

Minutes of the meeting of the Steeple Aston Parish Council held on

Monday 15th June 2015

Present: - Mr Coley (JC) (Chair) Mr. Preston (RP) (Vice chair) , Mrs. Wright (HW), Mr. Lipson (ML), Mr. Ferguson (SF) , Mrs McCready (RM)

Members of the public : Mrs Whybrew (JW), Cllr Kerford-Byrnes (MKB), Cllr Fatemain (AF)

In attendance: Cathy Fleet (Clerk)

06.15.01 Apologies were received from Mrs Mulcahy-Hawes (BM)

06.15.02 Declarations of Interest : Mr. Lipson declared an interest in the Village Hall and SAVA. Mr. Preston declared an interest in the Village Hall. Mrs McCready declared an interest in the Allotments. Mr. Coley declared an interest in Agenda Item 13

06.15.03 Minutes of the last meeting - On this occasion this items was overlooked and the minutes will be approved at the next meeting.

06.15.04 Public Participation

JW requested clarification for the purposes of her report for SAL that no councillors should be named and it was agreed that the naming of speakers at PC meetings was not necessary.

MKB reported that the Local Plan had been passed as 'sound' and that the matter of Housing Allocation will be going forward for scrutiny.

AF confirmed that he will follow up the matter of trading standards flagged up to him by JC. He also confirmed that there will be a consultation regarding the Dial-a-Ride bus service and that the S4 service is changing to half hourly from Banbury to Oxford and that if Stagecoach decide not to run through the villages there will also be a consultation in this regard.

06.15.05 Clerk's Report

Requested new bin to be emptied

Engaged with CDC/OCC re disposal of grit bin ; this has now been removed

Informed Vaughan Billings to contact Carter Jonas

Further letter sent to 2 Grange park - follow up 17/06

VAT claim made

06.15.06 Actions from previous meeting

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 - letter sent 27/05	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 - email sent 27/05	Clerk

06.15.07 Local Development Plan The CDC Local Plan has been passed as sound and is going to final consultation. Following meetings with Dorchester Living, no minutes have been forthcoming despite requests and at the recent meeting very few villages representatives turned up. Ardley in Fewcott were nominated as the lead village for the Neighbourhood Development plan, but since the resignation of Ian Corkin have not attended meetings. If the local Neighbourhood Plan is to go ahead, then the involvement of all 11 parishes is required and it is necessary to have a lead village. From recent conversations it appears that Upper Heyford may be willing to co-lead. MKB will urge other villages to become more involved. JC will speak to the chair of Upper Heyford to ascertain their willingness to become more involved.

06.15.08 Highways/Footpaths Clerk to obtain up to date footpath map from Sarah Aldous at OCC. JC to task BM with reporting all footpath/highway defects around the village to Clerk. It is thought that the land crossed by the Hopcrofts Holt/Red Lion footpath is owned by Tim

Taylor, so JC to establish this and request that the footpath be kept passable. Clerk had a supply of footpath/bridleway signs which were distributed for councillors to put on footpaths as necessary.

ACTION : CLERK/JC/ALL

HW reported that assessors from OCC had attended outside school regarding traffic issues and had discussions with the Head Teacher and will report in due course. They verbally agreed that funding of a lollipop person by fundraising would be acceptable. Other traffic calming measures were discussed but dismissed as too expensive. It was thought that double yellow lines would increase visibility for pedestrians, but also for car drivers who may be encouraged to speed through the area. Item to be put on July agenda by which time the report from OCC should have been received.

An email had been received from Nigel Clark from OCC regarding a speed radar device which would be fixed to a lamppost/telegraph pole to record the speed of vehicles. This would cost in the region of £100 for hire for one week and would record data in PDF format which would then be presented to Thames Valley Police for action. It was agreed that JC/ML would identify a suitable site for the device to be positioned on South Side and provide Clerk with the information so she can inform Nigel Clark that the PC would like to book the device for September when the schools resume.

ACTION : JC/ML/CLERK

It had been noted that a section of masonry of the retaining wall to the property next to the shop has fallen off and there is a danger of more falling off. ML has spoken to the owners who are aware and planning to repair as soon as possible.

The second letter written to the owners of 2 Grange Park has also been ignored. Clerk to write a further letter after which, if no response is received, will contact the local authority to ask they carry out the necessary work and invoice the householder

ACTION : CLERK

06.15.09 Possible sites for future housing development At a recent meeting attended by JC and RP all villages were urged to look at possible sites for development. Steeple Aston is the only local Category A village to have had all 8 possible sites rejected by CDC for various reasons. SAPC need to identify possible potential sites to be included in the Neighbourhood Development Plan. This will be discussed at the Planning Sub committee meeting on 16th June.

06.15.10 Councillor training JC requested that all councillors, particularly the new ones, attend as many training courses as possible. A list of OALC training courses was provided by the Clerk and JC requested that he be enrolled on the Roles & Responsibilities course on 28th July. RM will confirm availability for the same course. No other councilors are able to attend any training courses.

06.15.11 Personnel Committee Following the Clerk's request for her hours to be increased and consultation with OALC, it appears that it is necessary to re-write the Clerk's contract to reflect the changed hours. This can either be done by the formation of a permanent sub-committee which would have the powers to deal with all personnel matters or to form a working party to deal with specific matters. It was decided that a working party consisting of RP/RM/JC should be formed to discuss the contract and report back to the PC. JC to arrange a meeting.

ACTION : JC

06.15.12 Stand in for Clerk The Clerk will be unable to attend the July meeting due to hospitalisation and it was agreed that JC will contact Lorraine Watling and/or Hilary Skaar to see if either would be willing to minute the meeting. Failing that an advert for such services placed in the OALC members update could be responded to.

ACTION : JC

06.15.13 Grievance Procedure It had come to light that the wording of the Grievance Procedure adopted at a previous meeting may need re-wording and RP had circulated a draft revision of the document. JC had declared an interest in this item and left the room after expressing his objection to changing the document and circulating a list of his reasons. After some discussion it was decided that as the document is based on a OALC/NALC model, OALC would be contacted for advice. As both the Chair and Clerk have an interest in this item it was agreed upon JC's return to the room that JC would give permission for RP to speak to OALC on this matter for guidance and report back to the next meeting

ACTION : RP

06.15.14 Planning sub-committee It was agreed that the next meeting of the Planning sub-committee would take place on 16th June at 8pm in the History Centre.

06.15.15 OALC AGM JC has been the Cherwell representative on the OALC committee for the past 4 years and was seeking approval from the PC and nominations to stand for a further term. RP proposed and SF seconded that he stand for a further term and the paperwork was duly signed by the Clerk.

06.15.16 Website – No meeting had been held, therefore nothing to report

06.15.17 Allotments The Allotment Society are re-writing their application form and RM wished to seek clarification regarding the definition of the boundary. The contract states that allotment holders must live within 2 miles of the boundary of Steeple Aston and Middle Aston. RM wished to clarify if this meant parish boundary or ecclesiastical boundary and if 2 miles is by road or as the crow flies. It was decided that the boundary should be the parish boundary and that measurement should be taken as the crow flies.

06.15.17a Meetings RP had attended the CDC Parish Liaison meeting and had submitted his report, highlighting the item on Safeguarding. The PC have a Child Protection Policy in place and RP requested that it should be reviewed and updated at the next PC meeting.

ACTION: CLERK

JC had attended the OALC Executive meeting and submitted his report and had flagged up the matter of trading standards with Cllr Fatemain who will follow up.

At the recent Annual Meeting, Deborah Hextall had made a presentation on behalf of Neighbourhood Watch. RP requested that this be followed up by sending an article to be printed in SAL

ACTION : RP

06.15.18 Play Area/Teenage Facilities Trevor Stewart has carried out work in the playground to include topping up sand, re-shaping platforms around growing trees, repairing the tunnel and replacing posts as necessary. Bark will probably require topping up in the future but at present is adequate. Trevor has said he will invoice the PC in due course.

06.15.19 Correspondence A letter had been received from the Friends of Deddington Library requesting assistance with funding the library. The PC are not in a position to assist at present, but will reconsider when setting the budget for next year

06.15.20 Planning - The following planning applications had been received :

15/00536/TPO 4 Grange Park - Fell Horse Chestnut - REFUSED

15/00536/TPO 4 Grange park crown lift Sycamore - APPROVED

15/00403/F East Grange Grange Park - APPROVED

15/00548/F Lockhall Cottage APPROVED

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

Cheque No	Payee	Detail	Amount
200857	SAVH	Hall Hire	20.25
200858	PCC	Grant	600.00
200859	SAL	Grant	500.00
200860	FoLHS	Grant	50.00
200861	Cathy Fleet	Reimbursement for internal audit fee	100.00
200682	Cathy Fleet	Clerk expenses	21.53
200863	Ryan Kilby	Playground maintenance	156.98
200864	Julia Joyce	Toilet cleaning	160.00
200865	Mark Probbitts	Grass cutting	570.00
200866	Thirsk Community Care	Payroll (John Harron)	46.50

Date of next meeting : 20th July 2015

The meeting closed at 10.07pm

Signed Mr. J Coley (Chair) Date

ACTION LIST SUMMARY

NO	ACTION	To be Actioned by :
06.15.08	Clerk to obtain Footpath map from Sarah Aldous	CF
	JC to establish ownership of land	JC
	All to put up/renew footpath signs	All
	ML/JC to identify possible site for Speed Radar device	JC/ML
	Clerk to send further letter of owners of 2 Grange park	CF
06.15.11	JC to arrange meeting of the Personnel Working Party	JC
06.15.12	JC to arrange stand in for Clerk	JC
06.15.13	RP to speak to OALC re Grievance Procedure	RP
06.15.17a	RP to arrange for Deborah Hextall's article to appear in SAL	RP