

**Minutes of the meeting of the Steeple Aston Parish Council held on
Monday 15th January 2018**

Present: Mr. Lipson (ML), Mr. Ferguson (SF) , Mrs Clarke (CC), Mr. Porcas (GP), Mr. Macandrew, (RM)

Members of the public : Mrs Whybrew, Mr. & Mrs McKinley, Mr. P Davies, Cllr Arash Fatemian, Cllr Kerford-Byrnes

In attendance: Cathy Fleet (Clerk)

01.08.01 Apologies were received from Helen Wright

01.18.02 Declarations of Interest : Mr. Lipson declared an interest in the Village Hall and SAVA

Mr. MacAndrew declared an interest in SAL

01.18.03 Minutes of the last meeting held on 20th November require amendment and will be approved and signed at the meeting in February.

01.18.04 Public Participation

Mr. & Mrs McKinley and Mr. Davies wished to discuss the planning application made by Rectory Homes which is covered later in the minutes (Item 18) . Mrs Whybrew asked if the times of the meetings could changed to start later. It was agreed that the time of the meetings would remain the same.

01.18.05 Clerk's Report and Actions from previous meeting

NO	ACTION	Update	To be Actioned by :
09.17.09	HW to arrange a Speedwatch session as soon as possible	outstanding	HW
10.17.09	Clerk to chase Trevor Stuart to look at the matting on the mound	outstanding	CF
10.17.14	GP to purchase light for store cupboard GP to re-set door lock	completed	GP
11.17.02	Clerk to request that OCC sweep leaves in the village	completed	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	outstanding outstanding outstanding	SF CC CC All
11.17.11	CC will attend the next Sport & Rec meeting	completed	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	outstanding outstanding agenda item agenda item	SF SF CF ML

- 01.18.06 Welcome new councillor**
Richard Macandrew was successful in the recent election, and was welcomed as a new councillor. He signed the Declaration of Acceptance and Register of Disclosable Pecuniary Interests as required.
- 01.18.07 Recent election**
The timetable of events running up to the recent election issued by CDC was incorrect and it was questioned why timings of postal votes were different.
ACTION : SF to draft letter to CDC to obtain clarification prior to the election in May .
- 18.01.08 Co-Option of Councillor**
The vacancy created by Anna Allen's resignation still required to be filled by co-option. There was considerable discussion regarding suitable candidates and, subject to clarification from CDC that co-option is permitted so close to the May election, it was **RESOLVED** that Charlotte Bartlett be co-opted as councillor.
ACTION : Clerk to clarify with CDC that co-option is permitted shortly before an election and if permitted Clerk to invite Charlotte Bartlett to join the PC as a co-opted councillor
- 01.18.09 Highways/Footpaths**
The Beeches potholes are increasing in size.
ACTION : Clerk to again report The Beeches pothole
Dog mess - Signs have been put up around the village by CDC in response to a resident's complaint regarding the amount of dog mess on pavements around the village. GP objects to the signs and wants them removed, but the consensus of opinion is that CDC have the power to place them and they appear to be only temporary so will be removed in due course. With regard to the on-going issue of wandering dogs and increasing amounts of mess around the village, GP will speak to the dog warden with a view to him contacting the dogs' owners.
ACTION : GP to speak to dog warden regarding contacting owners of wandering dogs
Skip on Paines Hill
A skip has been placed on the narrow part of Paines Hill causing an obstruction and causing difficulties for the school bus. The provider of the skip had been contacted by GP but informed him that OCC had instructed that the skip should be positioned there.
ACTION : GP to obtain copy of the OCC licence and send to Cllr Fatemian Snow
there was discussion regarding the recent heavy snow and the resulting difficulties on roads and pavements.
ACTION : The possibility of purchasing a snow plough/enlisting help of local farmers and others to be discussed at next meeting
- 01.18.10 Playground maintenance contract**
Updating of the playground maintenance contract is still outstanding. To be discussed at next meeting
- 01.18.11 Audit fee**
SF had discussed with Helen White the work she does in regard to the internal audit and confirmed that she is happy to continue for the 2017/18 audit.

- 01.18.12 Data Protection Officer**
It had recently been advised by OALC as a result of a Legal Topic Note from NALC that it is inadvisable for the Clerk to act as DPO. GP and RM have enrolled on OALC's forthcoming Data Protection and will advise in due course as to action the parish council should take.
- 01.18.13 Website**
The minutes of the website committee meeting were received. It was noted that a Facebook page for the village has now been set up.
- 01.18.14 Meetings**
No meeting had been attended
- 01.18.15 Play Area**
Thanks were expressed to GP for the work he has done in the playground and toilets and his plans for re-painting the yellow lines in the car park. There has been a recent spate of vandalism in the village, including:
- broken glass in the playground requiring Bob Bickley to sweep it up
 - undesirable items being found in the playground/toilet
 - Graffiti to the bus shelter opposite Bradshaw Close
 - Reports of groups of youths prowling the village at night and damaging cars
- There had been a suggestion on the Facebook page that CCTV should be installed around the playground, but after some discussion it was decided that the PC is not currently in a position to take this suggestion forward.
The keysafe holding the key to the shed has been removed from the wall of the village hall as it had been broken. Keys are now held by Cathy Fleet and Barbara Brewer.
- 01.18.16 Village Hall**
They keys for the village hall have to be collected by the Clerk ahead of parish council meetings.
ACTION : SF to request from Barbara Brewer that the parish council be issued with keys to the village hall for use when PC meetings are held.
- 01.18.17 Sport & Rec**
CC provided minutes of the last meeting of the Sport & Rec along with a financial report which indicated that they are approaching a financial crisis. There is concern that the PC will be ultimately responsible should the Sport & Rec become insolvent and it was suggested that following the next S&R meeting on 24th January which CC and HW will attend, the Chair and/or Treasurer of the S&R be invited to attend the next PC meeting.
ACTION : Members of the S&R committee be invited to attend the next PC meeting
- 01.18.18 Toilets**
GP had installed a light in the cleaner's cupboard and re-set the timer for the toilet door.
- 01.18.19 Correspondence**
Correspondence in the form of emails, was discussed. There was nothing of note which is not recorded elsewhere.

01.18.20 Allotments

There was discussion around the Allotments Society's request for reimbursement of an invoice for treework. This was discussed as part of the precept discussion.

ACTION : Clerk to circulate paperwork with regard to the Allotments Lease and the lease between the PC and the Diocese.

01.18.21 Planning

The following planning documents had been received :

- Applications :** 17/00446/TCA treework The Planes, Water Lane - objection
17/02414/F 6 x new dwellings, Southside - objection
17/03745/OUT Enstone Airfield - no comment
17/02503/F 6 The Crescent - no objection
17/02482/LB Canterbury House - no objection
- Approvals :** 17/00367/TCA treework at Cedar Cottage, Northside
17/02163/LB Almshouses, Northside
17/00399/TCA treework Willow Cottage, The Dickredge
17/01989/F Kiftsgate House, Southside
- Refusals :** 17/01694/F New dwelling at Cedar Barn

There was considerable discussion regarding the application for 6 new houses on Southside submitted by Rectory Homes. There had been a planning meeting (see minute 11.17.16) ahead of the application submission attended by Rectory Homes, who appear to have taken little notice of the recommendations made by the PC at that time. Members of the public attending tonight's meeting expressed their views, particularly with regard to the dangerous lack of footpath, and the fact that the proposal should contain some affordable housing rather than the 6 large houses planned. ML had drafted and circulated a response to CDC and subject to minor amendments, the objection will be submitted.

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

Cheque No	Payee	Detail	Amount
201055	TP Jones	Payroll	56.70*
201056	CDC	Election fee	1199.64
201057	Oxford Diocese	replacement for Q 201035	400.00
201058	Oxford Diocese	Allotment rent adjustment	160.00
201059	Viking direct	Office supplies	30.50 *
201060	Cathy Fleet	Clerk expenses	42.25
201261	VOID		
201062	Bob Bickley	Toilets & Playground	643.10
201063	Rural Works	Heyford Road hedge	285.00
201064	Cathy Fleet	Clerk salary	264.82
201065	OALC	Training & Books	202.40*

* VAT reclaimable

A discussion took place regarding the PC's future banking arrangements and it was suggested that the Unity Trust Bank would be a suitable option to move the deposit account to.

ACTION : ML to find out other parish councils' views of the Unity Trust Bank

The letter sent to Nationwide on 11th January by recorded delivery has not been responded to. Unless a response is received by 19th January the matter will be escalated to the Financial Ombudsman.

There had been a meeting to discuss the precept on 9th January and the recommendations made by that meeting were discussed. With one minor adjustment the figures were agreed and a request will be made to CDC for £29,919.00 for 2018/19.

Clarification will be made for 2019/20 with regard to grants made to village groups and whether it is necessary for the PC to have sight of audited accounts and details as to what the grant will be used for.

Other matters

The USB stick on which the Clerk backs up data will in future be held by GP.
 The Standing Orders, Financial Regs and Risk Assessment require updating. Clerk will circulate prior to the next meeting.

Date of next meetings : 19th February 2018, 19th March, 16th April, 14th May (in the S&R), 18th June , 16th July, 17th September, 15th October, 19th November
Annual Meeting of the Parish Council 14th May 2018
Annual Parish Meeting TBC (between 1st March-1st June)

The meeting closed at 10.30pm

Signed (Chair) Date

ACTION LIST SUMMARY

NO	ACTION	To be Actioned by :
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11.17.06	SF will produce new draft contract for Playground maintenance CC will re-write the grass cutting contract Any small highways defects noticed to be reported to clerk for compilation and forwarding to AF	SF CC All

01.18.07	SF to draft letter to CDC to obtain clarification of election timetable prior to the election in May	SF
01.18.08	Clerk to clarify with CDC that co-option is permitted near to an election Clerk to invite Charlotte Bartlett to join the PC as a co-opted councillor	CF CF
01.18.09	GP to speak to dog warden regarding contacting owners of wandering dogs GP to obtain copy of the OCC licence for the skip and send to Cllr Fatemian The possibility of purchasing a snow plough/enlisting help of local farmers to be discussed at next meeting	GP GP CF
01.18.16	SF to request from Barbara Brewer that the parish council be issued with keys to the village hall for use when PC meetings are held.	SF
01.18.17	Members of the S&R committee be invited to attend the next PC meeting	
01.18.20	Clerk to circulate paperwork with regard to the Allotments Lease and the lease between the PC and the Diocese	CF
01.18.22	ML to find out other parish council's views of the Unity Trust Bank	ML
	Next Agenda : Update of Standing orders, Financial Regs & Risk Assessment Possibility of purchase of snow plough/enlisting farmers' help during snow	