

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

**Monday 18th January 2016**

**Present:** - Mr Coley (JC) (Chair) Mr. Preston (RP) (Vice chair) , Mrs. Wright (HW), Mr. Lipson (ML), Mr. Ferguson (SF) , Mrs Mulcahy-Hawes (BMH) Mrs McCready (RMc)

**Members of the public :** Mrs Whybrew (JW)

**In attendance:** Cathy Fleet (Clerk)[CF]

**01.01.16 Apologies** No apologies had been received

**02.01.16 Declarations of Interest :** Mr. Lipson declared a general interest in the Village Hall and SAVA Mr. Preston declared a general interest in the Village Hall and Agenda Item 5 [treework]. RMc declared a general interest in the Allotments

**03.01.16 Minutes of the last meeting** held on 16th November 2015 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

**04.01.16 Public Participation :** JW enquired about Neighbourhood Watch. JC confirmed that he had received the pack and that villagers should be encouraged to sign up via the website. There is no need for a coordinator or street wardens. There was also a query regarding broadband speed in the village since the installation of fibreoptics. ML to investigate.

**ACTION : ML to investigate broadband speed**

### 05.01.15 Clerk's Report

07.10.15	Clerk to follow up OCC action on 2 Grange Park ✓	Clerk
03.11.15	Clerk to request extension of time regarding 15/00335/TCA Yew trees @ Canterbury house ✓	Clerk
06.11.15	Clerk to pass on speed survey information to TVP ✓	Clerk
	Clerk to request pavements are swept throughout the village ✓	Clerk
	Further quote for removal of ivy from trees on Sixty Foot to be obtained ✓	RP
09.11.15	Clerk's contract to be signed asap ✓	JC/Clerk
11.11.15	Edward Dowler to be invited to future meetings where appropriate	Clerk
	Local Green Space Designation and Heritage Assets of Community value to be agenda items for January ✓	Clerk
13.11.15	Clerk to write to Trevor Stewart - <b>outstanding</b>	Clerk
	Clerk to apply for planning permission for shed ✓	Clerk
17.11.15	RMc to arrange cheque for Allotment rent payment	RMc
19.11.15	Clerk to apply for debit card ✓	Clerk

### 06.01.15 Actions from previous meeting

Clerk to write to Trevor Stewart

Clerk to further contact OCC Highways copying in Cllr Fatemain with regard to 2 Grange park  
Clerk to send results of speed survey to Shaun Sullivan at TVP

**07.01.15 Highways/Footpaths**

A letter had been received from Martin Dale regarding grassing and placing bollards below his wall at Cedar Court, Water Lane. Whilst it was thought to be a good idea, grassing is impractical and the bollards are a matter for OCC. Clerk to advise Mr. Dale. He also brought up the matter of litter on SixtyFoot. This will be monitored by councillors. Clerk to respond to Mr. Dale

**ACTION : Clerk to respond to Mr. Dale**

Information had been received regarding the Litterblitz and it was agreed this would take place on 6th March (later changed to 28th February) with groups meeting at the telephone exchange and also by the bus shelter at Heyford Road. As usual, equipment will be requested to be delivered to Richard.

**ACTION : Clerk to request equipment to be delivered to Richard Preston**

Removal of Ivy from trees of Sixty Foot. Two quotes had been received and it was agreed to accept Kevin Preston's quote of £250 to cut down and remove the ivy.

**ACTION : RP to accept Kevin's quote**

The hatched road markings when turning right from the B4260 into SixtyFoot have faded away and the junction is now dangerous. Clerk to report to OCC

**ACTION : Clerk to report faded road markings**

The bus shelter at Nizewell Head no longer has perspex in the windows and there have been complaints that it is very draughty. BM-H to ask Chris Hawes to block up the windows.

**ACTION : B-MH to ask Chris Hawes to block up window**

There is a large pothole on Heyford Road by The Beeches and the road surface continues to deteriorate on Heyford Road by the Old White Lion.

**ACTION : Clerk to report to OCC**

**08.01.15 MCNP**

ML reported that the last Forum was well attended. The draft Constitution had been circulated but has not yet been adopted by the Forum due to minor changes being made. It was **agreed** that SAPC would adopt the Constitution but would not sign it until a finalised document was available.

Public meetings have been arranged for 23rd February at 7.45 and 27th February at 3pm in the Village Hall. Leaflets publicising this will be distributed this week with councillors helping to distribute. A further leaflet drop will be arranged in a couple of weeks time and it is hoped that as many people in the village as possible will attend. The meeting will take the form of presentations from councillors and the opportunity for attendees to give their opinion and ask questions, the results of which will be collated and circulated.

**09.01.16 Website**

The minutes of the website meeting were received and signed by the chair. Bridget Lewis is continuing to work on transferring the website to Wordpress which will allow user users to edit their pages for which training will be given

**10.01.16 Councillor/Clerk training**

Details of training courses being run by OALC had been circulated and all

councillors were encouraged to attend. It was agreed that CF would attend 'Meeting Internal Audit Requirements' and JC would attend 'Freedom of Information, Data Protection'.

**11.01.16 Play Area**

Thanks were expressed to Chris Hawes for responding quickly to the broken toilet handle which has now been replaced with the correct fitment. The water fountain has broken and needs replacing. Chris Hawes to source replacement. The pagoda (teenage shelter) needs repairs to the roof and wooden supports which Chris will attend to in due course. Estimated costs is in the region of £50-£100.

The matter of the installation of adult fitness equipment in the play area has received some support and will be an agenda item for February.

The shed is being delivered and installed on 21st January; ML to attend and supervise.

**ACTION : Adult fitness equipment to be agenda item for February  
ML to supervise delivery and installation of shed**

**12.01.16 Village Hall**

A request had been received by email from the Secretary of the VHMC for the PC to discuss the matter of external lighting to the village hall. RP had met with an electrician and received a quote in the region of £1800 to upgrade the external lighting to LED lights on PIRs as a response to complaints about the darkness around the hall. Further quotes are required and it was agreed that John White is requested to provide a report with recommendations and a specification prior to obtaining further quotes. It was agreed that the lighting, should it be required, is a responsibility of the PC and it is hoped that the VHMC will make a contribution towards costs.

It was noted that it was very cold in the committee room throughout this PC meeting. Barbara Brewer to be informed.

**ACTION : RP to ask John White for a report and recommendations**

**13.01.16 Correspondence**

Correspondence lists were circulated and discussed. A letter had been received regarding possible celebrations for the Queen's Birthday in June . It was agreed that groups in the village could possibly make arrangements and that it was not a matter for the PC .

**14.01.16 Planning**

15/01851/F Lockhall Cottage - APPROVED  
15/01816/F Rectory Farm House - APPROVED  
15/01785/F Brasenose Farm - WITHDRAWN  
15/01294/F 6 Heyford Road - APPROVED  
15/01958/F 28 Grange Park - REFUSED  
15/01798/LB Old School House, Northside - APPROVED  
14/01601/LB Chancel Cottage - APPEAL  
TPO issued on Yew and False Acacia trees at Canterbury House  
15/02356/LB West Grange, Grange Park

The two self build bungalows in The Crescent remain empty. Clerk to make enquiries as to progress as to sale of the bungalows

**ACTION : Clerk to contact CDC to update on sale of bungalows**

**15.01.16 Finance - RP proposed and ML seconded and it was RESOLVED to accept the following Accounts for payment :**

Cheque No	Payee	Detail	Amount
200895	Thirsk Payroll	Payroll	47.25

200896	Ryan Kilby	Playground maintenance	313.96
200987	Martin Lipson	reimbursement MCNP printing	38.79
200898	Cathy Fleet	Clerk expenses	56.32
200900	Julia Joyce	Toilet cleaning	520.00
200899	BR Coaker	Slab for shed	200.00

The matter of the new audit arrangements detailed in a NALC document were discussed. As long as income is under £25K and the PC complies with the transparency code then there will no longer be a requirement for an external audit.

There had been a meeting to discuss the proposed precept request, the results of which were circulated. JC proposed and SF seconded that the request be agreed and submitted to CDC .



SAPC 2016-17  
budget and precept r

**ACTION : Clerk to submit precept request to CDC**

**Date of next meeting : 15th February 2016**  
**The meeting closed at 10.08pm**

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

**ACTION LIST SUMMARY**

<b>NO</b>	<b>ACTION</b>	<b>To be Actioned by :</b>
04.01.16	ML to investigate broadband speed	ML
06.01.15	Clerk to write to Trevor Stewart	CF
	Clerk to further contact OCC Highways copying in Cllr Fatemain with regard to 2 Grange Park	CF
	Clerk to send results of speed survey to Shaun Sullivan at TVP	CF
07.01.15	Clerk to respond to Mr. Dale	CF

	Clerk to request equipment to be delivered to Richard Preston	CF
	RP to accept Kevin's quote	RP
	B-MH to ask Chris Hawes to block up window	B-MH
	Clerk to report potholes and road surface deterioration to OCC	CF
11.01.16	Adult fitness equipment to be agenda item for February	CF
	ML to supervise delivery and installation of shed	ML
12.01.16	RP to ask John White for a report and recommendations regarding VH lighting	RP
14.01.16	Clerk to contact CDC to update on sale of bungalows	CF
15.01.16	Clerk to submit precept request to CDC	CF