

**Minutes of the meeting of Steeple Aston Parish Council held on
Monday 8 September 2008 at 7.30pm in the Village Hall Committee Room.**

Present, Mrs Mason – Chair, Mr Preston, Mr Coley, Mr Hotston, Mrs Willatt, Mr Ferguson, Mrs Lee (Clerk) and 2 members of the public – Mrs J Whybrew & County Cllr R Jelf.

1. **Apologies** were received and accepted from Mrs McKinley & District Cllr J Macnamara
2. **Declaration of interests** – none
3. **Public Participation** – none
4. **Minutes of the last meeting** – Monday 21 July 2008 - proposed for acceptance by Mr Preston with unanimous agreement and it was RESOLVED to sign them as a true record of the meeting.

5. Clerks report

BT - collapse of junction box at top of Paines Hill	Reported to BT & repaired.
Yew tree – Old Co-op	Concerned resident advised re works to tree – contacted CDC no TPO - Clerk advised builder re conservation area requirements. Clerk to ask CDC Tree Officer to inspect and advise resident of requirements re tree works.
Litter bin Paines Hill	Mr Preston has fitted new bin – Clerk reported to CDC for collection
Highways	Pre-school zigzag lines have been installed.
Bollards – Village hall car park	Have been repaired
Notice boards	Awaiting quote from Steeple Aston Windows
Shepherds Hill	Weed killing needs doing again – Mr Probbitts will arrange and plant ivy
Village hall sign	OCC are redesigning signs and will replace in autumn

6. Highways –

- Dickredge – continuing problems with parking however residents have been unable to access garages while building work is carried out so PC to continue to monitor the area. A new fence that has been erected at the top of the Dickredge will be inspected by PC to check re planning requirements – any concerns please advise Clerk for contacting CDC.
- Mr Taylor has cut 60' - **Clerk** to arrange thank you – **Clerk** to arrange for Mr Probbitts to do additional work here as per contract.
- Area of land outside Mrs Wood's - Fenway – has been cleared of weeds – **Clerk** to arrange for Mr Probbitts to maintain once it has been grassed over.
- Brambles outside 23/24 The Crescent have been cleared – **Clerk** to send invoice to Charter for works.
- Signs put up for Trade Secrets on junction with A4260 – **Clerk** has reported to Highways as concerns re safety.
- Parking at the top of Water Lane – all residents have been contacted re this and the parking

has improved in the area.

7. **Website** – minutes of 3 September meeting were proposed for adoption by the Parish Council by Mr Coley and it was unanimously RESOLVED to accept them.
8. **Alex White** – The Parish Council offered a vote of thanks to Alex White for all his work in the village while doing his Duke of Edinburgh silver award – the Chair has written a letter of thanks.
9. **Sports & Recreation Building** – Flooring works all completed very satisfactorily and £4000 PC allocation has been spent. Grant monies have been applied for by the Sports & Recreation Committee and cheque should be received by the Parish Council.

10. Planning

Applications

- 08/01739/F Mr Fitz Gibbon – 23 Grange Park – Conservatory to rear – **No objections**
- 08/01753/F Mr Kularajakaran – Harris Stores – Satellite dish to front of building **No objections – would have preferred at side of building if possible.**
- 08/1875/TCA – St Peters Church Fir Lane - Prune bottom branches of 1 yew and 1 copper beech – **No objections**

Granted: The following applications, granted planning permission subject to conditions, were noted:

- 5 applications for change of use at Upper Heyford
- 08/00938/F – Mr Harris – 3 Grange Park – Side & rear extensions with garage conversion and relocated access – as amended by plans 16/5/08 – **Clerk** to chase comments from CDC as to PC objections.
- 08/01601/TCA Mr Barber – 7 Grange Park – Works to horse chestnut subject to TPO8/70
- 08/01567/F Mr Hart – Brasenose Barn, Oxford Rd – Conversion of open fronted storage building to form ancillary family accommodation
- 08/01552/F Mr Ganthony – Dolphin End South Side – Replacement front porch

Refused

- 13 applications for change of use – Upper Heyford

Appeals

- Building 41 Heyford Park
- Building 221 Heyford Park
- Paragon Fleet Solutions – change of use on land etc.

11. **Dog bins** – **Clerk** to put notice in SAL re parishioners comments on the possibility of putting up to 6 dog bins in the village with costings etc. Costs are £210 per bin plus £70 installation and £93.60 pa per bin for emptying.

In addition a laminate notice to go each end of the Tchure re the dog fouling. **Action: Clerk**

12. Incidents Log

- Break-in at Geoff Smith's workshop at Middle Aston during the early hours of 29th July.

Quantity of steel stolen.

- Party on Southside – 6 September – agreed no action could be taken as a one off – anyone concerned with noise in the village was advised to ring the police on the non emergency number. CDC environmental health would investigate if a regular occurrence.

13. Play Area/Teenage facilities – RoSPA report had no major findings on site – most of the matters have been addressed and the remainder are in hand. Request to form a working party has resulted in a group of 5-6 and Mr Preston will arrange a meeting in October to look at the way forward with the re-designing of the play area.

It was proposed by the Chair and unanimously RESOLVED to purchase a further £100 of bulbs for the area – **Chair** to organise and advise all when help required with planting.

Mr Jelf left at 8.30pm

14. Reports from Meetings – none.

Mr Preston advised that he is representing the older people in the village on CDC Older People’s Housing Strategy and the Community Plan – Access to services.

15. Visit of German Group – 5 October 2008 – After discussion it was proposed by Mr Hotston that public money should not be spent on entertaining visitors to the village and this proposal was passed with a vote 3:2 and 1 abstention. It was RESOLVED that the Parish Council would support the event by attending – Chair, Mr Ferguson and Mrs McKinley but could not offer any financial support. The suggestion that the event is held in the White Lion or that the original invitation to the Holt be accepted was made and the Chair will discuss this with Rev McCaw.

16. Correspondence –

Mr Knapman	Parking Randolph’s	The residents advised that they do not park in front of their property – Clerk has replied with apology.
St Peter & St Paul	Request for display at Harvest Festival	Advised not able to participate as vital members are on holiday
SE Plan		To Chairman
PCT AGM	Invitation	Emailed to all – no takers
Air Ambulance	Request for grant aid	For Precept meeting
CDC	Code of Conduct survey	Completed and returned
CDC	Waste Recycling visit	Mrs Willatt to attend
CDC	LDF meeting	Mr Coley to attend
ORCC	Offer of transport needs survey – passed to Mr Ferguson – agreed not required at present – could form part of Parish Plan.	

Envelope – for distribution

OPFA	Playing Field – copy to RP
PCT	Health News
NHS PCT	Newsletter
CDC	Standards Cmtee
CDC	Play spotlight - copy to RP

The Chair's correspondence list was circulated for information.

17. Consultations –

- 2030 Oxfordshire – no response to be made
- Draft Rural Strategy – CDC – all councillors to send response to Clerk by 20 September &/or respond individually – Clerk to compile response.
- Dial A Ride – **Clerk** to put information re BCTA dial a ride in SAL to increase local awareness & to respond to consultation.

18. Village Hall – the user group survey has been completed and the results were circulated. After discussion it was proposed by Mr Preston and unanimously agreed that Mr Preston & Chair would

- compile a list of works for the hall
- obtain some approximate costings from Mr Streat & look at funding opportunities
- arrange a meeting of PC and village hall committee to look at the way forward and form a working party
- present findings to PC for discussion etc.

19. Parish Plans – no decision has been made re whether a parish plan & questionnaire will be carried out in the village. However, the possible question areas have been split into 12 and each member of the group is putting together a list of questions that could be used. The issue of a design statement is also being looked into and Mr Mason is working with CDC regarding this. The group -

- have been approached by Lower Heyford Parish Plan group with a view to working together
- hope to promote Freebay by an article in SAL
- wish to advise the village of what the PC spends and **Clerk** to work with Mrs Whybrew to get costings etc – What every £1000 spent costs a Band D house & advise of the grant aid obtained for the village on an annual basis.

20. Finance

Accounts for payment

S Lee – clerk Aug & Sept £244.37 less tax £87.60 plus int audit	£416.02
HMRC	£87.60
Mark Probbitts – grass cutting, work at Shepherds hill & BMX track	£625.00
Deddington Health Centre	£89.99
Public Loans Board	£1532.78
ACH Flooring	£7449.50
Basil Streat	£602.19
Play Safety – RoSPA inspection	£109.28
BDO Stoy Hayward	£470.00

Proposed for payment by Mr Coley and unanimously RESOLVED to pay as listed above.

Monthly budget review – was unanimously accepted with no questions.

External Audit - Mr Coley proposed that the Annual Return as approved by the external auditor be

accepted by the Council with unanimous approval. It was RESOLVED to accept the Annual Return. 2 issues had been identified –

- fidelity insurance level was felt to be low – however following risk assessment the Council were satisfied with the requirements of 3 signatories on cheques preventing fraudulent transactions.
- Incorrect use of S137 was identified in the donation to SAVA as S142 of LGA Act should have been used. This was noted for future use.

Clerk – CiLCA – salary increment – the Clerk has successfully completed her Certificate in Local Council Administration and it was proposed by Mr Coley and unanimously RESOLVED that the salary increment as detailed in her contract be offered with immediate effect. The Clerk advised she will be starting a degree course in Local Policy this year and may request financial support for books etc in the future.

21. Affordable Housing – Rural Exception site – a possible site has been identified and the Rural Housing Enabler – Nicola Ball – at ORCC is working to move this forward. A proposal by the Chair to exclude the public for this agenda item was unanimous RESOLVED and confidential minutes taken.

22. Any Other Business

WI map – needs some attention – **Mr Coley** to discuss with WI on 9 September.

CDC – clothes recycling bank has appeared in the village hall car park – is there permission for this to be there – can it be removed as will create more untidiness in the area – **Clerk** to investigate.

Viridor – **Clerk** to forward corresp re the possibility of Incinerator at Ardley to Mr Coley & Mrs Mason.

23. Date of next meeting – Monday 20 October 2008 7.30pm

The meeting closed at 10.16pm

Signed.....

Date.....