

**Minutes of the meeting of the Steeple Aston Parish Council held on
Monday 15th February 2021 by Zoom Videoconference**

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

Members of the public : Julia Whybrew, Peter Dammermann. Cllr Mike Kerford-Byrnes, Cllr Arash Fatemian

In attendance: Cathy Fleet (Clerk)

02.21.01 **Apologies** were received from Rebecca Lewin and Charlotte Bartlett. Charlotte Bartlett had written to RM offering her resignation from the PC which was reluctantly accepted. Thanks were extended to Charlotte for her work with S&J, of meals throughout the pandemic; and her work with the website committee and with the SIDs; and her enthusiastic contribution to the Parish Council.

02.21.02 **Declarations of Interest :** Mr. Lipson declared an interest in SAVA.

02.21.03 **Minutes of the last meeting** held on 18th January 2021 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

02.21.04 **Public Participation :** Cllrs Fatemian and Kerford-Byrnes reported at Agenda Item 9. Peter Dammermann was attending out of interest with a view to becoming a councillor.

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

NO	ACTION	To be Actioned by :	Update
01.21.07	Highways ML to confirm ownership of the land outside The Old Quarry House with Adrian White. Clerk to send letter to owner of Barn Cottage, Paines Hill requesting foliage to be cut back. CB to ask Graham if he is also reporting potholes	ML CF CB	Agenda Item 7 Completed Completed
01.21.08	Co-Option of Councillor CF to place adverts on noticeboards and website.	CF	Completed
01.21.11	Playground RM to put signs up reminding of social distancing	RM	Completed
01.21.18	Dr Radcliffes Trust RM to complete the form and circulate for approval.	RM	Completed
01.21.20	Finance Clerk to submit precept request to CDC	CF	Completed

- 02.21.06 Co-option of councillor**
Adverts for a new parish councillor had been put on the website, facebook and the noticeboard. Peter Dammermann had expressed interest and was attending this meeting to observe. Due to the resignation of Charlotte Bartlett there is now another vacancy. **CF to inform CDC and if no election is called co-option will follow.**
- 02.21.07 Highways,footpaths/grasscutting**
The position of the SID on Fenway as suggested by Dave Catling (OCC) is on the verge outside the Old Quarry house. ML had spoken with Adrian White as owner of the verge who has agreed and there has been an exchange of letters in which Adrian indicated he wishes to have the right to have the SID removed after 6 months. RM had spoken to the owner of the Old Quarry House who does not wish to have the SID sited on the verge. Dave Catling will not site a SID anywhere where there is an objection. RM to speak to Dave Catling. This will be an agenda item for March and if necessary the owner of The Old Quarry House will be invited to the meeting.
- It was noted that following recent heavy rainfall, water is flowing down Heyford Road alongside The Beeches. The drains have been cleared and it is likely the surface water is simply the result of heavy rainfall, but the situation will be monitored.
- There is again surface water on Northside. RM will follow up with Highways.
- 02.21.08 Covid update**
There was no update
- 02.21.09 Reports from OCC/CDC**
MKB reported that the appeal process for The Beeches has commenced, with the result expected in March. CDC's budget has been balanced and the budget for 2021/22 set. Council tax will be set next week.
AF reported that the OCC budget was passed on Tuesday, resulting in a 2.99% increase in council tax. AF will also speak with highways regarding the water flowing down Heyford Road by the Beeches. OCC may assist with the implementation of 20mph speed limits in villages due to the high legal fees. OCC have agreed to make all Oxford buses electric, including the S4.
- 02.21.10 Play Area/Teenage Facilities**
Four quotes for the refurbishment of the playground have been received ranging from £11K-£39K. ML will carry out an analysis and comparison of the quotes and a meeting will be arranged to discuss and appoint a contractor.
- 02.21.11 Village Hall**
Sub-lease - Energy Performance Certificates are required for both the village hall and S&R and 3 quotes have been obtained. It was agreed to accept the lowest quote **from** Bierce Surveying who will be instructed accordingly. Trust Deeds for both buildings are required. The village hall one has been sent to the solicitor and Torquil is attempting to obtain the one for the S&R.
- 02.21.12 Sport & Rec**
Some vandalism has occurred to the goalposts and crowdfunding has been started up to pay for replacements.

02.21.13 Toilets
RM will chase the supplier regarding a date for installation

02.21.14 Emergency Plan
Barbara Brewer had contacted RM concerned that the information regarding codes for keysafes etc are available in the plan which may be a security issue.
RM to respond to Barbara.

02.21.15 Communications - Website/Facebook
Since Charlotte Bartlett has resigned from the PC a new liaison between the parish council and the website committee is required. CC volunteered.

02.21.16 Correspondence
There was no correspondence which had not been dealt with elsewhere.

02.21.17 PC diary of Events
A diary of annual events has been created and will be circulated to councillors when updated.

02.21.18 Planning - the following planning documents had been received:

21/00113/TCA	Lawrence Field/Heyford Road	Notice of Intent of treework
20/03168/TCA	Kiftsgate House, Southside	Notice of intent of Treework
20/03393/F	29 Heyford Road - Formation of vehicular access and hardstanding to form driveway	
20/02795/F	Workshop adjacent to tel exchange	APPROVAL
20/033304/F	The Old Malt House, Southside	APPROVAL

02.21.19 Finance - The following accounts were approved for payment

Payee	Detail	Total Amount	VAT	paid
Community Heartbeat	Emergency Phone	120.00	20.00	
Granary Publications	website hosting	359.68		
	since 2017 (£65pa)			
Bob Bickley	playground	194.32		
	toilet	160.00		
		354.32		
Cathy Fleet	clk sal	307.50		

Date of next meetings:

15 March, 19 April, 17 May, 21 June, 19 July, 20 September, 18 October, 15 November
Dates for the Annual Parish meeting and Annual Meeting of the Parish Council to be confirmed

Other matters

Review of Standing Orders, Financial Regulations and Risk Assessment to be agenda items for next month.

Signed **Date**

ACTION LIST SUMMARY

NO	ACTION	To be Actioned by :
02.21.06	CF to inform CDC of charlotte Bartlett's resignation	CF
02.21.07	RM and AF to discuss water flowing on Heyford road with Highways	RM/AF
02.21.10	ML to carry out analysis of quotes for playground refurbishment	ML
02.21.13	RM will chase supplier of toilet door for installation date	RM
02.21.14	RM to respond to Barbara Brewer regarding keysafe information in Emergency Plan	RM
	Review of Standing Orders, Financial Regulations and Risk Assessment to be agenda items for next month.	CF