

**Minutes of the meeting of the Steeple Aston Parish Council held on
Monday 19th February 2018**

Present: Stuart Ferguson (SF) , Martin Lipson (ML), Graham Porcas (GP), Richard MacAndrew (RM), Charlotte Clarke (CC), Charlotte Bartlett (CB), Helen Wright (HW)

Members of the public : Mrs Whybrew, Cllr Bryn Williams, Des O'Sullivan. Debbie Morris, Martin Brimacombe, Clive Fowler, Cathy Lawday, Susan Tyler, Ian Coleman

In attendance: Cathy Fleet (CF)(Clerk)

02.18.01 Apologies were received from Cllr Arash Fatemian and Cllr Mike Kerford-Byrnes

02.18.02 Declarations of Interest : ML declared an interest in the Village Hall and SAVA. RM declared an interest in SAL

02.18.03 Minutes of the last meeting held on 15th January 2018 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 from the November meeting were also agreed as a true record and signed by the Chair.

02.18.04 Public Participation : Members of the public (listed above) were in attendance to discuss the recent spate of burglary anti-social behaviour and vandalism in the village. Incidents include assault, break-ins, damage to property and vehicles, theft from the shop and a lighted cigarette being put through a letterbox. The police are aware of these incidents; many people know the identity of the offenders and police have been informed; some residents have installed CCTV as a deterrent. The local PCSO is in the process of setting up a Neighbourhood Watch scheme and one member of the public expressed willingness to act as co-coordinator and will contact the PSCO. The governors of the school are very supportive of any action taken to prevent anti-social behaviour and vandalism

02.18.05 New Councillor
Charlotte Bartlett was welcomed as a newly co-opted councillor and signed the Acceptance of Office and DPI.

02.18.06 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	O/S	HW
10.17.09	Clerk to chase Trevor Stuart to look at the matting on the mound	completed	CF
11.17.06	SF will produce new draft contract for Playground maintenance	O/S	SF CC
	CC will re-write the grass cutting contract	O/S	All
	Any small highways defects noticed to be reported to clerk for compilation and forwarding to AF	O/S	

01.18.07	SF to draft letter to CDC to obtain clarification of election timetable prior to the election in May	O/S	SF
01.18.08	Clerk to clarify with CDC that co-option is permitted near to an election	completed	CF
	Clerk to invite Charlotte Bartlett to join the PC as a co-opted councillor	completed	CF
01.18.09	GP to speak to dog warden regarding contacting owners of wandering dogs	The dog warden had contacted suspected offenders but has had no response. The notices around the village have been removed.	GP
	GP to obtain copy of the OCC licence for the skip and send to Cllr Fatemian	Completed	GP
	The possibility of purchasing a snow plough/enlisting help of local farmers to be discussed at next meeting	Agenda Item	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.	O/S	SF
01.18.17	Members of the S&R committee be invited to attend the next PC meeting	O/S	
01.18.20	Clerk to circulate paperwork with regard to the Allotments Lease and the lease between the PC and the Diocese	completed	CF
01.18.22	ML to find out other parish council's views of the Unity Trust Bank	Completed	ML
	Next Agenda : Update of Standing orders, Financial Regs & Risk Assessment Possibility of purchase of snow plough/enlisting farmers' help during snow	Completed	

02.18.07

Standing orders, Financial Regulations and Risk Assessment

The Risk Assessment had been updated and circulated by ML and was approved and adopted. It will be regularly reviewed and updated. SF will update the Standing Orders and Financial Regulations.

ACTION : SF to update Standing Orders and Financial Regulations

02.18.08

Reports from OCC and CDC

Cllr Bryn Williams reported on the following:

- Carrillion - Following the collapse of Carrillion, It was confirmed that CDC had no contracts with Carrillion
- Acquisition of Castle Quay 1 and 2 has now been completed
- It will be proposed at the February meeting of CDC that the CDC portion of council tax will remain unchanged
- The prospect of Unitary Councils is off the agenda for the foreseeable future.

- An outline planning application for 150 dwellings in Bloxham has been made to CDC and it thought it will be rejected as CDC now have a 5.7 year land supply.
- The National Planning Policy Framework will be updated in July which will make it easier for self builders and owners to extend their homes
- CDC and South Northants have signed a joint contract with Casepak RF to allow a higher proportion of paper, plastic and metal to be recycled which will also involve less travel to recycling depots.

02.18.09 Highways/Footpaths

The width of the road along The Beeches is still narrowed by debris

ACTION : Clerk to remind Arash Fatemian to action

The footpath by the stone bus shelter is churned up by vehicles.

ACTION : SF to speak to property owner.

The Annual Litterblitz will take place on Sunday 18th March. Clerk to arrange for equipment to be delivered to CB . All to meet at stone bus shelter and telephone exchange at 10am

ACTION : CF to ask Jenny Bell to put on website and RM to put in SAL

The bus shelter by Bradshaw Close has been covered in graffiti. GP has removed some, but it is very time consuming. Recent Facebook activity suggests there are volunteers who would be willing to help with removal and repainting.

ACTION : GP to contact volunteers

Update : Within days of the meeting the bus shelter had been repainted by an unknown person so this action not required.

The matter of the PC purchasing a snow plough was discussed. It is estimated that this would be approximately £1500 and could be stored by CC and used by her husband on his tractor in the event of significant snowfall.

ACTION : CF to find out about the snow plough used by a farmer in Lower Heyford and approximate costs

02.18.10 Play area and teenage facilities

Following recent vandalism there had been requests to install CCTV in the playground. After considerable discussion it was decided that this would be neither appropriate in a childrens' playground, practical (who would maintain it?) or cost effective. The possibility of installing CCTV elsewhere in the village, e.g. the bus stop opposite Bradshaw Close was discussed.

ACTION : CF to obtain information from TVP regarding the best type of CCTV for this purpose.

02.18.11 Village Hall

A request had been received for a contribution towards the new kitchen planned for the village hall (costing approximately £20K)

ACTION : CF to request full details of the planned kitchen and up to date accounts for the VH

02.18.12 Sport & Rec

There is still concern regarding the financial situation of the S&R. It had been hoped that a representative of the S&R could attend the PC meeting but it was decided that a separate meeting would be more appropriate

ACTION : SF/HW/CC to arrange meeting with S&R members

- 02.18.13 Toilets**
The toilet had recently been vandalised with the small basin and soap dispenser being pulled off the wall. A new soap dispenser has been purchased and installed. The tiling around the basin had also been pulled off and it was questioned if there is a need for the small basin as there is a larger one on the opposite wall.
ACTION : ML to speak to Richard Preston to find out why the small basin was originally installed and if there is a need for it.
- 02.18.14 Allotments (SACCA)**
RM will act as PC liaison to the SACCA and will attend their meeting in March. Stuart Cummins will represent SACCA at PC meetings. SF has tracked down the original agreement between PC and the Diocese and will examine it to determine responsibilities.
ACTION : SF to identify responsibilities of the PC to the SACCA
- 02.18.15 Website**
No meeting of the website committee had taken place, therefore nothing to report.
- 02.18.16 Correspondence**
GP has had correspondence from OALC and has attended the recent training on Data Protection and will now act as DPO for the PC and advise on requirements in due course
- 02.18.17 PC meeting timings and councillor childcare arrangements**
CF had modified the agenda to include timings of items which was trailed at this meeting. The matter of starting the meetings later or having 2 a month to be deferred to the next meeting. With regard to a childcare allowance for councillors to allow them to easily attend meetings , CF to obtain information from CDC.
ACTION : CF to obtain information from CDC regarding childcare allowance for councilors.
- 02.18.18 MCNP**
The Neighbourhood Plan is almost complete. The Caulcott zone of non-coalescence has been removed from the plan. CDC have commented on the draft of the plan and have reservations regarding the inclusion of the site on Southside and of Mr. Cottrell-Dormer's land (old allotments) being included within the settlement plan, so they will be removed.
- 02.18.19 Planning**
- Approvals**
17/00446/TCA Treework The Planes, Water Lane
17/02360/F Workshop extension Steve Ward Autos , Southside
- Applications**
18/00242/F Seven Springs, Southside Removal of existing and dilapidated and dangerous tractor barn/workshop and log store and extension to existing outbuilding to provide replacement log/garden store and workshop and attic ancillary staff accommodation and welfare facilities.*
*** this was not discussed at the meeting as the property is owned by CB and will be discussed outside the meeting.**

02.18.20 Finance

The following accounts were approved for payment :

Cheque No	Payee	Detail	Amount
201066	Seldram Supplies	Toilet supplies	42.05
201067	JB window cleaning	VH gutters	80.00
201068	SAVH	Hall hire	45.90
201069	SARC	Hall hire	11.00
201070	HMRC	PAYE	372.03
201071	SLCC	subs (split with LH & Som)	42.68
201072	Cathy Fleet	clerk expenses	12.44
201073	Cathy Fleet	Clerk salary	264.82
201074	Bob Bickley	Toilets £160 Playground £97.20	257.20

ML had received information regarding banking with Unity Trust which specialises in banking for parish councils. It was agreed unanimously that the PC should move from banking with the Co-Operative bank to Unity Trust and, subject to receiving recommendations from other parish councils, this will be actioned at the next meeting.

ACTION : ML to obtain recommendations from other parish councils for Unity Bank.

Date of next meeting : 19th March 2018

The meeting closed at 9.50pm

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
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
01.18.16	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
02.18.09	1 Clerk to remind Arash Fatemian to action clearance of debris on The Beeches 2 SF to speak to property owner regarding the footpath by the stone bus shelter	CF SF

	<p>3. CF to ask Jenny Bell to put information re Litterblitz on website and RM to put in SAL</p> <p>4. CF to find out about the snow plough used by a farmer in Lower Heyford and approximate costs</p>	<p>CF/RM</p> <p>CF</p>
02.18.11	CF to request full details of the planned kitchen and up to date accounts for the VH	CF
02.18.12	SF/HW/CC to arrange meeting with S&R members	SF/HW/CC
02.18.13	ML to speak to Richard Preston to find out why the small basin was originally installed and if there is a need for it	ML
02.18.14	SF to identify responsibilities of the PC to the SACCA	SF
02.18.17	CF to obtain information from CDC regarding childcare allowance for councilors	CF
02.18.20	ML to obtain recommendations from other parish councils for Unity Bank.	ML