

## **Minutes of the meeting of the Steeple Aston Parish Council held on**

**Wednesday 25th July 2018**

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

### **Members of the public :**

Margaret Mason, Ian Jackson , Lynda Clarke, Duncan Cardow, Sam Clarke

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

**07.18.01 Apologies :** No apologies had been received

### **07.18.02 Declarations of Interest :**

Martin Lipson declared an interest in the Village Hall and SAVA

Richard MacAndrew declared an interest in SAL.

Charlotte Clarke declared an interest in the item Sam Clarke proposed to discuss under Public Participation.

**07.18.03 Minutes of the last meeting** held on 18th June 2018 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

### **07.18.04 Public Participation**

Lynda Clarke and Duncan Cardow were attending to present proposals for land on Paines Hill as minuted below.

Ian Jackson was attending in relation to the re-ordering of the church as minuted below.

Sam Clarke was attending in relation to the issue of parking on Southside as discussed at the last PC meeting. Sam disagreed with the use of the word 'harrasment' as reported in SAL (it was pointed out that this was the word of the complainant and not the PC and that the report in SAL was not issued by the PC). The use of the word 'harrasment' was used in the minutes of the meeting. He explained that the issue of parking causes him considerable problems when trying to manouvre his tractor onto his land. There had been an exchange of letters between him and the owner of the cottage opposite but no resolution had been found and the issue of parked cars still causes him difficulties. He is not in favour of approaching CDC requesting yellow lines or chevrons and asked the advice of the PC. It was suggested that he writes a letter in SAL explaining the need for farmers to have access to their fields at all times and asking villagers to park considerately. It was noted that only as a last resort would markings on the road be considered.

### **07.18.05 Presentation of proposals for land on Paines Hill**

Lynda Clarke owns the land on Paines Hill opposite her house, where the sheep are currently kept and is now looking to develop it. Duncan Cardow is a designer who has been working with Lynda to come up with a scheme which would be of benefit to the village and he presented 3 options:

- a limited number of small dwellings (akin to almshouses) and a village green

- a smaller number of larger houses and a village green
- a single larger house and a village green

He said that all the schemes would be of benefit to the village as the village green would be accessible to all and would create a focal point of the village. There could also be a footpath by the stream linking to The Tchure or Water Lane but this would involve other landowners. Mrs Clarke is looking for the support of the parish council prior to submitting a planning application. Councillors responded by confirming that they have nominated the field as a Local Green Space in the Mid-Cherwell Neighbourhood Plan, which would mean such development would not be permitted. A decision would be taken in due course by the Examiner of the Plan. Mr Cardow suggested that there might be a Public Enquiry as a result of objections to Green Space designations; Mr Lipson said that the Examiner might decide to hold a Hearing but that a more formal Enquiry was unlikely. Mr Cardow was asked whether the proposed village green was to be gifted to the parish, he said it would not, but that there could be an agreement for public use. Councillors thanked Mrs Clarke and Mr Cardow for the presentation.

#### 07.18.06 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 CB to advertise in SAL requesting volunteers	CB
06.18.01	SF to establish relationship between PC and S&R	See Agenda Item 9	SF
06.18.07	SF to look at the footpath between Shepherds Hill/Coneygar Fields and find out who is responsible for its upkeep	It is believed the footpath is on land owned by Sovereign and that they are maintaining it	SF
06.18.08	CF to email Trevor Stewart requesting additional sand and bark for the playarea	Completed Awaiting action from Trevor	CF
06.18.09	CB/RM to mark out position of bollards prior to installation	Completed. Awaiting	CB/RM

		completion of bollard installation by Nicholsons	
06.18.12	CB to update Emergency Plan	On-going	CB
06.18.14	RM to contact John Coley for details of Welcome packs	Completed. SF is now in possession of a memory stick passed to him by John Coley	RM

**07.18.07 Co-option of Councillor**  
It was agreed that Amanda Rodgers would be invited to be co-opted as a councillor  
**ACTION : CF to invite Amanda to become a co-opted parish councillor and to deal with the necessary paperwork.**

**07.18.08 Reports from OCC/CDC**  
No update was available

**07.18.09 Review of Leases**  
The parish council has lease agreements with the village hall, sport & rec, Playground, Football pitch and allotments. Over the years some of these documents have gone missing and may need reviewing to ensure compliance. It was agreed that councillors portfolios would be as follows :

<b>Football</b>	<b>Stuart Ferguson and Charlotte Clarke</b>
<b>Allotments</b>	<b>Richard MacAndrew</b>
<b>Village Hall</b>	<b>Martin Lipson</b>
<b>Playground</b>	<b>Graham Porcas</b>

SF is now in possession of a memory stick passed to him by John Coley and will identify any relevant documents. He will then pass the stick to ML for copying and safekeeping.

The review of leases will be discussed at the next meeting and diarised for annual review.

**ACTION : SF to pass memory stick to ML**

**07.18.10 Highways, footpaths/grasscutting**  
Historically Richard Preston used to maintain **The Tchure** but no longer does. It has not been possible to establish ownership of it, and so it was agreed that the PC will assume ownership for maintenance purposes. Nigel Prickett has agreed to trim it when he next grasscuts the village.  
**Weed spraying** around the village will take place when weather conditions permit.

There had been a complaint about the weeds and general untidiness around the village and it was agreed to ask Nigel to strim throughout and also to cut Sixtyfoot.

**ACTION : CF to instruct Nigel to strim the village and cut Sixtyfoot.**

The bins around the village need emptying

**ACTION : CF to request that CDC empty the bins**

**07.18.11 Play Area/Teenage Facilities**

The ROSPA report has been received and the main item to note is that more bark is required. A quote of £1782 for 27 cu.m. of bark has been received and GP has obtained other quotes of a similar nature but would be delivery only whereas Trevor will spread it. It was agreed to accept his quote for delivery as soon as possible. It was decided that additional sand is not required, and that Trevor's quote of £668 for supply and installation of a new basket swing would be put on hold.

**ACTION : GP to instruct Trevor to deliver and spread bark as soon as possible.**

The ROSPA report also flagged up the need for 'Start' and 'Finish' notices for the BMX trail.

It was also noted that the fencing requires attention as posts are rotted and missing places.

**ACTION : Clerk to order notices.**

**07.18.12 Village Hall**

With regard to the proposed kitchen renovations, an email had been received from Richard Preston on behalf of the VHMC requesting confirmation that the PC confirms that all applications for grant aid come from the PC and that a financial contribution of a suggested £1K be made by the PC towards the project. Richard will be completing the application forms for grants and require some information from the Clerk and the project is expected to commence in July 2019. The VHMC will be making a substantial financial contribution.

**07.18.13 Church re-ordering**

A public meeting had been held on 18th July regarding the proposed re-ordering of the church, the minutes of which are available on the church website. There is considerable difference of opinion amongst villagers regarding what should be done to change the interior of the church and there is also a feeling that proposals so far have not involved members of the public enough. There were no representatives of the PCC at the public meeting. It is not clear how much, if any, involvement the PC should have.

**ACTION : RM to arrange an informal meeting between members of the PC and Rev. Marcus Green.**

**07.18.14 Sport & Rec**

The S&R had recently organised fund raising events on two occasions involving the World Cup matches, raising in excess of £350 on each occasion. Councillors who attended commented how enjoyable the occasions were and congratulated the initiative and effort of the S&R committee.

**07.18.15 Toilets**

Nothing to report

**07.18.16 Allotments**

The letter received from Freiths Solicitors regarding the access road to the allotments and nearby properties has been responded to indicating that councillors would be happy to attend a meeting on the basis that in so doing the PC is not making any statement of intent to contribute to the costs of maintaining the path or to manage the maintenance of the path. ML is hoping to speak with Chris Watson in the near future

**07.18.17 Website/Facebook**

CB reported that at the recent website meeting the value of the Forum was debated as it is little used. It was decided that it should be replaced by a link to the Facebook page which is well used. CC is now the Facebook Administrator as Rhiannon Thomas has moved away from the village.

**07.18.18 Correspondence**

There was no correspondence not dealt with elsewhere

**07.18.19 Planning**

The following planning documents had been received :

**APPROVALS**

18/00662/F Primrose Cottage, Northside

17/01493/F Paynes Hill House, Paines Hill (retrospective approval)

**APLICATIONS:**

18/01100/LB Acacia Cottage, Southside - no objections

18/01038/F Elmtrees, Northside - no objections

18/01182/F Barn Cottage, Northside - no objections

**07.18.20 Finance**

Payee	Detail	Amount
CDC	Election fee	£39.00
Bob Bickley	Playground	£255.00
	Toilet	£200.00
Cathy Fleet	Clerk salary	£455.00
Cathy Fleet	clerk expenses	£343.92
Jillsons plumbing	Water fountain repairs	£ 65.30
Graham Porcas	reimbursement	£136.38
		£145.95

**07.18.21 Chairman's statement**

Stuart Ferguson announced that it is intention to step down as Chairman and there will therefore be an election at the next PC meeting in September.

**07.18.22 Date of next meetings :**

17th September, 15th October, 19th November

**Other matters**

There were no other matters

Signed ..... Date .....

**ACTION LIST SUMMARY**

<b>NO</b>	<b>ACTION</b>	<b>To be Actioned by :</b>
07.17.09	<b>Speedwatch</b> - CB to advertise in SAL for help and volunteers	CB
07.18.07	<b>Co-option of councillor</b> - : CF to invite Amanda Rodgers to become a co-opted parish councillor and to deal with the necessary paperwork	CF
07.18.09	SF to pass memory stick obtained from John Coley to ML for interrogation, copying and archiving	SF/ML
07.18.10	CF to instruct Nigel to trim the village and cut Sixtyfoot CF to request that CDC empty rubbish bins around the village	CF CF
07.18.11	GP to instruct Trevor Stewart to deliver and spread bark as soon as possible.	GP
07.18.13	RM to arrange an informal meeting between members of the PC and Rev. Marcus Green.	RM