

**Minutes of the meeting of Steeple Aston Parish Council held on  
Monday 20 October 2008 at 7.30pm in the Village Hall Committee Room.**

**Present**, Mrs Mason – Chair, Mr Preston, Mr Coley, Mrs McKinley, Mrs Willatt, Mr Ferguson, Mrs Lee (Clerk) and 1 member of the public – Mrs L Stacey.

1. **Apologies** were received and accepted from Mr Hotston & District Cllr L Annally
2. **Declaration of interests** – Mr Preston – personal interest in Village Hall & personal and prejudicial interest in item under public participation. Mrs McKinley personal & prejudicial interest in Affordable Housing.
3. **Minutes of the last meeting** – Monday 8 September 2008 - proposed for acceptance by Mr Coley with unanimous agreement and it was RESOLVED to sign them as a true record of the meeting.
4. **Public Participation** – Mr Preston advised of his & neighbours concerns relating to building at 18 Grange Park. CDC had accepted a minor amendment to this planning permission without consulting neighbours and parish council. However materials are being used which do not match original and original permission stated that materials should match. CDC planning has been informed and Mr Buxton will inspect site with a view to enforcement as appropriate. Mr Preston agreed to keep the PC informed of any developments. The PC was concerned at the lack of additional information that planning shared with the PC and would discuss this at the Parish Liaison meeting. Clerk to obtain details of new permitted developments from 1 October. **Action: Clerk**

**5. Clerks report**

2nd weed kill	Contractor has carried out a 2 <sup>nd</sup> weed kill in the village.
Yew tree – Co-op	Requested CDC to inspect tree and advice resident re conservation area restrictions
3 Grange Park	Chased Planning for comments – received and circulated
Council Tax	Figures forwarded to Mrs Whybrew re cost to village
Grit Bin - Dickredge	OCC will replace in November
Pocket Park	Hedge – inspected lease and asked contractor to cut the hedge.
Poppy Wreath	Arranged for delivery to Chair
Rural exception site	Clerk requested meeting with interested parties via Nicola Ball – 17 November 6.30pm
Manhole covers missing	All replaced. Paines Hill & Northside,
Rousham lights	OCC re water running down road – reported again.
Clothes bank	Agreed to retain for trial period
The Tchure	Dog warden to put up extra signs on Tchure – chased 20 Oct - notice put in SAL
BCTA	Info placed in SAL
Notice boards	Quote of £1500-£2000 from Aston Windows – Clerk to further investigate other options.
Village hall sign	OCC are redesigning signs and will replace in autumn

## 6. Highways –

- West Springs – manhole cover loose – **Clerk** to report
- Northside/Water Lane – loose slab reported to OCC by **Clerk**
- 2 trees at entrance to village on Fenway require crown lifting – **Clerk** to obtain quotes
- **Clerk** to request contractor to weed rose beds and kill ash tree.

7. **Sports & Recreation Building** – Grant monies have been applied for by the Sports & Recreation Committee and cheque should be received by the Parish Council in near future.

## 8. Planning

- 08/01892/F MVS & Xpression Events – Building 3028 3029 Heyford Park – Continued change of use. – No objections
- [08/02118/TCA - Mr Waite – Cedars Barn, Northside – Fell 1 Common Ash located in the rear garden some 4m due E of the property.](#) – No objections
- 08/01979/F & 08/1978/F – Sensor Technology – 68 Heyford Park – change of use – No objections.
- 08/02153/TCA – Mr Cater – Brookside Cottage, Paines Hill – removal of 2 fir trees and 7 leylandi trees - No objections
- 08/02008/F – Mr Tomlinson – Brasenose Farm – Erection of polytunnel in NE corner of field – No objections but condition to request that existing screen planting is maintained and enhanced.
- 08/02091/LB – Mrs Compton – Grange Cottage – Insertion of 1 conservation rooflight to rear roof slope of house. No objections.

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

- 08/01739/F Mr Fitz Gibbon – 23 Grange Park – Conservatory to rear
- [08/1875/TCA – Prune bottom branches of 1 yew and 1 copper beech St Peters Church Fir Lane](#)

### **Withdrawn**

- 08/1049/F – Building 3020 Heyford Park

### **Appeals**

- Paragon Fleet Solutions – Heyford Park

9. **Dog bins** – following very limited response to public consultation it was proposed by the Chair that the Parish Council do not proceed with the project to install dog bins in the village and RESOLVED to accept this with unanimous approval.

## 10. Incidents Log

- 11th September the stone bus shelter on South Side suffered serious and obscene graffiti. Reported to TVP - JA3175272/08. CDC responded quickly to repaint. Further graffiti 16 October – reported to CDC for repainting. Mr Preston advised of a CDC grant for graffiti art however after discussion it was not felt appropriate for a rural setting. Damaged bus stop sign at this stop has been replaced.
- Chair has moved the telephone box sign from corner of Northside – **Clerk** to ask OCC if they want it.
- NAG reported an increase in vehicle thefts and that the speed indicator gun would be in the

village once repaired.

**11. CDC Options for Growth Consultation – Clerk** to place on next month’s agenda. **All** too complete questionnaire and forward to Clerk to amalgamate comments etc. **Chair** to discuss with Lower Heyford & Middle Aston with regard to clustering. **Action:**  
**All**

**12. SEERA Consultation of Gypsies, travelers and Travelling Show People Accommodation – no** comments as it was not felt there was sufficient information to be able to make a reply.

**13. Play Area/Teenage facilities –**

**Clerk** to ask contractor to blow all the leaves off the MUGA.

Working group for new play area is meeting on 7 November – Mr Preston advised that more bark will be required on the play area in the next 12-18 months.

The Chair reported that the new planting was all doing well – 2 trees had had their tops removed – Mr Preston will inspect. In addition he will request a further weed kill on the burdock etc growing behind preschool. **Action: Mr Preston**

Bulbs have been ordered and once the weed kill is complete the **Chair** will contact all to arrange planting.

**14. Village transport Representative –**

Mr Ferguson advised the meeting of the requirements of a village transport rep following a letter from OALC. He pointed out that he did not attend PTR meetings in Oxford or seek to be a point of contact for complaints with local transport. He was happy to continue in the role and the meeting agreed that the other points were not necessary and welcomed his knowledge on local transport issues. He will look at the OCC subsidised bus consultation with a view to making a response from the village. **Action Mr Ferguson.**

**15. Reports from Meetings –**

**Standards Board** – Mr Coley had circulated his report – the Clerk stressed the importance of making declaration of interest on agenda items to all councilors.

Mrs Willatt reported back on her visit to the Milton Keynes recycling plant and stressed the importance of recycling.

Clerk to check re OCC Parish Liaison event – 29 Oct?

**Action: Clerk**

**16. Correspondence –**

OCC	Review of bus services	Passed to Mr Ferguson.
Shelter	Invitation to Weston event	Emailed to all
Banbury Bus Project	Questionnaire	To Mr Preston and completed and returned
OALC	County Council Bus Strategy	To Chair & Mr Ferguson
OPFA	Invitation to AGM	To Mr Preston
CDC	Parish Liaison Meeting	Emailed to all – Mr Coley & Mrs McKinley to attend
CDC	Options for Growth	Emailed to all & paper copy

		circulated.
PCT	Strategy meeting	Emailed to all – Chair to attend.

Mr Needle - Neighbourhood Watch – Clerk to advise Mr Hotston of Mr Needle’s letter and discuss the way forward with Neighbourhood Watch. Clerk to respond to Mr Needle asking if he would be interested in further developing the Neighbourhood Watch in the village in the first instance and then looking at the Nominated Neighbour Scheme and No Cold Call Sales Area initiatives with the PC in the future. **Action: Clerk**

OCC re village shop sign – The village shop has requested directional signs from the main road – OCC are not prepared to put them there and have offered a sign on Northside/Paines Hill junction. It was proposed that the PC did not feel that this would be beneficial and that it would add to the village clutter by Mr Preston and unanimously RESOLVED to advise OCC of this. However the PC would have no objections to a sign on the main road or at the Rousham junction. **Action:**

**Clerk**

**Envelope – for distribution**

CDC	Upper Heyford Base Planning Forum
Town & Parish Standards	
OCC	Home 2 School newsletter
OCC	Guide to Road Safety
CDC	Cherwell Link
CPRE	

**17. Village Hall** – Mr Preston advised that Mr Streat will work on costing for the work recommended following the feasibility study. An invoice has been requested from him to check on the cost to date as limited funding is available at present. The timescale for the proposed works will be grant applications in mid 2009 with a view to work commencing 2010. Village Hall committee to be requested to obtain a quote for gutter clearance – it was proposed by the Chair and unanimously RESOLVED that the Parish Council would pay for this work to be completed.

**18. Parish Plans** – working group are considering doing a % sample questionnaire in the village as to date interest in the parish plan has been limited. Mr Mason has been advised that a design statement for the village would work well with the reappraisal of the conservation area in the village which CDC will carry out in the future.

**19. Finance**

Accounts for payment

S Lee – clerk Oct	£231.54
HMRC	£ 48.20
Mark Probbitts – grass cutting & weed kill	£540.00

Basil Streat – Sports & Rec building	£105.75
Windrush Group	£205.00
Steeple Aston Sports & Recreation Committee	£ 90.00

Initially the Clerk was requested to pass the additional flooring bill on to the Sports & Rec committee to pay however this had been reconsidered and it was proposed by Mr Preston and unanimously RESOLVED that this invoice be paid by the PC. **Clerk** to arrange for a refund of their monies to be paid.

All cheques proposed for payment by Mr Coley and unanimously RESOLVED to pay as listed above. Calor Village of the Year – invitations have been received for the prize giving in London – it was proposed by Mr Preston and unanimously RESOLVED that monies be made available to cover the cost of transport for the 2 reps to London – Mrs Mason & Mrs Bell.

The Clerk advised that if travelling allowances were to be adopted by the Council the CDC parish allowance scheme would have to be adopted – it was proposed by Mr Preston and unanimously RESOLVED that at present travelling allowances were not paid.

Monthly budget review – was proposed by Mr Preston and it unanimously RESOLVED to accept. In the current uncertain financial times the Clerk was requested to look at spreading the Council’s liquid assets and will investigate other bank accounts etc. **Action: Clerk**

Finance Meeting re Precept – Monday 12 January 2009

**20. Affordable Housing – Rural Exception site –**

PC to meet with OCHA, CDC & ORCC at 6.30pm on Monday 17 November to discuss.

All to consider points for discussion and add to list –

- Timescale
- PC input/consultation
- Type housing/design principles
- Upkeep of completed site- PC responsibilities
- Sect 106 re local occupancy
- Size plot & development
- Why OCHA? Would Sanctuary be a better organisation to work with?
- Mitigation to neighbouring properties
- Footpaths
- Sewerage

**Any Other Business** – it was agreed that AOB did not form part of the meeting and would therefore be taken after the meeting in future.

**21. Date of next meeting – Monday 17 November 2008 7.30pm - 6.30pm for Parish Council Rural Exception site meeting**

The meeting closed at 10.02pm

Signed.....

Date.....