

Steeple Aston Parish Council

17th May 2021 at 7.30pm in the Sport & Rec building, Fir Lane

Agenda & Summons to Councillors and Invitation to Members of the Public
Please could any members of the public wishing to attend inform the Clerk as there may be a restriction on numbers due to social distancing

No	Detail	Time	Lead
1	To receive apologies for absence	7.30	Chair
2	Declarations of Interest - to receive any declarations of interest from Councillors relating to items on the agenda, in accordance with the Council's code of conduct.		All
3	To receive and approve the minutes of the last meeting	7.35	Chair
4	Public Participation - to receive submissions from members of the public relating to items on the agenda, in accordance with the Council's code of conduct & standing orders. Variation of Order of Business may apply	7.40 (10)	Chair
5	To ratify all decisions made at the April meeting	7.50(5)	
6	To ratify recommendations made at the public meeting regarding the Hatch End Planning application	7.55(5)	
7	Clerks report and actions from previous meeting (see attached)	7.55 (10)	Clerk
8	Reports from OCC/CDC	8.05 (15)	
9	Co-option of Councillor (CB vacancy)		
10	Review of Standing orders, Financial Regulations, Complaints Procedure and Risk Assessment	8.05(5)	
11	To agree the Insurance Renewal (due 1st June)	8.10(5)	
12	Coronavirus volunteers - to discuss if the volunteer group should be maintained or not		
13	Welcome pack - to discuss creation of leaflet	8.15(5)	
14	Highways/Footpaths To set a date for the spring clean Dog poo - to discuss notices (SAL/website/facebook)	8.35 (10)	
15	Play Area/Teenage facilities To arrange for weekly playground inspections To discuss playground/toilet steward	8.45 (10)	
16	Village Hall Update on sub-lease To discuss bollards in the car park and decide what to do To discuss quotes for line marking in car park, the need for jet washing and to appoint a contractor To discuss building and roofing work required and appoint a contractor	8.55 (15)	
17	Sport & Rec To discuss roofing work required and appoint a contractor	9.10 (10)	
18	Defibrillator in the Red Lion - to discuss whether to keep it and the need for new battery	9.20(5)	
19	Toilets To discuss purchase of toilet supplies	9.25 (5)	
20	Website	9.30 (5)	
21	Correspondence	9.40 (5)	
22	Planning To discuss recent applications/approvals/refusals	9.50 (5)	
23	Finance To approve accounts for payment	9.55 (10)	Clerk

	To approve audited accounts, Governance Statement and AGAR for 2020/21		
24	Date of next meetings: 21 June, 19 July, 20 September, 18 October, 15 November		Clerk
	Other matters: to advise of items for next meeting or for information only		Clerk
	Close	10.00	



Cathy Fleet - Parish Clerk - 01869 347000

Public & Press are invited to attend

ACTION LIST SUMMARY

NO	ACTION	To be Actioned by :	Update
03.21.18	Review of documents - Standing Orders - ML Financial Regs - RL Risk Assessment - CC Complaints procedure - RM/RL/SF	RM/CC/ML/S F	
04.21.06	Co-option of councillor - Clerk to send Peter Dammermann the necessary paperwork.	CF	Completed
04.21.07	Replacement Toilet cleaner/Playground Maintenance - SF to write a suitable advert. RM to contact contractors CC to source gift	SF RM CC	Completed Completed Completed Completed
04.21.08	Highways - CC to contact Amanda Rodgers regarding wildflower planting	CC	
04.21.11	Village Hall -- RM to obtain quotes for re-painting the car park lines RM to obtain further quotes for remedial building work	RM	
04.21.16	CF to obtain further information regarding the request to re-site the salt bin outside 29a Heyford Road	CF	Completed - letter sent but no response
04.21.19	Insurance renewal - All to check the documentation circulated prior to renewal of the insurance to ensure it meets the needs of the PC	All	
04.21.20	Planning - CF to request an extension of time for comments to 21st May for the Hatch End application and to publish the public meeting on 10th May	CF	Completed