

**Minutes of Steeple Aston Parish Council meeting held on
15 June 2009 at 7.30pm in the Village Hall Committee Room**

Present:– Mrs Mason- Chair, Mr Preston, , Mrs McKinley, Mrs Trinder & Mr Ferguson and 3 members of the public Mrs Whybrew & Mrs Vivian & Mrs Clist

In attendance: Mrs Lee (Clerk).

Apologies were accepted from Mr Coley and Mrs Willatt.

09.26 Register of interests – Clerk to check with Mrs Willatt with regard to updating her register of interests.
Action: Clerk

09.27 Declaration of interests –

Mrs Mason & Mr Preston – personal interest in the planning application at Fair Acre as they are neighbours.
Mrs McKinley - personal & prejudicial interest in Affordable Housing.

09.28 Minutes of the last meeting – Monday 18 May 2009 - it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

9.29 Public Participation – the danger of vehicle movements from the Dickredge was highlighted by residents - cars parking too close to the left hand side of the exit on the Heyford Rd are causing a danger to cars exiting the Dickredge.

09.30 Clerks report –

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| Village hall sign | OCC have advised that the finger posts are on order |
| Dickredge | Potholes reported to OCC – Clerk to check that OCC are planning to fill the holes to the end of the Dickredge as they are worse at the end of the road. |
| Bus shelter light | Written to OCC re less obtrusive light – will inspect and alter to better lighting – chased re update |
| Shepherd Hill hedge | Asked for quote for work in the autumn. |
| Village street lights | OCC are carrying out a cost exercise to advise how much would be saved – awaiting parish plan results to respond fully |
| Charter | Mr Preston to advise Clerk of resident details so a meeting can be arranged with the Village Voices co-ordinator |
| Traffic lights covered with vegetation | Requested OCC to clear |

09.31 Highways

Issues with speeding in Lower Heyford – it was agreed that there were issues with the 30/40mph speed limits in Lower Heyford and that the PC could offer to support Lower Heyford if they contacted them with regard to this.

Fir Lane – the 30mph signs are still invisible from Middle Aston – **Clerk** to chase OCC.

Hedge at Dr Radcliffe's School – **Clerk** to request that the school cut back the hedge as the path is impassable at present.

Weeds – it was agreed that the weeds on Paines Hill would be sprayed. **Clerk** to arrange.

09.32 Planning

Applications

- 09/00607/F Fair Acre North Side – Proposed first floor extension, replacement flat roof dormer windows and front porch. **No objections.**
- 09/00093/TCA – Grange Cottage, South Side – fell 1 Lawson cypress. **No objections.**
- 09/00633/LB – Fir Cottage, Fir Lane – re-roofing to main roof to house, front and rear elevations. **No objections**
- 09/00743/F – 132 Heyford Park Camp Rd – Continued use of building 132 to small assembly workshop in conjunction with existing. **No objections.**

It was **RESOLVED** that these were the responses to CDC.

Granted with conditions

- 09/00093/TCA – Grange Cottage, South Side – fell 1 Lawson cypress

09.33 Website – it was **RESOLVED** that the minutes of the meeting of 3 June be adopted and that the £30 Parish Council grant for the calendar project be transferred to the note card project.

09.34 Incidents Log – none

09.35 Play Area/Teenage facilities – Mr Preston updated the meeting on the plans for the new play area. It was **RESOLVED** that the plans be approved - the cost of the works will be £19,450 for the new toddler play area and £44,900 for the castle and tree areas and it was **RESOLVED** that a contract for the works be offered to Trevor Stewart. The possibility of installation of a springer was suggested in the toddler area.

Grants – Playbuilder - £45,000 – it was **RESOLVED** that the contract be signed as soon as it is received - with the option of a professional overview if required - with 2 signatures minimum.

ToE - £10,000 – has been awarded towards the toddler area.

CDC – the grant allocation will be decided in early July.

The project will start in July once the school has finished for the summer – as much heavy work as possible to be carried out over the summer holidays. A contract has been ordered for the contractor and it was **RESOLVED** that the clerk would complete this in liaison with Mr Preston & Mrs Mason.

Mr Preston has discussed the project with the Dr Radcliffe's Trust and they have confirmed that there are no issues from the Trust's viewpoint on the plans providing the public liability insurance is £10 million which is already in place.

Clerk to discuss the possibility of recycling bins - cans, plastic, paper - on site with CDC.

A proposal that bollards be placed to prevent vehicular movements around the village hall was made and it was **RESOLVED** that this work be carried out in the plans and that the bollards are the lockable ones that can be removed – **Mr Preston** to arrange.

Play area – no issues to report all in good working order.

09.36 Reports from Meetings –

- CDC Sustainable Strategy– Mr Coley & Mr Preston attended and reported back.

09.37 Parish Transport – the Clerk reported that the only other parish council that she had contacted that was aware of this issue was Upper Heyford - they will report back on any progress made. Further information is awaited from BCTA re a possible meeting with the surgery. The Chair reported back that a similar service in Chipping Norton is still being offered free.

09.38 Correspondence –

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| Nicholson's | Re playbuilder and landscaping | To Mr Preston |
| PCC | Thank you for grant | |
| CDC | Upper Heyford Base Liaison Meeting | 25 June - this meeting has been cancelled |

Envelope – for distribution

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| Health News | PCT |
| SE England Partnership Board | Partial Review of SE RSS in relation to Gypsies, Travellers and Travelling Showpeople in SE. |

Chair's correspondence – the Chair reported back on her correspondence for the month. She advised of the TVP Dedicated Schools Officer – Sharon Harris – it was discussed that the PC invite her to a future meeting to discuss how they can work together – **Clerk** to invite her to the July meeting.

09.39 Emergency Plan – Mr. Coley, Mrs. McKinley Mr. Preston and Mrs. Mason met with Richard Tracey of the Ambulance Service to discuss emergency planning, first aid training and defibrillation training - a draft emergency plan has been forwarded to the SE Ambulance Team for comment. Mrs Trinder advised that there will be a first aid course in the village in the near future organised through the Guides.

09.40 Parish Matters

Pocket Park, Nizewell Head – Mrs Tندر confirmed that all the neighbours are happy for equipment to be put into the park – the old equipment will be looked at once it is removed from the play area to see if it is possible to relocate. It was **RESOLVED** to look at this in the autumn to consider what could be placed on site once the work was further underway on the main park. A group of volunteers would be needed to check this equipment if/when installed. It was commented that this should be a low key provision and that consideration must be given to associated increased costs to the Parish.

Grass area outside Village shop – Clerk to liaise with Shop & grass contractor to ensure this area is cut.

The Dickredge – it was **RESOLVED** that the Clerk would request a site meeting with Parish Council, Police, OCC and neighbours to discuss the situation with the possibility of having a Keep Clear sign provided.

Sports & Recreation building - The sports & recreation building has been declared as zero rated for the time under discussion.

09.41 Village Hall – the idea of an outside toilet and baby changing facilities was discussed. Mr Preston & Mrs Mason to liaise re works that are needed on the village hall as agreed at the last meeting.

09.42 Parish Plans – this has been printed and the aim is for all questionnaires to be completed by the end of July for feedback on results in September.

09.43 Finance

Accounts for payment

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| Ark Roofing – Clerk to look into possibility of an insurance claim | £ 420.00 |
| S Lee – May & expenses | £ 224.45 |
| HMRC | £ 49.60 |
| BDO Stoy Hayward – external audit | £ 327.75 |
| M Probbitts – grass cutting & Millennium Park – spraying | £ 270.00 |
| Steeple Aston Life – grant S142 LGA | £ 300.00 |
| SAVH – Allotments meeting | £ 5.00 |
| P Print – printing of parish plan | £ 448.50 |

It was unanimously **RESOLVED** that all cheques be paid as listed above.

Audit -

Internal – there were no issues to report.

External – the external audit has been completed and it was **RESOLVED** that the Annual Return be approved and accepted by the council. The issues arising from the external audit were –

- the level of fidelity insurance was felt to be too low for the balances held on 31 March 2009 - it was **RESOLVED** to maintain the level as at present as the current signing arrangements were felt to be sufficient to protect the balances

-S137 powers were incorrectly used to fund the payment to Steeple Aston Life which could have been authorised under S142 of the Local Government Act. The Clerk has noted this.

Finance update – this was circulated and there were no comments.

Bank of Ireland – it was **RESOLVED** to close the bank accounts with the Bank of Ireland and transfer the funds to the Co-operative Bank as soon as possible. It was **RESOLVED** to open an RBS account with all councillors as signatories.

09.44 Affordable Housing – Rural Exception site – A progress report from CDC has been received and they have requested a meeting with the PC - the meeting suggested 8/9 July in the evening – **all** to email Clerk to confirm availability.

Date of next meeting –20 July 2009 7.30pm

The meeting closed at 10.17pm

Signed.....

Date.....

Items for next agenda – none