

**Minutes of the meeting of the Steeple Aston Parish Council held on Monday 21st October
2013 at 7.30 pm in the Village Hall Committee Room**

Present: -Mrs Mason, Mr Preston, Mr Coley, Mr Kewley, Mrs Trinder, Mr Ferguson,

In attendance: Cathy Fleet (Clerk)

Apologies were received from Cllr Kerford-Byrnes, Cllr Macnamara, Cllr Fatemain, Mrs. McKinley

Member of the Public : Mrs Bulleyment, Mr. Lipson

Declarations of Interest : Mrs Mason declared an interest in the Village Hall & Sport & Rec and Mr. Preston declared an interest in the Village Hall.

Minutes of the last meeting held on 16th September 2013 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

10.13.01 Public Participation : Mr. Lipson wished to speak about the conservation area appraisal which is covered later in these minutes. Mrs. Bulleyment was standing in for Mrs. Whybrew writing a report of the meeting for SAL

10.13.02 Clerk's Report

- Heyford Road trees have been pruned
- Sixty Foot has been cut back to the hedge
- Clerk has chased town well marker posts
- VAT claim made
- Hedge has been cut prior to fireworks display
- Some vandalism has taken place in toilet
- play bus - positive response from preschool but nothing from school
- Mark has been asked to do final grass cut next week weather permitting
- Ryan has cut trees around zip wire in playground

10.13.03 Matters Arising

- Supplies of grit will be arriving in the near future. Clerk to advise grit monitors that bags will need to be collected from the village hall
- The litter bin will be sited near Lawrence Fields - exact position yet to be identified. Deferred to next meeting

10.13.04 - Conservation Area Appraisal - Mr. Lipson addressed the meeting on behalf of SAVA but was speaking personally. The draft Conservation Area Appraisal document had been received from CDC along with an email from Claire Sutton-Abbot who agrees with the initial submission from SAVA sent in by M.M. The Conservation draft helps to explain why it matters that the village is conserved and buildings and structures preserved. The document questions the following:

1. Any additional areas worthy of inclusion in the conservation area - to include walls along the roads in/out of the village, Fenway/Fir Lane/Heyford Road. The PC feels that walls on all 'legs' in/out of the village should be considered for inclusion along with additional areas e.g Seven Springs, the walls around Bradshaw Close, Sixty Foot trees up to the main road, Grange Lea and it's garden.
2. Any unlisted buildings/structures that should be added. Mr. Lipson reported that SAVA research had shown that there are 481 buildings in the village, of which 36 are listed. A Further 81 may be considered of local interest and SAVA will attempt to whittle the list to 20 for inclusion in the final document. but may not be able to do this before the consultation meeting..
3. The use of Article 4 was discussed by the PC and SAVA. Article 4 constrains the use of certain materials for windows etc on buildings which are not listed but are in the conservation area.
4. The priorities for the preservation of the conservation area within the draft Management Plan. The PC/SAVA would like more emphasis on the protection of trees and groups of trees.

5. What specific actions could CDC, OCC or the PC take with regard to materials used in the village e.g. kerbs etc. It was suggested that the Conservation Officers could be more experienced and better trained.

The PC agreed that they would act in conjunction with SAVA in agreeing their draft submission to the Appraisal.

10.13.05 Highways/Footpaths - Rife Plank Bridge - No progress has been made with the promised temporary structure. Mrs. Mason to chase **ACTION: MM**

Fenway Road Works - Mr. & Mrs White had written to Highways expressing their concern about the possible detrimental effects of the new footpath on their dry stone wall and the danger of the road. A reply had been received from the principal engineer saying it was not the responsibility of OCC and that CDC should be contacted. Mrs.

Fenway Flood - The corner of Fenway opposite the building site has been seriously flooded for many days and has been reported by various people as being extremely dangerous. Mrs. Mason had written to OCC Highways officers and copied Cllr Fatemain asking that urgent action is taken and is awaiting a reply. **CDC Ref 606884.** **ACTION : MM**

Potholes - There is a large pothole on South side between Bradshaw Close and the Red Lion. Clerk to report **ACTION : CLERK**

Foliage - Overgrown foliage has been reported at Bradshaw Close and Water Lane. Clerk to contact owners **ACTION : CLERK**

10.13.06 Website - The minutes of the website meeting were received. Mr. Coley reported that the sub-committee were still looking for a new member with technical skills. The link to the Allotments website is missing - Mr. Coley to get it re-activated. Postcards continue to sell well and have made a profit of £40 which the website committee would like to donate to a good cause and it was suggested that it be donated to the Sycamore Stone fund. **ACTION : JC**

10.13.07 Meetings - Mr. Coley had attended the CDC meeting regarding Budget Cuts and had presented his report.

The Allotment Society had held a meeting and it had been decided that they would have a bee hive on the Allotments for 1 year on a trial basis

10.13.08 Play Area - Mr. Preston had been unable to contact Trevor Stewart but will continue to try and obtain his invoice for work carried out. Ryan continues to maintain the playground well with most of his work currently being centred on leaf sweeping. Some weeding and staining of fixtures will be required in the spring.

01.13.09 Village Hall - The extension is now complete and a final account from Kevin Brookes is awaited, expected to be in the region of £3000. Until such time it is received a final reconciliation is not possible, but the Clerk had presented the figures to date which shows an excess of £3000 in hand with a further VAT claim of £71.14 and the VAT on Kevin's account to be reclaimed. Martin Lipson had requested further funding in order to purchase cupboards which will be considered once the final account is received.

The yellow lines around the entrance in Robinsons Close need to be re-done. Clerk to contact Deddington Depot to see if they can help **ACTION : CLERK**

01.13.11 Toilets/Cleaner - The strap on the baby changing unit had been vandalised. Mrs. Bullement to provide Clerk with details of the manufacturer so it can be replaced. The automatic door lock will be set to close between 5pm and 8am in future. Clerk to request that the police patrol the area. Supplies will continue to be delivered to Primrose Garden and Julia to be asked to collect promptly to avoid water damage as happened with the last delivery.

10.13.12 - Sycamore Stone - The stonemason has taken delivery of the stone from the Lake district. Mrs Mason & Mr. Kewley had a meeting with the Churchwardens to discuss the site and the application to the diocese for a faculty and the stonemason will attend a meeting with the church wardens in the churchyard in the near future at which the stonemason will have his draft design. £2600 will be required, fundraising has achieved over £1000. Mr. Kewley to continue fundraising. **ACTION: DK/MM**

10.13.13 - Correspondence - Correspondence lists were circulated and discussed. Mrs. Mason to respond to English Rural regarding allocations for Affordable Housing

ACTION : MM

10.13.14 The Crescent - A proposal had been received from CDC for self build bungalows on land in the Crescent currently occupied by garages which residents rent from the Council. Fiona Brown, CDC, met with the PC to discuss the proposal. PC were in agreement with the principle but had several concerns, design considerations, allocations, ownership of garages which FB agreed to respond to. F.B. will obtain a copy of the occupation agreement and write to residents outlining the proposal.

01.13.18 Planning -

13/01423/F Mr. Ganthony, Dolphin End, South Side single storey extension to side & rear

An application for Change of Use of Mr. Elder's vintage car property on Fir lane has been made but not received by the Clerk. Clerk to investigate **ACTION : CLERK**

01.13.19 Affordable Housing - The building work is progressing and is on schedule. the development will be called CONEYGAR FIELDS a progress report had been received from Carters which has been forwarded to SAL and website.

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

| Cheque No | Payee | Detail | Amount |
|------------|----------------------|-----------------------------------|----------|
| 200704 | Oxford City Supplies | Toilet supplies | £202.02 |
| 200705 | M Mason | Apple press supplies | 18.10 |
| 200706 | Oxford diocese | Allotment rent | 200.00 |
| 200707 | M McKinley | Boxing in water fountain pipework | 60.00 |
| 200708 | Bernard Johnson | Sycamore Stone deposit | 650.00 |
| 200709 | VOID | | |
| 200710 | R Staig | Tree cutting Heyford Road | 140.00 |
| 200711 | BDO | Audit fee | 408.00 |
| 200712 | Cathy Fleet | Clerk salary | 217.82 |
| 200713 | Cathy Fleet | Clerk expenses | 25.00 |
| 200714 | Ryan Kilby | Playground maintenance | 156.98 |
| 200715 | Julia Joyce | Toilet cleaning | 200.00 |
| 200716 | Mark Probbitts | Grass cutting | 385.00 |
| Received : | HMRC | VAT reclaim | 16363.51 |

Clerk reported the successful conclusion of the audit and will accordingly display the notice. The level of fidelity guarantee was questioned but the PC felt it was adequate. The Audit also picked up that the Risk Assessment was not updated in 2012/13. This was remedied in June, but must be updated before the end of the next financial year.

Concern was raised about the safety of money in the Co-Op bank. Clerk to investigate and clarify the situation.

The Clerk questioned reimbursement of her expenses and was asked to provide further information **ACTION : CLERK**

Date of next meeting : 18th November 2013

Provisional meeting dates for 2014 :

JAN 20, FEB17, MARCH17, APRIL 21, MAY19, JUNE 19 JULY 21, SEPT 15, OCT 16, NOV 17

The meeting closed at 10.18pm

Signed Mrs M Mason Date