

**Minutes of the meeting of the Steeple Aston Parish Council held on  
20<sup>th</sup> September 2010 at 7.30 pm in the Village Hall Committee Room**

**Present:** Mrs. Mason (Chair), Mrs. McKinley, Mr. Ferguson, Mr. Coley, Mrs Trinder, Clly Jelf and three members of the public, Mrs. Whybrew and Mr & Mrs Hallam. PC Caroline Brown from Thames Valley Police was also present.

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

**Apologies** were received from Mr Preston and Mr. MacNamara

**Declarations of Interest :** Mrs. Mason declared an interest in the Village Hall, Mr. Ferguson in the Dingers Cottage Planning application and Mrs. McKinley a personal and prejudicial interest in Affordable Housing.

**Minutes of the last meeting** held on 19<sup>th</sup> July 2010 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 :** Mr & Mrs. Hallam wished to discuss the allotments which is dealt with later in the minutes. PC Brown summarised the past year's crime statistics which were all minor and have been dealt with. Last year Steeple Aston was in the top 3 for Parking and Anti-Social behaviour issues. This has now dropped but there are still parking issues which were highlighted to PC Brown. Parking at the Dickredge was discussed and PC Brown has promised to increase patrols and place flyers on offending vehicles prior to issuing tickets. Cllr. Jelf will speak to OCC regarding the promised upgrade of the bus stop which could alleviate the parking problem. Parking around the Red Lion was also discussed at length, PC Brown to monitor the situation. Parking on Jubilee Close/South Side was discussed and PC Brown suggested that phoning the police when a vehicle is parked inappropriately would enable the Police to act promptly. PC Brown thought that last year's reports of anti social behaviour could have resulted from the survey being made around the time of the end of school year when a function was held; this was held elsewhere this year and there have been no complaints. PC Brown will contact one elderly resident who has been concerned about cold call phone calls. PC Brown concluded her report by saying that Steeple Aston is a safe and happy place to live.

**Clerk's Report**

Play area	Requests for further quotes for duty of care report made
Village Steward	Induction carried out and VS completing paperwork satisfactorily
Bus shelter	Clerk had meeting with Lee who is preparing quote
Deddington Health Centre	Clerk had written to DHC and received reply
Finance	Correspondence received from Auditors and replied to . No progress with Nationwide

**Highways/Footpaths** - The tender for mowing/spraying is due for renewal in March. Contract needs to be drawn up to reflect the changes to the contract in the Millennium Park area resulting from the appointment of the Village Steward. Highways have still not provided an up to date grass cutting schedule. Clerk to chase **ACTION: CLERK**

**The Beeches** - The clearing work on the Beeches has been well received but it was felt that maintenance of overhanging trees was required on the opposite side of the road. A letter is to be sent to the landowner, Mr. Charles Cottrell-Dormer. **ACTION : CLERK**

**Lime Trees on Sixtyfoot** - After some discussion it was unanimously agreed that the trees should be crown lifted. Quotes to be obtained from Nicholsons, Bob Staig and John Whitworth. **ACTION : CLERK**

**Website** - A website meeting was held on 13<sup>th</sup> September. Postcards are selling steadily and there are plans for Christmas cards which need to be printed by the end of October. The website committee requested that the PC loan them £150 i,e, £50 on addition to precept for the printing of cards. It was **RESOLVED** that this loan would be made.

**Meetings** - Mrs Mason and Mrs. Hallam had attended a meeting with Carter Jonas which is reported on elsewhere in the minutes.

There are many meetings over the next month which councillors will attend.

**Traffic calming on Sixtyfoot** - Mrs. Mason and Mr. Preston had a meeting with Louise Harrison where various traffic calming measures were discussed but no solution was suggested. OCC to carry out a speed survey in the area before PC decide whether to install white 'village entry' gates. For Precept meeting. OCC Highways commented on overgrown vegetation at Croft Cottage -to be investigated.

**ACTION : CLERK**

**Grit Bins** - The location of grit bins to be identified by Clerk as per previous minutes. Two sturdy snow shovel (with bent handle) to be purchased for use by the Village Steward.

**ACTION : CLERK**

**Play Area - Pocket Park** - Charter have granted £1140 for swing/improved access to Pocket Park. It was **RESOLVED** to accept Trevor Stewart's quote of *Double bay swing frame @ 2.4m high complete with seats and a Grassmat safety surface £1,800 Entrance gate, £440.*

**Toilets** – Three quotes had been received for preparation of plans and submission of Building Regulations and Planing permission :

Cleford Essex	£1055+VAT
Mills	££1920 + disbursements
Digi Designs	£1323 + VAT

It was **RESOLVED** to proceed with Cleford Essex quote. Number of toilets, automatic lock, external water fountain, possibility of storage space to be discussed at draft plan stage. M.M. to confirm acceptance with Cleford Essex. Clerk to write to Mills & Digi thanking them for quoting.

**ACTION : CLERK**

**Village Hall** - The double glazing has been completed. The boiler is functioning but is not perfect as yet. It was **RESOLVED** to make a payment of £2424.14 to the Village Hall being 50% of the outstanding cost.

**Sport & Recreation Centre** -Nothing to report

**Village Steward** - All agreed that Mark was doing a good job. He is to be asked to clear the Acacia scrub and thistles and also to clean the village signs when there is less work to be done in the playground. Possibility of removing the rabbit fencing on west side of lower car park hedge to be considered. It was **RESOLVED** to purchase a replacement Rowan tree for the corner of Bradshaw Close.

**ACTION CLERK/MM**

**Correspondence - Chair**

DATE	IN/OUT	CORRESPONDENT	SUBJECT
20.7	out e mail	Howard / Hook Norton Brewery	date for meeting
26.7.	in e mail + letter	Helen Ross	notice of resignation from Dr. Radcliffe's Trustees
26.7	out e mail	Scott + Samantha Henney	reply re: footpath objections
26.7.	out e mail	Charles Cottrell-Dormer	Re: dead tree Heyford Road
27.7.	in e mail	" "	reply to above
20.7	out e mail	Stuart Roberts - Sovereign	re: footpath
29.7.	in e mail	" "	"
31.7	out	T.Lang	e mails / aff. housing site
3.8	in e mail	Louise Harrison OCC	Sixtyfoot - poss. options
3.8	in	Drew - Carter Jonas	draft lease for allotments
3.8	out e mail	" "	acknowledgement of above
6.8.	in e mail	Tim Lunel - NEF	M&S submission
6.8.	out e mail	" "	reply to above
8.8.	in e mail	" "	draft submission
25.8.	out e mail	Drew - Carter Jonas	request for meeting re: lease
29.8	in e mail	Mike Mckinley	c.c. letter to Brewery
30.8	in e mail	Kewley	Cllr. resume
6.9	out	Jenny Hallam - Allotment Soc.	re: S.E. Comm.
		Empowerment Award	
8.9	in e mail	Tim Lunel	M&S grant - refused
8.9	out e mail	Lisa Boote	above forwarded
9.9	in e mail	Steve Boote	Cllr. resume

15.9.	in e mail	Cleford Essex	Fee proposal - toilet block
20.9	in	Susi Barber	letter in support of Aff.
		Housing 60' Site	
20.9	in e mail	Julia Whybrew	c.c. Hook Norton Brewery
		petition	

### Correspondence - Clerk

Date	Type	Details	
26/07/10	letter in	CDC re Census	
27/07/10	email in	from CDC Transport re bus stops in Steeple	
28/07/10	letter in	from CDC confirming no nominations for Councillor	
28/07/10	letter in	from CDC re Census	
30/07/10	letter out	Deddington Health Centre re bus	
	Letter out	Air ambulance re donation	
02/08/10	letter in	Deddington Health Centre	
15/08/10	Magazine in	The Playing Field	
	Magazine in	Celebrating community life in Rural Oxfordshire	
22/08/10	email in	Bob Staig re quote for duty of Care of Trees report	
	Letter in	CDC re Thermal Imaging Forum	
	Letter in	CDC re Countryside Forum	
11/08/10	letter in	Dr. Radcliffes re appointment of Trustee	
17/08/10	letters out	letter to all prospective councillors	
25/08/10	Letter in	From Merill Bailey re withdrawal of Councillor nomination	
30/08/10	email in	resume from Davis Kewley re Councillor nomination	
09/08/10	email in	resume from Steve Boote	
11/09/10	letter in	CDC re Licensing Act	
11/09/10	letter in	CDC re Liaison meeting	
17/09/10	letter in	ROSPA report & invoice	

**Bus Shelter** - Two quotes had been received for seating in the stone bus shelter. B R Coaker £216 + VAT and Lee Rogers £158.98. It was **RESOLVED** to accept Lee Rogers' quote but the design specified needs alteration. Mrs. McKinley to provide a detailed drawing of what is required for Clerk to pass to Lee.

#### **ACTION CLERK/CM**

**Duty of Care Report** - Two quotes had been obtained, Nicholsons £175 and Bob Staig £300. Clerk to speak to Mr Preston to ascertain more details of Nicholsons' quote.

#### **ACTION : CLERK**

**Co-Option of Councillor** - Voting took place with votes 5:1 in favour of David Kewley and it was therefore **RESOLVED** to invite him to become a Councillor. Mrs. Mason to write to him and also to Steve Boote. Clerk to subsequently write to David Kewley with further information.

#### **ACTION : CLERK/MM**

**Trustee of Dr. Radcliffe's** - Mr Coley proposed and Mrs. McKinley seconded that Mr. Whybrew be elected as Trustee for Dr. Radcliffes. M.M.to Notify Clerk to Trustees & Mr. Whybrew

**Sustainable Steeple** - There had been a meeting with Tim Lunel following which an application was made, jointly with other villages, for a grant from M&S which has unfortunately been unsuccessful. Mr & Mrs McKinley will be attending various meetings and will place articles in SAL and on the website to maintain awareness and will arrange a village meeting possibly within 6 months.

**Clerk's Training** - It was **RESOLVED** that the Parish Council would pay half membership of the SLCC and half fees for a training course for the Clerk. The other half to be paid by Lower Heyford PC of which Clerk is also Clerk. This will enable the Clerk to undertake further training and work towards a qualification.

**Recycling bin** - Mr Coley had details of a recycling bin which would be for small electrical appliances. These bins are currently out of stock. Mr. Coley to investigate further.

#### **ACTION : JC**

**Allotments** - Mr. Mason and Mrs. Hallam had a meeting with the Diocesan Agent regarding the lease. A draft lease was discussed. A number of issues were raised and a further draft should be available soon. The diocese are offering a 20 year lease and are keen to work with the PC and the Allotment Ass. to achieve a satisfactory agreement. There are some outstanding boundary issues. The caravan on the site is an issue which the Diocese need to resolve. The PC would not want to accept responsibility for land other than for allotment use. Mrs Mason had discussed the matter with the Clerk of Deddington who has experience of allotments and will discuss the revised draft lease with solicitors prior to instructing a solicitor in order to keep costs down. Clerk to check with Insurance company whether joint names can be put on the policy.

**ACTION : CLERK/MM**

**Parish Matters**

**Planning** - Approval of work at Red Lion Corner for Mr & Mrs Scott Henney

10/01126/F - two story extension at Folly Cottage, Fir Lane

10/01101/F - Primrose Cottage - **WITHDRAWN**

10/01250/F - 3 Jubilee Close - conversion of garage and single story extension

10/01330/OBL - Dingers Cottage, The Dickredge

There was concern about the application for Dingers Cottage and considerable discussion at which time Mr. Ferguson left the room. It was **RESOLVED** that the Clerk would provide the following response to the Planning Department :

“We are concerned that the amount of parking normally on and around the property may well indicate a used car business being carried out from the property. Please take note of neighbours’ comments. The original application in which Section 106 was agreed we felt was necessary at the time and whilst we have no objection to the family use being removed, the property should be kept under one ownership. Parking and access from the Dickeredge onto the Heyford Road is a continuing concern to the residents and the PC

**Affordable Housing** - Mrs Mason and Mr Preston had an amicable meeting with Hook Norton Brewery but as yet no progress has been made. There was much discussion about petitions which are circulating round the village, some containing inaccurate information. Mrs Mason will put an article in SAL stating the correct facts.

**ACTION : MM**

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

Payee	Detail	Amount	Cheque No
SAVH	Interviews/Sustainable Steeple Meeting	£20.00	200255
Basil Streat	Report on S&R damp & condensation	£141	200256
SAVA	Grant	£200	200257
Cathy Fleet	Clerk salary 2 months	£435.64	200259
CDC	Election fees	£57.20	200260
B R Coaker	Painting doors (1/2 to be paid by VH)	£117.50	200267
B R Coaker	Repair of roof tiles on VH	£29.38	200268
M. Probbitts	Steward wages 29/08-19/09	£232.40	200262
SAVH	Donation to VH for boiler repairs	£2424.14	200261
M Probbitts	Mowing & spraying	£743.00	200263
Playsafety	ROSPA Inspection	£148.06	200264

The invoice from Deddington Health Centre was discussed and it was **RESOLVED** to approve for payment.

The level of Fidelity Guarantee Insurance will be advised by the Auditors and will be discussed at the next meeting.

**Date of next meeting : 18<sup>TH</sup> October 2010**

**The meeting closed at 11pm**

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