

**Minutes of the meeting of the Steeple Aston Parish Council held on
Monday 21st February 2022**

This meeting was changed to a Zoom meeting at the last minute due to councillor absence and one councillor's contact with Covid19. A face to face meeting was held the following day and all actions and decisions made the previous day ratified at that meeting.

Present: Richard MacAndrew (RM) [chair], Martin Lipson (ML), Stuart Ferguson (SF),

Members of the public : Julia Whybrew, Cllr Mike Kerford-Byrnes, David Knapman, Shirley Palmer, Nigel Francis, Elen Wade Martins, Eileen Baglin-Jones, Graham Clifton

In attendance: Cathy Fleet (Clerk)

02.22.01 **Apologies** were received from Peter Dammermann, Charlotte Clarke and Angharad Lloyd Jones

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

02.22.03 **Minutes of the last meeting** held on 17th January 2022 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

02.22.04 **Public Participation**
Julia Whybrew was attending the meeting in her capacity as reporter for SAL. Graham Clifton and Eileen Baglin-Jones were attending the meeting in their capacity as Churchwardens and in connection with Operation London Bridge. David Knapman, Shirley Palmer and Elen Wade Martins were attending the meeting regarding the Community Orchard. Nigel Francis was attending the meeting as an observer.

02.22.05 Clerk's Report and Actions from previous meeting

NO	ACTION	To be Actioned by	Update
06.21.08	CC to update risk Assessment	CC	Pending
10.21.10	Maintenance of Noticeboards. the noticeboard at the top of The Dickredge is in a poor state of repair and requires re-staining. RM to speak to his contact	RM	Pending
11.21.10	CC to arrange planting of wild flower seeds	CC	Pending
01.22.07	Lawrence fields - RM to suggest a figure of £11K to the interested party.	RM	Completed

01.22.07	<ul style="list-style-type: none"> • Water lane - There is a need to clarify boundaries, so speak to neighbours • Ask Sarah if she is willing to split the cost of a tree survey • RM to ask Kevin Preston to quote on a tree survey • Obtain permission from Sarah for Kevin and PC members to access the land • RM will speak to various people who have expressed interest in making use of the land for a community orchard 		Agenda item 11
01.22.11.1	Play area steward/toilet cleaner - RM to speak to OALC regarding the employment laws	RM	completed
01.22.11.2	ML to investigate broken rail on ladder and fix if possible. RM to chase the MUGA gate	ML RM	Completed completed
01.22.20	RM to put the school in touch with Cllr Arash Fatemian regarding re-painting yellow hatching outside school	RM	Completed. OCC will repaint the hatching after April.
	RM will remove the notices around the village relating to Covid19.	RM	Pending

02.22.06 **Clerk's laptop and councillor email addresses**

Following an enquiry by the Clerk to OALC, advice had been given that each council that the Clerk works for should provide her with a laptop and that all councillors should have .gov.uk email addresses. It was agreed that it would be impractical for the Clerk to have separate laptops and that she would continue to use her PC for all council work. All councillors have dedicated SAPC email addresses and it was not considered necessary to change them.

02.22.07 **Reports from OCC/CDC**

Cllr Mike Kerford Byrne reported :

- food waste bin collection will commence on 1st March.
- Hatch End planning application will be submitted to CDC Planning meeting in March. this will be the same application but with the Travel addendum. MKB has spoken against it but is unsure if he will be able to speak at the planning meeting and will check. The PC has objected but will submit a further objection. **ML to draft objection for Clerk to submit.**

02.22.08 **Memorial to Margaret Mason**

Various suggestions had been made for a suitable memorial to Margaret Mason and it was agreed that the most suitable would be a plaque to be placed on the wall of the village hall acknowledging her dedicated work for the village. **ML to draft the inscription.**

02.22.09 **Operation London Bridge**

The Clerk had attended a briefing organised by OALC regarding Operation London Bridge and had circulated the guidance issued by OALC. Graham

Clifton as Tower Captain of the church bellringers described the strict guidelines which had been issued to him, including timings of the bellringing, how the bells are to be muffled, the flag at half mast, the requirement for a book of condolences, candles and a photograph of Her Majesty in a black frame. Guidance has also been issued to the vicar but as he is currently away the details are not known.

From the PC perspective, the following was noted:

- PC meetings will be cancelled during the period of mourning
- A notice from the PC will be placed on the website
- A letter of condolence to be sent to the Palace - letter to be drafted in advance
- The PC will supply the Book of Condolences - **Clerk to clarify with OALC if there is a recommended supplier**
- The Book of Condolences will be from the whole parish and not just the Church or PC
- Graham will find out where flowers can be laid should residents wish to do so

02.22.10 Land at Lawrence Field

the interested party are no longer interested in purchasing the land behind the war memorial, so it was agreed that it will be coppiced and regularly maintained by the PC.

02.22.11 Community Orchard

Quotes had been received for a tree survey on the land offered to the PC by Sarah Lucas.

- Bicester Tree Services £930+VAT
- Cotefield Tree Care £3000+VAT
- Nicholsons £945+VAT

It was noted that since receiving the quotes one of the trees had come down in the storm so the quotes may be less.

A quote of £750-£100 had been received from the solicitor.

Elen Wade Martins (EWM) and Shirley Palmer (SP) had submitted a paper outlining their suggestions for the use of the land. They are proposing that it be a wildlife and community space and they would like to plant more fruit trees and bushes, the produce of which would be available for the community. Their suggestions also include a pond, beehives, bird boxes and seating.

The PC agreed that it is a good proposals but raised some concerns:

- Security of the area - it was agreed that the area should remain the same in appearance and that no additional fencing would be put in place and the gate kept locked.
- on-going running costs - SP said that grant funding could be applied for once the land is transferred to the PC and that on-going costs would be minimal but fund raising could be done for any work required to trees and walls.
- access for machinery - David Knapman (owner of Randolphins) said he would not object to machinery accessing via his paddock.
- ownership of boundaries
- how many other residents are prepared to be involved
- how would any funding/accounting be dealt with

It was agreed that **RM will speak to the solicitor requesting they contact Sarah Lucas's solicitor requesting further information regarding any covenants, rights of way or restrictions on the land and provide an estimate of costs.** A limit of £2000 was agreed.

02.22.12 MCNP

ML reported that the Neighbourhood Plan will need to be reviewed which may include public consultation. The review will be of the wording of policies and all parishes will be consulted.

02.22.13 Highways,footpaths/grasscutting

The 20 mph initiative is a matter for the Environmental Committee once established

A quote has been received from Complete Weed Control for weed spraying around the village and is considerably more expensive than last year, largely due to the 320% increase in materials. The quote is for £640 inc VAT for 2 applications. **Clerk to accept quote**

02.22.14 Play Area/Teenage Facilities

All tree cuttings have now been removed from the compost bins - thanks to Nick Powell

RM to ask Penneys to clear leaves on the MUGA and any debris from the storms from the playground

RM is continuing to chase Playground works for the repairs identified in the ROSPA report, particularly the zip wire.

Two people responded to the advert for a steward/toilet cleaner but it was felt that the PC was really looking for a team of three. . **RM to respond to**

applicants.

02.22.15 Pocket Park

Following a leaflet drop to all residents of Nizewell Head, a huge response had been received all in favour of retaining and improving Pocket Park. Those particularly in favour included residents who were involved in the 1990s in fundraising to purchase equipment. It was agreed that **ML will respond to CDC indicating the PC's desire to renew the lease and pointing out that some work is required in the area, e.g. cutting back the hedges and brambles.** Currently the grass is included in the areas cut by Nigel Prickett.

02.22.16 Defibrillator

RM is updating the VETS Emergency phone list for the defibrillator.

RM to organise an awareness session open to all villagers for the use of the defibrillator. The original session booked had to be cancelled due to the pandemic.

02.22.17 Sub lease for village hall and S&R

The village hall is now registered as an Incorporated Charity with all committee members registered as Trustees.

02.22.18 Village Hall

Broadband will be available through Gigaclear with free connection for the first year which may be extended for a further year and no penalty for termination.

ML to sign documentation on behalf of the PC.

Payment for brown bins - **It was agreed that the PC would pay for 2 brown bins for the VH.**

02.22.19 Sport & Rec
No update available

02.22.20 Toilet
It was agreed that due to the lack of response to the advert for suitable cleaners/groundspeople Penny's would continue to be contracted to clean the toilet.

02.22.21 Environment Committee
RM will ask Charlotte Clark to represent the PC on the Environment Committee. The first meeting will be held on 5th March at 10am in the Village Hall.

02.22.22 Jubilee Committee
The first meeting has been held but no update was available.

02.22.23 Website/Facebook
No update available

02.22.24 Correspondence
Correspondence had been received from residents of The Dickredge concerned about the road closure during the installation of cables without prior notice. RM had spoken to various residents who were subsequently visited by a representative from Gigaclear explaining the situation. The work is now complete.

02.22.25 Planning - the following planning documents had been received and discussed

Applications

21/01123/F	Hatch End Old Poultry Farm	Transport addendum note ML to draft response
21/00182/TCA	The Lodge, southside	Treework - no objection
22/00176/F	Workshop adjacent phone exchange	Amendment to 20/02795/F no objection
22/00467/TCA	Bladebone House	Treework - no objection
22/00261/LB	Almshouses, Northside	conservatories - no objection

Decisions

21/02318/F	Land adjacent to Southside	Variation of conditions - Approved
21/04188/TCA	1 New Manor House	treework - NOI
21/02882/F	Nisbet House	External alterations to existing upper ground floor sun room and 1st floor extension over. Additional of 2 no dormer windows to the north east elevation and replace existing French doors in kitchen with sliding sash window - Approved
1/03592/F	Chancel Cottage	Erection of stand alone garden studio and change of use of land from allotment to residential garden - Approved

02.22.26 Finance - The following accounts were approved for payment:

Payee	Detail	Total Amount	VAT	paid
Parkland Fencing	MUGA gate	570.00	95.00	
Penny's	Toilet cleaning	1757.94	292.94	
Community First	subscription	70.00		
Community Heartbeat	VETS Yr 3	120.00	20.00	
Cathy Fleet	Clk sal Feb	307.70		

The paperwork for Change of Signatories for Unity Bank had been completed but require one further signature so will be completed at the March meeting.

Date of next meetings

21 March, 11 April, 16th May, 20 June, 18 July, 19 Sept, 17 Oct, 21 Nov

Other matters

Martin Lipson and Angharad Lloyd Jones offered their apologies for the next meeting. MKB will also be unable to attend.

Signed Date

ACTION LIST SUMMARY

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11.21.10	CC to arrange planting of wild flower seeds	CC	Pending
02.22.01	Planning - ML to draft objection for Clerk to submit.	ML	
02.22.02	Memorial to Margaret Mason - ML to draft the inscription.	RM/ML	
02.22.03	Operation London Bridge - - Clerk to clarify with OALC if there is a recommended supplier for Book of Condolences	CF	
02.22.04	Community Orchard - RM will speak to the solicitor requesting they contact Sarah Lucas's solicitor requesting further information regarding any covenants, rights of way or restrictions on the land. A limit of £2000 has been set on costs.	RM	

02.22.05	Highways - Clerk to accept quote for weed spraying	CF	
02.22.06	Toilet cleaner - RM to respond to applicants.	RM	
02.22.07	Pocket Park - ML will respond to CDC indicating the PC's desire to renew the lease and pointing out that some work is required in the area, e.g. cutting back the hedges and brambles.	ML	
02.22.08	Defibrillator - RM to organise an awareness session for the use of the defibrillator	RM	
02.22.09	Broadband - ML to sign Gigaclear documentation on behalf of the PC.	ML	
02.232.10	Brown Bins - It was agreed that the PC would pay for 2 brown bins for the VH. RM to action	RM	
02.22.11	Environment Committee - RM will ask Charlotte Clark to represent the PC on the Environment Committee	RM	

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