

**Minutes of the meeting of the Steeple Aston Parish Council held on 15th November 2010
at 7.30 pm in the Village Hall Committee Room**

Present: Mrs Mason (Chair), Mr Preston (Vice Chair), Mrs. Trinder, Mr. Ferguson, Mr Coley, Mrs. McKinley, Mr. Kewley and six members of the public – Mrs. Whybrew, Mr & Mrs Hallam, Mrs Dunn, Mrs. Lester-George, Mrs Gardner.

In attendance: Cathy Fleet (Clerk) for first part of meeting- Mrs. Whybrew agreed to continue with the minute taking.

Apologies were received from Cllr Jelf

Declarations of Interest : Mrs McKinley declared an interest in Affordable Housing.

Minutes of the last meeting held on 18th October were read and it was **RESOLVED** to accept these as a true record of the meeting and the Chair signed them.

Finance: The interim financial statement was approved and gratitude expressed to Mrs White and Mr Coley. The PC had received a £400 penalty for not sending in a tax return for its employees. Mr Coley had written to HRMC explaining the mitigating circumstances in the hope the penalty might be waived.

The following accounts were approved for payment :

Payee	Detail	Amount	Cheque
SAVH	Hire of Cttee Room	£6	200280
Cathy Fleet	Clerk Salary	£217.82	200281
Playsafety	Rospa Report	£74.03	200282
Meryl Smith	Donation to R Davis	£202	200283
SAVH	Hire of Cttee Room	£6	200284
Mark Probbitts	Village Steward Wages	£132.80	200285
Nicholsons	Hedging plants	£90	200286

There was uncertainty about what jobs were covered by Mark Probbitts contract as Parish Steward and his grass cutting contract. It was agreed to check this before paying the following:

Mark Probbitts	Grass cutting (£195)		
	Lawrence Field Hedge & Bradshaw Tree (£260)	£455	200287
Mark Probbitts	Millenium Park	£375	200288

A date for the pre-precept meeting to take place in early January to be agreed.

11.10.02 **Public Participation:** Mrs Lester-George wished to comment on Application10/01330/OBL – Dingers Cottage, in which previous conditions had been lifted. Mrs. Mason was glad the planning application had now been agreed and included parking space for the cottage as parking issues had been a concern of local residents. She apologised for the Parish Council not discussing it with the householder involved before commenting on the plans.

11.10.03 **Affordable Housing:** The Hook Norton Brewery have not given their consent to Sovereign for the purchase of the strip of land including the hedge by the Red Lion car park which would make possible the construction of a pavement. Five councillors had met with representatives from Sovereign and CDC planners and housing. They agreed to approach OCC Highways to see if traffic lights would be approved to make the narrow stretch of road by the Red Lion car park into an alternating one way system. This would give plenty of space for a pavement and would address the concerns that had been expressed about the safety of that stretch of road. It was hoped a decision might be forthcoming before Christmas.

- 11.10.04 **Highways:** The loose paving outside East Springs had been repaired. Bob Staig had done an excellent job lifting the crowns of the trees on Sixtyfoot.
The gap in Lawrence Fields hedge has been planted and post and railed. A replacement tree has been planted at Bradshaw Close.
The contract for the grass cutting would be advertised in the Life, on the website and noticeboards. The street lights were still on in the middle of the night. The company operating the speeding device in North Aston has offered to lend the equipment free to Steeple Aston for a week.
- 11.10.05 **Website:** The website cards are selling well. Four people had asked for IT training which would be provided on a one to one basis. Not enough people had signed up for Faster Broadband. The PC approved up to £20 to pay for a leaflet to explain why this mattered. The Website Cttee would distribute it. The Clerk to be asked to invite other relevant Parish clerks to do the same.
ACTION: Clerk
- 11.10.06 **Meetings:** Mrs Mason reported on the Parish Liaison meeting. The main issue for the PC was the change from paper to electronic planning applications for consultation. Letters to neighbours will no longer be sent, posting of application notices would be done by the applicant. There were doubts about whether neighbours would necessarily inform each other when CDC no longer did so. It was agreed that a list of planning applications, though without details, should be placed on village notice boards. They are already available on the website.
ACTION : Clerk
- 11.10.07 **Play Area and Toilet:** The plans were discussed and approved. A provisional estimate of cost is £16,500. The PC agreed to contribute up to £2,000 or 10% of the expected cost. Mr Preston would apply for grants. Mrs. Mason has notified the Landlords of the plans and will discuss with S&R Committee.
ACTION: R.P. + M.M.
- 11.10.08 **Pocket Park:** This was completed and appropriate appreciation of donors was all that was still outstanding.
ACTION: CLERK
- 11.10.09 **Allotments:** .The P.C. with the Allotment Society are continuing negotiating terms with the Diocese, who are to prepare a Schedule of Condition. The condition of the N and E boundaries is poor and various outstanding issues need to be agreed. Rights of way also have to be established. The Allotment Society have achieved funding for water to be provided and wish to proceed with this immediately, with the consent of the diocese. The Diocese have agreed that each party should bear its own costs.
PC+ Allotment Ass. have requested estimates of costs for necessary tree work.
Precept needs to include cost of solicitor to check lease. **ACTION: M.M.**
- 11.10.10 **Village Steward:** The PC wanted a more detailed weekly checklist of the jobs undertaken by the Village Steward.
ACTION: CLERK
- 11.10.11 **Bus shelter Seating** - firm costs still to be obtained.
- 11.10.12 **Duty of Care Report on Trees:** Bob Staig's estimate a report on the tress in and around the Millennium Park was accepted.
ACTION: CLERK
- 11.10.13 **Village Map:** It was agreed that visitors to the play area would benefit from a map showing where to find the shop and pubs. A suitable site would be under the shelter outside the proposed toilets by the S&R Centre. Costs to be investigated
ACTION R. P.

11.10.14 **Updating:** The Emergency Response Plan, Play policy 2009, SAPC Risk Assessment 2009, Environmental policy, Child Protection Policy AND Equality Policy will need checking and updating where necessary. Clerk to check which of these should be available to the public and arrange for the revised versions to be available through the website. This should be put on the agenda for February along with an update of Parish plan action. **ACTION M.M. + Clerk**

11.10.15 **Correspondence : Chairman**

DATE	IN/OUT	CORRESPONDENT	SUBJECT
22.10		OCC	Response to Electoral Review
22.10	out e mail	Jeffrey – Carter Jonas	re: allotments lease
22.10	out e mail	Lang	response to e-mail 21.10.2010
24.10	out	Dr Radcliffe Trustees	re: proposed toilet block
26.10	out	Mr. Dailey	response to letter of 23.9.2010
26.10	out e mail	Roberts - Sovereign	Clr Jelf's contacts
27.10	in- e mail	Jeffrey – Carter Jonas	plan + response to above
27.10	in- e mail	CDC - Winstanley	meeting proposal
29.10	out - e mail	“	reply to above
9.11	in – e mail	McCulloch ORCC	ORHP progress\report
10.11	out e mail	Nigel Roots - Trustees	re: allotment lane boundary
12.11	out	Jeffrey – Carter Jonas	re: - allotment lease

11.10.16 **Planning** - The following planning applications had been received :

APPLICATION - 10/01624/F - Appleton House South Side.

APPROVAL -10/01250/F SSRE at 3 Jubilee Close

Date of next meeting : 17th January 2011
The meeting closed at 9.47pm

Signed Mrs M Mason **Date**