**Minutes of the meeting of the Steeple Aston Parish Council held onMonday 18th June 2018**

**Present**: Stuart Ferguson (SF)[chair], Charlotte Bartlett (CB), Richard Macandrew (RM), Graham Porcas (GP)

**Members of the public** : Julia Whybrew, Amanda Rodgers, Clare Keating, Cllr Mike Kerford-Byrnes, Cllr Arash Fatemian

**In attendance**: Cathy Fleet (Clerk)

**06.18.01** **Apologies** were received from Martin Lipson

**06.18.02 Declarations of Interest** : CB declared an interest in SAL. RM declared an interest in SAL..

**06.18.03 Minutes of the last meeting** held on 14th May 2018 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

**06.18.04 Public Participation** : Amanda Rodgers was attending as an observer and potential co-optee to the PC. Clare Keating expressed concern over notes received by her from a resident of Southside regarding the parking of her car. She felt that the notes were intimidating and as her car is not parked illegally wondered if the PC could do anything. She was informed that the PC is very sympathetic but this was not a matter for the PC and that if she felt she was being harassed it would be a matter for the police.

**06.18.05 Clerk’s Report and Actions from previous meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| NO | ACTION | Update | To be Actioned by : |
| 07.17.09 | CB to speak to HW regarding Speedwatch | On-going | CF |
| 05.18.15 | CF to provide a poster advertising for a councillor to be put up on Noticeboards | completed | 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. | completed | 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 | Completed  Completed  Completed | 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. | completed | SF/CF  CF |
| 05.18.11 | GP and RM to progress the replacement of bollards | On-going | 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 PC. | Completed  See below \* | SF |
| 05.18.13 | ML to repair basin and tiling | completed | ML |
| 05.18.15 | GP to put necessary information regarding Data Protection on the website. | In hand | 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 | Completed  Completed | Ml  CF |
| 05.18.19 | Clerk to set up regular payment details with Unity Trust bank, and to transfer funds from the Business Select Account | Completed | CF |

\* SF had contacted Helen White, but no clear guidance had been given. The relationship between the PC and the S&R needs to be established to find out if the S&R is a Management Committee of the PC as is the case with the Village Hall Management Committee. Once this is established it will be possible to establish if payments can be made on behalf of the S&R and VAT reclaimed, possibly seeking advice from OALC.

**ACTION: SF to establish relationship between PC and S&R**

**06.18.06 Co-option of councillor**

**Adverts for a councillor are still running and there will be an advert in the next edition of SAL. A decision will be made at the next meeting.**

**06.18.06 Reports from OCC and CDC**

**CDC has undergone a major re-structure, details of which will be explained at the Parish Liaison meeting to be attended on 20th June by RM and CF.**

**Cllrs Kerford-Byrnes and Fatemian reported that since the collapse of Northamptonshire County Council, South Northants will become part of the new Northampton Unitary council and therefore cease the partnership with CDC. Discussions are on-going for CDC to work in partnership with OCC.**

**06.18.07 Highways/Footpaths/Grasscutting**

**A request had been received that the footpath between Shepherds Hill and Coneygar fields be part of the grasscutting contract. This is not the responsibility of OCC or CDC and councillors were of the opinion that it is not the responsibility of the PC either.**

**ACTION : SF to look at the footpath and find out who is responsible for its upkeep**

**Potholes, particularly along the Beeches, continue to be a problem and are regularly reported on Fix My Street.**

**The hourly rate for the playground maintenance has been increased to £10.20/hr to include the use of the contractor's own tools. SF is re-writing the contract, but in the meantime a letter will be sent to the contractor confirming this.**

**06.18.08 Play area/Teenage Facilities**

**Richard Preston had made an informal inspection of the playarea and made the following observations :**

* Ash tree and oak to central play space require some dead-wooding. Minor work.
* The platforms around the base of the trees are restricting natural growth to the girth of two trees and require reduction of platform. Also create pinch points!
* Play bark or similar is needed around the whole length of the zip-wire. Membrane is exposed in numerous places and not enough bark available to cover.
* Basket swing is frayed in two places and should be monitored.
* Play bark or similar is required to whole area especially under moving play apparatus such as senior swings and basket swing.
* Sandpit is extremely low in sand and constitutes a serious hazard for small children for whom this area is designed. Trevor Stewart had suggested to the PC to make a false base about 18 inches from the top and remove the need for sand as it gets deposited outside the multi-play.
* Fence separating the junior and senior play space is missing some uprights thus making the area less secure for the toddlers.
* BMX track (not sure that is what you call it these days) requires strimming.
* Whole area would benefit from a ‘working party’ or paid time to tidy.
* Note, no litter to be seen.

**ACTION : CF to email Trevor Stewart requesting additional sand and bark.**

**06.18.09 Village Hall**

**Grant funding for the new VH kitchen project may be dependent on the provision of disabled access to the kitchen; no decision has yet been made in this respect.**

**A quote had been received from Nicholsons for the supply and installation of bollards around Robinsons Close/Village Hall for £273+VAT. It was decided to accept this quote.**

**ACTION : CB and RM to mark out positions of bollards prior to installation.**

**06.18.10 Sport & Rec**

**The matter of reclaiming VAT is on-going.**

**06.18.11 Toilets**

**The basin and tiling has been repaired. The soap dispenser has been broken. A delivery of a new soap dispenser and toilet rolls has been received.**

**06.18.12 Emergency Plan**

**The Emergency Plan has not been updated since 2014.**

**ACTION : CB to update Emergency Plan**

**06.18.13 Mobile phone signal**

**Phone signal in the village continues to be poor. discussion took place regarding the installation of a mast in the village but no decision was made to be proactive, recalling the earlier opposition within the village on health ground to the placing of a mast on the church tower.**

**06.18.14 Welcome Packs**

**John Coley used to distribute Welcome Parks to newcomers to the village.**

**ACTION : RM to contact John Coley for details of Welcome packs**

**06.18.15 Allotments**

**Nothing to report**

**06.18.16 Website/Facebook**

**Nothing to report.**

**06.18.17 Correspondence**

**Dealt with elsewhere**

**06.18.18 Planning**

**The following planning documents had been received**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Address | Proposal | Circulated | Notes |
| 18/00784/F | Grange Cottage Southside | Erection of garden shed/workshop | By email | No objection |
| 18/00837/TPO | 5 Grange Park | Crown reduction of sycamore | By email | No objection |
| 18/00105/TCA | Fir Cottage Fir Lane | Fell unidentified tree |  | APPROVED |

**06.18.19 Finance**

**The following accounts were approved for payment :**

**Payee Detail Amount**

SAVH Hire of hall 29&31 May 15.00

Nigel Prickett Grasscutting 24/05/18 342.00\*

Cathy Fleet Clerk salary 264.62

Martin Lipson reimbursement for toilet repairs 16.23

HMRC PAYE 185.00

Bob Williams Repairs to VH wall 650.00

PCC Grant 600.00

SAVA Grant 350.00

FoLHS Grant 50.00

Deddington Library Grant 50.00 cheque payment

Barton Bus Grant 100.00

Bob Bickely Playground 182.20

Toilet 200.00 total £382.20

Cathy Fleet Clerk expenses 21.93

BHIB Insurance Insurance 1805.66

Seldram Supplies Toilet supplies 239.11 \*

Helen White Audit fee 100.00

***NB - this will be made on Co-Op debit card***

\* VAT reclaimable

The quarterly accounts were approved and signed

**06.18.20 Clerk salary**

**Agreement has not yet been made on the increase to the Clerk's salary and annual increment. Discussion will be held after this meeting.**

**06.18.20 Dates of next meetings :**

25th July, 17th September, 15th October, 19th November

**Other matters**

**Plans for land at Paines Hill will be discussed at the July meeting.**

**Signed …………………………….. Date ………………………………**

ACTION LIST SUMMARY

|  |  |  |
| --- | --- | --- |
| NO | ACTION | To be Actioned by : |
| 07.17.09 | CB to speak to HW regarding Speedwatch | CB |
| 06.18.01 | SF to establish relationship between PC and S&R | SF |
| 06.18.07 | **SF to look at the footpath between Shepherds Hill/Coneygar Fields and find out who is responsible for its upkeep** | SF |
| 06.18.08 | **CF to email Trevor Stewart requesting additional sand and bark for the playarea** | CF |
| 06.18.09 | CB/RM to mark out position of bollards prior to installation | CB/RM |
| 06.18.12 | CB to update Emergency Plan | CB |
| 06.18.14 | **RM to contact John Coley for details of Welcome packs** | RM |