

**Minutes of the Annual Meeting of the Steeple Aston Parish Council held on
Monday 18th May 2015 at 7.30pm**

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 (RM)

Members of the public : Mrs Whybrew,

In attendance: Cathy Fleet (Clerk)

1. **To elect a Chairman for the forthcoming year**
RP proposed and ML seconded that Mr. Coley be elected as Chair for the forthcoming year
2. **To elect a Vice-Chairman for the forthcoming year**
ML proposed and HW seconded that Mr. Preston be elected Vice Chair for the forthcoming year
3. **The Chair and Vice Chair to sign the Declaration of Acceptance**
Mr. Coley and Mr. Preston duly signed the Declaration of Acceptance
4. **To appoint the Responsible Financial Officer for the forthcoming year**
JC proposed and RP seconded by Cathy Fleet be elected RFO for the forthcoming year
5. **To elect en-bloc members of the website committee for the forthcoming year**
The website committee we re-elected en bloc

It was suggested that in future years reports should be received from the Allotments Society and the School Governors.

The meeting closed at 7.40pm

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Members of the public : Mrs Whybrew, Cllr Fatemain , Cllr Kerford-Byrnes

In attendance: Cathy Fleet (CF) (Clerk)

01.05.15 Apologies No apologies had been received

02.05.15 Declarations of Interest : Mr. Lipson declared an interest in the Village Hall and the Archive. Mr. Preston declared an interest in the Village Hall. Mrs McCready declared an interest in the Allotments.

03.05.15 Minutes of the last meeting held on 20th April 2015 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

04.05.15 Public Participation : Mrs Whybrew pointed out that the footpath between the Red Lion and Hopcrofts Holt has been planted with crops and that the path is not immediately obvious. There are also no footpath signs. To be put on next PC Agenda. **ACTION : CLERK** Cllr Fatemain reported that there is to be a reassessment of the need for a Lollipop lady and he will report back after the meeting.

Following the lack of response from Peter Egwhary of OCC Cllr Fatemain suggested contacting Ben Turner who is his boss.

MKB reported that the Local Plan is still not yet finalized. He also reported that the boundaries for electoral arrangements have been published by the Boundary Commission and that Steeple Aston has been put with Deddington, Fritwell, Barford St Michael, Wigginton etc. and not Fringford and the Heyfords as had been hoped. He also said that CDC have held council tax down at the same level as last year and that CDC have received awards in the last year for being the best housing authority in the country.

05.05.15 Clerk's Report

Letter sent to 2 Grange Park re foilage
 Letter sent to Mr. Ellis & Miss Carlisle re Gereenacres
 Heyford Road pothole reported REF 627059
 Playground Steward's contract signed
 Salt bin purchased

06.05.15 Actions from previous meeting

04.15.07	Clerk to write to owners of 2 Grange Park re overhanging foilage - letter sent 22/4 no response. ML has also visited – no response. A further letter to be sent ACTION : CLERK	Clerk
	Clerk to further contact other parish clerks re Housing allocation	Clerk
	Clerk to contact Peter Egewharry re speed wires - email sent 7/5	Clerk
	Clerk to request that Housing Allocation be put on Parish Liaison meeting agenda - email sent 24/4	Clerk
	Clerk to report pothole in Heyford Road ref 627059	Clerk
	Clerk to obtain costs for salt bin - bin purchased	Clerk
	Clerk to chase Peter Egewharry re repainting of zigzag lines email sent 7/5	Clerk
04.15.10	Clerk to renew Play area Steward's contract - contract now signed	Clerk
04.15.11	RP to liaise with Brownies re gloves and flowers . Gloves have been purchased by the Brownies	RP

07.05.15 Highways/Footpaths RP reported that the Brownies have purchased gloves and will undertake regular litterpicking in the playarea and will also take responsibility for the planters

The new salt bin has been installed in Paines Hill and the new litter bin outside 1 The Crescent. Thanks to all concerned.

A complain had been received about inconsiderate parking in Lawrence Fields with the complainant concerned that there could be a safety issue in the event of an emergency. This problem has arisen before and RP had spoken to Caroline Brown who suggests that in the first instance the owner of the vehicle should be contacted.

Potholes throughout the village are gradually being filled, but Heyford Road is still in need of attention throughout it's length.

Double Yellow Lines on both sides of the road from pre-school to beyond the school were suggested and it was agreed to further discuss at the next meeting.

ACTION : Clerk to put on Agenda

08.05.15 Insurance CF reported that two insurance quotes had been received, one from AON the existing Insurer and one from Zurich. Zurich's was considerably cheaper and on reverting to AON CF had received a more favourable quote. It was agreed that as there was

little to chose between the two, it would be easier to stay with AON but that CF should enquire whether the administration fee could be waived if the PC agreed to the 3 year quote and to arrange for a cheque to be signed outside of the meeting in time for the renewal date of 1st June.

ACTION : Clerk to speak to AON

09.05.15 Meetings RP and JC had attended the Neighbourhood Plan Meeting which is reported on later in these minutes and JC had attended the Health & Social Service meeting organized by Age UK

10.05.15 Neighbourhood Plan The meeting with Dorchester Living had been attended by RP and JC. All villages with the exception of Ardley in Fewcott were present at the meeting. Some concern was expressed that Ardley in Fewcott are no longer the lead village they were in the beginning and suggestions were made as to how to remedy the situation. Dorchester Living are using their consultants, Pegasus, to help the village of Kirtlington to oppose Gladman’s proposals for development. The first application has gone to appeal and Dorchester and anxious to complete the Neighbourhood Plan to use against Gladmans. Various working groups have been formed with representatives from Steeple Aston on each. RP requested that ideas for community requirements be made, e.g. Health Care, Skate park, Gym/Pool, public transport, community transport etc. This will also be discussed at the Annual parish meeting. Possible sites for future development will need to be identified within Steeple Aston, including land by the Red Lion and The Crescent. This item will be discussed at the next PC meeting.

ACTION : Clerk to put on next Agenda

11.05.15 Correspondence An email had been received from Vaughan Billings regarding the felling of the sycamore Tree and the rebuilding of his wall. Clerk was instructed to direct Mr. Billings to Richard Drew at Carter Jones who are the Agents for the Diocese.

Emails had been received regarding the complaint to CDC about the mis direction of a planning application. It was decided that little would be achieved by pursuing the complaint as the decision cannot be reversed, however it should be minuted that it was a bad decision and SAPC are not happy with the situation.

12.05.15 Planning ML reported that all trees in Grange Park were the subject of TPOs imposed in the 1970s to protect the trees before the estate was built. As the trees have now grown considerably it was suggested that each application should be looked at individually regardless of the TPO.

Planning applications received :

- 15/00536/TPO fell horse chestnut 4 Grange Park
- 15/00458/F Lockhall Cottage revision of 14/01553/F

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

Cheque No	Payee	Detail	Amount
200847	Viking direct	Stationery	28.52 *
200848	Nicholsons	felling of sycamore	792.00 *
200849	Ryan Kilby	Playground maintenance	50.00
200850	AC Maintenance	clearing VH gutters	35.00
200851	Glasdon	Grit bin	186.00 *
200852	Cathy Fleet	Clerk expenses	10.38
200853	Julia Joyce	Toilet cleaning	160.00
200854	Mark Probbitts	Grasscutting	285.00

Date of next meeting : 15th June 2015
The meeting closed at 9.45

Other matters At the request of RP, Clerk had written to Pauline Burwell regarding the state of repair of the verge outside Westfield Farm. A tractor has caused deep ruts in the grass verge making it impossible for Mark Probbits to cut the grass. Mrs Burwell has been asked to arrange for topsoil to fill in the ruts. No response has yet been received.

RP confirmed that he has met with Trevor Stewart and that the sand in the sandpit will be topped up and that adjustments will be made to some of the equipment to allow for the growth of the trees. Mr Stewart has again been asked for an invoice.

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

ACTION LIST SUMMARY

NO	ACTION	To be Actioned by :
04.05.15	The matter of the Red Lion/Hopcrofts Holt footpath to be put on next Agenda	Clerk
06.05.15	A further letter to be sent to the owner of 2 Grange Park	Clerk
07.05.15	The matter of double yellow lines to be put on next Agenda	Clerk
08.05.15	Clerk to finalise the insurance quote	Clerk
10.05.15	Sites for future development in the village to be put on next Agenda	Clerk
11.05.15	Clerk to respond to Mr. Billings	Clerk