



THE CAUSEWAY

## STEVENTON PARISH COUNCIL

Mr.s. Angela Einon, Parish Clerk

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### Minutes of Annual Meeting of Steventon Parish Council held on Tuesday 3<sup>rd</sup> May 2016 after the Annual Meeting with the Parish in the Village Hall Millennium Room

#### 1. ELECTION OF CHAIRMAN AND VICE CHAIRMAN

To stand for the year 2016-2017.

**Chairman:** Dr Chris Wilding was nominated by Mr R Green and seconded by Miss L Humphries. Agreed by all Parish Councillors present.

**Vice Chairman:** Mr R Green was nominated by Mr R Bosley and seconded by Mrs C Denton. Agreed by all Parish Councillors present.

Mr Green took the Chairman in the absence of Dr Wilding. He thanked Mr Bosley for his time as Chairman.

#### 2. APOLOGIES FOR ABSENCE

Apologies were received from Dr. C Wilding

#### 3. PRESENT

Mr J Bennett, Mr R Bosley, Mr J Clark, Mrs C Denton, Mr R Green, Miss L Humphries, Mr J Spiller and Mr R Wilkinson. Mrs A Einon (Parish Clerk) and Cllr S Lilly (OCC) were in attendance. There were twenty three members of the public present.

#### 4. DECLARATIONS OF PECUNIARY INTERESTS AND OTHER DECLARATIONS

To receive any declarations of disclosable pecuniary interests, and other declarations, in respect of items on the agenda for this meeting.

There were no declarations.

#### 5. PUBLIC PARTICIPATION

##### 5.1. Network Rail

Mr Green had spoken with Richard Warren OCC who had received no response from Network Rail regarding the justification for closure of Stocks Lane crossing. Mr Lilly had been to a meeting with Network Rail and OCC last week, when it had been proposed to do traffic surveys by video of both Stocks Lane and the Causeway level crossings. The current thinking was to realign the tracks to the center of the bridge thereby giving a greater height.

##### 5.2. Devolution

Attendees were disappointed that Matthew Barber was not present to give the Vale side of the proposals. It was felt that he should be asked to attend the next meeting

**5.3. Sports and Social Club** propose to replace the storage shed. Two horse chestnuts at the side overhang the area; these had been looked at in the last survey and although they required some dead wooding, should not be removed. Any proposal to remove would have to be referred to the Tree Officer at the Vale for permissions.

**5.4. PCSO** had not attended meetings lately. The PC understood that it was not always possible to line up with shift patterns, but a report would be appreciated.

#### 6. REPORT FROM ANY COUNTY OR DISTRICT COUNCILLOR IN ATTENDANCE

Councillor Lilly reported that a planning application for 4500 houses which would ultimately fill all of the land between Harwell and the Milton Interchange and would up the population by 1600 had been submitted.

The local plan had proposed 200, but as it was unadopted we are open to speculative development.

The Milton Interchange was due to fully open next week, with the underpass being operational. A417 he had arranged with Thames Valley for spot checks to be done for weights and speed. Chilton slip roads and the roundabout were due to be completed in September. The compulsory purchase of land for the Featherbed Lane changes was ongoing.

#### **7. APPROVAL OF THE MINUTES OF THE LAST MEETING**

The minutes of the meeting held on Tuesday 5<sup>th</sup> April 2016 were accepted as a true record.

Proposed: Mr Bosley. Seconded: Mr Clark

#### **8. MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING – REPORTS ON ACTIONS**

##### **8.1. Registration of Parish Council Land**

The requests to the Land Registry were ongoing.

**Action 16/5/01: Mr Green**

##### **8.2. Ditch clearance programme**

White Horse construction had cleared the ditch by the road on the village green; it would be reseeded when the spoil had dried out. A number of bricks had been flushed out when the concrete duct under the road had been jetted and the operators were surprised to be able to hear running water although the water level had been quite low. The Clerk would notify the residents north of the green when the next clearance was programmed.

**Action 16/5/02: Clerk**

##### **8.3. Annual inspection by ROSPA**

Mr Clark and Mr Wilkinson had looked at the chains on the swings and felt that the swivels were showing signs of wear, and were surprised this had not been mentioned at the last inspection. The Parish Council decided to purchase new chains and swivels from Wickstead and enquire if they had an installer in the vicinity. The trip hazard had been inspected and there was no obvious solution apart from ramping more soil at the edges and planting more grass. The next inspection was due in July.

**Action 16/5/03: Clerk**

##### **8.4. Flood contingency Plan**

Mr Green had found that the application for funds, the form was in hand, had a deadline of September.

**Action 16/5/04: Mr Green**

##### **8.5. Tree safety**

Mr Bosley had still to meet Mr Hall to discuss the programme.

**Action 16/5/06: Mr Bosley**

##### **8.6. Traffic calming**

Mr Green had been trial running the machine to test in Stocks Lane. Unfortunately the response from Highways to using signage posts to attach the machine had been a no. The problem being that the machine was too wide and therefore had too great a wind resistance. This is surmountable by removing the outside yellow area. They also considered it to be too heavy, it is possible to purchase lighter batteries but before spending more money, it was decided to investigate the possibility of a support for the machine to take the weight both of which could be strapped to the supporting pole. Over the four week period that the machine had recorded at Stocks Lane, 2 weeks in each direction, there had been 546 traffic movements per day, 108 instances of over 30 mph, an average of 28 mph. There had been one instance at 12.30 on 19<sup>th</sup> April when 72 mph was recorded. The machine would now be sited at the Causeway crossing for the next four weeks.

**Action 16/5/07: Mr Green**

##### **8.7. Ditches**

The Clerk had written to the local landowners and developers requesting they indicate on a map the ditches that they felt were in their charge and for them to ensure that all were free flowing. No replies had been received to date. A reminder to be sent to ask for a response by the next meeting.

##### **8.8. Network Rail**

Nothing had been heard from Network Rail or OCC regarding plans for Stocks Lane and electrification. Ed Vaizey's assistant had agreed to chase up the long awaited documents. The feeling of the meeting was that Network Rail are employing delaying tactics and communication had been disgraceful. Concern was again expressed about what happens when the Causeway

crossing barriers fail or is closed for maintenance, as has happened frequently lately, if there is no alternative via Stocks Lane.

#### **8.9. Street Names**

The Clerk had contacted the Vale, the signs had been ordered and would be installed as soon as they were received.

#### **8.10. Police Commissioner elections**

The information on candidates had not been available at the last meeting as nominations had not closed. The Clerk had sent the details to Steventon News for publication, though information was scarce and only gave websites for further research.

#### **8.11. Works of art**

Research the possibility of a village map to be sited near the war memorial. Redesign of area in collaboration with Sarinc and Parochial charities.

**Action 16/5/08: Mr Clark/Mr Bosley**

#### **8.12. Ambulance access**

There had been a further incident on Saturday night prior to the meeting when an ambulance was held up at the crossing.

### **9. ITEMS FROM RISK ASSESSMENT ACTION SCHEDULE.**

9.1. Standing Orders. – deferred to June meeting.

9.2. Bi-annual check to ensure the latest [most suitable] anti-virus software is being used. (s).s

Both machines were now covered by an agreement with McAfee, it was hoped that the very hold one could be retired before the AVG cover ran out.

### **10. WORKING GROUP, SUB-COMMITTEE AND REPRESENTATIVES ACTIVITIES**

#### **10.1. Finance and General Purposes Committee JB, RB, JC,LH,CW, Clerk**

Not met

#### **10.2. Planning Committee RB, CD, RG, JS, CW, Clerk**

Not met

#### **10.3. Burial Ground CD, LH, RW, Clerk**

The working party met on Sunday 24<sup>th</sup> April at 10.30. There were only two graves whose headstones gave concern. However the overall tidiness and compliance with rules was not satisfactory. Glass containers were removed from several graves and ornaments etc. were still prolific, some were cause for safety concerns. Planting along the grave, or pots, made it impossible to mow as it should be, a strimmer had to be used. It was decided that a more prominent notice stating pertinent rules should be displayed. The Burial ground working party to meet on 19th May to draft. The paddock fence was inspected and Mr Wilkinson agreed to clear some of the overgrowing bushes, and falling branches.

#### **10.4. Neighbourhood Plan RB,RG,JC,JS,CW, Clerk and volunteers: Lorraine Atkins, Laura Bosley, Nigel Goode, Avril Ivin, Nick Thompson**

HR Wallingford had examined some of the plans and hopes to visit sites within the next ten days. A meeting with Fiona Mullins (CFO) to be scheduled. The Open meeting to present the scoping report to be held on 6<sup>th</sup> June.

##### **10.4.1 Open Spaces – Trees, Greens, Waterways and Footpaths RB, JC, LH, JS, RW,**

The tree working group had met on Sunday 10<sup>th</sup> April and assessed the state of the trees. Green spaces, by the Copse, Jon Spiller to speak to Charlotte Colver. Discussion on more dog fouling signs for the green.

##### **10.4.2 Recreation and Leisure – Playground, Sports Hall RB, CD, RG,CW – Nigel Goode**

##### **10.4.3 Village Infrastructure – Railway, Roads, Drains JB, RB, RG,JS,CW – Nick Thomps**

The footpaths and waterways at the end of Milton Lane had been cleared by the Environment Agency and the conifers trimmed by Nick Turner.

##### **10.4.4 Houses and Planning – RB,JC,CD,RG,JS,CW, - Laura Bosley, Avril Ivin**

The sub groups were working out wording for entry into the scoping report..

#### **10.5. Sarinc RW, CD**

Major problems were being experienced with dog fouling on the allotments, if it does not improve, will lead to dogs being banned.

It was decided to return the format of committee, sub-committee, working group, and representatives to the previous i.e. Neighbourhood plan would have one heading.

## 11. FINANCE

### 11.1. ACCOUNTS 2016-17

The accounts to date were circulated and discussed. Proposed: Mr Bennett. Seconded: Mr Green

### 11.2. Cheques for Signature

	Payable	Description	Net amount	vat	Total	cheque no
1	Mrs. A Turton	Litter collection April £200 Invoice 136	£195.00	£0.00	£195.00	2226
2	Angela Einon	Clerk's salary April £490.66 gross £392.67 net plus Office expenses £16.67 includes annual increment	£409.34	£0.00	£409.34	2227
3	Angela Einon	Talk Talk bill to 15 April	£17.90	£0.00	£17.90	
4	Angela Einon	Westfield environmental - 15 bags shredding	£75.00	£15.00	£90.00	
5			£92.90	£15.00	£107.90	2228

### 11.3. Financial year 2015-16

The Annual return was circulated and comments made on the responses to be sent to the External auditor.  
The return was approved by the Parish Council.

## 12. Correspondence

### 12.1. Received

6/4/16	E	N Turner	Tree and ditch clearance	
6/4/16	E	Hannah Krugar	79 Hanney Road	
6/4/16	E	RG>Lee Turner	Hanney Road lampposts	
6/4/16	E	RG>Lee Turner	Permission to use lampposts	
7/4/16	E	C Wilding	Parking Hanney Road	
7/4/16	E	Reg waite	Milton Park Liaison group minutes	
7/4/16	E	Planning	Automatic response	
7/4/16	E	By the Meadow Farm	Map	
7/4/16	E	Eaglestone, Margaret	Health matters	
7/4/16	E	John Clark	Parking Hanney road	
8/4/16	E	Reg Waite	Copies of presentation at meeting	
8/4/16	E	Warren Tunley Westcliffe	Confidential shredding	
8/4/16	E	RB>Milton park liaison	Clarification of minute	
8/4/16	E	Karen Dodd	Didcot Garden Town	
9/4/16	E	Jeremy Biggs	Ock clean water survey	
11/4/16	E	Mike Biggs	HR agreement	
12/4/16	E	Roxanne Roy	Certificate of destruction	
12/4/16	E	Emma Burnwood (Magnox)	Administrative arrangements for SSG meeting	
12/4/16	E	Mark Hewer	Letter from Cllr Matthew Barber	
12/4/16	E	Cllr M Barber	Vale newsletter	
12/4/16	E	Age uk	Community Information network	
14/4/16	E	Harwell ssg	NFA update April	
14/4/16	E	Emma Anderson	Home Start Oxfordshire thank you	
14/4/16	E	Nicholas turner	Volunteer as flood marshal	
14/4/16	E	John Clark	Play area swings	
15/4/16	E	John Tabor	South and Vale Carers Thank you	

15/4/16	E	Robin Tucker	Cycle path to Milton	
15/4/16	E	Grants	Grants for Queen's birthday celebrations	
15/4/16	E	Sally Ann Worsley	Names for roads on 65 new properties DW2	
15/4/16	E	R Bosley	Cycle path to Milton	
15/4/16	E	Supported transport	Subsidized buses update	
15/4/16	E	Jeremy Lloyd	Electoral roll update	
15/4/16	E	Sally Ann Worsley	Street signs	
15/4/16	E	Cllr M Barber	Land off Brewer Close	
16/4/16	E	Mary Malin	Parochial charities	*
16/4/16		VWH	The Crows Nest 50 Castle Street P16/V0842/LDP rear extension	
18/4/16	E	Laura Hutchins-Payne	Steventon Matters	
18/4/16	E	Sally Ann Worsley	Street signs ordered	
18/4/16	E	Jeremy Biggs	Ock Clean water	
19/4/16	E	Hayley Males	Village green and hall	
19/4/16	E	Sally Ann Worsley	Milbank Way and Brind Close street signs to be installed	
19/4/16	E	Richard Williams	Drayton Blue Cedar houses application	
19/4/16	E	RG> Parish	Drayton Neighbourhood Plan – Blue Cedar	
20/4/16	E	Megan Owen Oxfordshire LEP	OxLep	*
20/4/16		VWH	79 The Causeway P16/V0909/DIS Discharge of conditions	
21/4/16	E	Hutchins-Payne Laura	Re: Steventon Matters	
21/4/16	E	Sue Hunt	Community first newsletter	
21/4/16	E	Jan Gossett	Freedom of information course	
21/4/16	E	Richard Webber	Extension of time to object to Blue Cedar proposal	
21/4/16	E	Clarke Jane E&E	T4186 Steventon Stocks Lane Level crossing	
21/4/16	E	TTRO Rquests	Milton interchange	
21/4/16	E	Pridgeon Bert E&E	A4245 Road closed	
21/4/16	E	Rita Atkinson	Damascus presentation Annual Meeting	
22/4/16	E	Steventon News	Police elections	
22/4/16	E	Clarke Peter Corporate services	Devolving powers to town and parish councils	
22/4/16	E	Alexandra Pyle	Win an Ipad	
22/4/16	E	Cllr Rodney Rose	Oxfordshire together update	
23/4/16		OxLep	Notification of ~Strategic Economic Plan for Oxfordshire feedback required.	
24/4/16	E	Sarinc	Minutes	
24/4/16	E	Sarinc	Annual meeting with the Parish	
25/4/16	E	Hayley Males	Steventon village hall and green hire	
25/4/16	E	Hayley Males	Steventon village hall and green hire	
25/4/16	E	Clarke Jane E&E	T4194 Causeway crossing Steventon	
25/4/16	E	Robert Green	Spec for Mini 300	
25/4/16	E	Tom Iles	Drainage green	
25/4/16	E	Jan Gossett	Transparency grants	
26/4/16	E	Harwell SSg	Agenda for meeting	

26/4/16	E	Corporate Strategy	Town and Parish Forums	
26/4/16	E	C Wilding	Material assets	
26/4/16	E	Reeves	Memorial application	
26/4/16	E	Tom Iles	Ditching	
26/4/16		SLCC	Notice of extraordinary general meeting	
27/4/16	E	Reeves	Acknowledgement	
27/4/16	E	RG> Charlotte Colver	Neighbourhood plan	
27/4/16	E	Sarinc	Annual report	
27/4/16		Abingdon Stone and Marble	Memorial request Alyce Fletcher	
27/4/16		Enrych	Thank you for donation	
28/4/16	E	Jan Gossett	OALC Newsletter	
28/4/16	E	RG<William Sparling	Neighbourhood plan officer	
28/4/16		VWH	P16/V0980/Ful Erection of 57 dwellings and a bakery with associated access amended by plans received 8.5.15 Land at Abingdon Road Steventon	
28/4/16		VWH	Tudor House 67 The Causeway P16/V0958/HH & V0959/LB Renovation and conversion of the long barn to ancillary accommodation.	
29/4/16	E	Mark Hewer	Letter from Cllr Matthew Barber	*
29/4/16	E	RG>Richard Warren E&E	Crossing closure	
29/4/16	E	Mary Malin	Parochial Charities report	
30/4/16	E	Robert Green	Spec for Mini 300	
1/5/16	E	Cllr S Lilly	Milton interchange the final stage	
2/5/16	E	Cllr S Lilly	OCC Parish report for May 16	
3/5/16	E	VWH	Vale news	
3/5/16		Mrs A Turton	Thank you. Bin on the village green and household rubbish	*

#### 14.1.1 Oxlep/Letter from Matthew Barber

Concern was expressed at the lack of demographic accountability.

#### 14.1.2 Litter

Mrs Turton had written that the rubbish bin at the rear of the Green should be added to a replacement programme, when funds were available. The bins around the Green had been filled with what appeared to be household rubbish, could this be included in the Chairman's notes in Steventon News, as it meant more trips to dispose of the rubbish which should be put out for the weekly collection, and no room for the litter which the bins are provided.

#### 14.2 Sent

6/4/16	E	Warren Tunley Westfield	Confidential shredding	
7/4/16	E	R Wilkinson J Clark	Extract of Rospa report relating to swings	
7/4/16	E	Sally Appleyard	Planning return	
7/4/16	E	Hannah Kruger	79 Hanney road	
8/4/16	E	Sally Appleyard	Return re Lindesfarne	
11/4/16	E	Mike Biggs	Posting signed agreement	
11/4/16		Mike Biggs	Signed Agreement returned with official order	
14/4/16	E	Steventon News	Police elections candidates	
14/4/16	E	Nicholas Turner	Thank you for volunteering as a flood marshal	
15/4/16	E	Sally Ann Worsley	Street names missing Milbank Way and Brind Close	

19//4/16	E	Stuart Fisher	Burial ground rules etc.	
20//4/16	E	Chris Wilding	Ditches access to village hall	
18/4/16	E	Sally Ann Worsley	Signs ordered	
21/4/16	E	Laura Hutchins Payne	Steventon Matters	
21/4/16	E	Jan Gossett	Freedom of information course	
24/4/16	E	Hayley Males	Hire of village hall and green	
26/4/16		Stewart Lilly	Agenda and Minutes	Post
26/4/16		Matthew Barber	Agenda and Minutes	Post
26/4/16	E	Corporate Strategy	Town and Parish Forum confirmation of address	
26/4/16	E	Reeves Memorials	Memorial application	
26/4/16	E	Tom Iles	Conformation order	
30/4/16	E	Robert Green	Spec for mini 300	

### 13. PLANNING MATTERS

#### 15.1. Applications

15.1.1. P16/V0842/LDP The Crows Nest 50 Castle Street Steventon ABINGDON OX13 6SR  
Rear extension to existing dwelling

No comment required as a legal development question.

15.1.2. P16/V0909/DIS 79 The Causeway Steventon ABINGDON OX13 6SQ

Discharge of conditions 3 materials, 4 - joinery details and 5 - submission of details on application refs.

P14/V2864/HH and P14/V2865/LB Demolition of rear single storey lean-to. Erection of single storey and one and half storey rear extensions. Internal and external alterations.

No objection

15.1.3. P16/V0980/FUL Land at Abingdon Road Steventon

Erection of 57 new dwellings and a bakery with associated access and public open space. (as amended by plans received on 08.05.15) P14/V2704/FUL Conditions(s) 2

No objection

15.1.4. P16/V0958/HH&P16/V0959/LB Tudor House 67 The Causeway Steventon ABINGDON OX13 6SQ Renovation and conversion of the long barn to ancillary accommodation

**Object** – Assessment not possible as no structural survey, design and access incomplete. Method statement brief and inadequate and serious doubts about its accuracy. Access for work, underpinning, neighbours, conservation area. Tree report unclear. Septic tank mentioned but no location indicated.

### 16. MATTERS FOR FUTURE DISCUSSION AND INFORMATION

Waste dumping on grass recreation area at the Pitchings. Linden Homes, Parish Council require details of the management committee who would be responsible for this area.

### 17. DATE OF NEXT MEETING 7<sup>th</sup> June 2016

The meeting closed at 9.55 pm

**APPROVAL** Signed as a true record of the Meeting:

Name: Dr C Wilding

Position: Chairman of the Parish Council

Signature:

Date: 7<sup>th</sup> June 2016