

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

Present: Stuart Ferguson (SF)[Acting chair], Martin Lipson (ML), Charlotte Bartlett (CB), Richard MacAndrew (RM), Helen Wright (HW)

Members of the public : Mrs Whybrew, Cllr Mike Kerford-Byrnes, Cllr Arash Fatemian

In attendance: Cathy Fleet (Clerk)

03.18.01 Apologies were received from Graham Porcas and Charlotte Clarke

03.18.02 Declarations of Interest : Martin Lipson declared an interest in the village hall and SAVA. Richard MacAndrew declared an interest in SAL

03.18.03 Minutes of the last meeting held on 19th February 2018 were read and it was **RESOLVED** to accept these as a true record of the meeting, subject to the amendment of a few minor typos and they were signed by the Chair.

03.18.04 Public Participation : There was no public participation.

03.18.05 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	Still outstanding	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	See Agenda item 8 See agenda item 7 On-going	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.	Still outstanding	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 3. CF to ask Jenny Bell to put information re Litterblitz on website and RM to put in SAL 4. CF to find out about the snow plough used by a farmer in Lower Heyford and approximate costs	Completed See agenda item 7 Completed See agenda item 7	CF SF CF/RM CF

03.18.06 Reports from OCC and CDC

Cllr Bryn Williams had submitted the following report :

Council Tax – 2018/19

CDC agreed at February's full council meeting that the District's proportion of Council Tax should remain unchanged for the ninth successive year.

Partial Review of the Local Plan 2011-2031 Oxford's Unmet Housing Needs There was a lively and passionate debate at February's council meeting, mainly from Kidlington Councillors as Kidlington and the surrounding villages is the area designated as most suitable for Oxford's unmet housing needs. It was eventually voted through but there were 17 votes against and 2 abstentions.

The Oxfordshire Housing and Growth Deal – Once more a passionate debate ensued, however it was explained that if the Growth Deal which has already been passed by all other Oxfordshire district councils was not accepted by CDC it would jeopardise our own Local Plan and place further pressure on our rural villages. The Housing and Growth deal was voted through.

National Planning Policy Framework

The consultation on the updated NPPF is now available to view and comment on from March 5th - May 10th.
<https://www.gov.uk/government/consultations/draft-revised-national-planning-policy-framework>

03.18.07 Highways & Footpaths

The clerk had obtained details of the snow plough which is used in Lower Heyford to clear snow around the village. The name of the operator is not known but his phone number is known and he charges £75 per hour.

The grassed area in front of The Old Forge is still in poor condition due to vehicles being driven over it.

ACTION : ML to speak to the owner of The Old Forge

Potholes on roads around the village continue to be a problem. All are encouraged to report on Fix My Street.

The Spring Clean scheduled for 16th March had been cancelled due to adverse weather conditions and has been rescheduled for 22nd April.

ACTION : Clerk to inform CDC of change of date of the springclean.

The grass cutting contract requires updating as there is currently no contract in place with Nigel Prickett who has agreed to cut the grass at £285 per cut.

ACTION : SF to update grass cutting contract. Clerk to provide maps

03.18.08 Play area/teenage facilities

SF is in the process of re-writing the contract for the play area. To be finalised at the next meeting .

03.18.09 Village Hall

Information had been received regarding the proposed refurbishment of the village hall kitchen. The VHMC are proposing a budget of £20K and had received a quote from Woodwork Bespoke Furniture for the floor and kitchen units and from Whitco for the cooker and hot water boiler. The VHMC also requested that the PC lead on the project in order to reclaim VAT. VHMC will investigate grant funding.

After some discussion it was agreed that further information is required from VHMC :

- The brief for the work
- A specification for the works.
- additional quotes based on the same specification

The PC is prepared to lead on the project but require a details justification for the work.

ACTION : Clerk to respond to VHMC requesting the above information.

It had been reported to the clerk by a member of the public that she had accidentally hit one of the bollards outside the VH with her car. The bollard is

damaged but still standing.. There are other bollards around Robinsons Close which have been damaged/knocked down.

ACTION : RM to investigate costs of replacing bollards

03.18.10 Sport & Rec

It was reported that a profit of £500 was made from the recent Quiz and curry night.

03.18.11 Toilets

ML had spoken with Richard Preston who was involved with the initial building of the toilet, and he confirmed that there is no reason why there should be two basins in the toilet. It was therefore agreed that the smaller basin which had been recently vandalised should be removed, including all pipework and that the tiling should be removed and the wall made good.

ACTION : ML to arrange for basin to be removed and surrounding wall made good.

03.18.12 Allotments

RM had spoken with Rose McCready and it has been agreed that he will attend the meeting of the Allotments Society on 21st March. It was agreed that SAPC should inspect the boundaries of the allotments twice a year.

ACTION : Clerk to provide RM with information regarding payments to the Allotments Society for skips and treework.

03.18.13 Website

There had been no meeting of the website committee. As HW is standing down another councillor will be required to attend the meetings

Update : After the PC meeting CB confirmed her willingness to attend website meetings

03.18.14 Correspondence

An email had been received from Martin Brimacombe who is the co-coordinator for the newly formed Neighbourhood Watch group requesting that the PC provide funding for the purchase of Neighbourhood Watch signs to be erected around the village. After some discussion it was felt that from past experience signage is not a sufficient deterrent and that at this time the PC would not be able to fund the purchase.

ACTION : Clerk to respond to Martin Brimacombe.

The Friends of Dr Radcliffes had been looking into the provision of CCTV but as incidents of vandalism have decreased may not now go ahead with the installation of CCTV. The PC are happy to be kept informed with regard to CCTV but have decided against the installation of CCTV in the playground or around the village.

03.18.15 Councilor remuneration

Correspondence had been received from CDC regarding allowances available to be claimed by councillors. It was agreed that no allowances would be claimed but Clerk to find out whether childcare costs to allow for attendance at meetings could be claimed.

ACTION. : Clerk to enquire about claiming childcare costs

03.18.16 Church Fete

The PC had been invited to have a stall at the forthcoming church Fete, but it was unanimously agreed to decline the invitation.

03.18.17 Forthcoming election

The Clerk distributed nomination papers for the forthcoming election. The notice for the election will be put up on 27th March with nominations to be filed with CDC by 4pm on 6th April. Helen Wright confirmed that she will not be standing.

03.18.18 MCNP

The Neighbourhood Plan has now been submitted to CDC. Thanks were expressed to Martin Lipson as Chair of the MCNP forum and Cllr Fatemian added that although there was some initial scepticism regarding the Neighbourhood Plan Martin had proved to be a 'great leader' and he also offered his thanks.

03.18.19 Planning**APPROVALS**

17/02482/LB Canterbury House, Fir Lane

17/02503/F 6 the Crescent

APPLICATIONS

18/00272/F Windyridge, Paines Hill - comment submitted

18/001438/TPO 34 Grange Park - more information required as to the need for the work. Clerk to ask CDC

03.18.20 Finance

The following accounts were approved for payment

Cheque No	Payee	Detail	Amount
DD	PWLB	Loan	1129.63
201075	OPFA	Subs	42.00
201076	OALC	Subs	172.75
201077	HMRC	PAYE	185.00
201078	Community First	Subs	55.00
201079	Bob Bickley	Playground 162.10	
		Toilets 182.80	344.90
201080	OALC	Training	96.00
201081	Cathy Fleet	Clerk expenses	47.67
201082	Cathy Fleet	Clerk salary	264.82
201083	SAPC	transfer to new bank account	500.00
201084	Viking direct	printer ink	43.75

Future banking arrangements of the PC had been discussed and it was agreed that Unity First is the best option. ML will complete the necessary forms and obtain signatures to enable all current councilors to be signatories on the account. The clerk will not be a signatory but will be administrator of the account.

ACTION : ML to action the move to banking with Unity First.

03.18.21 Dates of next meetings

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 9.40pm

Signed Chair, SAPC

Date

ACTION LIST SUMMARY

NO	ACTION	To be Actioned by :
09.17.09	HW to arrange a Speedwatch session as soon as possible	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.	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. Clerk to provide maps of grasscutting areas within the village	ML CF SF CF
03.18.09	Clerk to respond to VHMC requesting information re specification, brief, additional quotes and accounts. RM to investigate costs of replacing bollards	
03.18.11	Toilet : ML to arrange for basin to be removed and surrounding wall made good.	ML
03.18.12	Allotments : Clerk to provide RM with information regarding payments to the Allotments Society for skips and treework	CF
03.18.14	Neighbourhood Watch : Clerk to respond to Martin Brimacombe	CF
03.18.15	Councillors allowances : Clerk to enquire to CDC about claiming childcare costs	CF
03.18.20	ML to action the move to banking with Unity First.	ML