

**Minutes of the meeting of the Steeple Aston Parish Council held on
Monday 19th May 2014 at 7.30 pm in the Village Hall Committee Room**

Present: -,

Mr. Preston (RP)	Vice Chair
Mr. Coley (JC)	
Mrs Trinder (MT)	
Mr. Ferguson (SF)	
Mrs McKinley (CMK)	
Cathy Fleet	Clerk

Member of the public : Cllr Fatemain, Mr. Latchford, Mr. & Mrs Mallinson

Apologies were received from Mrs. Mason, Mr. Kewley, Cllr Kerford-Byrne, Cllr Macnamara

Declarations of Interest : Mr. Preston declared an interest in the Village Hall.

Minutes of the last meeting held on 28th April 2014 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Vice Chair. In the absence of Mrs. Mason, Mr. Preston chaired the meeting.

05.14.01 Public Participation : Mr. Latchford wished to discuss a letter which had been written in SAL regarding the sale of the land where Coneygar Fields is being built. He wanted to know if there were any restrictions or covenants in the contract of sale. Mr. Preston explained that the sale was an arrangement between the landowner and the developer and that the Parish Council had no involvement in it. He assured Mr. Latchford, that the PC are unable to reply to the letter in SAL until the allocation process for the housing is completed, and that as soon as it is a response will be given.

05.14.02 Clerk's Report

defects Heyford Road reported Ref 446107

Water Lane reported again Ref 473241, response is that it is not of concern to OCC

Town well - awaiting response from Cliff Monger

Ryan will re-stain the picnic tables asap

Dog fouling on Heyford Road reported to Dog Warden who will patrol

05.14.03 Matters Arising

The noticeboard by the Church will be removed and re-sited at the Village Hall.

The recently purchased bin will be erected in the near future. RP to purchase a suitable wooden post.

ACTION : RP/JC

OCC had responded to the report of debris on **Water Lane** by saying that they did not consider it to be a problem and that they would monitor it. Cllr Fatemain agreed to pressurise Highways for action.

The potholes on **Heyford Road** had again been reported and OCC had responded saying that the defects were not serious enough to warrant resurfacing of the road. Cllr Fatemain agreed to investigate the possibility of mending the potholes as an interim measure.

A response had been received regarding the missing slabs around the **Town Well** and it seems that the wall below the slabs will need to be re-built which OCC will do as soon as possible. Clerk had received a phone call from the owner of West Springs saying that she had two of the slabs for safekeeping.

05.14.05 - Grasscutting - The signed contract had been returned by Mark Probbitts and he had queried whether he will be required to cut the hedge along Heyford Road and prune the roses. It was agreed that he will be asked to quote when the work is required as it is not included in his contract.

ACTION : CLERK

05.14.06 Highways/Footpaths - Covered under matters arising

05.14.07 Website - Nothing to report

05.14.08 Meetings - JC had attended a training day run by OALC on the subject of Chairmanship which he found most useful.

RP and SF had attended the meeting hosted by Ardley in Fewcott PC regarding the proposed Neighbourhood Plan for Upper Heyford. Ian Corkin of Ardley in Fewcott made the presentation and was proposing that interested villages form a working group. He has suggested that Ardley in Fewcott be the lead village and requested that interest be registered by 14th June. RP proposed that SAPC join the working group and all present were in favour. RP to respond to Ian Corkin.

ACTION : RP

05.14.09 Play Area - Ryan continues to keep the play area in good condition. The sand has been refilled and the gate to the toddler area replaced.

05.14.10 Village Hall - The allocation of remaining SAVA funds will be discussed at the next meeting in the absence of Mrs Mason and Mrs Whybrew. The concrete by the emergency exit has been replaced by Mr. Coaker at an approximate cost of £200 - invoice to follow. He has also fixed the coping stones where damp was penetrating on the roof. He has inspected the committee room door and suggested the best way of dealing with the flaking plywood and will repair the door in due course.

05.14.11 Toilets/Cleaner - RP has temporarily mended the toilet door lock but will ask Chris Hawes to carry out further investigation. Julia had reported that the hand dryer was not working but this fault now seems to have cleared.

05.14.12 Allotments - RP had spoken to Andrew Johnson regarding the collapsed wall adjoining the allotments and it has been confirmed that this is not the responsibility of the PC, but either that of Vaughan Billings or the Diocese. An invoice from the Allotments Society for the cost of a skip had been presented, of which the PC will pay half. Also presented was an invoice for payment of water bills. Clerk to check whose responsibility the water bills are but felt it was not the PC's.

05.14.13 - Sycamore Stone - Work is still in progress and the stone will be erected in June.

05.14.14 - Affordable Housing - The building is almost complete. Allocation of the houses is not yet complete.

05.14.15 - Correspondence - correspondence received by the Clerk had been previously circulated by email. No list was available from the Chair.

05.14.16 Planning -

00/00110/TCA Canterbury House Notice of Intent of tree works **APPROVED**

Giles yard - letter received from Planning confirming that no breach of planning permission had been made but that the fence was too high and either needed to be removed or retrospective planning permission applied for. RP had received a letter from the owner of the yard indicating that he would apply for planning permission as his insurance would be void if he removed or reduced the height of the fence. He also has offered to plant hedging in front of the fence.

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

Cheque No	Payee	Detail	Amount
200755	M Mason	Reimbursement for weedkiller	9.99 *
200756	Julia Joyce	April 1 toilet cleaning	200.00
200757	M Probbitts	2 x grasscut	570
200758	J Coley	travel reimbursement	11.70
200759	Cathy Fleet	Audit fee reimbursement	100.00
200760	Cathy Fleet	Clerk salary	226.82
200761	PCC	grant	600.00
200762	VOID		
200763	SAVA	grant	200.00
200764	SAL	grant	500.00
200765	Ryan Kilby	playground maintenance	156.98
200766	SAVH	Re-issue of lost cheque 200733	51
200767	SAVH	Re-issue of lost cheque 200727	36
200768	Cathy Fleet	clerk expenses	23.99
200769	Julia Joyce	May toilet cleaning	120.00
200770	AON	Insurance	3245.40

The year-end accounts, annual return and governance statement were presented and proposed for approval by JC and seconded by RP. The annual return for submission to the external auditors was signed by RP in the absence of Mrs. Mason.

05.14.18 AOB - This being the last meeting of the present council, a vote of thanks was made to all retiring councillors, Mrs Mason, Mrs McKinley and Mr. Kewley for their hard work over many years, particularly Mrs. Mason who has sat on the parish council for over 20 years.

**Date of next meeting : Annual Meeting and Annual Parish Meeting on 28th May 2014
Parish Council meeting 16th June 2014**

The meeting closed at 8.52pm

Signed Mr. R Preston, Vice Chair

Date

ACTION LIST SUMMARY

NO	ACTION	To be Actioned by :
05.14.03	RP to purchase post for bin	RP
05.14.05	Clerk to speak to Mark Probbitts regarding hedge cutting on Heyford Road	Clerk
05.14.08	RP to respond to Ian Corkin regarding the Neighbourhood Plan	RP