

**Minutes of the meeting of the Steeple Aston Parish Council held on
Monday 16th January 2012 at 7.30 pm in the Village Hall Committee Room**

Present: Mrs Mason (Chair), Mr Preston (Vice Chair), Mr. Coley, Mr. Ferguson, Mrs McKinley, Mrs Trinder, Mr Kewley. Members of the public – Mrs Whybrew, Cllr Kerford-Byrnes, Mr Latchford, Mrs Bartlett

In attendance: Cathy Fleet (Clerk)

Apologies were received from Cllr Jelf

Declarations of Interest : Mrs Mason declared an interest in the Village Hall and Sport & Rec. Mr Preston declared an interest in the Village Hall

Minutes of the last meeting held on 21st November 2011 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

01.01.12 **Public Participation :** Cllr Kerford-Byrnes reminded the meeting of the closure of Rousham Bridge in February. He gave the meeting a hard copy of the Localism Bill and will email the contents to the Clerk for circulation. He has become involved, acting as intermediary in the dispute over Planning at 30 Fenway. He had made a site visit to Seven Springs to which CDC had subsequently granted planning permission with a casting vote by the chairman. He informed the meeting that he thought there is little chance of obtaining funding for on-going costs of the toilet from CDC, but suggested that an approach could be made later in the year.

02.01.12 Clerk's Report

Rousham Bridge	Will be closed 6th Feb for repairs. Clerk to place notices on boards and in SAL and in the bus shelters when the bus route is known
Snow shovels	A further 2 purchased & distributed. Clerk continues to chase re. replacement of grit bin
Leaking Sewer by recycling bin	Thames Valley Water has resolved problem

03.01.12 **Highways/Footpaths** - The wall and sinking drain outside Paines Hill House is causing concern and it was agreed that Mr Coley speak to the house owners regarding the wall. Clerk to speak to Thames Valley Water regarding the drain. **ACTION JC/CLERK**

There are a number of potholes around the village on Southside, Heyford Road, Fir Lane and Paines Hill. Clerk to inspect and monitor. It was felt that requesting Highways to fill them in whilst there is still a danger of hard frosts may be a waste of time and better to wait until improved weather conditions. Cllr Kerford-Byrne reported a crack-down on rogue traders offering to mend drives, potholes etc by Oxford Trading Standards. Note of this to be made in SAL **ACTION : CLERK/ JW**

A letter has been sent to CDC regarding the condition of 4 Paines Hill who will attempt to contact the owner, believed to be living in Kent. Grants and/or loans are available and if no progress has been made by March, Clerk to chase up. **ACTION : CLERK**

Clerk to again report the build up of debris on the road by Cedars Court and the missing posts by the Town Well. Clerk to chase Mark to prune roses and remove ash saplings. Kerbside weed spraying to be done in April **ACTION : CLERK**

04.01.12 **Website** - The minutes of the recent meeting were received. Mrs McKinley has resigned after many years and her place has been taken by Mr Coley. A gesture of thanks will be made to Jenny Bell and Dean Cox. Mr David Allison has joined the committee and is keen to update the website with a possible link to Twitter. Mr Coley to report reservations of PC to the website committee. It is not anticipated that there will be an increase in the hosting fee for the forthcoming year. A small profit was made on the sale of Christmas cards and the loan made by the PC has been repaid.

05.01.12 **Meetings** No meetings had been attended

06.01.12 **Play Area** - Clerk has yet to obtain a price for supply/fix of new basketball nets. It was suggested that there should be more picnic tables in the play area. Springhill prison to be asked to provide a quote. Profit made on the sale of Caddy liners will go towards the cost.

ACTION : CLERK/MM

07.01.12 **Village Hall** - Clarification of the prices increase quoted by Mr Brock for external redecoration of the Village Hall has yet to be received. Clerk to chase. A letter from Martin Lipson of SAVA is expected outlining suggestions for extending the village hall to increase storage space.

ACTION : CLERK

08.01.12 **Sport & Recreation Centre** -Three quotes are needed for the replacement roof. Mrs Mason to provide full specification and Mr. Preston to obtain quotes

ACTION : MM/RP

09.01.12 **Ground maintenance and Area Steward contracts** - Two tenders had been received and had been examined and discussed at a meeting on 9th January between Mrs Mason, Mr Coley and Mr Preston. Ryan Kilby had quoted for both contracts and it had been decided to accept his tender of £709.75 pa for ground maintenance and £1054 pa for the village steward contract. Mrs Mason has written to Ryan accepting his tender but documents have not yet been received back by the Clerk. He is due to commence his duties on 1st February, with Playground safety training provided by Mr. Preston on 5th February which the Clerk will also attend. The other tender received was more expensive and Mrs. Mason has written to the contractor thanking him for his submission.

10.01.12 **Toilet/Cleaner** - The cleaner had reported finding the remains of a glass ampule in the toilet on New Years Eve which may be perfectly innocent or may have contained an illegal substance. Mrs Whybrew to find out what Health & Safety procedures should be in place for such findings. SAPC procedures to be updated with H&S guidance.

ACTION : JW

12.01.12 - **Allotment Lease** - The lease is still not ready for signing. Lesley Pollock of Henmans solicitors stated at 05.01.12 that the final site plan has been agreed, the principal of the RPI regarding rental increases has been capped at 20%, the clause regarding arbitration has been settled, the schedule of conditions and insurance has been agreed and hopefully the lease can be signed soon. She is awaiting engrossment from the Diocesan solicitors.-The Dr. Radcliffes Trustees have cleared the hedgerow boundary with the lane and Mrs Mason has agreed with the Trustees that post and rail fencing and rabbit wire will be put in. Verges should be of equal width. About 50m of fencing is required which Mrs Mason will price. A short stretch of similar fencing will be required for part of the eastern boundary. The trustees are aware that the oak tree needs attention. A skip will be hired and the PC will pay for this and for the water rates which will subsequently be covered by the allotment holders' annual rent.

13.01.12 **Jubilee celebrations** - Mr Coley had presented a report on the progress of the celebrations. The arrangements being made will not cause conflict with any other groups planning events in the village. The PC agreed Mr Coley's request, seconded by Mr Kewley, that a loan be made by the PC for expenses, if necessary.

14.01.12 - **Bike Trail** - OPFA had met with Oli Ong and the other boys involved in the project and are in agreement with the scheme. Clerk to speak to Oli to ascertain completion date. If it is nearing completion Clerk to contact ROSPA requesting a safety inspection. It was noted that mesh might be needed to stabilise the banks in the future.

ACTION : CLERK

15.01.12 **Correspondence** - Correspondence lists were presented and discussed.

16.01.12 **Planning** -

Approval 11/01473/F Giles Yard, South Side

Approval 11/01483/TCA Tree work at 33 Grange Park

Approval 11/00258/TCA Tree work at Cedar Court Water Lane

Approval 11/01497/F PV panels at Seven Springs

Approval 11/01554/F The White House

17.01.12 **Affordable Housing** - A report had been received from Tom McCulloch following the return of the Register of Interest. There were 25 returns, 21 with local connections. The survey shows the need for a probable 12 units, 10 for rental and 2 for shared ownership. By the end of the month those who were interested in shared ownership should have been contacted again by Sovereign and also those who were interested in a 2 bedroom property but may only qualify for a 1 bed.

CDC and Sovereign have had a meeting and by 31st January details of interested parties will be sent to CDC for assessment. Mrs Mason to request PC has sight of the plans before submission to CDC. The aim is to have planning permission granted by the end of March with a possible start date of early April.

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

Payee	Detail	Amount	Cheque No
Glasdon	2 x snow shovels	£57.04	200401
Royal British Legion	poppy wreath (includes last year For which no invoice rec'd)	£33	200402
Jason Meek	8 weeks playground maintenance	£132.80	200403
Cathy Fleet	2 months clerk's expenses	£40	200404
Cathy Fleet	2 months clerk salary	£435.64	200405
S&R	Hall hire for 19/03/12	£10	200406

No Invoice had been received from Julia Joyce but it was agreed to pay her on receipt at the usual rate with Clerk to obtain signature of the cheque outside the meeting.

The Precept figure of £20,988.90 was approved and will be submitted to CDC

Mrs. Mason to put a precept report in SAL and on website

Payment re: caddy liners from Harris Stores of £120 had been received.

The website committee had repaid the loan re: Christmas cards of £194.16

Date of next meeting : 20th February 2012

Please note : The meeting on 19th March will be held in the S&R

The meeting closed at 9.24pm

Signed **Mrs M Mason** **Date**