

**Minutes of the meeting of the Steeple Aston Parish Council held on
Monday 20th April 2020 by Zoom Videoconference due to the Corvid19 pandemic**

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

Members of the public : Julia Whybrew, Cllr Arash Fatemian (AF), Cllr Mike Kerford-Byrnes (MKB)

In attendance: Cathy Fleet (CF)(Clerk)

04.20.01 Apologies were received from Charlotte Clarke

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

04.20.03 Minutes of the last meeting held on 10th March 2020 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

04.20.04 Public Participation : Julia Whybrew was attending in her capacity as Steeplejack. Cllrs Fatemian and Kerford-Byrnes provided their reports as at agenda item 6

04.19.05 Clerks Report and Actions from last meeting

NO	ACTION	To be Actioned by	Update
03.20.07	DOG POO . RM will draft notices for the website and SAL	RM	Completed
	CC will contact the school and pre-school regarding signs the children have made	CC	Completed
	Sign on road by Brasenose Farm - RM to report to Highways	RM	Completed
	RM will speak to Cllr Fatemian regarding the procedure for road closures.	RM	Completed
	Heyford Road closure 13-24 April - Clerk to request clearance of leaves etc	CF	Completed
03.20.08	Playground GP will compile a list of jobs need to be done	GP	Completed
	CC will compile a list of parents who may be able to form a working party	CC	
	CF will respond to the letter	CF	Completed
03.20.09	Village Hall Gutters - The village hall and Sport and Rec gutters need to be cleared - clerk to follow up	CF	attending next week to attend to the gutters and inspect the leaking roof Outstanding
	Leaking Roof - Clerk to follow up Abbott Roofing who have not responded as yet	CF	
	Insurance Valuation - clerk to follow up		

		CF	
--	--	----	--

- 04.20.06 Reports from OCC/CDC**
CDC - MKB confirmed that there is funding available from CDC for organisations assisting with matters relating to Covid19. The funding is available to those organisations with a written constitution. CDC are looking at ways of holding virtual meetings while the Covid19 lockdown is in force.
OCC - AF had circulated a detailed report containing contact details for various organisations providing assistance during the Covid19 pandemic. He confirmed that the Councillor Priority Fund for the new financial year has been set at £15K and that priority will be given to applications relating to Covid19. All OCC meetings have been cancelled and replaced with virtual meetings and the May elections have been cancelled.
- 04.20.07 Update on the Coronavirus situation**
There are 55 volunteers within the village and 26 people on the at risk register.
The shop has now closed until restrictions are lifted.
- 04.20.08 Assets of community value**
Discussion took place about registering Assets of Community Value with CDC and it was agreed that no action would be taken immediately but that **ML would contact the Plunkett foundation for further information.**
- 04.20.09 Highways,footpaths/grasscutting**
Drainage works on The Beeches/Heyford Road will take place next week and therefore the road will be closed.
A new white line has been put on the road on Paines Hill towards the junction of Southside.
- 04.20.10 Play Area/Teenage Facilities**
Two quotes for cleaning the MUGA have been received, one for £900 and one for £570 and it was agreed that RM will contact BlastOff, the sender of the cheaper quote to see when they can carry out the work.
- 04.20.11 Village Hall**
Sub-lease - To be further discussed. **RM will inform solicitor that no decision will be made for a month. To be on next agenda.**
Gutters and leaking roof - The gutters will be inspected and cleared and the leaking roof inspected next week.
Insurance Valuation - Clerk to follow up when Covid19 restrictions are lifted. The village hall and the S&R will benefit from S106 money if the proposed Rectory Homes development proceeds. **ML to find out at what stage of a new development S106 money is usually paid.**
- 04.20.12 Sport & Rec**
No update available. The S&R is likely to benefit from S106 money if the Rectory Homes development proceeds.

04.20.13 Toilets

The toilet has been permanently locked until such time as the Covid19 restrictions are lifted.

04.20.14 Allotments

All Covid19 guidance is being followed and the shed has been locked to comply with social distancing measures.

04.20.15 Website

No meeting had been held. It was noted that the website and Facebook is proving invaluable as a means of communication during the Covid19 pandemic and congratulations on the website content have been received.

03.20.16 Correspondence

An email had been received from Rev. Marcus Green informing that he has purchased a quantity of facemasks, offering them for PC use. It was decided the PC has no need for them.

03.20.17 Planning

The following planning documents had been received :

Applications

20/00964/OUT 20/00425/F	The Beeches, Heyford Road Manor Barn, Southside	Erection of up to 8 dwellings - No Objection removal of chimney top extractor and replacement with flue cube - No objection
20/00960/F	Pound House, Paines Hill	Erection of garden room extension and replacement outbuilding - No objection
Decisions 20/00176/TCA	Bladebone House	Notice of intent of Treework

03.20.18 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
TP Jones	payroll	56.70	9.45
Sedram Supplies	toilet supplies	99.10	16.51
Cathy Fleet	Clerk salary	292.66	
Sedram Supplies	toilet supplies	37.08	6.18

Information had been received from PWLB regarding early settlement of the loan which ends in 2023, but it was unanimously agreed that there no advantage in accepting the final settlement figure of £6718.63.

NALC have confirmed that due to Covid19 the date of submission of annual accounts, AGAR and Governance Statement to the external auditor has been extended by 2 months and submission is not due until November. The end of year accounts have been prepared and are currently with the internal auditor.

Date of next meetings

3rd Monday of the month:

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**

.

Signed Date

ACTION LIST SUMMARY

No	Action	Owner
04.20.08	Assets of Community Value - ML to contact the Plunkett foundation for further information.	ML
04.20.11	Village Hall sub-lease - . RM will inform solicitor that no decision will be made for a month. To be on next agenda	RM
	S106 money - ML to find out at what stage of a new development S106 money is usually paid.	ML