

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

Monday 15th October 2018

Present, Richard MacAndrew (RM)[chair], Martin Lipson (ML), Stewart Ferguson (SF), Charlotte Bartlett (CB), Amanda Rodgers (AR)

Members of the public : Julia Whybrew, Stuart Cummins

In attendance: Cathy Fleet (Clerk)

10.18.01 Apologies were received from Graham Porcas, Charlotte Clarke, Cllr Arash Fatemian and Cllr Mike Kerford-Byrnes

10.18.02 Declarations of Interest :
Martin Lipson declared an interest in the Village Hall, SAVA and SAL
Richard MacAndrew declared an interest in SAL
Charlotte Bartlett declared an interest in SAL

10.18.03 Minutes of the last meeting held on 17th September 2018 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

10.18.04 Public Participation : Julia Whybrew attended the meeting in her capacity as reporter for SAL

10.18.05 Clerk's Report and Actions from previous meeting

NO	ACTION	Update	To be Actioned by :
07.17.09	CB will put up notices around the village regarding speeding and requesting volunteers to join Speedwatch to contact her	Completed . No responses received	
07.18.09	SF to pass memory stick to RM for viewing and indexing	Completed. All information has been transferred to RM's laptop and the stick returned to ML for indexing and archiving.	SF/RM
09.18.08	ML to arrange a working group meeting to review the various leases	On-going	ML
09.18.11	CF to respond to OCC re salt requirements CF to respond to OCC regarding sapling tree	Completed. RM will look at the remaining salt in the shed and decide what action to take. Rev Marcus Green will lead on the memorial tree project	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	Completed On-going On-going	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	In hand Completed. Discussed under Agenda item 12	ML RM
09.18.20	ML to contact Co-op bank and arrange for signatories to be updated and the business Select account closed.	On-going	ML

10.18.06 Reports from OCC/CDC

In the absence of Cllrs Fatemian and Kerford-Byrnes, no updates were available

10.18.07 Licence to Occupy - SAVA

The original letter regarding the License to Occupy which was written by Margaret Mason in 2002 requires updating. All were in agreement that this is necessary to protect SAVA's use of the History Centre building, and the letter to SAVA was signed by the Chair and passed to Martin Lipson as the SAVA representative.

10.18.08 Highways,footpaths/grasscutting

Due to unusual weather conditions throughout the year there is now a significant weed growth on footpaths around the village. Neither Bob Bickley nor Nigel Prickett are able to undertake this work therefore quotes will be required. RM has received one quote and will seek a further 2 and a decision made at the next meeting. **ML will produce maps of areas to be treated.**

ML attended the recent Highways Depot open day and reported that it was very informative in respect of rights of way, gritting, bridge repair etc. He learned that there is a considerable shortage of qualified staff within OCC but that as much work as possible is being carried out.

Potholes - the potholes on The Beeches are still causing problems and getting larger. **Clerk to email Cllr Fatemian for an update on the anticipated visit by drainage engineers.**

Parking/Speeding In the last week there had been an incident where the bus was unable to get along Southside due to a parked car. The car was eventually 'bounced' out of the way. It was noticed that a large gouge had been made in the bank at the side of the road, unclear whether this was the bus or another vehicle. Parking along Southside is a currently major problem, made worse by builders' vans working at Mijas. There was also an incident where a child was injured after being struck by a car near Lawrence Fields. This was not a speed related incident and the child was not seriously injured. Making the village a 20mph zone was discussed, but this is cost prohibitive. Yellow lines are unpopular. **RM will put a notice in SAL appealing to villagers to park with consideration.**

10.18.09 Play Area/Teenage Facilities

The trees have been cut by Kevin Preston. The fencing around the toddler area is in urgent need of repair. Discussion took place whether to repair the section that is missing (around £80) or re-fence in entirety. ML had information on 'plastic' fencing which looks like wood and would be very durable. ML to research costs and bring back to next meeting.

There is a great deal of maintenance and refurbishment required in the playground. **RM and GP to create a schedule of work required and bring back to next meeting.**

10.18.10 Welcome Pack

The Welcome Pack had been found on the memory stick and found to be out of date. It was agreed that it is a nice thing to have available for new residents but it needs updating. **AR to update Welcome Pack.**

10.18.11 Emergency Plan

CB is working on updating the Emergency Plan and will link in with other organisations, e.g. Neighbourhood Watch, Emergency Medical Responders, as well as individuals on the existing plan to create a plan similar to the one Deddington have in place.

10.18.12 Village Hall

Information had been received from Richard Preston regarding the proposed kitchen upgrade including projected costs and grant funding. It is still unclear if the PC will be able to reclaim the VAT. **RM to discuss with the Chair of the VHMC and seek advice from OALC's VAT expert.**

The matter of CCTV was again discussed and it was decided not to progress with the installation of CCTV.

10.18.13 Sport & Rec

RM had spoken with the Chair of SART who is well aware of the difficult financial position. They continue to hold fundraising events, but there remains a significant shortfall. Until the matter of VAT claim is clarified, it is not known if the PC can assist with grasscutting bills.

10.18.14 Toilets

Nothing to report

10.18.15 Allotments

The half yearly PC inspection of the Allotments is due. RM is the link with the Allotments Committee but will be away. **SF will take his place.**

10.18.16 Website/Facebook

Nothing to report

10.18.17 Correspondence

There was no correspondence which had not been discussed elsewhere. A letter had been written to SAL in the last issue regarding the proposed development of the Old Quarry and in which the PC was accused of collusion with developers. RM had drafted a reply to this to be sent to SAL for the next issue. There was some discussion about the wording and it was agreed that it was a suitable reply on behalf of the PC.

10.18.18 Planning

The following planning documents had been received. Applications had been discussed and the decision recorded below.

Approvals :

18/00233/TCA Whitsun House - felling of Western Red Cedar

18/01458/F Acacia Cottage

Applications :

18/01293/LB Fir Cottage - no objection
18/01692/TPO The Planes, Water lane - no objection

Withdrawn:

18/01482/F Rectory Homes

There was discussion regarding the TPO on trees at The Planes, as the TPO appears to have been issued prior to the end of the consultation period. Submissions made to CDC regarding Planning appear not to have been put on the website, e.g. the Whitsun House application. **RM to investigate.**

It was agreed that it must be clearly recorded in the minutes any objection/comments made on planning applications.

The matter of the ownership of the strip of land behind Lawrence Fields properties was discussed and it was confirmed that ownership of this land had been passed to owners of the properties backing on to it.

10.18.19 Finance

The following payments were approved and will be set up online by the RFO for approval by 2 councillors.

Payee	Detail	Amount
TP Jones	Payroll	56.70 *
Moore Stephens	Audit	324.00 *
OALC	R.MacAndrew training	102.00 *
Nicholsons	Bollards	327.60 *
Diocese of Oxford	Allotment rent	480.00
Bob Bickley	Toilets 200.00	
	Playground 254.60	454.60
Cathy Fleet	Clerk salary	277.04
Cathy Fleet	Clerk expenses	25.19
Nigel Prickett	grasscutting	336.00
Kevin Preston	treework in the playground	96.00*

* VAT reclaimable

The matter of obtaining quotes for work was questioned as it is sometimes difficult to get 3 quotes. Financial Regulations state that for **work between £100-£3000 the Clerk or RFO shall strive to obtain 3 quotes.** As long as it can be shown that attempts have been made to obtain 3 quotes then the financial regulations will have been adhered to.

Date of next meetings 19th November 2018

Proposed dates for 2019: 14 Jan, 18 Feb, 18 March, 15 April,
20 May, 17 June, 15 July, 16 Sept, 21 Oct, 18 Nov
Annual parish meeting to be between March-June
Annual meeting of the PC to be May/June

The meeting closed at 9.35pm

Signed **Date**

ACTION LIST SUMMARY

NO	ACTION	To be Actioned by :
09.18.08	ML to arrange a working group meeting to review the various leases	ML
09.18.12	CF to obtain sign for the playground once the debit card has been received and wording agreed	CF
09.18.20	ML to contact Co-op bank and arrange for signatories to be updated and the business Select account closed.	ML
10.18.08	1) ML will produce maps of areas to be weed sprayed 2) Clerk to email Cllr Fatemian for an update on the anticipated visit by drainage engineers 3) RM will put a notice in SAL appealing to villagers to park with consideration	ML CF RM
10.18.09	RM and GP to create a schedule of work required and bring back to next meeting	RM/GP
10.18.10	AR to update Welcome Pack	AR
10.18.12	RM to discuss the kitchen refurbishment with the Chair of the VHMC and seek advice from OALC's VAT expert	RM
10.18.15	SF will make an inspection of the Allotments	SF
10.18.18	RM to find out why the PC's submissions to CDC planning do not appear on the website	RM