

**Minutes of the meeting of the Steeple Aston Parish Council held on  
Monday 18th November 2019**

**Present:** Richard MacAndrew (RM)[chair], Graham Porcas (GP), Stuart Ferguson (SF), Charlotte Clarke (CC), Charlotte Bartlett (CB) Martin Lipson (ML) [part of the meeting], Amanda Rodgers (AR)

**Members of the public :** Julia Whybrew, 2 other members of the public

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

**10.19.01** Apologies had been received from Cllr Kerford-Byrnes

**11.19.02** **Declarations of Interest :** ML declared an interest in the Village Hall, SAL, SAVA & MCNP. AR declared an interest in the VH. CB declared an interest in SAL

**11.19.03** **Minutes of the last meeting** held on 14th October 2019 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

**11.19.04** **Public Participation :** 2 members of the public were attending the meeting to discuss a planning matter dealt with under item 5.

**11.19.05** **Planning**

Two members of the public attending the meeting will be moving into 29a Heyford Road and were attending the meeting to inform the PC of their plans to create a driveway at the front of the property in order to avoid parking their vehicles on the grass to the front of the property and for the security of the vehicles. Sanctuary are happy with the proposal and planning permission will be sought from CDC. The PC has no objections to the proposals and thanked them for their courtesy in informing the PC and welcomed them to the village

**11.19.06** **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	A map has been obtained but does not show ownership of the land - enquiries to be made of land registry with a view to the PC taking ownership.
10.19.05	CF to obtain quote from Nigel Prickett for trimming the Shepherds Hill/Coneygar Field hedge	CF	Quote received. CF to accept and instruct Nigel Prickett to proceed.

10.19.08	RM will speak to Cllr Fatemian regarding the possibility of funding for a defibrillator from the Councillors Community Fund.  CC to lead and establish a working party for planting wild flower seeds on Heyford Road	RM  CC	No response from Cllr Fatemian  On-going
10.19.12	CF to find out who replaced the flat roof of the village hall	CF	<b>Outstanding</b>
10.19.14	GP to look at high level skylight in the toilet and clean if possible	GP	<b>Outstanding</b>

- 11.19.07 Appointment of Dr Radcliffe's Trustees**  
Anna Thatcher and Edward Dowler are trustees nominated by the PC whose term is coming to an end. Both have expressed willingness to continue and the PC agreed. CF to confirm to Nigel Roots that the PC are in agreement with both to continue for a further term.
- 11.19.08 Mobile phone coverage**  
Mobile Phone service providers are still saying that coverage in the village is good despite clear evidence that it is not. **RM to liaise with chairs of Lower Heyford/Somerton/Souldern where coverage is also poor to lobby service providers to improve the service.** A survey of residents will be undertaken possibly via facebook or email to provide further evidence of poor signal.
- 11.19.09 Defibrillator**  
The order has been placed with a 4-6 week delivery time. **CF will act as custodian of the new defibrillator and undertake regular checks.** The old defibrillator is to be donated to an organisation in the village - **RM to discuss with various organisations, including the Red Lion.**
- 11.19.10 Trees & Hedges**  
RM had compiled a list of trees/hedges which may or may not be the responsibility of the PC. Some are known to be maintained by the PC and **RM will speak to CDC to establish ownership of others.**  
A quote of £120 had been received from Nigel Prickett to cut the hedge between Shepherds Hill/Coneygar fields. **This quote will be accepted and Nigel instructed to proceed asap.**
- 11.19.11 Correspondence**  
A letter had been received from CDC regarding VE Day celebrations next year - this to be an agenda item for January  
Letters had been received from Peter Stoddart on behalf of the Friends of Heyford Station regarding grant funding - this to be discussed at the precept meeting in January.
- 11.19.12 Reports from OCC/CDC**  
In the absence of Cllrs Kerford-Byrnes and Fatemian there were no updates from County or District Councils.  
The matter of Councillors' Allowance was discussed and it was agreed that no allowances would be claimed. **CF to inform CDC.**

- 11.19.13 Highways,footpaths/grasscutting**  
The matter of speed cameras is in hand and on-going.  
There is a water leak on Northside causing damage to the road surface.  
Thames Water say it is ground water leaking from a pond and not their responsibility. Thames Water are also not progressing the now urgent matter of water damage on Heyford Road. **RM/GP to compose letter to Thames Water.**
- 11.19.14 Emergency Plan**  
CB and AR will continue to update the plan
- 11.19.15 Play Area/Teenage Facilities**  
It was reported that there are a large amount of leaves on the MUGA which should be cleared away. RM/CC to deal with this.
- 11.19.16 Village Hall**  
The PC pays insurance for the VH and S&R buildings which have not been valued in at least 10 years. **CF to contact Insurers to establish if a valuation is necessary and to circulate Insurance policy**  
The reported leak to the flat roof does not appear to be a problem, but **CF to find out who carried out repairs/replacement a few years ago.**
- 11.19.17 Sport & Rec**  
CC reported that the Bonfire Night was a great success, although took £200 less than last year. The S&R committee are looking to compile a list of qualified First Aiders who would be willing to assist next year.
- 11.19.18 Toilets**  
No problems to report. Cleaning of rooflight outstanding - GP to complete.
- 11.19.19 Website**  
The minutes of the website committee meeting were received
- 11.19.20 Finance**  
**The following accounts were approved for payment**
- | Payee               | Detail                | Total Amount    | VAT    |
|---------------------|-----------------------|-----------------|--------|
| Community Heartbeat | Defibrillator         | 2358.00         | 393.00 |
| Nigel Prickett      | Grasscutting          | 354.00          | 59.00  |
| Cathy Fleet         | Clerk salary          | 292.46          |        |
| Bob Bickley         | toilet and playground | to be discussed |        |

**Date of next meetings**  
**Precept meeting 8th January 7.45pm at Burlands, Southside**

**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**

<b>NO</b>	<b>ACTION</b>	<b>To be Actioned by :</b>
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
11.19.07	<b>Dr Radcliffes Trustee</b> CF to confirm to Nigel Roots that the PC are in agreement with both to continue for a further term.	CF
11.19.08	<b>Mobile phone coverage</b> RM to liaise with chairs of Lower Heyford/Somerton/Souldern where coverage is also poor to lobby service providers to improve the service.	RM
11.19.09	<b>Defibrillator</b> RM to discuss with various organisations, including the Red Lion re the old defibrillator	RM
11.19.10	RM will speak to CDC to establish ownership of trees/hedges CF to instruct Nigel Prickett to cut Shepherds Hill/Coneygar fields hedge	RM CF
11.19.12	CF to response to CDC re Councillors Allowance	CF
11.19.13	RM/GP to compose letter to Thames Water re water leak matters in the village	RM/GP
11.19.15	RM to arrange working party to clear leaves from the MUGA	RM
11.19.16	<b>Village Hall</b> CF to contact Insurers to establish if a valuation necessary and to circulate Insurance policy	CF