

**Minutes of the meeting of the Steeple Aston Parish Council held on  
Monday 20th September 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,

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

09.21.01      **Apologies** were received from Cllr Mike Kerford Byrnes

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

09.21.03      **Minutes of the last meeting** held on 19th July 2021 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

09.21.04      **Public Participation :** Julia Whybrew was attending in her capacity as reporter for SAL

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

06.21.08	Financial Regulations - RL to amend Risk Assessment - CF to review and pass comments to CC	RL CF/CC	Outstanding Outstanding
07.21.09	RM will draft a parking notice to be placed on inappropriately parked vehicles.	RM	completed
	RM will speak to Edward Dowler (Middle Aston) and ask him to speak to the landowner regarding cutting back the footpath between Fenway and Middle Aston	RM	Unnecessary
	SF to draft a response to the National Bus Strategy	SF	Completed
	Land behind the war memorial - ML will speak to Margaret Mason (ex-chairman) and the Land Registry. RM will look into the matters of covenants on the land and to obtaining a valuation of the land	ML RM	* see below
07.21.10	RM will speak to various gardeners who run small businesses in the village regarding occasional gardening work required	RM	Advert placed in SAL
	RM to speak to Playground Works for advice on repair/replacement of MUGA gate	RM	See agenda item 11
07.21.18	RM/ML to discuss the stall at the Flower Show	RM/ML	completed

\* A letter had been received in response to RM's letter to them from HRJ Foreman Laws solicitors regarding the proposal to sell the land behind the war memorial. They suggest that a sensible alternative may be to lease the land to the interested party. **RM to make this suggestion and request costs from HRJ**

- 09.21.06 Reports from OCC/CDC**  
There was no attendance from either Cllr Fatemian or Cllr Kerford-Byrnes and therefore no reports were available.
- 09.21.07 Co-Option of Councillor**  
There has been no response to advertisements and it was therefore decided that councillors will approach suitable individuals known to them personally to see if there is any interest.
- 09.21.07 Consultation of OX-CAM ARC**  
The document received will be shared on the website and facebook. **ML to draft a response on behalf of the parish council. CF to ask Jenny Bell to place on website and facebook**
- 09.21.09 Review of documents**  
RL will finalise amendments to the Financial Regulations. CC/CF will finalise amendments to the Risk Assessment.
- 09.21.10 Highways,footpaths/grasscutting**
- The wording of a parking notice to be placed on inappropriately parked vehicles was agreed and will be used as necessary.
  - The raised footpath at the junction of Fenway/Northside has been hit by a van resulting in significant damage. The area has been taped off by RM and reported to Highways but no action has been taken. As this is a hazard to anyone walking, particularly with schoolchildren it is now requiring urgent attention. **RM to report on Fix My Street emphasising that the replacement slabs must be stone and in keeping with the original slabs.**
  - The 'Slow Horses' signs on Fenway were put in place by OCC last week, unfortunately the one opposite Westfield Stables is in the wrong place as that is where the post for the SID will be placed. OCC were informed of this, but have incorrectly removed the wrong sign. **RM to ask OCC to reinstate the wrongly removed sign and move the one outside the stables further up the road towards the 30mph sign.**
  - Trees and hedges which are the responsibility of the PC may now be in need of attention. **RM/PD/CC to walk the village and identify any trees/hedges which are the responsibility of the PC which may require attention.**
  - It was noted that the Annual Womans' Bike Race will be run between Banbury and Bicester on 4th October and may result in some local road closures. **RM to circulate details of the route.**
- 09.21.11 Play Area/Teenage Facilities**
- Quotes have been received for replacing the MUGA gate, both in the region of £750. One further quote is awaited.
  - The annual ROSPA report has been received identifying some defects to equipment requiring attention. **RL and CC will inspect the equipment and report back recommending action to be taken.**
  - Nicholsons has provided Dr Radcliffes Trust with a schedule of work to trees including those in the playground and around the village hall. DRT have instructed Nicholsons to proceed at a cost of approx £3.3K.

- The hedges around the village hall, MUGA and 'bonfire field' require attention. **CC to ask Nick Powell to cut back hedges/shrubs as necessary.**

**09.21.12 Defibrillator**

The cabinet for the defibrillator outside the Red Lion will be arriving on Wednesday. **RM to ask Andy Shayler to connect the cabinet to electricity.**

**09.12.13 Sub Lease for Village Hall and S&R**

No progress as yet.

**09.21.14 Village Hall**

Graham Porcas had requested that he be permitted to use the shed for storage of the pothole mending equipment. On inspection, the shed was found to contain a large quantity of salt, some staging framework from the village hall and a gazebo. It was agreed that the gazebo will be donated to the school and Barbara Brewer to be asked to remove the staging. Once emptied, Graham will be able to store the pothole equipment. Graham currently has the clerk's key to the shed which will be returned and Barbara will be asked to pass her key to Graham.

An email had been received from Kate Tomlinson on behalf of Dr Radcliffes Trust suggesting that the PC might like to take on responsibility for the lower car park in Robinsons Close at no charge. **RM to respond to Kate Tomlinson requesting details of the responsibilities and assurance that the proposed tarmacking is of sufficient quality to last a significant time and that DRT will pay legal fees for any changes to the lease.**

**09.21.15 Sport & Rec**

Nothing to report

**09.21.16 Toilets**

Another quote has been received from a cleaning company at roughly the same level as the current company. It is still hoped that an individual may be found who is will to take on the role, otherwise the matter will be discussed at the precept meeting in January.

**09.21.17 Website/Facebook/Communications**

RL again offered to assist any councillors who may require help with updating anti-virus on their PCs

**09.21.18 Correspondence**

An email had been received regarding the condition of the wall to the sub-station at the bottom of Grange Park. RM has inspected and found it to be crumbling, reported to SSE who will inspect and attend to if urgent, otherwise will include in 2022/23 budget.

**09.21.19 Climate Change**

This was deferred to the next meeting, to include discussion of the offer by Rectory Homes to provide planting of trees around the village.

**09.21.20 Flower show feedback**

It was agreed that although footfall to the stand was relatively low, it was a good thing to do and will be repeated next year, but with some slight

differences, e.g. placing of the boards etc. Feedback forms which were distributed have been collated.

#### 09.21.21 **Welcome pack**

This has now been completed. The leaflet will be made available on the website, in the Red Lion and distributed to newcomers to the village by Simon the postman.

#### 09.21.22 **Planning**

The following planning documents had been received :

##### **Applications**

21/02753/F	Paynes Hill House
21/02366/F	Wincote, Cow Lane - no objection
21/02793/TCA	Firs View, Water lane - no objection
21/02599/DISC	Rectory Homes (Southside) Discharge of conditions - no objections
21/02743/TCA	Westfield Stables - no objection
21/02527/F	Brasenose Cottage, Fenway - no objection

##### **Decisions**

21/02279/F	Tamarisk Cottage Approved
21/02095/F	Hill Cottage, Northside - Approved
21/02743/TCA	Westfield Stables - Approved
21/02793/TCA	Firs View, Water Lane - Approved
21/02527/F	Brasenose Cottage, Fenway - Approved

#### 09.21.23 **Finance**

The following accounts were approved for payment :

Payee	Detail	Total Amount	VAT	paid
Builders United	VH/SART repairs	1925.00		28/07/21
Cathy Fleet	Clerk sal	307.70		5/08/21
Community Heartbeat	Defib cabinet	744.00	124.00	05/08/21
Playground Works	p'ground renovation	3927.50	654.58	27/08/21
PWLB	loan repayment	981.09		DD
Horticultural Soc	show stand	15.00		
Nigel Prickett	grasscutting	354.00	59.00	S/O
Cathy Fleet	clerk sal	307.70		
Martin Lipson	reimbursement for printing (show)	116.16	19.36	
Penneys	toilet cleaning	1718.40	286.40	
HMRC	PAYE	211.20		
Nigel Prickett	grasscutting	354.00	59.00	
Playsafety	ROSPA report	255.00	42.50	

The quarterly report had been circulated and was approved and signed. It was noted that the formula for the costs for the defibrillator was incorrect and the 'spend to date' figure wrong. This will be amended. The bank reconciliation at the end of the period is £68470.79.

The RFO will make available at the next meeting the forms required to add/delete signatories on the Unity account.

#### 09.21.24 **Date of next meetings** **18th October, 15th November**

##### **Other matters**

The landlord of the Red Lion had requested that the bottle bank in the car park be removed. This is not in the remit of the parish council and the landlord will deal with the matter himself.

Gigaclear have sent a request for permission to use the pole in the VH carpark for installation of fibre optic cable. This has previously been agreed and Clerk to complete and return the paperwork. Gigaclear will make a 1 off payment of £100 for this.

Charlotte Bartlett (ex-councillor) had been arranging the 'meals on wheels' food delivery service during the pandemic. This service is continuing to 10 people per week, but Charlotte can no longer continue. Jasmine will continue the service as S&J Cuisine and RM will ask if she want the 'meals on wheels' service to be on the contact list in SAL

Signed ..... Date .....

### ACTION LIST SUMMARY

No	Action	Owner	Update
06.21.08	Financial Regulations - RL to amend Risk Assessment - CF to review and pass comments to CC	RL CF/CC	Outstanding Outstanding
09.21.01	Land behind war memorial - RM to suggest to interested party that a lease of the land may be possible and will request costs from HRJ	RM	
09.21.02	OX-CAM ARC - ML to draft a response on behalf of the parish council. CF to ask Jenny Bell to place on website and facebook	ML CF	completed
09.21.03	Highways Fenway footpath - RM to report on Fix My Street emphasising that the replacement slabs must be stone and in keeping with the original slabs. Slow Horses signs - RM to ask OCC to reinstate the wrongly removed sign and move the one outside the stables further up the road towards the 30mph sign. RM/PD/CC to walk the village and identify any trees/hedges which are the responsibility of the PC which may require attention. RM to circulate details of the cycle race route	RM RM RM RM	completed  Completed
09.21.04	Playground - RL and CC will inspect the equipment and report back recommending action to be taken following the ROSPA report CC to ask Nick Powell to cut back hedges/shrubs around village hall and playground as necessary.	RL/CC CC	
09.21.05	RM to ask Andy Shayler to connect the defibrillator cabinet outside the Red Lion to electricity.	RM	
09.21.06	Robinsons Close lower carpark - RM to respond to Kate Tomlinson requesting details of the responsibilities and assurance that the proposed tarmacking is of sufficient quality to last a significant time and that DRT will pay legal fees for any changes to the lease.	RM	