention officer has visited him.
- Several thefts of lead in the village – reported to police
- Untaxed VW – reported to police.

**15. Play Area** – Mr Preston to check the best way forward to get RoSPA inspections for play area and MUGA in line and advise. **Action: Mr Preston**

**16. Reports from Meetings** – none

**17. Correspondence – circulated**  
Correspondence For Action

NOC	Plans for sustainable community at Heyford Park – circulated to all
CDC	Precept – <b>Clerk</b> to complete and return
CDC	Consultation on planning applications submission – circulated to all – no comments
OCC	Grass cutting service – for signatures – completed Clerk to return
CDC	Advise of Kevin Lerner’s new post at CDC
ORCC	Post Office Network changes to be announced 5 Feb – details emailed to all.
CDC	LDF dates - details emailed to all.
CDC	Cherwell Playing Pitch Strategy – booked Mr Coley & Mr Preston places.
CDC	Parish Allowances Scheme – for information – no allowances are taken up.
OPFA	Play & Sports Seminar – for information
CDC	Countryside Forum 6 Feb 2008 – no takers

### Envelope – for distribution

Oxon Community Land Trusts	Info
Carers Centre	Caring Matters
OALC	County Circular
OCC	Review external transport posts
CDC	Cancellation Upper Heyford Planning Forum
Park view	
CDC	LDF
ERHA	Bulletin
Communities	Code conduct consultation 15 Feb deadline
CDC	Standards meeting agenda
CDC	Seniors Newsletter
OPFA	Playing Field
PCT	Newsletter

Chair’s correspondence list had been circulated.

**18. Clerk’s salary** – In line with the recommendations from NALC & SLCC (Society of Local Clerks) in their employment issues document relating to parish population and a subsequent review of the hours worked in the parish it was proposed by Mr Coley, seconded by Mr Preston and unanimously agreed to increase the clerk’s hours to 21 a month with effect from 1 January 2008. Clerk to keep a log of hours worked for next few months to ensure this is a realistic number of hours.

### 19. Parish Plans

It was agreed to continue to look at this but it was appreciated that it would involve a lot of work and a committee would have to be set up to carry it forward. The Parish Council would organise an initial get together to gauge the level of interest in the village. Clerk to obtain funding details as deadline 3 March 2008. **Action: Clerk**

### 20. Finance

#### Expenditure

Trevor Stewart	Removal of contaminated soil	£358.38
Park Leisure	MUGA	£23021.96
Ark Roofing	Sports & Rec building	£705.00
SARL	Table tennis table	£850.74
Playsafety Ltd	MUGA inspection	£464.13
BR Coaker	Village hall tap repair	£29.38
S Lee	Dec & Jan pay and exps	£464.90
Ark Roofing	Insurance Claim	£246.75
S Lee	Extra hours for Jan	£41.79
Steeple Aston PCC	Works to sycamore grant	£300.00
Nicholson Nurseries	Trees for landscaping teenage area	£2697.39
Henmans	Outstanding invoice for works	£17.62

Mrs Mason proposed payment of cheques as listed above and Mr Preston seconded – **unanimously approved and cheques signed.**

**Minutes of finance meeting on 14 January** were unanimously accepted and signed as a true record of the meeting.

**Precept 2008/9** – with the alteration to the precept for the increase in the clerk’s pay and the reduction for the website to £100 it was proposed by Mr Coley and seconded by Mr Ferguson than the precept be set at £20600 for 2008/9. Clerk to advise CDC.

**Action: Clerk**

**21. Any other business** – Mr Coley advised he has handed out 3 welcome to your village brochures and church brochures to new residents to the village. Please ensure you all advise him of any newcomers.

**22.Date of Next Meeting – Monday 18 February 2008.**

Meeting closed at 9.58pm

Signed.....

Dated.....