

**Minutes of the meeting of the Steeple Aston Parish Council held on  
Monday 21st March 2016**

**In the absence of Mr. Coley the meeting was chaired by Mr. Preston**

**Present:** - Mr. Preston (RP) [Vice Chair], Mrs. Wright (HW), Mr. Lipson (ML), Mr. Ferguson (SF), Mrs. Mulcahy-Hawes (BMH), Mrs. Macready (RM)

**Members of the public :** Mrs. Whybrew, Ms. Watling, Mrs. Bulleyment, Mr. Smith, Mrs. Smith, Mr. Catchpole, Mrs. Carlisle, Mrs. Vickers, Mrs. Stone, Mrs. Thatcher, Mrs. Magee, Cllr Fatemain, Cllr Kerford-Byrnes

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

**01.03.16      Apologies** were received from Mr. Coley (JC) [holiday]

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**02.03.16      Declarations of Interest:** Mr. Lipson declared a general interest in the Village Hall and the Grange Park TPO. Mr. Preston declared a general interest in the Village Hall and the Grange Park TPO and a pecuniary interest in 28 Grange Park

**03.03.16      Minutes of the last meeting** held on 15<sup>th</sup> February 2016 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

**04.03.16      Public Participation:** Due to his Declarations of Interest Mr. Preston left the room at this point and Mr. Ferguson took the Chair

**TPO on trees in Grange Park**

Members of the public wished to comment upon the TPO on trees in Grange Park and the results of the survey recently undertaken by residents of Grange Park which had been sent to the PC. Mrs. Vickers was seeking confirmation that the parish council would support the residents and their findings in seeking a revocation of the blanket TPO on the trees in Grange Park. Some discussion followed during which Mrs. Vickers expressed a view that the PC had not reviewed the TPO or supported residents in applications to fell trees and that they would welcome the opportunity to work with the PC to resolve the issue. Comments made in an email from Graham Porcas were also noted. ML pointed out that the TPO was created by OCC in 1970 and had been inherited by CDC and that the parish council has no responsibility for it. However, if parishioners had asked the PC to support a review of the TPO, it would certainly have discussed the matter. SF said that in his time on the PC there had been no such request but pointed out that it cannot be assumed that all residents of the Parish would favour revocation of the TPO. Councillors then discussed the matter and it was proposed by ML and seconded by RM and it was **RESOLVED** that the PC write to CDC supporting the request for a review of the area TPO and requesting that the parish council be included in consultations regarding the review of the TPO. It should also be pointed out to CDC that the designated area of the TPO shown on their maps is out of date as the garden boundaries have since changed. It was also necessary for the trees covered by the TPO to be identified. **ACTION: Clerk to write to CDC**

**Planning application 16/00349/F 28 Grange Park**

Councillors had examined the proposal and drawings submitted to CDC and read letters both of support and objection submitted to CDC which are freely available on the website.

Ian Catchpole, architect engaged by Mr. & Mrs. Smith of 28 Grange Park, outlined the submission of the planning application following the refusal of the previous application on the grounds of it being overbearing. He explained that following consultation with CDC the proposal had been redesigned so as to be further away from No. 30 and with a reduced ridge level, thereby providing an extension which is less overbearing. He said that the distance from No 30 was now well outside the guidelines used by CDC. Members of the public then spoke both for and against the application in some detail.

The councillors then discussed the application. ML said that he believed that the perceived size of the two storey element of the extension, as viewed from No 30 Grange Park would be reduced by about 20% as a result of its revised location. He was not sure whether this would be sufficient for CDC to change their opinion. In a vote the majority voted to oppose the application and it was therefore **RESOLVED** to respond to CDC with comments opposing the application on the grounds that the proposal is still overbearing in relation to the neighbouring properties. **ACTION: Objection to planning application to be sent to CDC**

Mrs. Thatcher wished to bring to the attention of the PC the recent series of letters published in SAL and the response from the PC. She felt that the response letter was offensive, unpleasant and unnecessary, particularly the first paragraph. **ACTION: to be April Agenda item**

**Mr. Preston returned to the meeting and took the Chair**

**05.03.16 Clerk's Report**

- Blocked drain Water Lane reported Ref 769016
- Blocked drain Fir Lane reported Ref 769011
- Blocked drain Northside reported Ref 769009
- Wrote to Mr. Ferrigno, Lansdowne House re overgrown foliage
- Purchased key safe
- Contacted Fiona Brown re bungalows at The Crescent – both properties are now sold
- Again contacted Katie Walther (OCC) re 2 Grange park

**06.03.16 Actions from previous meeting**

14.01.16	Clerk to contact CDC regarding bungalows at The Crescent ✓
08.02.16	Clerk to contact Jenny Bell re website ✓
10.02.16	Clerk to purchase key safe ✓

**07.03.16 Highways/Footpaths**

PCSO Chris Kidd (CK) attended the meeting to advise on next steps with regard to the speeding problem on Southside. He explained that TVP's Community Speedwatch initiative allows residents to take matters into their own hands with guidance from TVP. Residents would need to purchase/borrow a speed gun, high viz jackets and signage. A speed gun would cost in the region of £100 and signage around £68 each but Upper Heyford have the equipment and it may be possible for Steeple Aston to borrow it. Speedwatch is not enforceable but is designed to be advisory and raise awareness. The idea is that volunteers collect and record vehicle speeds and pass the data to TVP who will take action against regular offenders, but generally the visibility of the volunteers with speed guns is enough to deter most speeders. Training is provided by TVP. Clerk has sent the data collected by the equipment provided by CDC to CK but will resend it and

this item will be put on April's Agenda for further discussion. **ACTION:**  
**Clerk to send data to CK and ensure item is on April's Agenda**

Only 1 out of the 4 reported blocked drains have been cleared despite being reported again. Cllr Fatemain reported that he had checked OCC's Drains policy and discovered that the whole network is cleared every 5 years. He offered to ascertain response time. **ACTION: Cllr Fatemain to find out response time for drain clearance**

An Enforcement Notice has been put on 2 Grange Park by OCC requesting that the overgrown foliage be trimmed back within 14 days. That Notice has now expired and no action has been taken. **ACTION: Clerk to chase**

HW reported that several people around the village have requested a dog poo bin in Cow Lane. This has been previously discussed and it was decided that no action can be taken because of problems arranging emptying in this location.

**08.03.16 Local Green Space Designation**

RP had found information on this Government initiative which identifies areas of land within villages of essential amenity value which are used by the public and which could be identified to the District Council for their records. Areas in Steeple Aston could be Robinsons Close, the Allotments, Pocket Park, the School Field and Millennium Park. All councillors were asked to consider other areas and this item will be discussed more fully at the April meeting.

**09.03.16 MCNP**

ML reported that the MCNP Forum had met for its first AGM on 9th March. Officers were appointed and ML has been elected Chair. Responses are being prepared for the Local Plan Part 2 and CDC will be in a position to identify potential sites for development by the summer. It was noted that following CDC's call for sites a property developer is in negotiation with Corpus Christi who own a significant amount of land in Lower Heyford for the development of up to 5000 houses.. The Forum has challenged the request regarding the 'Oxford overspill' as Oxford City Council own 2 golf courses which could be developed. Most of the 11 parishes have held public engagement meetings and the comments are currently being collated with the top concerns being Housing, Healthcare Facilities, Traffic and Transport amongst others. The next round of public meetings will be in June. MCNP has applied for grant funding from the government.

**10.03.16 Website**

HW reported that the upgrade of the website is almost complete and that the parish council will have a separate tab leading to their page and that the Clerk will be instructed as to how to make changes and additions. It is expected that the site will go live within the next few weeks. Bridget Lewis has put in a considerable amount of time and effort in making the changes to the website and, as agreed at the precept meeting, it was proposed by RP and seconded by HW and therefore **RESOLVED** to make a small payment to her along with a bouquet of flowers by way of thanks. **ACTION : RP to purchase bouquet once the new website is up and running**

**11.03.16 Meetings**

ML had attended a regional seminar regarding Neighbourhood Plans on behalf of MCNP Forum

**12.03.16 Play Area**

RP reported that he had had discussions with Chris Hawes (CH) regarding the renovation required to the pagoda in the playground and that CH had identified

roof tiles at Johnsons in Deddington which will cost in the region of £90. CH to contact Clerk to arrange for the purchase along with other necessary materials and CH to carry out the work.

The key safe housing the shed key has been installed outside the kitchen door to the village hall with the combination number being made available to those who may need it. A spare key is held by the Clerk

**13.03.16 Toilets/Cleaner**

It was noted that despite reminders the toilet cleaner had again failed to submit her invoice in time for payment at this meeting.

**14.03.16 Correspondence**

Correspondence lists were circulated and discussed

**15.03.16 Planning**

It was noted that there are a number of planning applications on the CDC website which have not yet been received by the Clerk. It was decided that a Planning Committee meeting should be arranged to fully discuss these applications once hard copies have been received. Clerk to inform JC when hard copies are received so a meeting can be arranged.

The following planning documents had been received:

- 16/00079/TCA Notice of Intent for treeworks Beech House - APPROVED
- 16/00031/TCA Notice of Intent for treeworks Old Toms - APPROVED
- 16/00041/TCA Notice of Intent for treework Paynes Hill House - WITHDRAWN
- 16/00029/TCA Notice of Intent for treeworks Cedar Court - APPROVED
- 16/00026/TCA Notice of Intent for treeworks Wincote - APPROVED
- 15/02355/F SSRE West Grange - APPROVED
- 15/02356/LB Internal alterations West Grange - REFUSED
- 15/01289/OUT Erection of dwelling Lewannick - APPEAL
- 16/00349/F Extension 28 Grange Park

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

Cheque No	Payee	Detail	Amount
200908	OALC	Subs	174.37
Card payment	Amazon	key safe	21.70
2009009	OPFA	Subs	40.00
200910	SAVA	MCNP materials & hall hire	42.85
200911	AC Maintenance	VH gutter clearance	60.00
200912	MCNP Forum	Membership & admin fee	421.00
200913	Cathy Fleet	clerk expenses	49.12
200914	Ryan Kilby	Playground maintenance	156.98
200915	Bridget Lewis	Website upgrade	100

**Date of next meeting: 18<sup>th</sup> April 2016**

It was proposed that the Annual Meeting should be held on 16th May immediately before the next PC meeting that that date of the Annual Parish Meeting will be further discussed.

**The meeting closed at 10pm**

**Signed ..... Mr. R Preston (Vice Chair)**

**Date .....**

**ACTION LIST SUMMARY**

<b>NO</b>	<b>ACTION</b>	<b>To be Actioned by :</b>
04.03.16	Clerk to write to CDC regarding the TPO on the trees in Grange Park	CF
	Objection to planning application 28 Grange Park to be sent to CDC	CF
	Letter published in SAL to be April Agenda item	CF
07.03.16	Clerk to send speeding data to Chris Kidd and ensure item is on April's Agenda	CF
	Cllr Fatemain to establish recommended response time for drain clearance	AF
	Clerk to chase re Enforcement Notice on 2 Grange Park	CF
10.03.16	RP to purchase bouquet	RP