

**Minutes of the meeting of the Steeple Aston Parish Council held on
Monday 18th January 2021 by Zoom Videoconference**

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

Members of the public : Julia Whybrew, Mr. & Mrs Neville

In attendance: Cathy Fleet (Clerk)

01.21.01 Apologies: Apologies had been received from Cllr Mike Kerford-Byrnes

01.21.02 Declarations of Interest : ML declared an interest in the SAVA; CB declared an interest in SAL; CC declared an interest in agenda item 6; SF declared an interest in agenda item 18

01.21.03 Minutes of the last meeting held on 16th November 2020 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

01.21.04 Public Participation : Julia Whybrew was attending the meeting in her capacity as reporter for SAL. Mr. & Mrs Neville were attending in respect of the discussion on the hedge at Lawrence Fields.

01.21.05 Clerk's Report and Actions from previous meeting

NO	ACTION	Owner	Update
06.20.07	Cllr Fatemian to find out how the Banbury phone box library is run.	AF	Not to be pursued
	RM to place a note in SAL thanking Graham Porcas for his work	RM	Completed
11.20.07	CF to respond to requester regarding signs in Lawrence Fields	CF	Completed
11.20.08	RL to ask Tom Coker if he is willing to undertake inspections and maintenance in the playground	RL	In hand
11.20.09	CF to reimburse VHMC for payment of wasps nest removal CF to send copy invoice to ML. RM to ask Nigel Prickett to quote for cutting foliage around VH	CF CF RM	Completed Completed Completed
11.20.11	RM to complete the feedback form to Dr Radcliffe's Trust	RM	In hand
11.20.14	RM to obtain suitable cards to send to Corona volunteers	RM	Completed

11.20.16	CF to inform the correspondent regarding a memorial bench	CF	Completed
11.20.18	CF to contact organisations which may not see SAL and send them a grant application form	CF	Completed

01.21.06 **Complaint from Sam Clarke**

Mr. Clarke had made a complaint that the parish council had discriminated against him in respect of various issues. The parish clerk had investigated the matter and submitted a report to both Mr. Clarke and all councillors in accordance with the PC's Complaints Procedure. The clerk's conclusion was that no discrimination had taken place, which councillors supported. Prior to the meeting Mr Clarke had requested assurances on two issues. The Chairman explained that Mr Clarke had received these assurances by email in November. No discussion was therefore necessary Mr. Clarke was not present at the meeting and the matter is now closed. CF to inform Mr. Clarke accordingly.

01.21.07 **Highways/footpaths/grasscutting**

- RM had spoken with Dave Catling (OCC Highways) regarding a site for the SID and 3 locations had been identified:
Bottom of Paines Hill by the bench
Near The Crescent/Lawrence fields
Fenway outside The Old Quarry House.

It was agreed that Fenway is the preferred choice - **ML to confirm ownership of the land with Adrian White.**

- Lawrence fields hedge - It was agreed to instruct Cotefield to cut the hedge behind the war memorial to a height of 6' at the beginning of March at a price of £270 as quoted..
- A resident had complained about overhanging foliage outside Barn Cottage, Paines Hill. **Clerk to send letter to owner requesting it to be cut back.**
- Speed camera data - recent data indicated that not many drivers were breaking the speed limit along Heyford Road between The Crescent and Lawrence Fields.
- A number of trees have been planted in Middle Aston and a resident of Steeple Aston had asked why this was not happening in this village. It had been considered some time ago, but no suitable site could be identified.
- The Beeches - following heavy rain there is a considerable amount of water running down the road and it appears that the gully/drain is blocked. Graham Porcas is aware and has reported on Fix My Street. **CB to ask Graham if he is also reporting potholes.**
- Dog fouling - a resident had complained about dog fouling on Northside. It had been previously thought that much of the mess was caused by wild animals. A notice has been put in SAL and the website asking people to 'bag and bin' even if their animal is not responsible for the mess.

01.21.08 **Co-option of councillor**

CDC have confirmed that no election has been called and that the PC are free to co-opt a new councillor. **CF to place adverts on noticeboards and website.**

- 01.21.09 Covid update**
RM, ML and CB have spoken to various residents offering help if required during Lockdown3 and it appears that most people are coping well. The meals service continues to be used by about 20 people.
- 01.21.10 Reports from OCC/CDC**
In the absence of County and District councillors, no updates were available.
- 01.21.11 Play Area/Teenage Facilities**
The playground is to remain open in Lockdown3 and it was agreed that the signs currently in place should remain and additional signs regarding social distancing should be put up. **RM to put signs up.**
RM had requested quotes for the renovation work from 4 companies and has only received 1 - £30K for fencing, sleepers, renewal of the pagoda and maintenance. It was decided to await further quotes.
- 01.21.12 Village Hall**
Sublease - RM had received an email from the solicitors saying the account had been taken over by someone different. RM to chase.
- 01.21.13 Sport & Rec**
The next meeting is being held on 20th January.
- 01.21.14 Toilets**
The new toilet door has been ordered with an expected delivery of end of Jan/early Feb
- 01.21.15 Emergency Plan**
- 01.21.16 Communications - Website/Facebook**
No meeting of the website committee has taken place so no update.
- 01.21.17 Correspondence**
There was no correspondence which had not been dealt with elsewhere.
- 01.21.18 Dr Radcliffes Trust**
The consultation form on the proposed restructure of the Dr Radcliffes Trust requires completion. A draft response had been circulated and it was agreed to accept the reduction in the number of trustees. It was also agreed that there was too much representation by the Church and that the LEA should retain 1 trustee. **RM to complete the form and circulate for approval.**
- 01.21.19 Planning**
MCNP Forum had circulated a progress report which shows that the policies of the neighbourhood plan are being implemented successfully. The Oxfordshire Neighbourhood Plans Alliance has been set up and has reacted to the Government white paper. ML has been invited to be on an advisory group to the Ministry speaking on behalf of neighbourhood plan groups.
The following planning documents were considered:
- | | | |
|------------------|------------------------|------------------------------------------|
| Decisions | | |
| 20/02854/TCA | Cedar Lodge, Northside | Notice of Intent of Treeworks |
| 20/03094/TCA | The Lodge, Southside | Notice of Intent of Treeworks Approved |
| 20/03105/TCA | Kranlingen, Fenway | Notice of intent of Treeworks - Approved |

20/02613/F	Touchstones, The Dickredge	Refused
20/02387/F	1 Jubilee close	Approved
20/02169/F	Sunnybank, Northside	Approved
20/02170/LB	Sunnybank, Northside	Approved
20/03180/TPO	11 Grange park	Approved
Applications		
20/03319/F	5 Lawrence fields No Objection	Alterations to existing garage including the creation of a first floor study with 2 no dormers
20/03337/LB	Staithe Cottage, southside	Alterations to 4 internal door openings including doors and architraves.
20/03304/F	The Old Malt House, Southside No objection	installation of new swimming pool
20/03393/F	29a Heyford Road No objection	Formation of vehicular access, associated drop kerb and hardstanding to form driveway
20/03519/TCA	The Lodge, Southside	Treework in conservation area
20/03168/TCA	Kiftsgate, southside	Treework in conservation area
20/00964/OUT	The Beeches, Heyford Road no further comment will be made	Notification of Appeal

01.21.20 Finance - The following accounts were approved for payment:

Payee	Detail	Total Amount	VAT	paid
R. MacAndrew	Reimbursement (bin)	77.94	12.99	
TP Jones	Payroll	56.70	9.45	
OALC	Rm training	60.00	10.00	
OALC	RM training	120.00	20.00	
M Lipson	reimbursement (land reg)	9.00		
OCC	Traffic survey	200.00	40.00	
Bob Bickley	Playground	268.78		
	Toilet	200.00	468.75	
Cathy Fleet	clksal	307.70		
Cathy Fleet	clk exp	18.79		
Charlotte Bartlett	reimbursement	26.00	4.34	

A meeting had been held in early January to discuss the budget and proposed precept request for 2021/22. The figure of £30,094.00 is proposed and it was resolved to submit this to CDC.
CF to submit figure to CDC.

Date of next meetings:

15 Feb, 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

It will be necessary on occasions for councillors/Clerk to authorise documents. There is currently no process for this. It was agreed that signatures from the Chair and one other councillor plus the clerk should be required. Updating the Standing Orders will be an agenda item for next month.

CF suggested putting all the PC documents currently held on an external hard drive on to googledrive so that all can access them. This was agreed and CF will carry out in slow time.

Signed Date

ACTION LIST SUMMARY

NO	ACTION	To be Actioned by :
01.21.07	<p>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</p>	<p>ML CF CB</p>
01.21.08	<p>Co-Option of Councillor CF to place adverts on noticeboards and website.</p>	CF
01.21.11	<p>Playground RM to put signs up reminding of social distancing</p>	RM
01.21.18	<p>Dr Radcliffes Trust RM to complete the form and circulate for approval.</p>	RM
01.21.20	<p>Finance Clerk to submit precept request to CDC</p>	CF