

**Minutes of the meeting of the Steeple Aston Parish Council held on
Monday 16th March 2020 in the Sport & Rec Building**

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

Members of the public : Julia Whybrew,

In attendance: Cathy Fleet (CF)(Clerk)

03.20.01 Apologies were received from Cllr Mike Kerford-Byrnes and Cllr Arash Fatemian

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

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

03.20.04 Public Participation : Apart from Julia representing SAL there were no members of the public present. This was partly due to the CoronaVirus pandemic restrictions. The meeting was held in the Sport & Rec building to allow for space between people. There were adequate supplies of hand gel available.

03.19.05 Clerks Report and Actions for last meeting

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	Completed One landowner is seriously considering completed
02.20.08	Playground - GP to speak to Trevor Stewart about issues raised	GP	Work is in hand
02.20.09	ML to find out about business rate costs for Broadband for the VH	ML	A decision will be made later in the year by OCC for free installation and 1 year free
02.20.12	RM to organise test of telephone tree for the Defibrillator	RM	Completed

02.20.13	RM will speak to Rev. Marcus Green regarding the installation of a mast on the church tower.	RM	Completed
	RM will write to the Communications Ombudsman and encourage responders to the survey to write to their service providers.	RM	Completed
02.20.16	CC to inform AR regarding the provision of computer for CF	CC	Completed

03.20.06 Reports from OCC/CDC

Cllr Kerford-Byrnes and Cllr Fatemian had both submitted their updates.

MKB reported for CDC :

- there will be an increase in council tax of £5 for a Band D property.
- The Local Plan Part 2 - Oxford City's unmet housing needs has been submitted
- 3 million trees will be planted by 2045
- The collaboration between OCC and CDC has saved £1m

AF reported for OCC:

- Councillor Priority Fund has been confirmed for another year
- OCC budget includes new investment in Social Services, Schools and Roads.
- Online waste information tool launches to help boost recycling rates
- Proposal for project to reduce congestion in and around oxford
- booklet available from Age UK offering advice for older people

03.20.07 Highways,footpaths/grasscutting

The planned Litterpick will go ahead on 5th April but because of the threat of coronavirus coffee and cakes will not be offered afterwards . **Following the meeting it was confirmed that CDC have cancelled the Litterpick**

Potholes - it will be publicised that the PC now has GP as a Superuser of Fix My Street. Julia will mention in SAL. GP will respond to the letter written in SAL regarding potholes.

Dog Poo - GP and the Dog Warden have been patrolling Northside and Seven Springs in recent weeks and have found only 5 cases of soiling and of these only 1 was confirmed to be dog, the remainder being wild animals. The Dog Warden has indicated that there is no problem on Northside but suggested that any wild animal scat should be cleared up. The problem on Seven Springs is that people are preoccupied and probably unaware that their dog has 'performed'. RM will draft notices for the website and SAL and the dog warden has said he can action if evidence of dog and/or owner is produced. CC will contact the school and pre-school regarding signs the children have made and the PC will sponsor the production of posters to be put up around the village.

Speed Cameras - It was commented that the camera by the Red Lion does not always appear to work - it has been tested and is working.

It was reported that there is an increase of speeding on Paines Hill. OCC will be asked to see if there is an alternative location for a camera on Paines Hill . There is a sign on the road by Brasenose Farm which is causing problems and will be reported to Highways by RM.

Heyford Road closure at Rousham Bridge - RM will speak to Cllr Fatemian regarding the procedure for road closures.

Heyford Road closure 13-24 April - Clerk to request clearance of leaves etc from the edges of the road prior to the work being carried out.

Northside Water leak - repairs cannot be done at the same time as Heyford Road as OCC are waiting for a quote from Skanska.

03.20.08 Play Area/Teenage Facilities

A letter had been received commenting that the play area appeared unloved and run down. Trevor Stewart has been working in the playground on necessary repairs and has promised delivery of bark as soon as it is available.

GP will compile a list of jobs need to be done

CC will compile a list of parents who may be able to form a working party

CF will respond to the letter

03.20.09 Village Hall

Sub-lease - A letter has been drafted by RM to Dr Radcliffe's Trust requesting that a sub-lease between the PC and VHMC be made. This was approved and will be sent to the Trust

Gutters - The village hall and Sport and Rec gutters need to be cleared - clerk to follow up

Leaking Roof - Clerk to follow up Abbott Roofing who have not responded as yet

Broadband - in hand

Insurance Valuation - clerk to follow up

03.20.10 Sport & Rec

A bar has been run and made a profit of £600. the quiz and curry night made a profit of £550. A working party will be carrying out routine small works at the end of the month. There is a possibility that planned fundraisers may be cancelled due to Coronavirus which will impact on income.

03.20.11 Toilets

Supplies of soap and toilet paper are required - clerk to action.

03.20.12 Defibrillators

The Awareness session had to be cancelled due to the Coronavirus threat and will be arranged at a later date. The VETS test has been successfully carried out.

03.20.13 Clerk's computer

A desktop PC (box only) will be £325+VAT. Office 365 will be £7.90 per month. Setup will take approximately 2 hours. This purchase was approved.

03.20.14 General Power of competence

All councillors have been elected and the Clerk is qualified and it was therefore agreed to invoke the General Power of Competence. This will be confirmed at the Annual Meeting of the Parish Council on 18th May .

03.20.15 Church Fete

Consideration was to be given as to whether the PC should have a stall at the Church Fete. There is every possibility that the Fete will be cancelled so this was not discussed

03.20.16 Website

No meeting had been held

03.20.17 Emergency Plan

Work is on-going and will be published in SAL

03.20.18 Correspondence

There was no correspondence not dealt with elsewhere.

03.20.19 Planning

The following planning documents had been received :

Applications

20/00424/TCA 20/00366/F	Randolphs Northside 18 Bradshaw close	Treework 2 storey front elevation	comment submitted re removal of tree
20/00288/F	29a Heyford Road	Driveway	Details of drainage requested from CDC 25/2/20
20/00403/F 20/004894/LB 20/00586/F 20/00710/F	Cedar Lodge Northside Cedar Lodge Northside Bladebone house Manor Farm, southside	demolish & rebuild wall change to window (19/00532/LB) Craft workshop Excavate and build 1m section of wall	No objection No objection

Decisions

20/00153/TCA 20/00079/F	Appleton House 11 Nizewell Head	removal of Eucalypus SSRE	Notice of Intent Approval
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Notices

19/02984/F 19/025505/F	10 dwellings Southside Great Wolf	Approved 12/03/20 Refused 12/03/20
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03.20.20 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
Westcotec	SID	3450.00	575.00	21/02/20
OPFA	Subs	42.00		
Graham Porcas	key cupboard	13.99	2.33	
OALC	Subs	185.28	30.88	
SAVH	hall hire	20.00		
HMRC	PAYE	206.00		
Cathy Fleet	Clerk salary	292.46		
Cathy Fleet	clerk expenses	34.02		
Bob Bickley	Toilet £148.55			
	Playground £171.91	320.46		
Trevor Stewart	Playground repairs	1184.40	197.40	

Date of next meetings

3rd Monday of the month:

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**

Due to the outbreak of Corona virus the VE Street Party has been cancelled. Also cancelled is the Spring Flower show and the Church Fete is likely to be cancelled.

GP had had a meeting with a representative from O2 who have admitted that there is a problem with phone signal in the village. They will 'tweak' the existing equipment in order to improve coverage and if that does not work will look into putting up boosters to cover any dead spots.

In the light of the Coronavirus outbreak it was agreed that in the event of councillors being unable to attend meetings, delegation of power would be made to any 3 councillors enabling them to make decisions.

Signed Date

ACTION LIST SUMMARY

NO	ACTION	To be Actioned by	Update
03.20.07	DOG POO . RM will draft notices for the website and SAL CC will contact the school and pre-school regarding signs the children have made Sign on road by Brasenose Farm - RM to report to Highways RM will speak to Cllr Fatemian regarding the procedure for road closures. Heyford Road closure 13-24 April - Clerk to request clearance of leaves etc	RM CC RM RM CF	
03.20.08	Playground GP will compile a list of jobs need to be done CC will compile a list of parents who may be able to form a working party CF will respond to the letter	GP CC CF	
03.20.09	Village Hall Gutters - The village hall and Sport and Rec gutters need to be cleared - clerk to follow up Leaking Roof - Clerk to follow up Abbott Roofing who	CF CF	

	have not responded as yet Insurance Valuation - clerk to follow up	CF	
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