

**Minutes of the meeting of the Steeple Aston Parish Council held on
Monday 11th April 2022 in the Sport & Rec building**

Present: Richard MacAndrew (RM) [chair], Martin Lipson (ML), Stuart Ferguson (SF), Peter Dammermann (PD), Angharad Lloyd Jones (AL-J)

Members of the public : Julia Whybrew

In attendance: Cathy Fleet (Clerk)

04.22.01 Apologies were received from Charlotte Clarke, Cllr Mike Kerford-Byrnes (MKB)

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

04.22.03 Minutes of the last meeting held on 21st March 2022 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

04.22.04 Public Participation : None

04.22.05 Elections/Co-option
David Knapman is no longer interested in becoming a councillor. All present were encouraged to consider anyone who may be interested

04.22.06 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
11.21.10	CC to arrange planting of wild flower seeds	CC	Pending
02.22.03	CF to circulate quotes for Book of Condolences	CF	completed
02.22.08	RM to arrange defibrillator awareness session	RM	On-going
03.22.01	RM to instruct payroll regarding pay increase for Clerk	RM	Completed
03.22.03	Community Orchard RM to circulate quotes for treework	RM	On-going
03.22.04	Playground steward - RM to contact 2 applicants	RM	Completed. No response from one – other not interested
03.22.05	Village Hall - RM to contact the builder regarding the small wall outside the committee room which is crumbling . RM to see what needs doing re brambles outside the VH	RM RM	Builder will repair wall with stronger cement for free. If it doesn't work

			will have to use latex at a cost
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- 04.22.07 Reports from OCC/CDC**
 No report available.
 A letter has been sent to the leader of OCC by the Chairs' meeting expressing concern over service received by parish councils.
 A Fol request had been sent to CDC regarding visits made to Hatch End Old Poultry Farm prior to the CDC Planning meeting. The response from CDC was that no information was held.
- 04.22.08 Highways,footpaths/grasscutting**
 The road sign at top of Sixty Foot was damaged by recent high winds and has been reported on Fix my Street. Graffiti on wooden surround to electricity sub station removed by Graham Porcas. Thanks were expressed to Graham.
- 04.22.09 Re-tarmacing of Robinsons Close**
 An email had been received from Kate Tomlinson. Dr Radcliffes Trust will re surface bottom car park and requested that PC litter pick and look after hedges. This item to be added to the list of hedges to be cut annually. Dr Radcliffes Trust will also pay legal fees for transfer of lease. **RM to write and thank the Trust.**
- 04.22.10 Condolence Book**
ML to purchase – RM to find out where it should be stored
- 04.22.11 Play Area/Teenage Facilities**
 The hinge to the gate to the toddler play area has broken - RM to put notice up – ML to source hinge.
 Quote for zipwire - one for strip down and inspect and tension £650 if seat replaced total £930. Other quote dismantle, service, £577 - replace seat & chain additional £350. 3rd quote outstanding.
 Details had been obtained of Text Donate for visitors to be encouraged to donate to the upkeep of the playground. **ALJ will research and report back.**
- 04.22.12 Village Hall**
 No update
- 04.22.13 Sport & Rec**
 No update
- 04.22.14 Toilets**
 As recent adverts for a cleaner have not received any response it was agreed that Penneys would continue to be used for the toilet cleaning and this will no longer be an agenda item. Provision has been made in the precept for the additional costs.
- 04.22.15 Website/Facebook**
 The website committee meeting will be held tomorrow

04.22.16 Correspondence

A letter had been received regarding the license required by Henry Squire and diocese regarding the necessary scaffolding - negotiations are on-going. SACCA are asking for a donation towards equipment from Henry Squire. It is proposed that the overhead cable will be renewed to a higher specification, which would be unsightly and some concern was expressed. **RM to ask Henry Squire if cable could be run underground**

04.22.17 Environment & Sustainability Committee

Updates had been circulated. Carl Tomlinson is Chair. ToR were also circulated. The ToR were approved by PC

Jubilee Committee

A grant of £3K has been obtained from Arts Council and an application made to CDC for £500. Funds to be paid to PC account and payments made from PC account and separately recorded. A poster being made by local artist to be sold for £10-15. Fete at the Gate – encouraging people to show what they can do – jam, meringues etc! Whit races to be on Robinsons Close

04.22.18 Planning

Applications

22/00856/DISC Manor Farm, Southside Discharge of Conditions

Decisions

22/00261/LB	Almshouses, Northside	APPROVED
22/00107/F	The Rise, Southside	APPROVED
22/00604/TCA	Paynes Hill House	APPROVED
21/01123/F	Hatch End Old Poultry Farm	REFUSED

Thanks were expressed to MKB for his work on Hatch End Old Poultry Farm

04.22.19 Finance - the following accounts were approved for payment:

Payee	Detail	Total Amount	VAT	paid
Steve Palmer plumber	VH blocked drain	55.00		
Cathy Fleet	clk sal	312.43		
Community Heartbeat	Defib pads	58.80	9.80	
SAL	Advert	15.00		
TP Jones	payroll	56.70	9.45	

The forms for Unity Bank to add signatories of new councillors and remove old signatories was approved

Date of next meetings

3rd Monday of the month
16th May, 20 June, 18 July, 19 Sept, 17 Oct, 21 Nov

Annual Parish Meeting 16th May 7pm
Annual Meeting of the Parish Council 16th May 7.30pm

Other matters

ML has sourced a suitable plaque in memory of Margaret Mason to be placed on the village hall wall. The wording of the inscription has been agreed with Roger Mason and the PC agreed to the outlay.

PD has started work on cleaning the bus shelter opposite Bradshaw Close and will require power and water to clean it – **RM to ask neighbour**

Grants for war memorial maintenance available – **ALJ to follow up**

Quote from Cotefield for hedging work around war memorial received £350 . Ben Akerman suggested coppicing (more than Cotefield quote) hedge is ok except for 1 section and the sensible thing to do for long term maintenance is to maintain the hedge around the memorial, remove the roadside hedge remove roots and put down to grass . This would require more initial investment but will be easier to maintain in the long run. RM and ML to make site visit to discuss.

Pocket park – correspondence had been received from CDC – they have instructed their legal department to issue new lease which may take time – in meantime CDC may need to maintain land. ML meeting CDC on site to discuss

Signed Date

ACTION LIST SUMMARY

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03.22.03	Community Orchard RM to circulate quotes for treework	RM	On-going
04.22.01	Re-tarmacing of Robinsons Close car park - RM to write to Dr Radcliffe's Trust and thank them	RM	
04.22.02	Condolence Book - ML to purchase book RM to find out where it should be stored	ML RM	
04.22.06	Playground - ALJ will research Text Donate and report back	ALJ	