

**Minutes of the meeting of the Steeple Aston Parish Council held on
Monday 16th October 2017**

Present: Stuart Ferguson (SF)[Acting Chair], Helen Wright (HW), Martin Lipson (ML), Graham Porcas (GP), Charlotte Clarke (CC)

Members of the public : Julia Whybrew, Richard McAndrew, Cllr Arash Fatemain

In attendance: Cathy Fleet (Clerk)

10.17.01 Apologies were received from Cllr Mike Kerford-Byrnes

10.17.02 Declarations of Interest : Mr. Lipson declared an interest in the Village Hall.

10.17.03 Minutes of the last meeting held on 18th September 2017 were read and it was agreed that they would be amended, circulated and signed at the next meeting.

10.17.04 Public Participation : Members of the public were asked to participate. Julia Whybrew commented on the good state of the playground.

10.17.05 Clerk's Report and Actions from previous meeting

NO	ACTION	UPDATE	To be Actioned by :
07.17.07	HW to speak to the landlord regarding overgrown foliage outside the Red Lion	Still outstanding	HW/SF
09.17.07	CF to write to Charlotte Clarke inviting her to accept the post of Councillor. SF to write to Anna Allen thanking her for her time on the PC	COMPLETED COMPLETED	CF SF
09.17.08	SF to write a further letter regarding the overhanging foilage on Fenway	COMPLETED	SF
09.17.09	HW to arrange a Speedwatch session as soon as possible	Still outstanding	HW
09.17.12	CF to ask Bob Bickley to regularly inspect the Bike Trail GP to repair pagoda Bob's contract to be re-written	COMPLETED	CF GP
09.17.13	CF to respond to complainant regarding noise nuisance	COMPLETED	CF
09.17.16	GP to research means of re-painting yellow lines.	COMPLETED	GP
09.17.17	CF to purchase bin CF to ask Chris Hawes if he would be prepared to repaint the toilet CF to request that the S&R turn off the water to the fountain for the winter	COMPLETED COMPLETED	CF CF CF

10.17.06 New councillor

Charlotte Clark was welcomed as the new co-opted councillor and completed the Declaration of Acceptance. Graham Porcas also completed the Declaration of Acceptance as this was omitted at the last meeting.

10.17.07 **Co-option of Councillor**

Three enquiries had been received regarding the remaining vacancy and upon confirmation from CDC that no nominations had been received for election, the 3 candidates will be invited to attend the November PC meeting.

10.17.08 **Highways/Footpaths**

- A response has been received from the landowner at Fenway regarding the overhanging foliage in which she says the work has been carried out.
ACTION : SF to contact the landowner
- Thanks were expressed to Cllr Arash Fatemain for his part in getting Heyford Road resurfaced.
- Further complaints had been made about the trench on Fenway and the damage and disturbance caused by lorries passing over it. OCC have said that it does not meet the criteria for the trench to be filled. Arash to investigate and report back.
- Arash will also investigate the drain at the corner of Paines Hill/Northside which has been tarmaced over.
- Further correspondence had been received from a resident regarding the Heyford Road Hedge which requires cutting. ML will find maps to establish ownership of the hedge. CC and CF to obtain quotes and make arrangements for the work to be carried out as soon as possible.

10.17.09 **MCNP**

ML reported that the plan has been through the pre-submission consultation, which was extended by 2 weeks, resulting in 93 responses. Working groups have been set up to consider all comments. With regard to Steeple Aston, Mr. Cottrell-Dormer responded saying that he believed his land could not be developed, and the owner of Cedar Lodge requested that the settlement area be extended to include the land on which they have submitted a planning application. The owners of all 3 nominated Green spaces have objected, with the planning consultants on behalf of the new owners of the Old Quarry indicating that the land will be used for housing development. The Dorchester Group have engaged consultants to object to Lower Heyford's campaign for the Buffer Zone at Caulcott. The Dorchester Group recently held an exhibition of the proposals for the rest of the development at Heyford Park which will increase the number of houses from 1500 to 2600 and include a park, moving the commercial area and provision of a health centre and extra care housing. The planning application will be submitted next year.

10.17.10 **Meetings**

No meetings had been attended. GP and CC will attend the Parish Liaison Meeting on 8th November

10.17.11 **Play Area /Bike Trail**

GP has mended the gate to the bike trail, for which he was thanked. He commented that whilst working on the gate he had a conversation with some of the boys riding bikes and was impressed by their attitude and felt that the PC should continue to support their efforts.

Wood has been ordered in order to carry out repairs to the pagoda which will be done as soon as possible.

Trevor Stuart will replace the seat to the zipwire at a cost of approximately £80+VAT

The matting on the mound is showing through and could be a hazard. Clerk to ask Trevor Stewart to attend to it.

Bark has been delivered but no invoice received yet.

Bob has quoted £30 to weed spray the toddler area and £80 to cut the hedge before Fireworks night and it was agreed to instruct him to proceed.

The playground is in good condition, well used and tidy. Bob's contract still requires re-writing. SF and CC will look into this.

ACTION : Clerk to ask Trevor Stuart to look at the matting on the mound
Clerk to forward contract to SF and CC
Clerk to instruct Bob to proceed with weedspray and hedge

10.17.12 Village Hall

- Repairs have been carried out to the glazing.
- The final account for the external electrical work has been received
- GP has researched yellow paint for the disabled bays and yellow lines adjacent to Robinsons Field. He will purchase paint and carry out the work. Julia Whybrew offered to purchase the template required to mark out the disabled sign.

10.17.13 Sport & Recreation Centre

HW reported that the fund raising Ceileidh planned has been cancelled due to lack of ticket sales. Concern is on-going regarding the financial situation of the Sport & Rec and it was agreed that a meeting with the Chairman would be beneficial.

ACTION : SF to ask Margaret Mason if she has paperwork relating to the Football Association

10.17.14 Toilets/Cleaner

Bob Bickley has completed over half of his trial period and everything is satisfactory. He has requested that a light be provided in the store cupboard. He has also reported that the automatic door lock does not appear to be working correctly. The control for the door lock is in the cupboard - GP to see if he can re-set it.

ACTION : Clerk to purchase light for store cupboard
GP to investigate door lock

10.17.15 Planning

17/01431/TPO 28 Grange Park - APPROVED

17/01679/F Canterbury House, Fir Lane - no objection

An email had been received from Sanctuary Housing requesting sites for affordable housing. This email had been sent to all parish councils and as there is no suitable site within Steeple Aston no response is required.

17.11.14 Finance

Cheque No	Payee	Detail	Amount
201034	Julia Joyce	Toilet cleaning	480.00
201035	Oxford Diocese	Allotment Rent	400.00
201036	HJC Services	VH Electrics	569.14
201037	TP Jones	Payroll	56.70
201038	BDO	Audit	240.00
201039	Bob Bickley	Playground & toilet	238.45

201040	Cathy Fleet	Clerk salary	264.62
201041	Cathy Fleet	clerk expenses	13.70
201042	Nigel Prickett	Grasscutting	498.00
201043	Paul Turner	VH glass repairs	120.00
201044	Mark Probbitts	grasscutting (August invoice)	285.00
201045	Graham Porcas	reimbursement (playground)	27.28

Date of next meeting – 20th November 2017

Proposed dates for 2018 , 15th January, 19th February, 19th March, 16th April, 21st May, 18th June , 16th July, 17th September, 15th October, 19th November

Precept meeting : TBC

Annual Parish meeting : TBC

Annual meeting of the parish council : TBC

Other matters : Data Protection and Defibrillators to be Agenda items for November.

The meeting closed at 10.30pm

Signed **Stuart Ferguson, Acting Chair**

Date

ACTION LIST SUMMARY

NO	ACTION	To be Actioned by :
09.17.07	SF to write to Anna Allen thanking her for her time on the PC. <i>Update : GP had drafted a letter which SF will send to Anna</i>	SF
09.17.08	SF to contact the landowner regarding Fenway foliage overhang	SF
09.17.09	HW to arrange a Speedwatch session as soon as possible	HW
10.17.11	Clerk to ask Trevor Stuart to look at the matting on the mound Clerk to forward contract to SF and CC Clerk to instruct Bob to proceed with weedspray and hedge	CF CF CF
10.17.13	SF to ask Margaret Mason if she has paperwork relating to the Football Association	SF
10.17.14	Clerk to purchase light for store cupboard GP to re-set door lock	CF GP

	Data Protection and Defibrillators to be Agenda items for November	CF
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