

**Minutes of the meeting of the Steeple Aston Parish Council held on  
Monday 8th September 2014 at 7.30 pm in the Village Hall Committee Room**

**Present:** - Mr Preston, Mr Coley, Mrs Trinder, Mr Ferguson, Mrs. Wright, Mr. Lipson, Mrs McCready,

**Members of the public :** Mrs Whybrew, Mr. Giles, Mrs Gray, Mr. & Mrs Compston, Mr. Dowler, Cllr Arash Fatemain

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

**Apologies** were received from Cllr Macnamara

**Declarations of Interest :** Mr. Preston declared an interest in the Village Hall and Mr. Lipson declared an interest in the Archive and the Village Hall.

**Minutes of the last meeting** held on 21st July 2014 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

**09.14.01 Public Participation :** Some members of the public had attended in order to speak on highways matters and the Chair agreed that discussion would take place under the relevant Agenda item.

**09.14.02 Clerk's Report:** Steeple/Rousham footpath reported ref 509283. No action has been taken other than Highways informing Clerk that the matter has been put on the Haters List. Clerk to chase

**Action Clerk**

**09.14.03 Matters Arising** The next meeting with Dorchester Living regarding the Neighbourhood Plan will be held on 10th September and will be attended by Mr. Preston and Mr. Dowler. RP will report after the meeting.

**09.14.04 Highways/Footpaths -** The hedge to the Fenway boundary of Coneygar Fields has been cut. Clerk to establish ownership of the hedge to the inside boundary of the development and ascertain who is responsible for its maintenance.

**Action : Clerk**

It had previously been suggested that the roses along Heyford Road be removed and the area grass seeded. It was unanimously agreed that this is the best course of action and it was **RESOLVED** to accept Mark Probbitts quote of £325 to carry out this work. Mark had also quoted to trim the hedges from the war memorial to the entrance of Lawrence Fields - £220, to cut the verge on Sixty Foot back to the ditch and remove suckers from the base of the trees - £120 and it was **RESOLVED** to accept these quotes. Clerk to instruct Mark. The hedge to Robinsons Close is obstructing traffic emerging from the VH car park, John White, as Chair of the Sport & Rec, to be asked to arrange for the hedge to be trimmed and at the same time to cut back brambles and overhanging foilage by the kissing gate/footpath on Fir Lane. Clerk to speak to John White.

**Action : Clerk**

Sanctuary Housing to be contact regarding trimming the tree on The Crescent.

**Action : Clerk**

Overhanging trees on Water Lane are causing a problem. Clerk to contact owners and request they be trimmed back

**Action : Clerk**

There is a dead lime tree on Sixty Foot which will need to be removed.

A survey of footpaths around the village was undertaken some years ago and any problems highlighted. HW/RMcC agreed to undertake this. Clerk to supply map.**Action : Clerk/HW/RMc**

Mr. & Mrs Compston were attending the meeting as they are concerned about the number of vehicles speeding on South Side and were hoping tha the PC could take some action. After considerable discussion Cllr Fatemain suggested that he could arrange for strips to be placed on the road, ideally opposite Manor Farm near Bradshaw Close, by Highways to record speeding vehicles, the results of which could be presented to the police as evidence. TVP have a scheme whereby volunteer residents are trained to use cameras provided by TVP to record speeding vehicles, the owners of which are then contacted by the police. There is a 6-8 week wait for the installation of strips on the road, and in the meantime WPC Caroline Brown to be invited to attend the next PC meeting.

**Action : Clerk**

Mr. Giles and Mrs Gray were attending the meeting following up a letter sent to the PC regarding the siting of the new litter bin on Paines Hill. They are unhappy because of the lack of

consultation by the PC as to the siting of the bin and the fact that it is in very close proximity to their only outside space to their property. They felt that it is unsightly, a health hazard and in a dangerous position for vehicle owners and small children. RP replied that the decision to site the bin had been made by the previous parish council members and that its precise location was made in consultation with Highways. The bin has to be facing the footpath or it would not be used and it cannot be moved due to its proximity to the grit bin. In an effort to resolve the situation it was suggested by the PC that they source a smaller, green bin with a lid and that Ryan Kilby be asked to empty the bin on a regular basis. The Council will empty the bin weekly but it may be necessary to empty it more frequently.

**Action : Clerk**

Cllr Fatemain reported that OCC now have a new machine for fixing potholes which is very effective and can be used in bad weather. It is currently doing the rounds of villages and potholes in Steeple should be attended to fairly soon. He reminded Clerk that he is still awaiting the form for funding of the posts around the town well

**Action Clerk**

**09.14.05 Standing Orders** - The Standing Orders have been updated to reflect Legal Topic Notes issued by NALC and it was **RESOLVED** to adopt the amendments and that the Clerk should circulate them to all councillors.

**Action : Clerk**

**09.14.06 Website** - Nothing to report, but it was suggested that it required some updating

**09.13.07 Meetings** - No meetings had been attended

**09.13.08 Play Area** - The ROSPA report has been received and circulated, including to Ryan and Trevor Stewart. Trevor has provided additional bark and sand and mended the zip wire. Ryan has trimmed back trees as recommended and will trim Bike Trail area. Signs are to be provided indicating start and finish of the bike trail; MT to speak to Olly Ong regarding signs and levelling of some areas of the bike trail. It was agreed that the trees which are surrounded by platforms would be monitored for growth to ensure no damage is done. It was agreed that the ROSPA report was very favourable.

**Action : MT**

**09.14.09 Village Hall** At this point the Chair applied Standing Order No. 57 and Mrs Whybrew, Mr. Lipson and Mr. Preston were asked to present their case for the division of the residue of VH funding and then leave the room. After some discussion it was agreed that of the £3700 residue, the PC and VH should each receive £1850. Of the PCs share, a grant of £750 would be made to SAVA with the proviso that no grant would be made to SAVA for 2015/16. This was unanimously agreed. JW, RP and ML then returned to the room and were informed of the decision.

There is some visible damp in the Committee Room and it was agreed to that a roofing contractor be asked to investigate and quote.

**Action : RP**

The bottom of the side door/disabled entrance has rotted and possibly requires a weatherboard. Mr. Coaker to be asked to quote

**Action : RP**

The tarmac near the kitchen door has dropped. Mr. Coaker to be asked to quote

**Action : RP**

**09.14.10 Emergency Response Plan** This has been updated and was approved. Clerk to circulate

**Action : Clerk**

**09.14.11 Toilets/Cleaner** - Nothing to report

**09.14.13 Allotments** - RMcC reported that an invoice for the hire of a skip was outstanding. Clerk had not received the invoice and a cheque was duly raised. She reported that 2 allotments have become available and adverts have been put in the life. There has been no progress on the wall/sycamore tree which Mr. Billings is concerned about and it was agreed to wait until contact is made by Mr Billings.

**09.14.14 - Clerk Training** Clerk has expressed an interest in further training to achieve the Cilca qualification and it was agreed that provided costs could be halved with Lower Heyford (for whom she is also Clerk) then she should proceed. The cost will be £400 plus expenses and reimbursement of 7 x 1/2 days pay for training. The time spent outside of the training in order to work up a portfolio will be done at the Clerk's own expense. Councillors agreed to discuss the matter of expenses and reimbursement outside of the meeting and let Clerk know the outcome so she can commence the course on 19th September.

**09.14.15 Correspondence** - Correspondence had been circulated and discussed.

**09.14.16 Planning**

- 14/00191/TCA Notice of Intent to undertake tree works, The Old Post Office South Side
- 14/00764/F Giles Yard - erection of fence retrospective APPROVAL
- 14/00869 Amendment of Brookside application
- 14/00895/F Canterbury House - APPROVED
- 14/00981/F Wickhams - APPROVED
- 14/01288/TPO Tree work - 3 Grange Park
- 14/00486/F Kiftsgate - APPROVED
- 14/01142/F Conservatory 37 Grange park - APPROVED

It was also reported that plans have been submitted to West Oxfordshire Council to redevelop the Hopcrofts Holt Petrol Station.

**09.14.17 Affordable Housing** JC and RP will be attending a meeting with CDC on 15th October and have requested that the Allocation System is added as an Agenda item and will report back after the meeting.

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

Cheque No	Payee	Detail	Amount
200791	Playsafety	ROSPA Report	234.00*
200792	Viking Direct	Office supplies (half to be reimbursed by LH)	39.41*
DD	PWLB	Loan	1278.16
200793	R Preston	reimbursement	15.00
200794	Cathy Fleet	Clerk Salary	226.82
200795	Cathy Fleet	Clerk expenses	18.48
200796	SACAA	Skip hire	105.00
200797	Ryan Kilby	Playground maintenance	313.96
200798	Julia Joyce	Toilet cleaning	320.00
200799	Mark Probbitts	Grasscutting	760.00
200800	Village Hall	50% of VH extension residue	1850
200801	SSAVA	donation	750

The Declaration for the change of signatories of cheques was signed.  
Interim Accounts had been circulated for information

**Date of next meeting : 20th October 2014**

**Provisional future meeting dates :**

**17th Nov, 7th Jan (Precept meeting @ John Coley's house), 19th January, 16th February, 23rd march, 20th April, 18th May**

**The meeting closed at 9.49pm**

**Signed ..... Mr. J Coley (Chair) Date .....**

### ACTION LIST SUMMARY

NO	ACTION	To be Actioned by :
09.14.02	Clerk to chase Highways re footpath to Rousham Bridge	Clerk
09.14.04	Clerk to establish ownership of Coneygar Fields hedges	Clerk
	Clerk to accept Mark Probbitts quotes	Clerk
	Clerk to speak to John White	Clerk
	Clerk to provide HW/RMc with a map.	Clerk
	HW/RMc to undertake foot path survey and highlight defects	HW/RMcC
	Clerk to contact WPC Caroline Brown and to liaise with Cllr Fatemain	Clerk
	Clerk to speak to Ryan regarding emptying the bin	Clerk
	Clerk to source alternative bin	Clerk
	Clerk to complete form for funding for posts around town well	Clerk
09.14.05	Clerk to circulate Standing Orders	Clerk
09.14.08	MT to speak to Olly Ong re Bike Trail	MT
09.14.09	RP to ask Mr. Coaker to quote for repairs to VH door and tarmac and to obtain quote from a roofing contractor	RP
09.14.10	Clerk to circulate Emergency Response Plan	Clerk