

**Minutes of the meeting of the Steeple Aston Parish Council held on
Monday 14th October 2019**

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

Members of the public : Julia Whybrew, Cllr Mike Kerford-Byrnes

In attendance: Cathy Fleet (Clerk)

10.19.01 Apologies were received from Martin Lipson, Amanda Rodgers

10.19.02 Declarations of Interest .

10.19.03 Minutes of the last meeting held on 16th September 2019 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

10.19.04 Public Participation

10.19.05 Correspondence

- A letter had been received from a resident of Southside regarding an incident in which he outlined the difficulty in emerging from his drive due to parked cars and on one occasion when pulling out from his drive a speeding vehicle caused a problem including a verbal altercation. It was decided that this is not a matter for the parish council and should be resolved between the two parties.
- An email had been received from a resident concerned about the apparent overgrowth of the fig tree on Northside. The tree has now been trimmed.
- A complaint has been made about the overgrowth of the hedge between Shepherds Hill and Coneygar field. The hedge is the responsibility of the parish council. CF to obtain quote from Nigel Prickett for sensitive trimming (i.e. not with tractor and flail)
- A letter had been received from a resident regarding the defibrillator (dealt with under Item 9)

10.19.06 Clerk's Report and Actions from previous meeting

NO	ACTION	To be Actioned by :	Update
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	On-going
07.19.10	CC to obtain Land Registry maps to clarify ownership of The Tchure	CC	On-going
07.19.11	GP to chase Trevor Stewart regarding bark and repairs ML to replace missing sign	GP	Repairs in hand. bark not required. Replacement sign on-going

09.19.08	CF to inform the weedkilling contractor that work should be carried out 2 weeks prior to the spring and autumn shows ML will speak to the owner of the Northside fig tree to request it is trimmed back	CF ML	On-going Action closed
09.19.10	RM will contact Community Heartbeat and the British Heart Foundation regarding funding for a defibrillator	RM	Action closed
09.19.12	GP will speak to Kevin Preston regarding the removal of the stump of the bush he has removed.	GP	Action closed

10.19.07 Reports from OCC/CDC

- MKB reported that CDC in response to the declared Climate change emergency will be planting 30K trees in Banbury Country Park.
- Climate change implications will be included on all CDC documents and reported.
- He also reported that when a planning decision differs from any comments/objections from parish councils then an explanation for the decision will be sent to the parish council.
- The old BHS building in Castle Quay is now in use by small businesses primarily food outlets.

10.19.08 Highways,footpaths/grasscutting

It has been confirmed by Highways that a speed indicator could be placed at the bottom of Paines Hill and could be changed to face either way. Permission would need to be obtained from home owners regarding the flashing lights. Data collection will provide a summary of speed/number of vehicles which could be either downloaded to a laptop or sent by bluetooth to an Android device at an additional cost. The total cost for device, sockets and posts and installation to include USB download will be £3725. RM will speak to Cllr Fatemian regarding the possibility of funding from the Councillors Community Fund. Wild Flower planting proposals have been looked into by CC and Cotswold Seeds confirmed that seeds need to be sown on 50% bare soil. Possible sites could be outside school. along Southside and Heyford Road and it was agreed that a trial area should be planted as soon as possible along Heyford Road. CC to lead and establish a working party.

10.19.09 Defibrillator

A letter had been received from a resident regarding the defibrillator which has been donated to the village by SCAS. The current defibrillator has been established as nearing end of life and requires replacing.. It was agreed that the PC will purchase a new defibrillator for the village. RM to investigate any grant funding which may be available.

10.19.10 Emergency Plan

GP has purchased a key safe which will be installed in the near future. Keys for the S&R building are not available as they are of special design and cannot be copied. The S&R committee are looking into changing the locks and will make keys available in due course.

10.19.11 Play Area/Teenage Facilities

It was confirmed that for insurance purposes an annual ROSPA report is required despite the decision at the last meeting not to have a report done.

10.19.12 Village Hall

It has been reported that the flat roof above the committee room is leaking. CF to find out who replaced the flat roof.

10.19.13 Sport & Rec

The gutter above the main door is leaking and requires attention. CF to instruct contractor to investigate when the flat roof of the village hall is repaired.

10.19.14 Toilets

The high level skylight has toilet paper stuck to it. GP to investigate and clean if possible.

10.19.15 Website/Facebook

No website committee meeting has been held so nothing to report.

10.19.16 Planning

The following planning documents had been received:

Applications :

19/01939/F 8 Heyford Road
19/01961/F The Cottage, Paines Hill
19/01932/TCA Old Manor House, Southside
19/01814/LB 1&2 Almshouses, Northside

Decisions :

19/01599/F The Lodge, Southside - Approved
19/01647/LB Cedar Lodge - Withdrawn

10.19.17 Finance

The following accounts were approved for payment :

Payee	Detail	Total Amount	VAT
TP Jones	payroll	56.70	9.45
KP Treecare	removal of bush	120.00	20.00
Moore	External audit	240.00	40.00
Cathy Fleet	Clerk salary	292.66	
Complete Weed Control	weedkilling	240.00	40.00
Nigel Prickett	grasscutting	354.00	59.00
Diocese of Oxford	Allotment rent	480.00	
Bob Bickley	Playground £174.93		
	Toilet £160	334.93	
Cathy Fleet	Clerk expenses	14.19	

Date of next meetings

18th November

Proposed dates for 2020 - 3rd Monday of the month:

20 Jan, 17 Feb, 16 March, 20 April

18 May, 15 June, 20 July, 21 Sept, 19 Oct

16 Nov

Signed **Date**

ACTION LIST SUMMARY

NO	ACTION	To be Actioned by :
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
07.19.10	CC to obtain Land Registry maps to clarify ownership of The Tchure	CC
10.19.05	CF to obtain quote from Nigel Prickett for trimming the Shepherds Hill/Coneygar Field hedge	CF
10.19.08	RM will speak to Cllr Fatemian regarding the possibility of funding for a defibrillator from the Councillors Community Fund.	RM
	CC to lead and establish a working party for planting wild flower seeds on Heyford Road	CC
10.19.12	CF to find out who replaced the flat roof of the village hall	CF
10.19.14	GP to look at high level skylight in the toilet and clean if possible	GP