

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

CLERK'S BRIEFING NOTES

PARISH COUNCIL MEETING ON 1 August 2019

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Aston, Cote, Shifford and Chimney Parish Council

Correspondence sent since 4 July 2019


1. Ltr to JH 0 Bull Street ditch clearance – 14Jul
2. Ltr to Moore Stevens re AGAR 18-19 – 14 Jul
3. Ltr to OCC re Community EP – 14 Jul
4. Ltr to St James Church – 14 Jul

All other correspondence by email.

Clerk's Briefing Notes – 1 August 2019
Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 10a – Database of Groups/Organisations working document

Below is a working document of groups/organisations to which the council either belongs or is invited to attend meetings of. The clerk will continue to add to this document as it develops and the council looks at how it will fit in with the proposed portfolio responsibilities in agenda item 10a.

| Name | Contact Details | Meeting Cycle | Mission Statement | Member |
|---|---|--------------------------------------|---|-----------------|
| Campaign for Rural England | Oxfordshire Contact: Becky Crockett, Branch Administrator. First Floor, 20 High Street, Watlington, OX49 5PY. Telephone: 01491 612079 Email: administrator@cpreoxon.org.uk Web: www.cpreoxon.org.uk Charity | AGM and quarterly | Protecting and shaping the English countryside - We work locally and nationally to stand up for the countryside: to protect it from the threats it faces, and to shape its future for the better. Standing up for your countryside - CPRE has been standing up for the countryside for nearly 90 years. In that time, we've seen some remarkable successes. We've helped win protection as National Parks for some of our most remarkable landscapes, from the Lake District to the South Downs. We've helped to influence and apply planning laws that have, against the odds, preserved the special beauty and character of the English countryside. | Y |
| Eynsham Area Community Resilience Group | Ron Hollis - Chair email: rthollis@hotmail.com Ben Campion, Brize Norton (Secretary) lb.campion@brizenortonparishcouncil.co.uk | Every 8 weeks | Police/Community Liaison Group | Open invitation |
| BAMPTON AND DISTRICT FLOOD PREVENTION WORKING GROUP | | Bampton Council Chambers - Quarterly | Local parish councils, WODC, Environment Agency, Thames Water | Y |
| Public Transport Representatives | John Charlton tel: 07776997319 email: communitytransport@oxfordshire.gov.uk | County Hall - 3 times a year at 1pm |  | |
| Oxfordshire Association Local Council (OALC) | Christine Lalley - County Officer, working days Monday - Friday lunchtime - Office mobile 0774 6943076 | AGM and quarterly | The Oxfordshire Association of Local Councils is part of a national network and has been representing Town & Parish Councils, and Parish Meetings for over seventy years. We provide advice and information for them, and training for councillors and clerks. We represent local council interests through partnerships with other local and regional agencies in the public, private and voluntary sectors. | Y |
| Community Information Network | The Community Information Network is delivered in partnership with Volunteer Link-Up and supported by Oxfordshire County Council. | | The Community Information Network exists to provide you with information on local support services and activities, money matters and social care. Whether you want to meet people, get help at home, find out about benefits and support, discover a computer or exercise class, or volunteer in your local community – the Community Information Network is here to help you. The service is free and operates across the county through information drop-ins, over the phone or visiting you at home. | |
| Community First Oxfordshire | | | In October 2015, Community First Oxfordshire emerged out of Oxfordshire Rural Community Council (ORCC). ORCC was founded in 1920 and was the oldest of the 38 Rural Community Councils' in England. Community First Oxfordshire follows the example of many other Rural Community Councils (RCCs) whose work is no longer confined to rural areas. We will continue to be a part of the national network of RCCs. And we will continue to provide the services of a rural community council. We will also be supporting Oxfordshire's communities in all locations on health, housing, transport and community enterprise issues. Our mission is 'to help communities help themselves'. How we can help: Knowledge and practical experience: design and management of quality projects Contacts: deep reach into networks of voluntary organisations and communities Track record: communities and the statutory sector know we get results Stakeholder management: with the community, statutory and private sectors Partnership working: collaboration is at the heart of our work Best practice: advice drawn from evidence of 'what works' in Oxfordshire and beyond | |
| Volunteer Link Up | | | Volunteer Link Up (West Oxon) has been serving the people of West Oxfordshire since 1983 through our in-house projects: transport, befriending and practical tasks for which we recruit volunteers. | |

Additional Thoughts from the clerk re allocation of roles for councillors:

- A. Consultations – from OCC and other local authorities
- B. Oxfordshire Association of Local Councils – OALC
- C. National Association of Local Councils – NALC
- D. West Oxfordshire District Council
- E. Conservation areas, water and trees

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 10c

**ASTON, COTE, SHIFFORD AND CHIMNEY PARISH COUNCIL
PROPOSED PORTFOLIO APPROACH - FOR DISCUSSION ON 1 AUG 19**

| Portfolio and Name (WODC Model) | Areas of Responsibility | Comments |
|---|--|---|
| Chairman (‘Leader of the Council’) Russell La Forte (WODC James Mills) | Policy and Strategy Framework Governance Official Representation Public Relations Protocol Parish Clerk ‘Line Manager’ | |
| Resources TBD x 2 (WODC Toby Morris) | Finance and Management Precept IT Council Archives Asset Management | |
| Environment TBD x 2 (WODC Norman MacRae) | Flooding and Drainage Waste Collection and Recycling Grounds Maintenance Traffic Calming/Issues Environmental and Regulatory Conservation Area Champion | Inc cleansing and litter Inc car parking? ‘Strategic Planning’ portfolio? |
| Health and Leisure TBD x 2 (WODC Michele Mead) | Sports and Leisure Parish Clubs/Societies Community Trust Liaison Community and Public Health Public Events Heritage | |
| Communities [and Housing?] TBD x 2 (WODC Steve Good) | Vulnerable Residents Champion Neighbourhood Policing Assets of Community Value Voluntary Sector Engagement Liaison with Neighbouring Parishes (and RAF BzN?) Liaison with Parochial Council Broadband | |
| Strategic Planning TBD x 2 (WODC Jeff Haine) | Local Plan Neighbourhood Plan? Planning and Development Sect 106 and CIL Community Emergency Plan | |
| Portfolio TBD (other potential areas of responsibility) | Rural Economy/Local Business Cote Issues/Champion Shifford Issues/Champion Chimney Issues/Champion Designated ‘Deputy Chairman’ Others? | |

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 10b - Recommended Actions Following WODC Planning Training for Parishes

Report from Russell and John:

'We think there are 4 areas that we need to discuss (see below). In the meantime, perhaps you could consider, and come to our next meeting with views and/or specific ideas?

1. Sect 106 Agreements- these must be directly related to the specific development (note the 3 legal tests I outlined in my separate summary). Are our current ones (from N of Cote Red) valid, what are they, are we authorised to spend it on the items in question, do we want to change them? For the other development S of Cote Rd, have we prepared any? If so, the above questions apply. If not, what do we want (John and I have discussed one option)?
2. Community Infrastructure Levy (CIL) - this may be spent (relatively) more widely. We must be proactive now (this starts end of this year). What do we want? Why? Priorities? etc . What we don't want is a reactive, spontaneous 'wish list' - we need a 'plan'!
3. On which point, should we produce a Neighbourhood Plan? Downside - a LOT of work and have we missed the boat with the 2 major developments underway? Upside- more influence on development, context for Sect106/CIL and other windfalls, and we get 25%, not 15% of the CIL. On balance, John and I thought that it WASN'T worth the effort, but it is finely balanced and of course we should all form a view.
4. Finally, enforcement. Given the insights from the training, how do we best contribute and exercise influence? It has to be proactive and organised. We have a Site Visit the day after our meeting on 2 August 2019. Do we need to formalise our approach?

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 10d

Oxfordshire Permit Scheme Consultation

Road Works in Oxfordshire

Part 3 of the Traffic Management Act 2004 and The Traffic Management Permit Scheme (England) Regulations 2007 gives local authorities powers to design and operate a permit scheme to improve the management of works in the street undertaken by highway authorities and utilities companies. Oxfordshire County Council proposes to exercise these powers to introduce a system of permits for street works and road works.

In simple terms, the Permit Scheme will require permission to be obtained for most road and street works, whether they are undertaken by or on behalf of utility companies or highway authorities themselves.

The consultation is primarily aimed at highway works promoters, utility companies and their regulators. However, responses are welcomed from anyone with an interest. If you have any suggestions of others who may wish to be involved in the consultation process, please let us know.

Please read the documents below before completing the questionnaire.

Once this consultation process is complete and the responses collated and considered, any changes made in the light of the consultation will be considered within one month after the consultation closes which is at midnight on 23rd August 2019.

Please read the information provided on this consultation. Your views and opinions matter. Please take the time to respond.

This is an 84 page document and below is a very brief summary of what OCC are aiming to do:

The Permit scheme is being developed around the notion of behaviour change and the need to manage all activities within a consistent, transparent and collaborative framework. Part of the schemes overall aim is to drive change through innovation and the Council is keen to explore the role of incentives within the scheme to try and move the innovation agenda forward. The council is keen to work with stakeholders to try and develop an innovation model which can provide real change. Incentivised innovation will be viewed on a 12 monthly basis and discounts will be applied where sustainable innovation can be demonstrated. Each year the council will look to support innovation through this process and incentives will be given where ideas can benefit the industry in terms of materials, techniques, technology or process. The Council is keen to work with stakeholders in the first months of the scheme to develop an innovation protocol. It is accepted that this will not form part of the scheme in the first year but by the end of year one and to coincide with the annual review process the council will announce incentives through discounting on innovation for the year two activities. This will then become an annual process.

Unfortunately they have not provided a PDF or Word form of the questionnaire so without actually doing the questionnaire the clerk cannot give the council the specific questions.

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 10e

Below is the letter forwarded via WODC requesting support for the *Experimental Traffic Regulation Order on the A436 Adlestrop Railway Bridge to Stow-on-the-Wold*:

I am contacting you to seek your Council's support for a possible Experimental Traffic Regulation Order (ETRO) which would introduce a 7.5 tonne weight restriction on the A436 Adlestrop railway bridge. The attached plan shows the approximate location of the proposed weight restriction (shown in red) and the locations of the signs for the restriction (shown in blue).

As you may already know, Burford Town Council are proposing to introduce a similar weight restriction on the bridge over the River Windrush on the A361, also on an experimental basis, to protect the structure of that bridge. The proposed "official" alternative route for anything over 7.5 tonnes (i.e. lorries) would then be via the A40 to Northleach and then onto the A429. However, this could lead to increased lorry traffic using Stow-on-the-Wold, specifically Sheep Street, to gain access to the A429, especially for southbound traffic which would otherwise use the A361. This could potentially lead to quite a big increase in lorry traffic, resulting in both an increase in congestion and a decrease in air quality. There is also the potential for lorry drivers to be tempted to use other less appropriate 'short-cuts'.

Therefore, the proposed weight restriction on the Adlestrop bridge would not only protect Stow from this potential increase in lorry traffic but would also protect the structure of the railway bridge and improve the safety of other road users. Visibility for drivers over the bridge is poor due to the fact that it is narrow and situated on a bend. The fact that the road slopes up to the bridge on both sides further reduces visibility. There is also a very narrow, substandard footway across the bridge which leaves pedestrians feeling vulnerable especially if two large vehicles pass each other on the bridge. The proposed weight restriction would also encourage lorries to use the most appropriate routes in the area and reduce the number travelling through your Parish.

The County Council are proposing to introduce this Order on an experimental basis so that we are able to react to results of the Burford experimental Order i.e. if they do not make their Order permanent after the trial period or it is found that the potential increase in extra lorry traffic does not materialise, then it gives us the option of removing the weight restriction on the railway bridge should it be felt that it is no longer required.

For information, an experimental TRO can run for up to a maximum of 18 months, the first 6 months of which is used as the consultation period, where comments either in support or objection to the scheme can be made. After this consultation period all comments will be considered before a decision is made to either make the Order permanent; modify the Order or to abandon the Order completely. We would be looking to introduce the experimental Order to mirror the timescales of the Burford Order being done by Oxfordshire County Council, which is due to commence in April 2020.

A response is required by 5th August if one is to be made.

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 10h - Oxfordshire Association for the Blind Fundraising Appeal

Providing specialist support to anyone with a visual impairment in Oxfordshire

On wheels and on the water: members of our ActivEyes group

We provide services that are not available anywhere else in the county. Our services are free of charge and are open to anyone affected by sight loss, including families & carers

We provide support at our resource centre in Oxford, at the JR hospital, and across the county

We Offer:

Information, Advice and Equipment

- Information and advice – face to face, and by phone, email and newsletter
- Equipment demonstration and purchase at our resource centre
- A sight desk at the John Radcliffe Eye Hospital (open five days a week)

Emotional and Social Support

- Social clubs and groups, and sports activities (tennis, tandem cycling and more!)
- Volunteer home visits
- A counselling service run by a visually impaired counsellor

Children, Young People and Families

- Regular activities and trips for children and young people, and their families
- Information evenings and support for parents and families

Technology Assistance

- IT training; computer support at home; technology workshops and courses

Training for Employers, Carers, Friends and Family

- Visual impairment awareness training
- Support sessions for carers

Our Impact

OAB has a **huge** impact. In the last year, support was provided on over **10,000** occasions and there were:

Need

Over 21,000 people in Oxfordshire live with some degree of sight loss. Of these, around 7,500 live with a moderate or severe visual impairment. The RNIB estimates that this number will rise by around 50% by 2030. There is increasing demand for our services. Our visitor numbers have grown by 50% since 2012.

2019

Our aims for 2019 are to expand our services for children and young people, to continue to develop our technology training, and to sustain our many core services.

If you would like to speak to us about our work or this appeal, please contact Andy Coles, Fundraising Officer: andycoles@oxeyes.org.uk or Colin Cure, Director: director@oxeyes.org.uk or call 01865 725595

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 13a – Street Signs Review

Below is the report that John has put together and from which you can see apart from one sign to be replaced the rest are fine and just a few could do with being cleaned.

**Street signs
2019**

| | No of signs | 1 | 2 | 3 | |
|--------------------------|-------------|---|---|---|-----------|
| Woodbridge Close | 1 | | | | 1-Good |
| Manor Close | 1 | | | | 2-Clean |
| Farm close | 1 | | | | 3-Replace |
| Smith's Close | 1 | | | | |
| Bull Lane | 1 | | | | |
| Waites Close | 2 | | | | |
| Bull Street | 1 | | | | |
| Southlands | 2 | | | | |
| The Square | 2 | | | | |
| Bovingtons Yard | 2 | | | | |
| Vicarage Close | 1 | | | | |
| Kiln Close | 1 | | | | |
| Kingsway Cottages | 1 | | | | |
| Bampton Road | 1 | | | | |
| North Street | 1 | | | | |
| Ham Lane | 2 | | | | |
| Back Lane | 3 | | | | |
| West End | 2 | | | | |
| Church Lane | 2 | | | | |
| Cote Road Main | 2 | | | | |
| Cote Road | 2 | | | | |
| Foxwood | 2 | | | | |
| Saxel Close | 2 | | | | |
| Saxel Close Number signs | 2 | | | | |
| The Paddocks | 2 | | | | |
| Churchfarm Court | 2 | | | | |
| The Courtyard | 1 | | | | |
| High Street | 1 | | | | |
| Laundry Lane | 1 | | | | |
| St. James Court | 2 | | | | |

30mph sign coming into Aston from Bampton-Hedge needs trimming

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 14a

Financial Matters**1. Cash Balances**

£

UNITY TRUST CURRENT ACCOUNT

Balance at 30 June 2019

17416.49

June payments

(2803.86)

Bank Service Charge

18.00

Balance at 26 July 2019**14594.63***CCLA INVESTMENT ACCOUNT*

Balance at 30 June 2019

48,335.00

Transactions in month

0**Balance at 26 July 2019****48,335.00****TOTAL CASH HOLDING AT 31 July 2019****£62,929.63**

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 14b

SLCC Practitioners' Conference

Following the hugely successful 2019 Practitioners' Conference we are delighted to open the booking for the 2020 Practitioners' Conference which will take place on Wednesday 26th & Thursday 27th February at Chesford Grange, Kenilworth.

Topics at this event will include 'Becoming Carbon Neutral', 'Dementia Awareness', and much more. Your exciting agenda is currently being planned and will be available soon. If you would like to put forward a topic suggestion for either a workshop or speaker, then please contact Tracey Duffy, Conference Manager, tracey.duffy@slcc.co.uk

Early Bird Costs

Early bird discount ends 22nd Jan 2020

Members Day Delegate Wednesday - £126.00

Members Full Conference Single Occupancy - £339.00 + £48.00 VAT

Non Members Day Delegate Wednesday - £168.00

Non Members Full Conference Single Occupancy - £400.20 + £60.24 VAT

Attend and log 2.5 CPD points per day! [Click here](#) to log your CPD points.

Joining instructions will be sent to you 3 weeks before the event and your invoice will be sent 5 days after the event. We advise that, on receipt of the joining instructions, you are liable for any fees incurred in order to attend the event.

Membership Renewal -2019/20

**Your membership to the Society of Local Council Clerks is due for renewal on the 1st September 2019
Renew instantly - [click here](#) to renew your membership online**

Firstly, we would like to thank you for your valued support and commitment over the past year. At your society, we aim to put you at the heart of our organisation and continuously strive to provide professional, supportive and innovative services.

Your membership has enabled us to accomplish so much in 2018, some of the highlights include:

- Over 6,000 professional queries answered by our team of experienced advisors
- A new online, professional [Forum](#) providing you with unique, best practice sharing and networking with your local council colleagues.
- More relevant and informative advice notes added to your online [advice library](#)
- Six bumper editions of The Clerk magazine available to read online [here](#)
- Over 40 webinars, over 30 training courses (not including qualification courses), 11 Regional Training Seminars, 1 SLCC & OVW Joint Conference and 3 residential conferences.
- A [Professional Development Scheme](#) promoting the professional training and development of clerks, providing two new levels of membership, Principal and Fellow

We also have a busy year ahead with plans for a new membership website, as well as providing a comprehensive 2019 training and events schedule. [Click here](#) for a full list of your membership benefits.

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 14c

Renew - ICO

They email organisations six weeks before their fee expires Please note that they publish some of the information you provide to us on the register of controllers. If you use a domestic address in the course of your business and do not wish for this to be included on the public register which is available and downloadable from our website, please provide a PO Box or alternative address instead.

How long will it take?

We will email you within 1-3 working days of completing your transaction, with confirmation of registration and payment. If you have not received a receipt after three working days, please [contact us](#).

How much does it cost?

The cost of your data protection fee depends on your size and turnover. There are three tiers of fee ranging from £40 and £2,900, but for most organisations it will be £40 or £60. The payment is always VAT:nil

Some organisations only pay £40 regardless of their size and turnover. These are:

- Charities;
- small occupational pension schemes; and
- organisations that have been in existence for less than one month.

Direct debit

They will send you a direct debit form with the application confirmation or renewal reminder.

They accept scanned copies of the direct debit form, these can be emailed in a PDF format to dataprotectionfee@ico.org.uk. When sending the direct debit to them please put in the subject line 'completed direct debit'. **Please ensure the form is signed, dated and includes your registration reference number.**

If you pay by direct debit there is a £5 reduction of the fee.