

**Minutes of the meeting of the Steeple Aston Parish Council held on
19th July 2010 at 7.30 pm in the Village Hall Committee Room**

Present: Mrs Mason (Chair), Mr Preston (Vice Chair), Mr Coley, Mrs Trinder, Mr Ferguson, Mrs McKinley and one member of the public, Mrs. Whybrew

In attendance: Cathy Fleet (Clerk)

Apologies were received from Mr McNamara

Declarations of Interest : Mrs Mason declared an interest in the Sport & Rec and Village Hall. Mrs. McKinley declared an interest in Affordable Housing and Mr Preston declared an interest in the Village Hall and Affordable Housing.

Minutes of the last meeting held on 21st June 2010 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

Clerk's Report

Grass cutting grant	Clerk had arranged meeting with OCC for 7 th July to determine exact areas covered by grant. Awaiting letter from Mr. Humphreys
Village Hall	Clerk has written to Sec. of Village Hall re contribution to boiler project
Village Steward	Clerk had arranged interviews with 2 applicants for Steward position. Offer has now been made and accepted.
Good Neighbours Scheme	Clerk has placed article in SAL and website. 2 responses received. Clerk to reply again to Josephine Cassidy and article to be placed in SAL
End of year Accounts	Accounts have now been submitted to external auditor
VAT	A claim has been made for VAT paid and confirmation received that £6612.52 will be repaid.
Friends of Lower Heyford Station	Clerk has written to FoLHS explaining the reason for lack of donation. Reply has been received
Finance meeting	Clerk & Mr Coley had meeting to discuss finance and set up new systems.

Highways/Footpaths - A meeting had taken place with Mr. Albert Humphreys from Highways regarding the grass cutting. The map used by Highways was old and out of date and it was agreed that not all areas currently being cut are covered by the grant. Mrs Mason & Mr Humphreys went round the whole village identifying areas to be covered by the grant. They also inspected The Beeches footpath and bank. Mr. Humphreys agreed that the footpath overhanging foliage will be cut back and also that the roadside bank should be cut back by OCC with a view that this may be included, subject to agreement, within the village's maintenance programme in the future. Clerk is awaiting updated map and costings from Mr Humphreys.

Website - The minutes were received. There was discussion about running IT courses and possible funding and also whether Clerk was forwarding all Planning Applications to Dean Cox. Clerk confirmed that all applications are sent to him but that there had been very few recently. Postcards will be on sale from next week at 50p (10p commission for shop) with

proceeds to be given to the defibrillator appeal. Collections so far have been forwarded directly to Nick Brown who is currently holding monies for the appeal, Mrs Mason to check amount held with a view to holding future donations in the PC bank account in order that contributors can be kept aware of progress of fund.

ACTION : MM

Meetings - Mr Preston and Mr Coley had attended the ORCC 90th celebration. Mr Preston, Mrs Mason and Mrs McKinley had met with Peter Ronald and Louise Harrison from Highways regarding traffic calming at Sixtyfoot. Mr Ronald stated that there have been no accidents reported there and that no traffic calming measures would be considered necessary. In addition there was no funding available from OCC Highways. If, in the light of the proposed affordable housing site, the PC felt it necessary to consider traffic calming measures further at the PC's expense either a series of speed bumps or white gates (approx £1000) on the verge would both be possible at the site though traffic humps would only be installed if a speed survey proved the need. Priority signage was not appropriate as the highway was too narrow. Louise Harrison suggested that some cutting back of foliage would improve visibility. Mr Ronald will arrange a speed survey to be carried out in September. Other villages have a 'Peoples Charter' whereby all villagers sign up to it and if caught speeding are 'named and shamed'. It was agreed that this was not desirable in Steeple Aston. It was **RESOLVED** that money would be allowed in next year's precept for possible purchase of white gates.

Filing Cabinet - Clerk has purchased a filing cabinet to store PC paperwork. It was **RESOLVED** that Clerk would be reimbursed £25.

Play Area - Trevor Stewart has re-set the zip wire and all equipment has been checked at his own expense. The water pump has again broken is being repaired. The ROSPA inspection is due any day. A Duty of Care survey has been requested by Helen Ross (Property Trustee for Dr Radcliffe's) and a quote of £175+VAT received from Tim Shardlow (01869 340342X206) at Nicholsons. Further quotes to be obtained from John Whitworth and Bob Stagh.

ACTION: CLERK

Pocket Park - Charter have had a meeting regarding grant funding but no information has been made available yet.

Village Hall - Two tiles have been broken on the roof of the village hall by the youth club. The village hall will arrange for the necessary work to be done and will invoice the PC. Upon receipt of the invoice PC will decide percentage of invoice to be charged to youth club. CDC have confirmed their grant of £3000 for repair work to the heating system, and the PC will pay up to half of the outstanding balance up to £3,500 maximum. The work will commence on 26th July and is expected to be completed by the end of August.

Sport & Recreation Centre -No further progress has been made

Village Steward - Mark Probbitts has been appointed Village Steward and will start on 1st August 2010 on a 3 year contract. His current cutting/spraying contract is due for renewal at the end of March 2011 when both contracts will be reviewed in order to reorganise the areas covered. The Millennium Park grass cutting and weed spraying will remain in the Grass Cutting contract but the maintenance/pruning etc. on the Millennium Park will finally be adopted into the Village Steward contract. He will work app. 4 hours per week at £8.30 per hour. Mr Preston will carry out an induction regarding the Playground Inspection on 3rd August. Clerk to write to all volunteers thanking them for their work. All Councillors are to inform Clerk of any work required in the village as she will be acting as Line Manager for the Steward.

ACTION : CLERK

Bus Shelter – a quote has been received from Brian Coker for £216+VAT for two seats in the stone bus shelter. Clerk to check if two more quotes are needed for small works and up to what value. Mrs McKinley proposed and Mr Coley seconded and the majority agreed to proceed with the installation of seats in the stone bus shelter. **ACTION : CLERK**

Sustainable Steeple - A meeting is to be held on 20th July in the village hall, organised by Mike McKinley

Correspondence -

DATE	IN/OUT	CORRESPONDENT	SUBJECT
21.6	in e mail	Sovereign - Roberts	plans for Aff. Housing
25.6	in e mail	Helen Ross - Dr. R's Trust	query re: tree survey
25.6	out e mail	" "	reply to above
28.6	in e mail	Cargie Dailey	Aff. Housing site
29.6	out e mail	OCC Highways Peter Roland	re: 60' traffic calming
29.6	in e mail	D. Willatt	letter of resignation from PC
29.6	out email	"	reply to above
5.7	in e mail	Helen Ross - Dr. R's Trust	re: tree survey
12.7.	in e mail	Nick Hull	supporting aff. Housing plans
12.7	out e mail	Lisa Boote- Dr. R's governors	Re : concerns - Aff. Housing
12.7	in e mail	" "	re: concerns
12.7	out e mail	" "	reply to above
13.7	in e mail	Lisa Boote	re: Lawrence Fields hedge
12.7	out e mail	Mr. + Mrs. Henney	Re: footpath concerns
14.7.	out	J.Clarke Hook Norton brewery	re: Red Lion footpath
16.7.	in e mail	Scott + Samantha Henney	Footpath-Red Lion Corner
19.7	in e mail	Lucy Howard-Hook Norton Brewery	

Arrange date for meeting

There was considerable discussion regarding letters received regarding affordable housing. Mrs Willatt's letter of resignation was also discussed.

Parish Matters - Clerk and Mrs. Mason had written to Mrs Willatt regarding her resignation as Councillor and thanking her for her work and an article has been inserted in SAL and S.A. Online. If no requests for an election have been received by 21st July 2010, the PC will be free to co-opt.

Planning - 10/00804/F - Oakridge, Cow Lane - no objections

Affordable Housing - The exhibition of plans for the proposed Sixtyfoot site held on 7th July was extremely well attended and Sovereign's Regional Development Manager, Architect and Housing Enablers and CDC's Fiona Brown were on hand to answer questions. There was considerable interest from a number of potential applicants for houses, and support from many villagers. Concerns were discussed with some and a very few took the opportunity to raise their objections. All comments were noted by Sovereign.

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

Payee	Detail	Amount
SAVH	Hall Hire	£10.00
Cathy Fleet	Clerk Salary	£217.82
OALC	Accounts Package	£5.88
SAVH	Hall hire	£25
Mark Probbitts	Grass Cutting	£195
Cathy Fleet	Filing Cabinet	£25

A request for payment had been received from Deddington Health Centre for £340.20 for transport. Clerk to write asking for explanation of apportioning of costs. It was agreed to purchase a gift up to the value of £50 for the P.C.'s auditor in recognition of work in auditing the accounts. Nationwide Bank will still not accept Clerk's change of address. Mrs Mason to request necessary forms. Clerk's appraisal is to be carried out 20th July 2010.

ACTION : CLERK/MM

Date of next meeting : 16th September 2010

The meeting closed at 10.04pm

Signed Mrs M Mason Date

