

**Minutes of the meeting of the Steeple Aston Parish Council held on  
20<sup>th</sup> June 2011 at 7.30 pm in the Village Hall Committee Room**

**Present:** Mrs Mason (Chair), Mr Preston (Vice Chair), Mr Coley, Mrs. Trinder, Mrs. McKinley, Mr. Kewley, Mr. Ferguson. Members of the public: Mrs. Whybrew, Mr & Mrs Hallam, Cllr Jelf

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

**Apologies :** No apologies were received by the Clerk

**Declarations of Interest :** Mrs Mason declared an interest in the Sport & Rec and the Village Hall. Mr. Preston in the Village Hall, Mrs. Trinder in a Planning application and the Toilet store cupboard.

**Minutes of the last meeting** held on 16<sup>th</sup> May 2011 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

**Public Participation :** Mrs. Whybrew clarified part of the article she had written in SAL

06.11.01

**Clerk's Report**

<b>Playground</b>	<b>Clerk has phoned Trevor Stewart and left many messages asking him to mend play water pump and replenish sand. No response as yet Clerk continuing to liaise with Village Steward regarding work required</b>
<b>Street lights</b>	<b>Reported -- Lighting department investigating and will replace sensors</b>
<b>Lawrence Fields</b>	<b>Overhanging trees reported by resident</b>
<b>Toilet store cupboard</b>	<b>Completed but lock needs replacing. Dave Trinder to action</b>
<b>Accounts</b>	<b>Annual Return submitted to BDO. Has been returned. Clerk liaising with Helen White</b>
<b>Pothole Water Lane</b>	<b>Has been reported</b>
<b>Raised Storm Drain South side</b>	<b>Has been reported – Clerk has placed bollard over drain</b>
<b>Damaged Electrical recycling bin</b>	<b>Has been reported</b>
<b>Full textile recycling bin</b>	<b>Has been reported</b>
<b>Overnight closure of South side 20<sup>th</sup> July</b>	<b>Clerk has placed notice in shop</b>

06.11.02 **Highways/Footpaths** The overhanging foliage from the trees at Lawrence Fields which had been reported by a resident is to be deferred until next meeting. In the meantime Clerk to obtain advice from Bob Staig **ACTION : CLERK**

The Hedge opposite the White Lion has been trimmed albeit not sufficiently

Beeches gate is not yet painted

**ACTION : MM**

The traffic lights at Hopcrofts Holt seem to be causing occasional dangerous situations. Clerk to contact OCC and ask them to monitor

**ACTION : CLERK**

Overhanging Foliage – Clerk to write to Mr. Dailey, Kiftsgate, House, South Side asking him to trim it

**ACTION : CLERK**

A boat has been parked on the road on Southside for several weeks. Clerk to write to Mr & Mrs Aumonier, Compass Cottage asking them to remove it as it is causing an obstruction.

**ACTION : CLERK**

06.11.03 **Website -** There has not been a website committee meeting since the last PC meeting.

06.11.04 **Meetings** Mr Preston had attended the Parish Liaison meeting and circulated his report. He reported that the meeting was introduced to Sue Smith, the new CEO for Cherwell DC. He reported that it was disappointing that mobile and broadband reception in the area was not discussed, but has been put on the November agenda and also that Affordable Housing is an issue throughout the parishes.

06.11.05 **Play Area** Clerk is to purchase a replacement padlock to be fitted by Mark to the gate at Pocket Park. Clerk had put up sign requesting no parking as access required for grass cutting although it was reported that on several occasions vehicles had been removed and the grass remained uncut.

**ACTION : CLERK**

06.11.06 **Village Hall** - The roof over the boiler room has been mended as an emergency measure due to water ingress on electrics. Tenders to be invited for external repainting of the hall.

**ACTION : CLERK**

06.11.07 **Sport & Recreation Centre** –Although not a PC matter, the Energyshare appeal instigated by Mrs. Mason has been signed up to by 78 people. More supporters are needed if Steeple Aston are to be in with a chance of securing funding.

**ACTION : ALL**

07.11.08 **Toilets/Cleaner** The toilets and cleaner are operating satisfactorily. The facility has been warmly welcomed by many people using the play area. The lock on the new store cupboard has been replaced; cleaner and Clerk has keys.; Clerk to obtain extra key to store for Deborah Smith for the Youth Club. The light is currently not working and is to be repaired by contractor. An external sign is to be put up facing the Playground

**ACTION : CLERK /RP**

06.11.09 **Allotments** - The lease is all but complete but the matter of Insurance is unresolved.

Clerk had received an email from AON stating : *The Council is covered if they are solely responsible for the maintenance and upkeep of the allotments; however we are unable to cover the individual plots of land once they have been given/leased out to individuals. If the Council is to maintain the paths separating the plots then the Public Liability is extended only to cover this. If the Allotment holders maintain the paths then this policy will not cover them. Each plot owner must have Public Liability insurance with a Limit of Indemnity of no less than £5,000,000, however covered maybe able to be obtained under the owners' house insurance, if they don't obtain Insurance they can be sued in their own right for any accidents that occur as a result of their plot.*

*We believe that insurance can be obtained from the National Allotment Holders association to cover allotment holders'.*

The Allotment Committee are divided as to the contents of the tenancy agreement and the agreement between the allotment holders and the Association. The Secretary has resigned over the managing of the allotments and it seems an impasse has been reached. MM/RP to chair an open meeting on 6<sup>th</sup> July with the Allotment holders to discuss the Committee's concerns and explain the reasons why a formal agreement is needed with the PC.

**ACTION : MM/RP**

06.11.10 - **Defibrillator** – 7 people within the village are now trained as Community First Responders and £1733.61 has been raised for the purchase of equipment. PC to pay for hire of Sport & Rec for the training course. Publicity photo will be arranged in due course  
Village Steward - Members discussed whether appointment of a village steward has been a success and resulted in an improvement in the appearance of the village. It was resolved to prepare a weekly job schedule for the steward to define what needs doing on a weekly basis.

**ACTION: M.M.**

06.11.11 **Bus Shelter** - It was agreed to remove the remaining window of the Nizewell bus shelter and monitor the condition of the structure

06.11.12 **Insurance** – Dealt with as Ref 06.11.09

06.11.13 - **Correspondence** - Correspondence lists were circulated

06.11.14 - **Planning** -

11/00537/F Brasenose Farm Approved

11/00578/F Appleton House - Withdrawn

11/00727/F 7 Nizewell Head - SSE

11/00874/F Folly Cottage - Variation to allow weatherboarding

11/00676/F Lansdowne House Heyford Road - Approved

06.11.15 **Affordable Housing** - A meeting has taken place with the landowner of the proposed site and a site plan has been prepared.

06.11.16 **Finance** - It was **RESOLVED** that the Clerk should be paid holiday pay at the rate of an additional £20.84 per month and that £238.57 be paid for last year. Mr. Coley to investigate payment of Clerk's expenses and Clerk to keep a record over the next month.

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

Payee	Detail	Amount	Cheque No
SAL	Donation	£400	200338
BR Coaker	Tiles on roof	£42	200339
BR Coaker	Repair guttering	£18	200340
BR Coaker	S&R Roof	£2376.19	200341
SAVH	Hall hire	£6	200342
Cathy Fleet	Reimbursement	£50	200343
Valley Handyman	Cupboard in loo store	£280	200344
	VOID		200345
BR Coaker	VH Oil Tank concreting	£1109.46	200346
Oxford City Supplies	Paper Towels	£67.61	200347
Cathy Fleet	Clerk Salary	£217.82	200348
Cathy Fleet	Clerk backdated holiday pay	£238.57	200349
Mark Probbitts	Grass cutting	£410	200350
Mark Probbitts	Village Steward	132.80	200351
Dave Trinder	Toilet lock	£39	200352
Julia Joyce	Toilet cleaner	£200	200353
SAVA	Grant	£200	200254
PCC	Grant	£600	200355
Cathy Fleet	Expenses	£20	200356

06.11.17 - AOB - It was reported that a Brownie group will shortly be running within the Village. Comment was made on the many recent electricity cuts in the village. Mobile/broadband reception within the village to be discussed at next meeting. The No 82 bus withdrawn by Heyfordian recently was not notified to SAPC. Mr Ferguson to write to Mr. Baldry requesting an explanation and Cllr Jelf to investigate.

**Date of next meeting : 25<sup>th</sup> July 2011**

**The meeting closed at 9.55pm**

**Signed ..... Mrs M Mason    Date .....**