

**Minutes of the meeting of the Steeple Aston Parish Council held on
Monday 17th February 2020**

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

Members of the public : Julia Whybrew, Miranda Souter

In attendance: Cathy Fleet (Clerk)

02.20.01 **Apologies** were received from Amanda Rodgers and Cllr Mike Kerford-Byrnes

02.20.02 **Declarations of Interest :** Mr. Lipson declared an interest in the Village Hall and SAVA. Charlotte Bartlett declared an interest in SAL.

02.20.03 **Minutes of the last meeting** held on 20th January 2020 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

02.20.04 **Public Participation :** Members of the public were invited to participate

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

NO	ACTION	To be Actioned by :	Update
01.20.05	Planning application 19/02948/F : ML to draft response for CF to submit to CDC by 03/02/20 ML to follow up S106 funding	ML/CF	Completed Completed
01.20.08	Mobile phone coverage : RM will write to service providers with the data requesting action.	RM	Completed
01.20.09	RM to purchase new pads for the old defibrillator RM to organise an Awareness Session with Community Heartbeat	RM RM	Completed Completed
01.20.13	Raised footpath on Northside : RM to speak to Kat Gash (OCC) to ensure the correct materials are used White lines Southside/Paines Hill : RM to speak to Dave Catlin. Cllr Fatemian to find out if softer LED bulbs could be used in village street lamps.	RM RM AF	Completed Completed outstanding
01.20.15	RM to meet with Bob Bickley to sign contract	RM	Completed
01.20.16	CF to obtain valuation for VH & S&R CF to contact Abbots Roofing re VH roof CF to contact Bourton Drains re VH kitchen drain	CF CF CF	o/s in hand completed
01.20.20	CF to submit precept request to CDC RM to respond to Gareth John re donation	CF RM	Completed Completed

- 02.20.06 Reports from OCC/CDC**
In the absence of Cllrs Fatemian and Kerford-Byrnes there was no update available.
- 02.20.07 Highways,footpaths/grasscutting**
Weeds - Weed spraying will be carried out in March and September
The Tchure - It was agreed not to pursue registering the Tchure with the Land Registry but that the PC will continue to maintain it.
The Beeches - The road will be closed from 13th April by OCC. ***RM to find out exactly what work will be carried out, i.e. drains, clearance or resurfacing***
Northside water leak - Thames Water have denied responsibility so OCC will be closing the road to carry out investigative work
Raised pavement on Northside - OCC will be carrying out repair work which could include underpinning and re-building and replacing the original slabs. This may require the road to be closed
Litterpick - This will be on Sunday 5th April. ***CF to return form to OCC with equipment to be delivered to CB***
Speed sign - This was up and running for 2 weeks near the school and has now been moved to Sixtyfoot. ML has downloaded the data and will circulate the results.
Land for trees - ***ML will approach local landowners***
Street Lights - ***CC will chase Cllr Fatemian to update on his action from the last meeting. ML will obtain a list of streetlights in the village with their corresponding identification numbers from OCC.***
White lines on southside - the provision of white lines at the junction of Southside/Paines Hill has been approved by OCC and will be carried out in April.
- 02.20.08 Play Area/Teenage Facilities**
The play area could be eligible for S106 money but this will not be known until April. Bob Bickley has identified some items which require attention:
- A bolt on the top of the MUGA needs repair
 - The rubber matting at the bottom of the slide is worn
- GP to speak to Trevor Stewart about these issues**
- 02.20.09 Village Hall**
The VH will be eligible for S106 money and project for consideration could be upgrading the heating in the Committee Room and the installation of Broadband.
ML to find out about business rate costs for Broadband.
- 02.20.10 Sport & Rec**
CC had attended the recent meeting of the S&R committee and reported that they are hopeful that the boiler can be repaired. A quiz is being held next month which should make a good profit and other fund raising ideas are being considered. The S&R will be eligible for S106 money.
- 02.20.11 Toilets**
Nothing to report

- 02.20.12 Defibrillators**
 The new defibrillator is in position on the outside of the S&R building. Volunteers for the phone 'tree' have been identified and the system will be tested next week - **RM to organise.**
 An awareness session has been arranged for 12th March at 7,.30 in the village hall.
 The old defibrillator is behind the bar at the Red Lion
- 02.20.13 Mobile phone coverage**
 The responses from the mobile phone coverage survey have been collated and the results sent to various service providers who have responded indicating that they don't consider there to be a problem. Service provider Three said there had been attempts to get a mast at Heyford Park, planning permission had been obtained but costs were prohibitive so no progress made.
ACTION : RM will speak to Rev. Marcus Green regarding the installation of a mast on the church tower. RM will also write to the Communications Ombudsman and encourage responders to the survey to write to their service providers.
- 02.20.14 Emergency Plan**
 The Plan is progressing.
GP to install key box
- 02.20.15 Website**
 The minutes of the website committee were received. The committee is seeking additional committee members.
 The setting up of a PC WhatsApp group was discussed but it was decided not to proceed.
- 02.20.16 Clerk's computer**
 AR had done research into a suitable laptop for the Clerk's use - to be shared with the 3 other parishes for whom she is clerk. CF indicated that she would prefer a desktop computer rather than a laptop and it was agreed that it would be simpler for SAPC to purchase the equipment and allow it to be used by the other parishes, with each parish having its own external hard drive as backup.
CC to inform AR.
- 02.20.17 Correspondence**
 A copy letter addressed to Victoria Prentis had been received regarding the Election Posters remaining on Heyford Road requesting their removal. A copy letter addressed to CDC had been received from a resident of Southside regarding the proposed development by Rectory Homes accompanied by a engineer's report commissioned by the resident.
- 02.20.18 Planning**
the following planning documents had been received :
Applications
 20/00153/TCA Appleton House treework
 20/00220/F St Peters Cottage Gabled Bay window
 20/00096/F Grange Cottage Barn conversion
- Decisions**
 19/02465/LB Cedar Lodge Creation of jib door and stair Refusal

ML reported that Cherwell has proposed that Rectory Homes has build more than ten houses on the site, so that some of them would have to 'affordable'. We do not know however whether these houses could be allocated to people with strong ties to this village or whether they would have to go to those on Cherwell's housing list. After some discussion it was agreed that the Parish Council would maintain its support for the scheme as it stands.

02.20.19 Finance

The following payments were approved and will be set up on Unity Bank for authorisation by RM and ML.

Payee	Detail	Total Amount	VAT	paid
Viking Direct	paper etc	21.32	3.55	10/02/20
Richard MacAndrew	reimbursement (SID keys)	25.98		
Bob Bickley	Playground 221.51			
	Toilets 160.00	381.51		
Heartbeat	Defib pads	30.00	5.00	
Bourton Drains	VH drains	130.80	21.80	
SAVH	Hall hire	51.00		
Cathy Fleet	Clerk salary	292.66		
Cathy Fleet	Clerk expenses	8.38		
OCC	White lines on Southside	125.00		cheque
SAL	Advert for VE day	15.00		

Date of next meetings

3rd Monday of the month:

16 March, 20 April

18 May, 15 June, 20 July, 14 Sept, 19 Oct

16 Nov

The Annual Parish meeting and the Annual Meeting of the Parish Council will be held on 18th May 2020

Other matters

A meeting to discuss the VE day street party will be held this week. An advert has been placed in SAL, various village organisations are involved, road closures are being arranged.

Signed **Date**

ACTION LIST SUMMARY

NO	ACTION	To be Actioned by	Update
02.20.07	RM to find out exactly what work will be carried out on The Beeches i.e. drains, clearance or resurfacing Litterpick - CF to return form to OCC with equipment to be delivered to CB Land for trees - ML will approach local landowners Street Lights - CC will chase Cllr Fatemian to update on his action from the last meeting. ML will obtain a list of streetlights in the village with their corresponding identification numbers from OCC.	RM CF ML CC ML	
02.20.08	Playground - GP to speak to Trevor Stewart about issues raised	GP	
02.20.09	ML to find out about business rate costs for Broadband for the VH	ML	
02.20.12	RM to organise test of telephone tree for the Defibrillator	RM	
02.20.13	RM will speak to Rev. Marcus Green regarding the installation of a mast on the church tower. RM will write to the Communications Ombudsman and encourage responders to the survey to write to their service providers.	RM RM	
02.20.16	CC to inform AR regarding the provision of computer for CF	CC	