

**Minutes of the meeting of the Steeple Aston Parish Council held on  
Monday 19th April 2021**

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

**Members of the public :** Julia Whybrew (JW), Cllr Mike Kerford-Byrnes (MKB), Cllr Arash Fatemian (AF), Peter Dammermann (PD)

**In attendance:** Cathy Fleet (Clerk)

**04.21.01 Apologies** were received from Katie Maull

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

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

**04.21.04 Public Participation :** JW questioned the precept figures on council tax bills - ML's report for SAL will clarify. JW asked why the cheapest quote for the playground was not accepted and was informed by RM that the company which provided the cheapest quote did not appear as reliable as others, and their quote did not include everything needed. JW also suggested a gift be purchased for Bob Bickley - dealt with under agenda item 7.

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

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

	CF to change permissions to Google drive to viewing only	CF	Completed
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- 04.21.06 Co-option of Councillors**  
Peter Dammermann was attending the meeting to observe and ML proposed and RM seconded that he be co-opted as councillor. **Clerk to send him the necessary paperwork.**  
Katie Maull had also expressed interest in becoming a councillor, but had been unable to attend this meeting. She will be invited to the May meeting.
- 04.21.07 Replacement for Toilet Cleaner/Playground Maintenance**  
Quotes had been received from 2 local cleaning companies, both at approximately £240 per week. Bob Bickley's last day is 25th April and it was proposed by ML and seconded by RM after much discussion that one of the local companies would be asked to undertake the work for a maximum of 3 months (due to financial constraints) and in the meantime every effort will be made to source an independent individual prepared to work on a self employed basis. Adverts to be placed on the website, SAL, noticeboards and Valley News. **SF to write a suitable advert. RM to contact contractors**  
It was agreed that a suitable gift be purchased for Bob in recognition of his work for the parish council. **CC to source gift.**
- 04.21.08 Highways/footpaths/grasscutting**  
This was discussed some time ago, with Amanda Rodgers agreeing to lead on the project. Amanda is no longer a councillor so **CC will contact her for an update.**
- 04.21.09 Reports from OCC/CDC**  
Both the County and District councils are in purdah due to forthcoming elections, so there was little to report.  
MKB reported that the electric vehicle charging strategy has been approved by CDC, mostly focussed on urban rather than rural areas. The Strategic Vision for Oxfordshire has also been approved. The Hatch End planning application will be going to committee as a major development in May/June.  
AF reported that most decisions are on hold pending the outcome of elections.
- 04.21.10 Play Area/Teenage Facilities**  
Work has commenced on the playground refurbishment, although there may be some delays due to difficulties in obtaining materials.
- 04.21.11 Village Hall**  
The sub-lease is still in the hands of the solicitor. A list of remedial work has been received from John White. One quote of £1100 has been received, further quotes to be obtained. The request for re-marking the parking lines in the car part was discussed. the lines had been repainted recently by Graham Porcas but have not lasted well. It was agreed a contractor will be required. **RM to obtain quotes.**

- 04.21.12 Sport & Rec**  
The sub-lease is in the hands of the solicitor. The moles on Robinsons Close are proving to be a problem and further attempts are being made to deal with them.
- 04.21.13 Toilets**  
The toilet door has been replaced and the toilet is now fully functioning.
- 04.21.14 Emergency Plan**  
The plan is complete. Revisions are necessary but will not be made until the new landlords take over the Red Lion, which is part of the plan.
- 04.21.15 Communications - Website/Facebook**  
No website committee meeting has taken place recently due to the pandemic. Facebook continues to be an effective means of communication.
- 04.21.16 Correspondence**  
An email had been received from Richard Preston regarding car park marking outside the village hall. Dealt with under agenda item 11.  
The Clerk had received a phone call from Susan Keyte of 29a Heyford Road regarding the salt bin outside her house which she would like moved. **Clerk to obtain further information.**
- 04.21.17 Diary of Events**  
There was discussion regarding an event to celebrate 'returning to normality' after the pandemic. It was agreed that the PC would not lead on such a project but would provide support.
- 04.21.18 Review of Standing order, Financial Regs, Risk Assessment and Complaints procedure**  
Work is on-going to update the documents which will be reviewed at the next meeting.
- 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.
- 04.21.20 Planning - The following planning documents had been received:**
- |                     |                            |  |          |
|---------------------|----------------------------|--|----------|
| <b>Applications</b> |                            |  |          |
| 21/01018/F          | Paines Hill View           | Two storey rear extension, single storey store to side - no objection  |          |
| 21/00641/F          | Meadow Walk                | erection of shed - no objection  |          |
| 21/00686/F          | Greenacre                  | Demolition of rear extension, erection of single and 2 storey extensions, roof conversion, rear dormer & rooflights, cladding of existing gable in stone, replacement front door, painting of windows. - no objection                        |          |
| 21/00829/LB         | Bladebone House            | Wall repairs - no objection  |          |
| 21/01123/F          | Hatch End Old Poultry Farm | resubmission of 20/01127/F. It was agreed to hold a public meeting on 10th May to discuss this new application and inform residents of its likely impact on the village. <b>CF to request an extension of time for comments to 21st May.</b> |          |
| <b>Withdrawal</b>   |                            |  |          |
| 20/03393/F          | 29 Heyford Road            |  |          |
| <b>Decisions</b>    |                            |  |          |
| 21/00473/F          | Timbers, Water lane        | Driveway   | Refusal  |
| 21/00552/TCA        | Meadow Walk                | Treework   | Approved |

21/00768/F Windyridge SSRE Approved  
 21/00415/TCA Chestnut House Treework Approved

**04.21.21 Finance**

Payee	Detail	Total Amount	VAT	paid
TP Jones	payroll	56.70	9.45	
Jo Buxton	VH gutters	100.00		
Jo Buxton	S&R gutters	45.00		
BHIB	Insurance	2948.31		
Cathy Fleet	clk sal	307.70		
Bob Bickley	playground £272.43			
	Toilet £188.55	460.98		
PCC	grant	1110.00		
SAVA	grant	350.00		
SAL	grant	539.00		
SART	grant	1500.00		
Toddler group	grant	200.00		
Healthmatic	toilet door	4152.00	692.00	
Playground Works	2nd Deposit	4765.00	953.00	

**Other matters**

Some time ago Raj, the owner of the shop had proposed that wanted to put an awning over the front of the shop, extending the existing one, and provide seating for coffee etc outside. CDC have confirmed that no permission is required for the proposed seating as Raj owns the land, but permission is required for the awning as it is within the conservation area.

**Date of next meetings: 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 26th April 2021**

**Planning meeting regarding Hatch End Old Poultry Farm 10th May 2021**

**Signed ..... Date .....**

### ACTION LIST SUMMARY

NO	ACTION	To be Actioned by :
03.21.18	<b>Review of documents</b> - Standing Orders - ML Financial Regs - RL Risk Assessment - CC Complaints procedure - RM/RL/SF	RM/CC/ML/SF
04.21.06	<b>Co-option of councillor</b> - Clerk to send Peter Dammermann the necessary paperwork.	CF
04.21.07	<b>Replacement Toilet cleaner/Playground Maintenance -</b> SF to write a suitable advert. RM to contact contractors CC to source gift	SF RM CC
04.21.08	<b>Highways</b> - CC to contact Amanda Rodgers regarding wildflower planting	CC
04.21.11	<b>Village Hall</b> -- 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
04.21.19	<b>Insurance renewal</b> - 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 5th May	CF