

**Minutes of the meeting of the Steeple Aston Parish Council held on  
15th July 2019**

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

**Members of the public :** Julia Whybrew, Stuart Cummins

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

07.19.01 **Apologies** were received from Stuart Ferguson, Cllr Mike Kerford-Byrnes

07.19.02 **Declarations of Interest :** ML declared an interest in the Village Hall and SAVA. CB declared an interest in SAL and AR declared an interest in the Village Hall.

07.19.03 **Minutes of the last meeting** held on 17th June 2019 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair after minor amendments.

07.19.04 **Public Participation :** Stuart Cummins representing SACCA was attending to observe.

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

NO	ACTION	Update	To be Actioned by :
05.19.08	GP to get 'start' and 'finish' signs for the BMX track	Now considered not necessary	GP
05.9.09	GP to get sign warning children not to climb on the recycling bins	Now considered not necessary	GP
06.19.07(1)	AR to look at the possible use of Dropbox or equivalent for document sharing and storage as an alternative to the current USB stick system of data backup.	In-hand	AR
06.19.07(2)	CB to review the Litterpick Risk Assessment and RM to arrange for the purchase of 18 Hi-Viz jackets and 18 pickers for future use which will be stored in the PC shed.	Agenda item 9	CB/RM
06.19.08	RM to progress white lines with Highways	Agenda Item 10	RM
06.19.08(2)	RM to progress Speed Sign with Highways	Agenda item 10	RM
06.19.08(3)	RM to arrange replacement sign for Bradshaw Close	Completed	RM
06.19.08(4)	CB to identify dates for a Speedwatch campaign	In- hand	CB
06.19.09	Kevin Preston to be asked to remove the dead bush in the playground	outstanding	CF
06.19.11	AR and GP to arrange festivities for VE Day 2020	On-going	AR/GP
06.19.12	ML and GP to speak to Community run pubs in Beckley	On-going	ML/GP

- 07.19.06 Reports from OCC/CDC**  
Neither Cllr Fatemian nor Cllr Kerford-Byrnes were present but an update had been received from Cllr Bryn Williams which had been circulated prior to the meeting.
- 07.19.07 Volunteers**  
RM had drafted an advert for SAL advertising for volunteers to carry out small works around the village. All agreed on the wording and it will appear in the next edition of SAL.
- 07.19.08 Defibrillator**  
RM is now in possession of the defibrillator and will contact the Community Heartbeat Trust to activate a volunteer list (provided by the PC). The PC will purchase a box, RM to action, and it is hoped that once the box is mounted on the wall of the village hall the VHMC will pay the minimal cost of the electricity. AR to speak to Barbara Brewer to confirm.
- 07.19.09 Risk Assessment**  
A sub committee consisting of RM, CB and CC/AR to be formed to update the Risk Assessment including the Litterblitz Risk Assessment. 18 Hi Vis jackets and litterpickers have been purchased and are stored in the PC shed.
- 07.19.10 Highways,footpaths/grasscutting**  
**White Lines** *CC left the room during this discussion due to conflict of interest.* - OCC has approved the installation of white lines and is meeting with RM on Tuesday to identify exact location.  
**Speeding** - Information had been received from Cllr Fatemian regarding an alternative scheme to Speedwatch, but the details are unclear and more information has been requested.  
**Speedwatch** - a Speedwatch campaign has been arranged for 23rd July on Heyford Road at 2.30pm  
**The Tchure** - It had been confirmed that the maintenance of The Tchure is the responsibility of the owners. The PC has responsibility for making sure the owners keep it passable. In parts ownership is unclear. CC to obtain Land Registry maps to clarify.
- 07.19.11 Play Area/Teenage Facilities**  
More bark is required and some repairs are still outstanding. GP to chase Trevor Stewart. A replacement sign on the BMX track had been put up but this too has disappeared. ML has a spare one and will identify a better position for it. It was confirmed that Bob Bickley is self employed and cannot be employed by the PC.
- 07.19.12 Village Hall**  
The PC now has keys to the village hall and once the keysafe has been fixed in the agreed location, the keys will be housed there.  
There is a chipper in the PC shed - AR to ask Barbara Brewer if she knows who owns it.  
Dr Radcliffes Trust will not be reviewing their paperwork so if a sub-lease for the VHMC is required the PC will have to do it. Providing the PC can obtain permission from the Trust for a sub-lease in writing the PC can then proceed with a sub-lease for the VHMC. RM to request a letter of permission from Kate Tomlinson.

- 07.19.13 Sport & Rec**  
SART have received a grant of £3.5K from Dr Radcliffes Trust. The tennis club which folded last year had residue funds of £700 which have been donated to SART.
- 07.19.14 Toilets**  
Toilet rolls and bleach are required - CF to order  
CF had received a query regarding safeguarding of children in the toilet area. After some discussion it was decided that this was not high risk and that no action is necessary. CF to respond to query.
- 07.19.15 Allotments**  
RM had visited the allotments recently and commented that they are in very good condition. Stuart Cummins reported that there are some spare plots of varying sizes available and if anyone is interested to contact any member of SACCA
- 07.19.16 Website/Facebook**  
The question of website accessibility for the visually impaired was raised and it was confirmed that changes had been made to changes colours etc. CB to raise at next website meeting to see if font size can be changed.
- 07.19.17 Correspondence**  
ML had received an invitation to a meeting with the housing officer at CDC regarding the provision of low cost small dwellings in villages and will attend the meeting with RM and report back.
- 07.19.18 Planning**  
**Applications :**  
19/00176/TCA Old manor House, Southside Notice of Intent to remove Cupressus  
19/01124/F Cedar Lodge Extension of garden terrace - no objection  
19/00869/LB Manor Barn, Southside - installation of wood burner & flue - RM to draft response to be sent to CDC requesting that they fully investigate health and environmental issues.  
19/01177/F Land to the south and adj to Southside - Erection of 10 dwelling - ML to draft response requesting extension of time to allow site meeting  
**Notice of Decision**  
19/01244/TCA Canterbury House - Approved  
19/00150/TCA Manor Court Cottage - Approved  
19/00703/LB Cedar Lodge - Refused  
19/00660/F 15 Grange park - Approved  
19/00484/LB East Grange - Approved
- 07.19.19 Finance - The following accounts were approved for payment**
- | Payee             | Detail                   | Total Amount | VAT     |                   |
|-------------------|--------------------------|--------------|---------|-------------------|
| Richard Preston   | reimbursement for paint  | £164.95      |         |                   |
| Whitco            | Balance of VH cooker     | £1192.30     | £198.72 |                   |
| TP Jones          | Payroll                  | £56.70       | 9.45    |                   |
| GMS Décor         | External VH redec        | £1785.00     |         | Paid BACS 28/6/19 |
| Cathy Fleet       | Clerk salary             | 292.46       |         |                   |
| Nigel Prickett    | grasscutting + Sixtyfoot | 492.00       | 82.00   |                   |
| Martin Lipson     | reimbursement - signs    | 24.99        |         |                   |
| Richard MacAndrew | reimbursement pickers    | 34.02        | 6.80    |                   |
| Richard MacAndrew | reimbursement hi-viz     | 44.81        | 6.24    |                   |
| Bob Bickley       | playground               | 280.50       |         |                   |
|                   | toilet                   | 160.00       | 440.50  |                   |

Forms for the application to open a CCLA account were completed.

The Accounts to date were approved and signed with one query which was clarified immediately after the meeting.

It was agreed that any invoices received for the village hall kitchen project could be processed without prior approval at a meeting as there is no meeting until September.

**Date of next meetings:**

16th September, 21st October, 18th November

**Other matters**

Agenda item for next meeting - Chicken Sheds

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

**ACTION LIST SUMMARY**

<b>NO</b>	<b>ACTION</b>	<b>To be Actioned by :</b>
06.19.07	AR to look at the possible use of Dropbox or equivalent for document sharing and storage as an alternative to the current USB stick system of data backup.	AR
06.19.09	Kevin Preston to be asked to remove the dead bush in the playground	CF
07.19.08	RM to obtain quotes for defibrillator box RM to contact Community Heartbeat Trust AR to contact Barbara Brewer re payment of electricity	RM RM AR
07.19.10	CC to obtain Land Registry maps to clarify ownership of The Tchure	CC
07.19.11	GP to chase Trevor Stewart regarding bark and repairs ML to replace missing sign	GP ML
07.19.12	AR to speak to Barbara Brew re ownership of the chipper in the shed. RM to request letter of permission for a sub-lease from chair of Dr Radcliffes Trust	AR
07.19.14	Toilet rolls and bleach are required - CF to order	CF
07.19.16	CB to raise issue of accessibility at next website committee meeting	CB