

**Minutes of the meeting of the Steeple Aston Parish Council held on  
Monday 17th September 2018**

**Present**, Stuart Ferguson (SF)[Chair], Richard MacAndrew (RM), Martin Lipson (ML), Graham Porcas (GP), Charlotte Clarke (CC), Charlotte Bartlett (CB), Amanda Rodgers (AR)

**Members of the public** : Julia Whybrew, Cllr Mike Kerford-Byrnes (MKB), Cllr Arash Fatemian(AF)

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

**09.18.01 Apologies** : No apologies were received

**09.18.02 Declarations of Interest** :  
ML declared an interest in the Village Hall and SAVA  
CB declared an interest in SAL  
RM declared an interest in SAL

**09.18.03 Minutes of the last meeting** held on 25th July 2018 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

**09.18.04 Public Participation** : Cllrs Kerford-Brynes and Fatemian provided updates as minuted under item 10.

**09.18.05 Acceptance of Resignation of Chair and election of new chair**  
A letter had been received by the Clerk from Stuart Ferguson tendering his resignation as Chair due to pressure of work. Stuart was thanked for his time as Chair and his resignation reluctantly accepted. He will remain as a councillor. ML proposed that Richard MacAndrew be elected chair, seconded by GP and he accepted. GP proposed and SF seconded that Martin Lipson be elected Vice Chair and he accepted.

**09.18.06 Welcome New Councillor**  
Amanda Rodgers had been invited to become a co-opted councillor and signed the Acceptance of Office witnessed by the Clerk and provided the completed DPI Registration to be submitted to CDC.

**09.08.07 Clerk's Report and Actions from previous meeting**

NO	ACTION	Update	To be Actioned by :
07.17.09	Speedwatch - CB to advertise in SAL for help and volunteers	See below *	CB
07.18.07	Co-option of councillor - CF to invite Amanda Rodgers to become a co-opted parish councillor and to deal with the necessary paperwork	completed	CF
07.18.09	SF to pass memory stick obtained from John Coley to ML for interrogation, copying and archiving	See below **	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	completed	CF CF
07.18.11	GP to instruct Trevor Stewart to deliver and spread bark as soon as possible.	completed	GP
07.18.13	RM to arrange an informal meeting between members of the PC and Rev. Marcus Green.	completed	RM

\* CB will put up notices around the village regarding speeding and requesting volunteers to join Speedwatch to contact her

\*\* SF has not yet completed viewing files on the memory stick, so will pass it to RM for it to be indexed.

#### **09.18.08 Review of leases**

Various documents had come to light regarding leases of the Village Hall, Sport & Rec, and Allotments and it was agreed that a working group consisting of ML, SF, CC, CB, GP, RM and AR should meet in the History Centre on a Saturday morning to go through the documents in an effort to better understand the terms of the various leases.

**ACTION :ML to arrange working group meeting**

#### **09.18.09 Review of Standing Orders and Financial Regulations**

The Standing Orders and Financial Regulations had been circulated for review prior to the meeting, and subject to some minor alterations it was agreed they should be approved and adopted.

#### **09.18.10 Reports from OCC/CDC**

**CDC** - MKB reported that the split between CDC and South Northants is in progress and that discussions are ongoing with OCC regarding shared services. The Oxford/Cambridge Expressway route details had been published this week with 3 options of the siting of the preferred route. It is expected that there will be a significant number of houses built along the route between 2030-2050.

**OCC** - AF reported that road and drainage engineers will be inspecting Heyford road by the Beeches to see what can be done about the potholes caused by the springs under the road. A proposal is being submitted to OCC Cabinet for £180m to be spent over the next 3-4 years on roads. An additional £120m will be generated from council tax from new homes over this period and the proposal to spend £80m on roads would not require external borrowing.

#### **09.18.11 Highways, footpaths/grasscutting**

Clerk to respond to OCC regarding salt for the forthcoming winter. The bins will be filled and an additional ton delivered in bags on a pallet which will be stored in the shed. It will be pointed out that there are 2 salt bins down the Dickredge which should both be replenished.

**ACTION : Clerk to respond to OCC**

It was decided that the offer of sapling trees (Trees of Remembrance) which are being offered by OCC in conjunction with the Woodland Trust should be accepted. There was some discussion as to where it should be sited, at the school, in the churchyard or elsewhere, but this can be decided at a later date. The trees are due to be delivered in November, hopefully in time for Remembrance Sunday

**ACTION :Clerk to respond to the offer of a sapling tree**

**09.18.12 Play Area/Teenage Facilities**

The zipwire has been mended and bard delivered and Trevor Stewart has submitted his invoice. There had been a complaint about dog fouling but no evidence has been found. Dirty nappies had been found which Bob Bickley has had to deal with. GP had confirmation that permission is not required from CDC for removing dead wood from trees in the playground so Kevin Preston's quote of £80 will be accepted and the work carried out. The fencing round the toddler area is rotten and requires replacing.

A sign providing contact details of the Clerk, the postcode of the building and other information is to be purchased.

**ACTION :**     **GP to instruct Kevin Preston to carry out work to the trees.**  
                  **GP to obtain quotes for renewing fencing round the toddler area**  
                  **CF to obtain sign once the debit card has been received and wording agreed**

**09.18.13 Village Hall**

It was noted that a light on the corner of the building by the road appears to be broken.

The exterior of the hall will require re-painting next year

The bollards have now been installed by Nicholsons

The marquee which had been erected for the flower show on Robinsons Close was vandalised the night before the show and a request has been received for the installation of CCTV to cover the car park area (not including the playground) Cllr Fatemian suggested that Deddington PC be contacted as they have CCTV around the Windmill Centre. Martin Brimacombe, the Neighbourhood Watch co-ordinator will also be contacted for advice.

**ACTION:**     **ML to deal with the repair/replacement of the exterior light**  
                  **RM to contact Deddington PC and Martin Brimacombe**

**09.18.14 Sport & Rec**

Nothing to report - their meeting is to be held later this week.

**09.18.15 Toilets**

Nothing to report

**09.18.16 Allotments**

Nothing further has been heard regarding the resurfacing of the track

**09.18.17 Website/Facebook**

The website committee meeting minutes had been received and will be forwarded to RM

**09.18.18 Correspondence**

The only correspondence received by the clerk other than by email was SF's letter of resignation and a letter of thanks for the donation from FoLHS

**09.18.19 Planning**

The following planning documents had been received :

**Approvals :**

18/0183/F Elmtrees Northside - Approved 03/08/18  
18/01182/F Barn Cottage. Northside - Approved 28/08/18  
18/00218/TCA The Planes, Water Lane - treework - Split decision - part approval, part rejection

**Applications :**

18/01482/F 6 dwellings on Southside (Rectory Homes) - objection to be submitted  
18/01458/F Acacia Cottage, Southside - conversion of annexe to home office - no objection  
18/00233/TCA Whitsun House Southside - Fell Cedar tree - CDC to be asked for further information  
18/00218/TCA The Planes, Water Lane - treework  
18/01305/F The Courtyard, Southside - no objection  
17/01493/LB & 18/01305/F Paynes Hill House, Paines Hill - no objection

Details had also been received of the TPO on various trees on the Old Quarry

**09.18.20 Finance**

The following accounts were approved for payment and will be set up by the clerk online and authorised by 2 councillors :

Payee	Detail	Amount
Viking direct	Office supplies	55.75*
PWLB	Loan repayment	1108.41
HMRC	PAYE	211.00
Cathy Fleet	Clerk Salary	277.04
Nigel Prickett	Grasscutting (June)	336.00
Nigel Prickett	Grasscutting etc.	540.0
Trevor Stewart	Bark, repair of zipwire	2210.40 *
Cathy Fleet	Clerk expenses	15.32
Bob Bickley	Wasps nests in S&R 60.00	
	Toilet (Jul&Aug) 302.85	
	Playground (Jul&Aug) 494.70	857.55

The Quarterly financial report had been circulated and was approved. It was pointed out by the Clerk that the signatories on the Co-Op bank account are out of date and should be updated and that the Business Select account balance should be transferred to the Community Directplus account and the account closed.

**ACTION : ML to contact Co-op bank and arrange for signatories to be updated and the Business Select account closed.**

**Date of next meetings :** 15th October, 19th November

**Other matters**

**The meeting closed at 9.30pm**

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

**ACTION LIST SUMMARY**

<b>NO</b>	<b>ACTION</b>	<b>To be Actioned by :</b>
07.17.09	CB will put up notices around the village regarding speeding and requesting volunteers to join Speedwatch to contact her	
07.18.09	SF to pass memory stick to RM for viewing and indexing	SF/RM
09.18.08	ML to arrange a working group meeting to review the various leases	ML
09.18.11	CF to respond to OCC re salt requirements CF to respond to OCC regarding sapling tree	CF CF
09.18.12	GP to instruct Kevin Preston to carry out work to the trees. GP to obtain quotes for renewing fencing round the toddler area CF to obtain sign once the debit card has been received and wording agreed	GP GP CF
09.18.13	ML to deal with the repair/replacement of the exterior light RM to contact Deddington PC and Martin Brimacombe	ML RM
09.18.20	ML to contact Co-op bank and arrange for signatories to be updated and the business Select account closed.	ML