



THE CAUSEWAY

STEVENTON PARISH COUNCIL

Mrs. Angela Einon, Parish Clerk

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Minutes of the Annual Meeting of Steventon Parish Council held on Tuesday 4th May 2010 at 19.00 in the Village Hall Millennium Room

1. APOLOGIES FOR ABSENCE.

Apologies were received from Mrs A Ivin.

2. ELECTION OF CHAIR AND DEPUTY OF THE PARISH COUNCIL

Mr Bosley was re-elected as Chair for a further term. Nominated: Mrs Rees, Seconded: Mrs Denton. Mr Fisher was elected as deputy. Nominated: Mr Reade. Seconded: Mr Howden

3. PRESENT

Mr R Bosley (Chair), Mrs C Denton, Mr S Fisher, Ms L Hotchin, Mr M Howden, Mr M Reade, Mrs S Rees, and Mr W Temple. Mrs A Einon (Parish Clerk) was in attendance. There was one member of the public present.

4. TO RECEIVE DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE COUNCIL'S CODE OF CONDUCT [AND SECTION 106 OF THE LOCAL GOVERNMENT FINANCE ACT 1992]

All members of the Council have an interest in the reservoir. Mr Reade expressed an interest in item 13 Planning applications as it could affect his property.

5. PUBLIC PARTICIPATION

6. APPROVAL OF THE MINUTES OF THE LAST MEETING.

The minutes of the meeting held on 6th April 2010 were accepted as a true record with the following corrections, and signed by the Chair. Proposed: Mrs Denton. Seconded: Ms Hotchin.

Item 5 Correction of spelling names of Ms Hotchin and Mrs Ivin.

7. MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING – REPORTS ON ACTIONS

7.1 Northway.

The Clerk had contacted Vale Housing about the complaints of rats and the response had been to contact Environmental Health at Vale of White Horse. The police would be advised of any motorcyclists not complying with the law. Mr Bosley had been told that a resident was purchasing a property but felt this was an error since Northway is a restricted retirement area.

7.2 Castle Street

The paved area in front of the flats was dangerously uneven Mr Brown and the Clerk had reported to Highways.

7.3. Drainage Village Green

No further information had been received.

7.1.Parish Emergency Plan

No further action had been taken

7.2.Ditches and flooding

The Clerk had received a response from Highways that there was no programme of culvert clearance. Highways would respond to individual reports of problems. If required gratings could be replaced. Mr Bosley would speak to them again regarding the Mill Street culvert.

Action 10/05/01: Mr Bosley

7.3. Water voles results of surveys BBOWT

A meeting had been arranged for Thursday 13th May to discuss the cutting programme with the allotment warden; Mrs Rees, Mr Bosely and Mrs Shrimpton would attend.

Action 10/05/02: Bosley/Rees/Sarinc

7.4. OCC – bus stop

The Clerk had responded to OCC and received an acknowledgement.

7.5. Parking Hanney Road

Mr Bosley had sent responses re land ownership of the verges in Hanney Road to Mr & Mrs Burgess.

7.7 Highway Maintenance

The Clerk had report Stonebridge road to the Highways as had Mr Ian Brown.

7.8 Drainage Little Green

A letter had been sent to Mr Smith the developer of the house in the Gables garden expressing the Parish Council's concerns and the consequence to properties on the Little Green should the drain be blocked by traffic crossing into the site.

8. PARISH COUNCIL REPRESENTATION AT SPORTS AND SOCIAL CLUB, PAROCHIAL CHARITIES, SARINC. MEMBERSHIP OF COMMITTEES, SUB-COMMITTEES AND WORKING PARTIES.

The representative to the Sports and Social Club Committee for the year is Mr Andrew Kerr.

Proposed by Mr Temple Seconded by Mr Reade.

No other representatives were due for change at this time.

The membership of Committees and working parties would remain as last year.

Finance and General Purposes Committee

Mr Bosley, Ms Hotchin, Mr Howden, Mrs Rees, Clerk

Planning Committee

Mr Bosley, Mr Fisher, Mr Howden, Mrs Ivin, Mr Reade, Mrs Rees, Clerk

Burial Ground

Mr Reade, Mrs Rees, Clerk

Village Waterways, ditches and Flooding

Mr Bosley, Ms Hotchin, Mr Reade, Mrs Rees

Footpaths

Mr Bosley, Mr Fisher, Ms Hotchin

Trees and Greens

Mr Bosley, Mr Fisher, Mrs Ivin, Mr Reade

Parish Plan

Mrs Ivin, Mr Howden, Mr Temple

Playground

Mrs Denton, Mrs Ivin, Mr Temple

Thames Water liaison

Ms Hotchin, Mrs Rees, Mr Temple

Sarinc

Mr Temple, Mrs Rees

Sports and Social Club

Mr Bosley, Mr Reade

Website

Ms Hotchin, Mr Howden, Mrs Rees, Clerk

9. REPORT OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 14TH APRIL 2010

The minutes of the meeting circulated were agreed as a true record with one change. Annual meeting item 5: The poster boards were on loan from The Open University not Brookes as stated.

10. WORKING GROUP, SUB-COMMITTEE AND REPRESENTATIVES ACTIVITIES

10.1. Finance and General Purposes Committee RB, LH, MH, SR, C

Reported above

10.2. Planning Committee RB,SF,MH,AI,MR,SR,Clerk

10.3. Burial Ground MR, SR, Clerk

The notice board had been installed.

10.4. Village Waterways, ditches and Flooding RB, LH, MR, SR

Mr Bosley was investigating a blocked ditch at Deanes Court.

Action 10/05/03: Mr Bosley

10.5. Footpaths RB, SF, LH

The bridge on the A34 was still ongoing.

10.6. Trees and Greens RB, SF, AI, MR

There was a tree across the footpath at Kennel Lane. Mr Bosley would ask Mr Tyrell and Mr Pajak to suggest an action.

Action 10/05/04: Mr Bosley

The access notice for the road on the main green was on order.

10.7. Parish Plan AI, MH, WT

10.8. Playground CD, AI, WT

Mrs Denton was investigating the no smoking and dog ban.

Action 10/05/05: Mrs Denton

Mr Temple had received a letter via Mrs Ivin from Playground Services saying that the manufacturers could replace the present vertical ladder with an access ramp at a cost of £1930 including patching the wet pour. The Parish Council were upset that they were being asked to pay a further large amount for rectification to something that was not what was ordered in the first instance and had been installed without consultation. The Clerk was asked to write to Playground Services expressing the Council's feelings.

Action 10/05/06: Clerk

10.9. Thames Water liaison LH, SR, WT

10.10. Sarinc SR, WT

The Parish Council expressed their thanks to Sarinc for the cheque to cover the cost of tree work on the village green.

10.11. Sports and Social Club RB, MR

The Sports and Social Club had held an EGM

10.12. Website LH, MH, SR, C

Information about water voles is now online.

11. FINANCE

11.1. Accounts 2009-10

The accounts were discussed and approved. Proposed: Mrs Rees. Seconded: Mr Reade.

11.2. Annual Return 2009-10 to BDO for Audit

The proposals by the F&GP committee concerning the return were agreed. The audit questions had highlighted that a schedule of reviews was required and it was decided that in future at the June meeting there would be a review of the risk assessment and July would include review of internal audit. A copy of the bank statement with bank reconciliation would be provided three times a year, a detailed income and expenditure sheet was already provided monthly.

The draft return was circulated to the Parish Council and discussed; the variations from the previous year were agreed.

The Annual Governance statement was examined in detail and a yes response agreed to the nine questions.

11.3. Cheques for Signature

Indicates expenditure relating to 2009-10 financial year.

The Clerk would speak to the Parochial Charities re non-presentation of the cheque for 2008-9 before issuing the replacement. She would also write to the bank asking that cheque number 1821 be stopped, as it had been lost.

12. CORRESPONDENCE

12.1. Received

15/4/10	OPFA	Playing field newsletter
16/4/10	Sue Ryder Care	Thanks for donation
16/4/10	OCC	Home 2 School newsletter
17/4/10	Independent Advice Centre	Thanks for donation
17/4/10	South and Vale Carers Centre	Thanks for donation
18/4/10	KEEN	Thanks for donation
18/4/10	St John Ambulance	Thanks for donation
21/4/10	Village Hall	Invoice for F&GP hall hire 14 April
21/4/10	VWH	STE/21169 change of use of paddock to domestic curtilage. Land rear of the Gables Steventon.
22/4/10	ORCC	Invitation to 90 th birthday celebrations 3 July
22/4/10	OCC	Receipt for zebra funding
22/4/10	Home Start Southern Oxfordshire	Thanks for donation
25/4/10	VWH	Posters re loft insulation
26/4/10	Sarinc	Cheque for tree work by Russ Gooding
29/4/10	CPRE	Membership guide
30/4/10	Milton matters	newsletter

12.1.2. Change of use from paddock to domestic The Gables

A letter from Mrs Reade, together with a copy of a letter to VWH, received on 3rd May was circulated and discussed under the Planning head.

12.2. Sent

9/4/10	Mr P Smith	Re damage to underground pipe outside The Gables
9/4/10	Russ Gooding	Payment for tree work and return insurance documents
9/4/10	Abingdon Citizens Advice Bureau	Donation
9/4/10	Home Start Southern Oxfordshire	Donation
9/4/10	Oxfordshire Association for the Blind	Donation
9/4/10	South and Vale Carers Centre	Donation

9/4/10	The Independent Advice Centre (Wantage)	Donation
9/4/10	Sue Ryder Care	Donation
9/4/10	KEEN Kids Enjoy Exercise Now	Donation
9/4/10	St. Johns Ambulance	Donation
9/4/10	CPRE	Donation to further work on preventing reservoir
9/4/10	A Pajak	Cheque payment for installation of signs
9/4/10	Abingdon Stone and Marble	Response to request for memorial Gibbard
11/4/10	The Registrar Didcot	Green form for Mrs Barnes
11/4/10	The Registrar , Oxford	Green form for Phillip Boyes
11/4//10	Patrina Effer, Sarinc	Copy of invoice from Russ Gooding
15/4/10	Sally Williams Withyking	Licence for 13a The Green track access
15/4/10	Parochial Charities	Request to attend Annual Meeting and presentation
15/4/10	Village Hall	Request to attend Annual Meeting and presentation
15/4/10	St Michael's School	Request to attend Annual Meeting and presentation
15/4/10	Sarinc	Request to attend Annual Meeting and presentation
15/4/10	Sports and Social Club	Request to attend Annual Meeting and presentation
16/4/10	Highways Southern	Cheque for zebra crossing
27/4/10	The Registrar Didcot	Green form Mr Brian Day
27/4/10	T Fraser	Minutes and Agenda
27/4/10	I Brown	Minutes and Agenda
27/4/10	M Murray	Minutes and Agenda

13. PLANNING MATTERS

STE/21169 Change of use of paddock to domestic curtilage. Land rear of the Gables Steventon.

Mr Reade withdrew for this item.

There was considerable discussion about the possible effects of this change. The Council decided to make a return to the Vale objecting to its change of use as it provided part of an overflow area in the event of floods. Any building, hard standing, landscaping could affect the flood plain.

14. MATTERS FOR FUTURE DISCUSSION

No matters for future discussion

15. DATE OF NEXT MEETING. 1st June 2010.

The meeting closed at 8.15 pm.

APPROVAL Signed as a true record of the Meeting:

Name: Richard Bosley

Position: Chair of the Parish Council

Signature:

Date: **1st June 2010**