

**Minutes of the meeting of the Steeple Aston Parish Council held on
Monday 14th May 2018**

Present: Mr. Ferguson (SF), Martin Lipson (ML), Charlotte Clarke (CC), Graham Porcas (GP)

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

In attendance: Cathy Fleet (Clerk)

05.18.01 Apologies were received from Richard MacAndrew, Charlotte Bartlett

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

05.18.03 Minutes of the last meeting held on 16th April 2018 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

05.18.04 Public Participation
Cllrs Fatemian and Kerford-Brynes provided their updates - see agenda item 8.

05.18.05 Co-Option of Councillor
Following the recent election when 6 nominees were elected, it is now necessary to co-opt for the remaining vacancy.
ACTION: CF to provide a poster to be put up on Noticeboards

05.18.06 Insurance
The Insurance renewal quote had been received, and although is some £200 cheaper than last year ML queried the valuation of the buildings the PC is responsible for.
ACTION : CF to contact Insurance company to ascertain if valuation is correct and if not, arrange for an up to date valuation.

05.18.07 Clerk's Report and Actions from previous meeting

09.17.09	CB to speak to HW regarding Speedwatch	O/S	CB
04.18.08	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	Completed completed	CF CF All
04.18.09	Playground - GP to speak to contractor to clarify re use of his equipment	Completed see Agenda item 10	GP
04.18.10	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	Completed Completed See Agenda item 11	CF SF ML
04.18.14	Clerk to arrange for removal of phone kiosk by Jubilee Close	Completed BT confirmed removal could take up to 1 year.	CF

05.18.08 Reports from CDC/OCC

CDC

MKB was congratulated on his re-election. He outlined events within CDC as follows :

- CDC has purchased Castle Quay and Graven Hill and building on Castle Quay is expected to commence August 2018.
- Planning - there is a 5 year housing supply and CDC have signed up to the Oxfordshire Growth board.
- The Local Plan is complete
- Northamptonshire County Council has collapsed and the intention is to turn it into 2 unitary councils by 2022 to include South Northants with which CDC currently works closely.

05.18.09 Highways/Footpaths

Graffiti - There have been instances of graffiti painting around the village and complaints have been received from residents. The stone wall along The Tchure could be cleaned by sand blasting and GP has the necessary equipment and will undertake this. The bus shelter requires painting over.

ACTION : GP to attempt to remove graffiti from the Tchure wall

Giant Hogweed - The giant Hogweed growing along The Tchure will be removed as soon as possible before it get any bigger.

ACTION : CC to remove and incinerate the giant Hogweed

Potholes - The potholes on The Beeches are increasing in size and are extremely dangerous. Someone (possibly a cyclist) has put up warning signs. The potholes have been reported but OCC have taken no action.

ACTION: Potholes to be reported again and escalated again to Cllr

Fatemian

Cllr Fatemian reported that the A4260 will be surface dressed in June.

05.18.10 Play Area

GP has spoken to the contractor responsible for the play area who has said that he will not use his own tools for gardening activities unless he is suitably paid to do so. It was agreed that the rate for the playground contract should be increased from £8.10/hour to £10.20/hour and that he will be expected to use his own tools.

ACTION : SF to update the contract accordingly. CF to provide GP will current signed contract.

The zip wire has been mended and the matting on the mound attended to. Some additional bark is required

ACTION : CF to request that Trevor Steward provides additional bark.

05.18.11 Village Hall

- The quote of £650 to re-build the wall to the entrance to the village hall and widen the entrance at the same time has been accepted and work is expected to commence within 2 weeks. This figure will be claimed on Insurance, although payment of an excess will apply.
- OCC Highways will replace the broken bollards to the entrance to the VH car park. Quotes have been received for replacing bollards on the grassed areas adjacent to the playground.

ACTION : GP and RM to progress the replacement of bollards

05.18.12 Sport & Rec

- The recent Race Night showed a profit of £1500.
- The AGM is next week
- CC has now been nominated as the PC representative for the S&R
- The grass cutting contractor for Robinsons Close has now registered for VAT and there is therefore a 20% increase in costs for the S&R which is not registered to reclaim VAT. The chair of the S&R has asked if payment could be made by the PC which would then be able to reclaim the VAT. The clerk informed the councillors that this would not be possible but SF to confirm with the internal auditor.

ACTION: SF to contact Helen White to ascertain if VAT could be reclaimed if grasscutting of Robinsons Close was paid for by the PC.

05.18.13 Toilets/Cleaner

The small basin which it had been agreed to remove was apparently originally installed for the use of small children, so it has now been decided that it and the surrounding tiling should be repaired.

ACTION : ML to repair basin and tiling

05.18.14 Allotments

An inspection of the Allotments had taken place and councillors were impressed by the standards being maintained by the SACAA. A close eye will be kept on the walls and ivy growth. There is no automatic payment provision to SACAA made in the precept.

05.18.15 Website

Details of Data Protection requirements will be put on the website.

ACTION : GP to put necessary information regarding Data Protection on the website.

05.18.16 Correspondence

Correspondence had been received from OALC informing of the decision that the House of Commons has accepted a Government amendment to the Data Protection Bill which, once the Bill has been enacted, will **exempt all town, parish and community councils from the requirement to appoint a Data Protection Officer**. All other requirements of the GDPR will apply and will come into force on 25th May.

05.18.17 Planning

the following planning documents had been received :

APPLICATION: 18/00662/F Primrose Cottage - no objections

18/00716/F 1 Bradshaw Close - no objections

APPROVAL : 18/00143/TPO 34 Grange Park

Rectory Homes have revised their proposal for housing on Southside and have requested a meeting. This to be arrange for either 29th or 31st May.

ACTION : ML to arrange meeting with Rectory Homes

Spitfire Bespoke Homes have requested a private meeting with the PC to discuss their proposals for development at The Old quarry, Fenway

ACTION : Clerk to respond to Spitfire suggesting a date for a meeting which will be with the PC and open to the public.

05.18.18 Clerk salary award

Details of the NALC salary award for clerks were distributed and will be discussed by councillors after the meeting. The clerk also informed the councillors that her agreed annual increment was not paid in December.

05.18.19 Finance

The following accounts were approved for payment :

Cheque No	Payee	Detail	Amount
201090	Nigel Prickett	Grasscutting	342.00
201091	SART	Race Night donation	25.00
201092	Cathy Fleet	Clerk salary	264.82
201093	Cathy Fleet	Clerk expenses	20.61
201094	Bob Bickley	Toilets 160.00	
		Playground 149.85	309.85
TOTAL			£962.28

Current Account Balance = £90831.34

201095	SAPC (Unity Bank)	89819.06
		(including £50 to remain in Co-op Account)

The new Bank Account with Unity Trust Bank has been set up and the initial deposit will be paid in as soon as the paying in book is received. Regular recipients will then be set up for BACS payments following approval at future meetings and it is hoped that cheque payments will be kept to a minimum. The Balance of the Co-Op Business Select account will be transferred to the Co-Op Community Directplus Account and the account will remain open for the time being.

ACTION : Clerk to set up regular payment details with Unity Trust bank, and to transfer funds from the Business Select Account.

The End of Year Accounts approved at the last meeting have been slightly amended by the Internal Auditor to include cheques not yet presented. The revised accounts were approved.

The Internal Auditor's report was received

The Annual Governance Statement which is to be submitted to the external auditor had been completed and was duly signed by the chair.

05.18.20 Dates of next meetings :

18th June (in the S&R) , 16th July (possibly to be moved to 25th July) , 17th September, 15th October, 19th November

Signed **Date**

ACTION LIST SUMMARY

NO	ACTION	To be Actioned by :
07.17.09	CB to speak to HW regarding Speedwatch	CF
05.18.15	CF to provide a poster advertising for a councillor to be put up on Noticeboards	CF
05.18.06	CF to contact Insurance company to ascertain if valuation is correct and if not, arrange for an up to date valuation.	CF
05.18.09	1. GP to attempt to remove graffiti from the Tchure wall 2. CC to remove and incinerate the giant Hogweed 3. Potholes on Heyford Road to be reported again and escalated again to Cllr Fatemian	GP CC
05.18.10	1. SF to update the playground contract . CF to provide GP with current signed contract. 2 CF to request that Trevor Steward provides additional bark.	SF/CF CF
05.18.11	GP and RM to progress the replacement of bollards	GP/RM
05.18.12	SF to contact Helen White to ascertain if VAT could be reclaimed if grasscutting of Robinsons Close was paid for by the	SF
05.18.13	ML to repair basin and tiling	ML
05.18.15	GP to put necessary information regarding Data Protection on the website.	GP
05.18.18	1. ML to arrange meeting with Rectory Homes 2. Clerk to respond to Spitfire suggesting a date for a meeting which will be with the PC and open to the public	MI CF
05.18.19	Clerk to set up regular payment details with Unity Trust bank, and to transfer funds from the Business Select Account	CF