

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

Monday 2015

Present: - Mr Coley (JC) (Chair) Mr. Preston (RP) (Vice chair) , Mrs. Wright (HW), Mr. Lipson (ML), Mr. Ferguson (SF) , Mrs Mulcahy-Hawes (BMH), Mrs R McCready (RMcC)

Members of the public : Mrs Whybrew, Cllr Fatemain

In attendance: Cathy Fleet (Clerk)

01.09.15 **Apologies** were received from Cllr Kerford-Byrnes, Cllr JJ Macnamara

02.09.15 **Declarations of Interest:**

Mr. Lipson declared a general interest in the Village Hall and SAVAs

Mr. Preston declared a general interest in the Village Hall.

Mrs McCready declared a general interest in the Allotments

03.09.15 **Minutes of the last meeting** held on 20th July 2015 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

04.09.15 **Public Participation:** Mrs Whybrew raised the matters of overgrown foliage at the Bradshaw Close bus stop and outside South Grange.

Cllr Fatemain had submitted his report for the month which had been circulated.

05.09.15 **Clerk's Report**

- Footpath maps received;
- CDC parish Liaison meeting RP to attend
- ROSPA report received
- overgrown foliage at 2 Grange Park reported to OCC Highways ref 709144;
- conclusion of audit received from BDO

06.09.15 **Actions from previous meeting**

06.15.08	Clerk to obtain Footpath map from Sarah Aldous ✓	CF
	All to put up/renew footpath signs ✓	All
	Clerk to send further letter of OCC re problems at 2 Grange park & report on Fix My Street. Reported to Highways 02/09/15	CF
06.15.11	JC to arrange meeting of the Personnel Working Party ✓	JC
07.20.08	Clerk to (i) Check that the child protection policy complies with up to date legislation (ii) Confirm whether she is prepared to become the responsible officer (iii) Review the OCC Safeguarding Policy and confirm if the SA policy needs modifying. Agenda Item	CF
07.20.09	Clerk to book the radar box for use during the 3 rd week in September subject to OCC confirming that the Parish Council will be sent a copy of the results. ✓	CF
	Clerk to follow up the painting of the yellow and white lines with OCC and bring this item forward as an agenda item for the September meeting. ✓	CF
	Cllr H Wright to check if any response is yet available to the most recent assessment for a 'Lolly Pop Lady/Man'. Still on-going . RMcC to follow up	HW

07.20.10	Cllrs J Coley and M Lipson to attend NP meeting 29 th or 30 th July and report back. Cllr S Ferguson to act as substitute if required. ✓	JC/ML
07.20.14	Clerk to (i) write to Chris Hawes and Julia Joyce to thank them for their prompt responses to the recent vandalism. (ii) check that Mr Kilby is ok. ✓ (iii) check the new requirements relating to the installation of adult fitness equipment close to children's play areas.	CF
	Cllr Preston to order more play bark RP to again contact Trevor Stewart	RP
07.20.15	Clerk to (i) employ Mr Kilby for two hours to hoe the gravel at VH. (iv) note that it needs treating with weed killer when the contractor is next in the area ✓	CF
07.20.17	Allotment conditions to be updated ✓	CF
07.20.19	Clerk to check CDC planning portal to confirm that permission given to pave over front garden at 28 Heyford Road. Planning permission granted 15th June. Permission not required if surface is permeable	CF
	Clerk to ask for formal proposal about the dropped kerb opposite to the former White Lion to be submitted so this can be formally considered at the September meeting. No further action required until an application submitted	CF
	Cllr M Lipson to ask CDC for more information about the part build currently available. Details to be included in Steeple Aston Life. ✓	ML
07.20.20	(i) Clerk to ask Boughton Drains to issue their payments receipt to SAPC. ✓	CF

07.09.15

Child Protection Policy

The OSCB (Oxfordshire Safeguarding Children Board) Policy recommended by OCC has been personalised to SAPC and it was **RESOLVED** to adopt the policy. Clerk to investigate and instigate the procedure for obtaining DBS checks for contractors who may be employed in the village where contact with unaccompanied children is likely

ACTION: Clerk to instigate DBS checks

08.09.15

MCNP

There had been a meeting of the forum last week with attendance by 11 parishes and Dorchester which ML summarized for the PC.

- It has been agreed to employ an administrator and an initial meeting has taken place with the current clerk of Bucknell who is willing to take on the role. It is likely that all parishes will be required to contribute to the cost of the administrator which may be approximately £250 pa. Dorchester have agreed to fund the administrator for the first 3 months.
- Grant funding will be available through the Government and could amount to £8K. Grant funding has to be spent within 6 months of receipt

- Website – Dorchester had set up a website which is currently not working. Dorchester promised over 2 weeks ago to remedy this but so far no action has been taken.
- A constitution will be required in order to allow for voting etc. The Model constitution for Federations which ML had researched does not allow for the inclusion of Dorchester Living so will require tweaking to accommodate them.
- Pegasus (advisors to Dorchester) have provided a draft Plan. It is felt that this is very premature and the bias is wrong. The Executive will re-draft the document so it is understandable to the layman. It will not be possible to hold a referendum in May 2016. Working parties will be formed to establish the needs of all the villages. All villages be will required to provide the same information.

09.09.15 Councilor training

JC reported that he had recently attended the Roles & Responsibilities training run by OALC and found it invaluable. He also reported that forthcoming courses are fully booked but urged new councillors to attend when possible. ML is to attend Planning Training in November.

10.09.15 CDC Parish Liaison Meeting

The next CDC Parish Liaison meeting is on 11th November. RP and RMcC will attend. No agenda is yet available.

11.09.15 Neighbourhood Watch

There have been a few enquiries but no firm commitment to become involved, and little contact from Deborah Hextall. All councillors were urged to approach people and encourage them to sign up. For next agenda .

12.09.15 Highways/Footpaths

There have been instances of graffiti on the bus shelters. BMH agreed to purchase paint and cover over the graffiti.

ACTION: BMH to paint bus shelters

Salt supplies - OCC will fill the salt bins and provide free salt if required. Clerk to contact Paul Wilson to accept the offer of a bag of salt but to ensure that it is delivered in small bags rather than a bulk bag.

ACTION: Clerk to arrange delivery of salt

Overhanging foliage - clerk to write to householders:

Fig tree at South Grange (ML to speak to owner)

Bladebone House

Bradshaw Close overhanging onto SouthSide

Water lane

Fir trees opposite Old White Lion

Potholes to be reported:

outside Red Lion

Raised flagstones Water Lane/Fenway (mortar is loose and is trip hazard)

ACTION: CLERK

13.09.15 Website

The minutes of the website committee had been received

14.09.15 Meetings

No meetings of note had been attended

15.09.15 Play Area

now The water fountain had been reported as spraying water out excessively and has been turned off. The trampoline has broken in another place and will need replacing. RP to speak to Trevor Stewart

Laminated notices are required at the start and finish of the Bike Trail Clerk to contact ROSPA to find out if there are any restrictions regarding adult exercise equipment in a childrens' playground.

ACTION: RP/CLERK

16.09.15

Village Hall

It has been necessary to call out Boughton Drains twice in the last month to deal with blocked drains. Both times the cause has been paper towels and the bill has amounted to over £300. The VH Management Committee and S&R Committee to be contacted requesting that they be aware of the problem and possibly consider installing a mechanical hand dryer.

ACTION: CLERK

17.09.15

Toilets/Cleaner

No problems to report

18.09.15

Correspondence

Correspondence lists were circulated and discussed

15.11.14

Planning

The minutes of the Planning Committee meeting held on 24th August 2015 were approved.

15/01280/F Garden room @ 9 Grange Park APPROVED
 15/01289/OUT Lewannick, Harrisville
 15/01328/LB Chancel Cottage, Fir Lane
 15/01626/HED Removal of hedges for pipework
 15/01520/LB The Old School House, Southside

20.09.15

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

Cheque No	Payee	Detail	Amount
200872	Lorraine Watling	Admin Services	97.50
200873	Oxford City supplies	toilet supplies	189.93 *
200874	Playsafety	ROSPA report	244.80
200875	OALC	Training (Lipson)	42.00
200876	VOID		
200877	M Probbitts	Grass cut & weed spray	780.00
200878	Thirsk Community Care	Payroll	47.25
200879	Boughton Drains	drain clearance	117.60 *
200880	Cathy Fleet	Clerk expenses	15.30
200881	BDO	Audit	240.00
200882	Julia Joyce	Toilet cleaning (since June)	560.00
200883	Ryan Kilby	Playground maintenance	£156.98

* VAT reclaimable

It was confirmed that the successful conclusion of Audit had been received from BDO

Members of the Public were asked to leave the meeting for the next item.

21.09.15

Clerk's contract

The working group had met on 29th June to discuss the Clerk's claim for additional hours and had agreed that the hours should be increased from 21.5 to 26 to reflect additional work the Clerk now undertakes. SF proposed and RMC seconded that this should take effect from 29th June

to be reviewed after a period of 6 months. The Clerk's contract will be re-written to take effect from 29th June.

Date of next meeting : 19th October 2015
The meeting closed at 2129h

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

ACTION LIST SUMMARY

NO	ACTION	To be Actioned by :
07.20.09	RMC to follow up on lollypop lady by drafting letter to Head of Dr Radcliffes for clerk to send	RMC
07.09.15	Clerk to instigate DBS checks	Clerk
12.09.15	BMH to paint over graffiti in bus shelters	BMH
	Clerk to complete salt proforma and return to OCC	Clerk
	Clerk to report potholes	Clerk
	Clerk to write to residents regarding overgrown foliage	Clerk
15.09.15	RP to speak to Trevor Stewart regarding replacement trampoline	RP
	Clerk to speak to ROSPA regarding regulations concerning adult exercise equipment in a childrens play area	Clerk
16.09.15	Clerk to write to VH and S&R regarding drain blockages , suggesting the use of mechanical hand dryer	Clerk