

**Minutes of the meeting of the Steeple Aston Parish Council held on
Monday 15th March 2021**

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

Members of the public : Julia Whybrew, Cllr Mike Kerford-Byrnes, Henry Squire, Nev Surtees

In attendance: Cathy Fleet (Clerk)

03.21.01 **Apologies :** No apologies had been received

03.21.02 **Declarations of Interest :** Martin Lipson declared an interest in the SAVA and SAL. Rebecca Lewin declared an interest in the Allotments.

03.21.03 **Minutes of the last meeting** held on 15th February 2021 and the Special meeting held on 18th February were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

03.21.04 **Public Participation :** Julia Whybrew was attending in her capacity as reporter for SAL. Mr. Squire and Mr. Surtees were attending in relation to agenda item 6.

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

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

03.21.06 **Planning presentation regarding Wincote, Cow Lane**
Henry Squire, owner of Wincote and Nev Surtees from Savilles were attending the meeting to present proposals for building work at the property. Mr. Squire has consulted with immediate neighbours and had no negative responses. The property is in the conservation area and will be used as a family home with no plans for any other use. The detailed presentation had been circulated to councillors ahead of the meeting and includes proposals for demolition of existing outbuildings and replacement with an extension to the main house, a single storey link building to the extended re-built barn, The property would have 7 bedrooms, study, and 3 reception rooms. Re-siting of the existing drive will allow for easy access for both vehicles and for lorries during

construction. A mix of limestone and ironstone is proposed, gardens will be landscaped, car parking provision for 5 vehicles, a natural pool and poolhouse, a social area, herb garden and renovation of the orchard are also proposed. It was noted that the barn extension will be close to the boundary wall to the village allotments and should the erection of scaffolding be necessary Mr. Squire will negotiate and work with the Allotments Association
ML questioned the number of parking spaces and the view of the house from the Eyecatcher.

SF was concerned about the size of the windows on the drawings and the ground levels. Mr. Squires said this is a drawing inaccuracy and will be rectified. A tree survey, ecological survey and construction management plan will be carried out ahead of the application being submitted to CDC. The work is expected to take 9-12 months.

03.21.07 Co-option of councillors

Peter Dammermann had expressed interest in becoming a councillor and had attended the last meeting. He has submitted additional information about himself and it was decided to invite him to the next meeting in order that all councillors could meet him before a decision is made. A further vacancy exists since the resignation of Charlotte Bartlett and if no election is called by 22nd March the PC will be in a position to advertise and co-opt.

03.21.08 Highways, footpaths/grasscutting

SID - RM had spoken with Pauline Burwell, owner of Westfield Farm Stables, who is happy for the SID to be located outside the Stables. There was discussion regarding SLOW being painted on the road in addition to a 'Horses' sign. RM will find out if a Slow Horses' sign would be an option to avoid additional signage.

Lawrence Field - The hedge has been trimmed. A complaint had been received regarding ruts on the Green made by a vehicle which got stuck. comments had been made regarding the bark chippings being left around the hedge - this was done to discourage weed re-growth.

03.21.09 Reports from OCC/CDC

MKB reported that it is a quiet time at CDC. The budget has been passed. Changes to waste collections are being considered. Food waste will be collected weekly and garden waste will be collected separately fortnightly for which there may be a change.

The Great Wolf enquiry has been completed and a decision will be made within a month.

03.21.10 Play Area/Teenage Facilities

Tenders had been received from 4 companies and a special meeting called to discuss them. At the meeting it was decided to appoint Playground Works as contractors. ML and RL had negotiated a contract with Playground works, an upfront payment is required and work will commence on 19th April. Signs warning of the closure of the playground for 2-3 weeks will be put up and information displayed on the website.

03.21.11 Village Hall

A coping stone on the roof has become loose and requires urgent attention. RM and John White to attend tomorrow. There are a number of other small building items to be attended to - John White to provide a list.

No progress has been made with the sub-lease.
The EPC inspection has been carried out and the certificate will be supplied on payment of this invoice

03.21.12 Sport & Rec

The SRT Committee met last week and the damaged goalposts were discussed, along with fundraising suggestions and the fact that another team is interested in using the football pitch.

03.21.13 Toilets

Delivery of the door to the supplier is expected on 17th March and a date for installation made after that.

03.21.14 Emergency Plan

Concern had been raised by the Insurance company about the location of keys in the key safe and so they have been removed. It was proposed that keyholders of the village hall and SRT should be published in the Emergency Plan. The Letting Agent has keys to both buildings and if she is unavailable ensures they are passed to the chair of the VH (Barbara Brewer). In the unlikely event of an Emergency keys will always be available. RM to discuss with Barbara Brewer.

03.21.15 Website/Facebook

Nothing to report.

03.21.16 Correspondence

RM had received phone calls regarding:

- Noisy neighbours - not PC business, suggested contacting the PCSO/CDC
- Bins left out on the pavement after collection - will be included in the SAL write-up
- When to remove the poppy wreath from the war memorial (See Agenda Item 17)

03.21.17 Diary of Events

After discussion it was agreed that poppy wreaths should be removed from the war memorial after 6 months unless they are in very poor condition prior to that.

03.21.18 Review of Standing Orders, Financial Regulations, Risk Assessment and Complaints Procedure

Councillors will review the documents for consideration and approval at April's meeting:

Standing Orders - ML

Financial Regs - RL

Risk Assessment - CC

Complaints procedure - RM/RL/SF

03.21.19 Planning - The following planning documents had been received:

Applications

21/00556/TCA Westfield, Fenway

Treework

21/00473/TCA Timbers, Water lane

First floor and part single storey front extension with associated internal

and external works

21/00552/TCA Meadow Walk, 3 the Dickredge Treework - no objection
 21/00768 Windyridge, Paines Hill resubmission of 20/02556/F - no objection
 21/000851/F Touchstones Conversion of first floor to create additional bedroom accommodation.
 small ground floor infill extension to facilitate works. New French doors to replace living room window.
 replacement of roof with new slate tiled pitched roof containing dormers and rooflights. Associated groundworks
 and internal alterations including new staircase (resubmission of 20/02613/F)

Decisions

20/00337/LB Staithe Cottage, Southside Approval
 21/00145/TCA 10 Grange Park Approval

03.21.20 Finance - The following accounts were approved for payment:

Payee	Detail	Total Amount	VAT	paid
M Lipson reimbursement	Emergency light	10.20		
OALC	Subs	192.59	32.10	
M Lipson reimbursement	Contract	27.00	4.50	
HMRC	PAYE	211.40		
Cathy Fleet	clk sal	307.70		
Bob Bickley	playground toilet £160	218.94		
Trevor Stewart	Bark	378.94		
OPFA	Subs	554.40	92.40	
Bierce surveying	EPC (VH)	42.00		
Bierce Surveying	EPC (S&R)	270.00	45.00	
Cathy Fleet	clk exp	270.00	45.00	
Seldram Supplies	toilet supplies	8.80		
Community First	subs	69.76	11.62	
Cotefield	Lawrence field hedge	55.00		
Playground Works	Deposit	2110.80	953.80	
PWLB	repayment	4765.00	953.00	08/03/21
		1002.31		D/D

CC and ML will write an article regarding the Precept for SAL

Date of next meetings: 19 April, 17 May, 21 June, 19 July, 20 September, 18 October, 15 November

The Annual Parish meeting and Annual Meeting of the Parish Council will be on 26th April 2021

Other matters

CF has moved all PC documents over to Google Drive in order that all councillors can access. Permissions will be changed so councillors have viewing rights only. All documents will continue to be stored on the clerk's PC and backed up to external hard drive.

Signed **Date**

ACTION LIST SUMMARY

NO	ACTION	To be Actioned by :
03.21.07	Co-option of Councillor - RM to invite Peter Dammermann to the next meeting	RM
03.21.10	Playground Restoration - RM to put signs up in the playground advising of closure	RM/CF
03.21.11	Village Hall - RM to remove lose coping stone from village hall	RM
03.21.14	Emergency Plan - RM to discuss with Barbara Brewer arrangements for keys	RM
03.21.18	Review of documents - Standing Orders - ML Financial Regs - RL Risk Assessment - CC Complaints procedure - RM/RL/SF	
	CF to check current advice regarding the Annual Parish Meeting and Annual Meeting of the Parish Council.	CF
	CF to change permissions to Google drive to viewing only	CF