

**Minutes of the meeting of the Steeple Aston Parish Council held on
Monday 17th May 2021**

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

Members of the public: Julia Whybrew (JW), Kate Maull (KM), Maurice O'Connor (MOC).

05.21.01 **Apologies** were received from the Clerk, Cathy Fleet. [these minutes were taken in her absence by ML], and also from Mike Kerford-Byrnes.

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

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

05.21.04 **Public Participation:** None

05.21.05 **To ratify all decisions made at the April meeting:** The meeting was held on Zoom in a national period of mourning. All decisions taken were ratified.

05.21.06 **To ratify recommendations made at the public meeting regarding the Hatch End planning application:** this meeting took place on Zoom on May 10th and was attended by 26 people. All members of the public who spoke did so to object to the application. ML had circulated a draft objection form the PC reflecting the points made at the meeting. MOC said he was urging previous objectors to do so again. PD raised a concern about the proposed development site boundary. Some amendments were agreed and it was further agreed to submit the objection.

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

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/ SF	Completed or still in hand (see item 10)
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	Completed
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	Completed
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	See item 11.
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

05.21.08 Reports from OCC/CDC: None

05.21.09 Co-option of Councillor (CB vacancy): KB to advise the Clerk if she is interested in being co-opted after observing this meeting,

05.21.10 Review of documents:
ML had circulated a re-draft of Standing Orders. Amendments were discussed. RL has still to circulate an amended Financial Regulations document. **RL.**
RM had circulated a revised Complaints Procedure, still to be finalised.
CC has still to address the Risk Assessment document. **CC.**

05.21.11 Insurance Renewal: This was agreed.

05.21.12 Coronavirus volunteers: It was agreed that RM would write to all volunteers seeking their permission for the PC to continue to hold their details. **RM**

05.21.13 Welcome pack: CC to chase up Amanda. **CC**

05.21.14 Highways and Footpaths: RM to investigate whether the Spring Clean can be held on Sunday 23rd May. **RM.** The Dog Warden to be asked to focus on Fenway and North Side, where problems are being reported, and to provide bags.

05.21.15 Play Area/Teenage Facilities: the renovation work is nearly complete and has attracted public praise. Laying of bark and replacement of the toddler area fencing remain outstanding due to supply problems. The contractor was attending to some defective work following a complaint. PD volunteered to undertake regular safety inspections, and to compile a list of any further defects for the contractor to remedy. **PD.**
One potential applicant identified so far in response to our advert for a Steward. It was agreed to advertise more widely – **SF.** In the meantime, the contract cleaners are doing a good job.

05.21.16 Village Hall
Discussions are needed with the VHMC on the revised sub-lease – **RM.**
It was agreed to replace the padlocks on the bollards, and CC offered to remove

the old ones – **CC**. Line marking – it was agreed that the tender of A40 be accepted, and for jet cleaning that Blast-Off be appointed. Repair works to the VH and to S&R: the tender of Mark Ballard was accepted. 3 quotes had been sought, and 2 were received. **RM**

- 05.21.17 Sport & Rec**
See item 16 above
- 05.21.18 Defibrillator in Red Lion:** it was agreed to purchase a new battery if the new publican is happy to continue to house the machine. **RM**
- 05.21.19 Toilets:** purchase of supplies was postponed until the Steward is resolved.
- 05.21.20 Website/Facebook:**
Nothing to report.
- 05.21.21 Correspondence:**
Chris and Carol Neville had asked if they could purchase a small area of land adjacent to the War Memorial. It was agreed to explore this further, and to apply conditions regarding appearance and costs if it proceeds. Other neighbours to be consulted. **RM**.
A letter had been received from a resident in Grange Park regarding parking of vehicles. For discussion at the next meeting.
- 05.21.22 Planning:** no report had been circulated. ML confirmed that there was no outcome yet to the Beeches appeal.
- 05.21.23 Finance:** The audited accounts, internal audit report and associated papers were approved. The following payments were approved:

Payee	Detail	Total Amount	VAT
R MacAndrew	reimbursement	52.49	0.41
Bob Bickley	final payment playground 47.21 toilet 80.00	127.21	
Nigel Prickett	grasscutting	354.00	59.00
Cathy Fleet	clk sal May	307.70	
H White	audit fee	100.00	
Bourton Drains	drain clearance	132.00	22.00
Seldram supplies	Anti-bac supplies	41.93	6.99

Items for next meeting: Review of documents; car parking in Grange Park

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

Signed **Date**

ACTION LIST SUMMARY

No.	ACTION	Action by
05.21.10	ML to further amend Standing Orders. RL has still to circulate an amended Financial Regulations document. RM had circulated a revised Complaints Procedure, still to be finalised. CC has still to address the Risk Assessment document.	ML RL RM CC
05.21.12	To write to Coronavirus volunteers	RM
05.21.13	To chase Amanda for Welcome pack	CC
05.21.14	Spring Clean arrangements, and Dog Warden	RM
05.21.15	Safety checks on playground Advertise more widely for Steward	PD SF
05.21.16	Complete negotiations with VHMC Remove padlocks Place orders for works	RM CC RM
05.21.18	Replace battery	RM
05.21.21	Investigate land purchase	RM