

**Minutes of the meeting of the Steeple Aston Parish Council held on
Monday 16th April 2018**

Present: Stuart Ferguson (SF)[chair] , Martin Lipson (ML), Charlotte Bartlett (CB), Graham Porcas (GP), Richard MacAndrew (RM)

Members of the public : Mrs Whybrew, Stuart Cummins, Cllr Kerford-Byrnes

In attendance: Cathy Fleet (Clerk)

04.18.01 Apologies were received from Helen Wright, Charlotte Clarke

04.18.02 Declarations of Interest : ML declared an interest in the Village Hall. RM declared an interest in SAL. CB declared an interest in SAL and the planning application for Seven Springs

04.18.03 Minutes of the last meeting held on 19th March 2018 were read and it was **RESOLVED** to accept these subject to the amendment of the name of Unity Trust Bank as a true record of the meeting and they were signed by the Chair.

04.18.04 Public Participation
Stuart Cummins wished to discuss the allotments, covered under Agenda Item 5. Cllr Kerford-Byrnes provided his update under agenda item 7.

04.18.05 Allotments
An apple press was bought by the parish council (grant funded) in 2013 and SACAA now wish to have this on loan for a 2 year period for the production of apple juice from the apple trees on the allotments. This was unanimously approved. SACAA will be carrying out their inspection of the allotments on 9th May at 7pm and councillors will join them. The parish council will inspect the allotments twice a year, primarily to check the condition of trees and walls which are the responsibility of the PC and also to ensure the conditions of the lease are being adhered to. It was confirmed that water rates are paid by SACAA and not the PC. The PC does not have a copy of the lease .It was agreed that the PC will reimburse SACAA £100 for treework carried out by Kevin Preston, but it should be noted that this is not to be regarded as an automatic annual payment.
ACTION : Clerk to obtain copy of the lease

04.18.06 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	CB to speak to HW	HW
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.	See agenda item 10	SF
03.18.07	ML to speak to the owner of The Old Forge Clerk to inform CDC of change of date of the springclean. SF to update grass cutting contract.	See agenda item 8 Completed	ML CF SF CF

	Clerk to provide maps of grasscutting areas within the village	Completed	
03.18.09	Clerk to respond to VHMC requesting information re specification, brief, additional quotes and accounts. RM to investigate costs of replacing bollards	Completed	
03.18.11	Toilet : ML to arrange for basin to be removed and surrounding wall made good.	In hand	ML
03.18.12	Allotments : Clerk to provide RM with information regarding payments to the Allotments Society for skips and treework	completed	CF
03.18.14	Neighbourhood Watch : Clerk to respond to Martin Brimacombe	completed	CF
03.18.15	Councillors allowances : Clerk to enquire to CDC about claiming childcare costs	CDC confirmed that childcare allowances are not available for parish councillors	CF
03.18.20	ML to action the move to banking with Unity Trust	Completed	ML

04.18.07 **Reports from CDC/OCC**

MKB congratulated all councillors on their nominations being returned unopposed and reported that of the 31 parishes in his ward 4 have more candidates than posts, 17 are short so will need to co-opt, 1 has no nominations and 1 has 2.

The Local Plan Part 1 update has been submitted.

The decision regarding the route of the Oxford-Cambridge expressway is scheduled to be made in August

04.18.08 **Highways/Footpaths**

ML has contacted OCC regarding ownership of the land in front of the Old Forge and is awaiting confirmation. If the land is owned by OCC then it is possible that the area could be tarmaced to prevent grass being damaged by vehicles.

SF had reviewed the grass cutting contract and all seems in order.

ACTION : Clerk to inform the contractor that areas of grass where there are spring flowers should not be cut until the flowers have died down.

The street light on Robinsons Close has still not been fixed

ACTION : Clerk to chase OCC re street light

There are still numerous potholes around the village.

ACTION : All to report via Fix My Street

It was noted that the condition of the A4020 between Steeple Aston and Deddington is very bad. Patches have been made which has left the road surface very uneven.

04.18.09 **Play Area**

The contract for the playground maintenance had been updated but use of the contractor's own equipment is unclear.

ACTION : GP to speak to contractor to clarify re use of his equipment.

04.18.10 Village Hall

The proposed kitchen refurbishment project is on hold until next year to allow time for grant applications to be made. The PC will lead on the project to allow VAT to be reclaimed.

ACTION : Clerk to confirm to VHMC that the PC will lead on the project.

SF had requested that the PC is provided with a key for use on PC meeting date but no decision had been made,.

ACTION : SF to again speak to Barbara Brewer.

RM had emailed OCC regarding replacement bollards outside the village hall but has had no response. CF to provide RM with contact at OCC.

The wall to the left of the entrance to the village hall car park has been damaged, possibly by a vehicle and has a large crack on both sides from top to bottom. CF had obtained a quote from a local stonemason of £140 to repair it. It has been confirmed that it is not in danger of falling down. The insurance company have confirmed that it is covered with an excess on the policy of £125. It is thought sensible to widen the entrance while work is being carried out on the wall.

ACTION : ML to write specification for widening the entrance and rebuilding the wall and to obtain quotes

04.18.11 Sport & Rec

Lawrence White had approached CF regarding the PC sponsoring a race at the up-coming Race Night fundraiser. Lawrence had previously received sponsorship from Margaret Mason and John Coley but no payments had been made by the PC so it is thought that Margaret and John's payments were personal rather than PC. It was agreed that the PC would sponsor the Race Night for £25.

04.18.12 Toilets/Cleaner

Nothing to report

04.18.13 Website

The minutes of the website committee meeting were received

04.18.14 Correspondence

Correspondence had been received regarding the telephone kiosk on the corner of Jubilee Close which no longer functions and it has been requested that it be removed. All were in agreement

ACTION : Clerk to arrange for removal of phone kiosk

Correspondence had been received regarding the availability for rent or shared ownership sale of a house in Shepherds Hill. The houses were built in conjunction with the parish council as affordable homes and the PC will be consulted on applicants to ensure they have a suitable local connection. Notices have been put up.

Correspondence had been received from Spitfire Homes regarding the land on Fenway requesting a meeting. This will be discussed after the formation of the new council in May.

04.18.15 Planning

The following planning documents had been received :

Application: 18/00451/LB Staith Cottage, Southside - no objections
 18/00105/TCA Fir Cottage, Fir Lane - no objections
Approval : 18/00242/F Seven Springs, Southside

04.18.16 Finance:

The following accounts were approved for payment :

Cheque No	Payee	Detail	Amount
201085	Bob Bickely	Toilets £148.70 Playground 125.65	274.35
201086	Cathy Fleet	Clerk salary	264.82
201087	TP Jones	payroll	56.70
201088	SACAA	reimbursement K Preston	100.00
201089	Cathy Fleet	clerk expenses	10.62

MI confirmed that paperwork has been submitted to Unity Trust to open the new bank account. Money from the Co-op account will be transferred to the new bank account leaving a small amount to keep the account live. The secondary Co-Op account will be closed. All councillors will be signatories on the account. Cathy Fleet will not be a signatory but will be the administrator for the account.

Other matters

The parish council expressed their thanks to Helen White for her work with the parish council as she is now standing down.

Date of next meeting : The next meeting will be on 14th May in the S&R and this will include the Annual Parish Meeting at 7.30, The Annual meeting of the Parish Council at approx 7.45 and the first meeting of the newly elected parish council

Date of next meetings

18th June , 16th July, 17th September, 15th October, 19th November

The meeting closed at 9.45pm

Signed **Date**

ACTION LIST SUMMARY

NO	ACTION	Update	To be Actioned by :
09.17.09	CB to speak to HW regarding Speedwatch		CB

04.18.08	<ol style="list-style-type: none"> 1. Clerk to inform the contractor that areas of grass where there are spring flowers should not be cut until the flowers have died down 2. Clerk to chase OCC re street light in Robinsons Close 3. All to report potholes on Fix My Street 		<p>CF</p> <p>CF</p> <p>All</p>
04.18.09	Playground - GP to speak to contractor to clarify re use of his equipment		GP
04.18.10	<ol style="list-style-type: none"> 1. Clerk to confirm to VHMC that the PC will lead on the kitchen refurbishment project 2. SF to again speak to Barbara Brewer regarding a key 3 ML to write specification for widening the entrance and rebuilding the wall and to obtain quotes 		<p>CF</p> <p>SF</p> <p>ML</p>
04.18.14	Clerk to arrange for removal of phone kiosk by Jubilee Close		CF