

**Minutes of the meeting of the Steeple Aston Parish Council held on
Monday 20th November 2017**

Present: Mrs. Wright (HW), Mr. Lipson (ML), Mr. Ferguson (SF) , Mr. Porcas (GP)

Members of the public : Mrs Whybrew, Mrs Mason, Mrs Bell, Mr. McAndrew. Cllr Kerford-Byrnes, Cllr Arash Fatemain

In attendance: Cathy Fleet (CF)[Clerk]

11.17.01 Apologies No apologies had been received

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

11.17.03 Minutes of the last meeting held on 16th October 2017 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair. The minutes of the September were also signed as they had been amended.
Members of the council were reminded that the Agenda is published at least 3 clear working days before the meeting and that agenda item requests should be sent to the Clerk at least a week before the meeting.

11.17.04 Public Participation : Mr. McAndrew said that he had heard rumours around the village that there had been a banking problem and asked if the PC could confirm that it had been resolved. SF responded that a mistake had been made by Nationwide on the PC's account. The mistake has been rectified and the account closed. Nationwide have offered compensation which the PC is currently pursuing via a letter sent on 13th November to which no reply has yet been received. Mr. McAndrew was satisfied with the explanation.
Mrs Whybrew asked when the leaves would be swept in the village. Clerk to chase OCC.
Cllr Kerford-Byrnes reported that there is a new chief Executive of CDC, Yvonne Rees. He also reported that discussions are on-going regarding the proposed development of Castle Quay in Banbury which will have an entertainment and social focus..

11.17.05 Clerk's Report and Actions from previous meeting

NO	ACTION	Update	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>	completed	SF
09.17.08	SF to contact the landowner regarding Fenway foliage overhang	completed	SF
09.17.09	HW to arrange a Speedwatch session as soon as possible	On-going	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	Completed Completed	CF CF CF
10.17.13	SF to ask Margaret Mason if she has paperwork relating to the Football Association	Completed See below Item 12	SF

10.17.14	Clerk to purchase light for store cupboard GP to re-set door lock	Outstanding	GP GP
	Data Protection and Defibrillators to be Agenda items for November	completed	CF

11.17.06

Highways

Heyford Road Hedge - 3 quotes have been received, one of which includes laying the hedge. Some discussion took place and it was decided that CC will contact two of the contractors to check availability and method of cutting, and also contact the arboriculturalist at CDC. A maximum of £500 spend was approved.

ACTION : CC to contact contractors and CDC.

Grasscutting contract - Nigel Prickett has confirmed to the clerk that he willing to continue cutting the grass at £285 +VAT per cut (VAT is reclaimable) and a new contract for him to sign is required.

ACTION : CC to re-write the contract.

Playground maintenance contract - SF had reviewed the contract and agrees that it is not fit for purpose as it is not specific enough with regard to the provision of equipment. Agenda item for January.

ML provided a map of Fenway indicating areas of responsibility for hedge cutting by the PC. The map will be retained by the Clerk.

SF has visited the Red Lion and confirmed that the landlords are not willing to cut the hedge as it serves as a sound barrier. However, they may be willing to lower the height.

Cllr Fatemain (AF) reported on the Fenway 'trench' and that it is not large enough to be considered a defect. At the parish liaison meeting GP had spoken to Maurice Sheenan who has been to inspect, since when it has been 'white lined'.

AF further reported that as a result of the OCC Highways restructure there is now a Civils Gang available to local areas to carry out small works, e.g. bollards, curbs, signs, drains and AF is therefore asking parishes to send lists of suitable jobs required which he will then pass on to the gang.

ACTION : Any defects noticed to be reported to clerk for compilation and forwarding to AF

11.17.07

Website

The minutes of the website committee meeting were accepted and approved. Jenny Bell reported that there is a new Committee member, Rhiannan Thomas, and that there are proposals to set up a Facebook page.

11.17.08

Meetings

CC and GP had attended the CDC Parish Liaison meeting and reported that it was a most informative and interesting meeting.

11.17.09

Play Area

The pagoda has now been repaired - thanks to GP. The matting on the mound still requires attention.

ACTION : Clerk to chase Trevor Stewart

An email had been received regarding outdoor adult fitness equipment. This was discussed and it was decided that the suggestion had been considered previously and there is little appetite for it.

- 11.17.10 Village Hall**
Nothing to report
- 11.17.11 Sport & Rec**
SF has spoken to Mrs Mason who confirmed that all documents had been passed to John Coley from whom SF will collect . A loan of £35K had been taken out in 2003 at 4% APR and will end in 2023. There appears to be no commitment to the football association to maintain the football pitch, although visits are made by them, but this will be confirmed once paperwork is retrieved. CC will attend the next meeting.
Alan Brewer will host an event in the near future to raise funds.
- 11.17.12 Toilets/Cleaner**
Bob Bickley continues to clean to a good standard with no problems reported. GP will provide and fit a light to the store and re-set the door lock.
- 11.17.13 Data Protection**
The Clerk has enrolled on a Data Protection Course, costs of which will be shared with Lower Heyford in order to further her knowledge to enable her to act as Data Protection Officer and will report back.
- 11.17.14 Defibrillator**
It was confirmed that there are a number of First Responders in the village who are on-call and available to attend an emergency with a defibrillator in response to a 999 call.. Steeple Aston does not have publicly available defibrillators and this will be clarified in SAL.
- 11.17.15 Correspondence**
Correspondence lists were circulated and discussed
- 11.17.16 Planning**
A planning committee meeting had been held on 14th November which was well attended to discuss a presentation by Rectory Homes who propose to build 6 detached houses on the site opposite Hill House. Rectory Homes do not own the land but propose to buy it once planning permission is granted. The main issues raised include sewerage, water capacity, lack of footpath, width of the road, speeding, lack of visitor parking and the retention of a stone wall fronting the site. Rectory Homes will review the proposals and submit a planning application.
- An application to the Land Registry has been submitted by Adrian White for him to register the grass verge opposite his property, Westfield up to The Old Quarry House. The application has been approved. Historically and according to the Enclosure Act 1768 the whole of the road was owned by Westfield, but now, as the road is adopted by Highways, all that remains is the verge. Maps have been provided and retained by the Clerk.
- Planning documents received:
Applications:
17/00399/TCA treework at Willow Cottage, The Dickredge - no objections
17/00379/TCA treework at St Peters Cottage, Southside - no objections
Approvals:
17/01679/F Canterbury House

17/00341/TCA Old Coach House, Southside

In future, hard copies of planning applications will be delivered to SF and details of the application emailed to all councillors.

11.17.17 **MCNP**

A document had been circulated regarding responses to local plan policies.

Comments made are :

David Kewley, Mark Kewley and Jan Maulden requested that the field where they are proposing to build a house be included within the Settlement area. After considerable discussion it was decided that there was no support for moving the boundary to include the field.

Charles Cottrell-Dormer commented that the old allotments are in view of Rousham House and in the Rousham Conservation area .and should not be included on the map or in the plan. ML to obtain more information regarding Rousham conservation area.

CDC commented that the site opposite the Red Lion comprises 'Ancient Woodland'

Richard Preston commented that he did not support the proposed local green spaces on Paines Hill (protected by conservation area) and former sandworks on Fenway which he thought could be developed.

The Diocese of Oxford Board of Finance object to the Allotments being designated a local green space and pointed out that Steven Latchford's caravan should not be included as he has a legal right to the caravan being there.

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

Cheque No	Payee	Detail	Amount
2001046	CDC	Election fees	39.00
2001047	N Prickett	grasscutting	342.00
201048	Bob Bickley	playground maintenance	428.00
201049	Cathy Fleet	Clerk salary	264.82
201050	RBL	Poppy Wreath	17.00
201051	Cathy Fleet	Clerk expenses	12.56
201052	Cathy Fleet	Clerk salary	264.82
Card payment	HDS online	toilet bin	37.78
201053	SAVH	hall hire	6.00
201054	Graham Porcas	reimbursement	129.80

The quarterly report had been circulated and was approved.

A letter had been received from the Co-Op bank confirming signatories on the bank account. Despite having correctly completed the required form for removing signatories, Anna Allen remains a signatory.

ACTION : SF will phone the Co-Op bank to request her removal.

SF will investigate the options available for the use of internet banking

The matter of payment to the internal auditor was questioned and will be an agenda item for January

ML to investigate options regarding bank accounts

Date of next meeting : 15th January 2018
 The meeting closed at 10.30pm

Date of next meetings: 19th Feb, 19th March, 16th April, 14th May, 18th June ,
 16th July, 17th September, 15th October, 19th November

Precept meeting : TBC - early January
 Annual Meeting of the Parish Council 14th May 2018
 Annual Parish Meeting TBC (between 1st March-1st June)

Signed Date

ACTION LIST SUMMARY

NO	ACTION	To be Actioned by :
09.17.09	HW to arrange a Speedwatch session as soon as possible	HW
10.17.11	Clerk to chase Trevor Stuart to look at the matting on the mound	CF
10.17.14	GP to purchase light for store cupboard GP to re-set door lock	GP
11.17.02	Clerk to request that OCC sweep leaves in the village	CF
11.17.06	SF will produce new draft contract for Playground maintenance CC will re-write the grass cutting contract CC to contact contractors and CDC Any small highways defects noticed to be reported to clerk for compilation and forwarding to AF	SF CC CC All
11.17.11	CC will attend the next Sport & Rec meeting	CC
11.17.18	SF will phone the Co-Op bank to request the removal of Anna Allen as a bank signatory SF will investigate the options available for the use of internet banking with the Co-Op Payment of the internal auditor to be January agenda item ML to investigate options of bank accounts	SF SF CF ML

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