

**Minutes of the meeting of the Steeple Aston Parish Council held on
Monday 21st June 2021**

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

Members of the public : Julia Whybrew, Cllr Arash Fatemian

In attendance: Cathy Fleet (Clerk)

06.21.01 Apologies were received from Cllr Mike Kerford-Byrnes

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

06.21.03 Minutes of the last meeting held on 17th May 2021 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

06.21.04 Public Participation : Julia Whybrew was attending the meeting in her capacity as reporter for SAL. Cllr Fatemian provided his report at Agenda Item 6

06.21.05 Clerk's Report and Actions from previous meeting

No.	ACTION	Action by	Update
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	Agenda item 7 On-going
05.21.12	To write to Coronavirus volunteers re GDPR	RM	completed
05.21.13	To chase Amanda for Welcome pack	CC	ML to re-draft
05.21.14	Spring Clean arrangements, and Dog Warden	RM	Spring clean was successful RM had contacted dog warden
05.21.15	Safety checks on playground Advertise more widely for Steward	PD SF	Agenda item 9
05.21.16	Complete negotiations with VPMC re sub-lease Remove padlocks Place orders for works	RM CC RM	Agenda item 11 In hand completed
05.21.18	Replace Defib battery	RM	Completed
05.21.21	Investigate land purchase	RM	On-going

06.21.06 Reports from OCC/CDC

06.21.07 Co-option of councillor

There is still a vacancy for a councillor following the resignation of Charlotte Bartlett. It was agreed that details of the vacancy would be circulated via the email contact list, on Facebook and on the website.

06.21.08 Review of documents

Draft amendments to the various documents had been circulated and were discussed in depth.

Standing Order - ML to amend

Financial Regulations - RL to amend

Risk Assessment - CF to review and pass comments to CC

Complaints procedure - Unanimously approved

Waiver Form for quotation/tender - Unanimously approved

06.21.09 Highways, footpaths/grasscutting

- It had been suggested that notices be placed on cars inappropriately or illegally parked - **CF to circulate previously used notice.**
- Thanks were expressed to all who helped with the Litterpick which was very successful.
- A letter had been received from a resident regarding the use of weedkiller around the village. RM had confirmed with Complete Weed Control who spray the gutters/pavements that the spray used is safe. RM to respond to resident and also point out that the contractor who cuts the grass is mindful of any wild flowers in the verges and cuts around them.
- It had been reported that a Giant Hogweed plant is growing outside Cedar Lodge. **CC to remove the plant.**
- The hedge between Shepherds Hill and Coneygar Fields is overgrown and encroaching the pavement. **RM to cut back the hedge.**
- Dog poo - consideration was given to providing dispensers for dog poo bags and it was suggested that the school may like to involve the children in making dispensers from empty plastic bottles which has been done by other parish councils.
- It was suggested that the speed monitors should have solar panels to re-charge the battery. **RM to investigate the possibility of using solar panels.**
- The trees along Heyford Road are overgrown and frequently hit by high vehicles. **Cllr Fatemian to action with OCC**

06.21.10 Play Area/Teenage Facilities

- There is a hanging branch from a tree in the play area which should be removed. A letter had been received from Nigel Roots of Dr Radcliffe's Trust but it is unclear if the responsibility for maintenance of the trees is the responsibility of DRT or the PC. **RM to speak with Kate Tomlinson.**
- Hedges around the MUGA are overgrown. **CC to ask Nick Powell to cut back**

- The toddler area is being encroached by weeds - **RM to ask Helen Wright to arrange a working party to weed the toddler area**

There is a delay on work on the playground because the supplier ordered the incorrect materials. A date for work to re-commence to be confirmed asap. PD will meet the contractor on site in RM's absence next week.

06.21.11 Defibrillator

A new battery for the defibrillator at the Red Lion has been purchased. The landlord had suggested that it might be better placed on an external wall of the pub. A cabinet would cost £525 + £35 + £25 delivery for signage. **RM to obtain approval from the brewery to put the cabinet on an exterior wall and to approach Cllr Fatemian for funding from the Councillor Priority Fund.**

06.21.12 Sub lease for village hall & S&R

Both the Village Hall and SART are incorporating their charities and this will cause a delay of 3-6 months to progress on the sub-lease.

06.21.13 Village Hall

The builder, Mark Ballard, has been instructed to carry out repairs to the coping stone, roof and entrance to the committee room etc.

06.21.14 Sport & Rec

The hooks on the wall outside the toilet have been stolen. **CC to source and replace hooks**

The S&R bar is scheduled to re-open in September. There is a meeting this week to discuss fundraising ideas

06.21.15 Toilets

Nothing to report.

06.21.16 Councillor training

A schedule of OACL training courses had been circulated. All councillors are encouraged to consider attending training and to contact the Clerk who will make necessary bookings.

06.21.17 Website/Facebook

The minutes of the website committee meeting had been circulated. The website will be overhauled in the near future and all were encouraged to contact Jenny Bell with any suggestions for changes.

06.21.18 Correspondence

There was no correspondence which had not been dealt with elsewhere

06.21.19 Contact List

RM is compiling a contact list for members of the village who are interested in receiving updates and news from the parish council. RM will put a notice in SAL asking people to make contact if they wish to be added to the list. GDPR Regulations will be observed.

Planning - The following planning documents had been received:

Applications
21/01379/TCA

North Ridge, Paines Hill - treework

21/01661/TCA	Old Coach House, Southside - treework
21/01765/F	Timbers, Water Lane - resubmission of 21/00473/F
21/01549/F	Pump Cottage, Paines Hill - re-build wall
21/0173/F	Greenacre, Southside - resubmission of 21/00868/F
21/01272/F	13 Bradshaw Close - 2 storey garage extension
21/01269/F	14 Bradshaw Close - 2 storey garage extension

Ardley Railfreight Interchange - no papers yet received

Decisions

21/01018/F	Paines Hill View - APPROVED
21/00641/f	Meadow View, The dickredge - APPROVED
21/01379/TCA	North Ridge, Paines Hill - treework - APPROVED
21/01661/TCA	Old Coach House, Southside - treework - APPROVED
21/00829/LB	Bladebone House - APPROVED
21/00871/F	Land adjoining Brasenose Farm - APPROVED

There is no news on The Beeches appeal.

S106 negotiations on Rectory Homes is on-going

Details of the Rail Freight Interchange will be put on SAL and Facebook. MCNP are preparing a response although they are not currently recognised as a consultee.

Finance - the following accounts were approved for payment:

Payee	Detail	Total Amount	VAT	
Nigel Prickett	grasscutting	354.00	59.00	paid
Complete weed control	weed control	264.00	44.00	
Pennys	toilet cleaning	859.20	143.20	
Community Heartbeat	Defib battery	282.00	47.00	
HMRC	PAYE	211.20		
Blast Off	jet washing	360.00	60.00	
A40 Road markings	VH yellow lines	780.00	130.00	S/O
Cathy Fleet	Clk sal	307.70		

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

Other matters

Signed **Date**

ACTION LIST SUMMARY

NO	ACTION	To be Actioned by	Update
06.21.08	Standing Orders - ML to amend Financial Regulations - RL to amend Risk Assessment - CF to review and pass comments to CC	ML RL CF/CC	
06.21.09	Highways ○ CF to circulate previously used parking notice ○ CC to remove Giant Hogweed plant outside Cedar Lodge	CF CC	completed

	<ul style="list-style-type: none"> ○ RM to cut back the hedge.between Shepherds Hill and Coneygar Fields ○ RM to investigate the possibility of using solar panels for the SID ○ Cllr Fatemian to action with OCC cutting back the trees on Heyford Road 	RM RM AF	
06.21.10	Playground <ul style="list-style-type: none"> • RM to speak with Kate Tomlinson about responsibility for tree maintenance • CC to speak to Nick Powell about cutting back shrubs/hedges around the MUGA • RM to ask Helen Wright to arrange a working party to weed the toddler area 	RM CC RM	
06.21.11	RM to obtain approval from the brewery to put the cabinet on an exterior wall and to approach Cllr Fatemian for funding from the Councillor Priority Fund.	RM	
06.21.14	CC to source and replace hooks outside the S&R	CC	