

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

CLERK'S BRIEFING NOTES

PARISH COUNCIL MEETING ON 5 September 2019

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Prepared by Elaine Anstee
31 August 19

Aston, Cote, Shifford and Chimney Parish Council

Correspondence sent since 1 August 2019

1. Ltr to Vicarage Close residents about Sycamore Tree – 2 Aug
2. Ltr to WODC Planning Application – 12 Aug

All other correspondence by email.

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 8c

Matthew Homes Visit – 2 August 2019

Elaine, Phil and I had a productive visit to the Matthew Homes Site on Friday 2 Aug, when we met with Gary Smith (Matthew Homes Contracts Manager) and Ian Boddington (Henwick Mill Ltd - current groundworks engineers). The aim of the meeting was to establish personal contacts and lines of communication to proactively mitigate local concerns associated with the development. We focused on 6 concerns, 3 during the construction phase (traffic, dust, noise) and 3 enduring concerns (flood risk, appearance - in a Conservation Area, and intent for the southern end of the site). Herewith a few nuggets:

- Outline Timelines: groundworks continue until Oct (piling from mid Aug for 3 weeks), then construction phase starts, site due completion 15 months later (ie end-2020).

- Site Manager: there will always be a site manager on-site, with whom immediate issues can be addressed. The manager will vary during groundworks, but once the construction phase commences, a permanent site manager will be appointed by Matthew Homes (suggest we have another visit then). Whilst residents are of course at liberty to approach the Site Manager direct with any complaints, we would advocate the PC acting as interlocutors for residents if possible.

- Noise: site now fully aware of the constraints (eg working hours) laid down in the Construction Management and Traffic Plan. Piling operations will commence on 12 Aug for 3 weeks, this will be the noisiest phase but will involve a less noisy technique (the name of which escapes me) than that used across the road.

- Traffic: no traffic will access the Site through Aston, all vehicles will approach/depart via Standlake.

- Dust: acknowledged as an issue, especially for adjacent residents in Saxel Close. There is always a dust bowser on site, used when required. There is a balance to be struck however, between spraying water to dampen down dust, only to create a mud hazard on the Site and on the access roads.

- Flooding: each house will have a 'crate system' (soakaway), draining to larger 'swales'. the largest of which lies to the east of the site. Matthew Homes confident this will mitigate any flood risk.

- Potential Matthew Homes contributions to local projects was discussed. Let's discuss this at our next meeting.

- The area at the southern end of the site will not (as the site plan affirms) be built on, but will remain a 'Public Open Space' to be maintained by a Matthew Homes management company (paid for by residents of the site). Let's also discuss this at our next meeting.

All in all, a convivial and productive first meeting. We will need to maintain momentum - and keep residents informed.

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Agenda Item 8d - 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?

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Agenda Item 8e

**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?	

Clerk's Briefing Notes – 5 September 2019
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Agenda Item 8g

Aston Stores email received 20Aug19.

Thank you for your interest in the possible re-opening of the Aston Stores premises as a Community Shop.

The next public meeting will be sometime in September.

The link at the foot of this email is the web page on the Chancellors' website offering the shop premises for Sale at **£130,000** (or **£10,000** pa rental).

I have registered an interest with the property but indicated that the price is too high.

The agent advised that he had four viewings booked this week – would I like a viewing?

No – as I was local to the village and was familiar with the premises.

However, as we have not yet set ourselves up as a cooperative and in a legal position to publish a share offer we are running on zero funds and would find it difficult to make an offer at this current time.

The feedback from the questionnaire is encouraging but we will need to issue a large value of £10 shares to cover the purchase and initial costs (**approximately £150,000**)

How realistic do you feel it is for the community to raise such funds?

Although we cannot currently publish a share offer we could request a share pledge to gather the value of shares such an offer would raise.

This would be a betting indicator of the **'support'** this project has.

Your considered thoughts would be much appreciated.

You can reply to this email which only come to myself or you can reply to ACS@AstonCommunityShop.co.uk

Replying to ASC@... will automatically send your reply to the other three members of the steering group (Martin Smith, Judy Eames and Paul Read)

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Agenda Item 10a

Guidance

Sample accessibility statement (for a fictional public sector website)

Updated 20 May 2019

Using this website

[Note: use this section to make a brief, general statement about what the website allows disabled users to do. Base it on the evaluation covered in detail in the 'Technical information about this website's accessibility' section. If you're not confident that something is accurate, leave it out. If you're not confident enough to say anything specific here, leave this section out completely.]

This website is run by [name of organisation]. We want as many people as possible to be able to use this website. For example, that means you should be able to:

- change colours, contrast levels and fonts
- zoom in up to 300% without the text spilling off the screen
- navigate most of the website using just a keyboard
- navigate most of the website using speech recognition software
- listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and VoiceOver)

We've also made the website text as simple as possible to understand.

[AbilityNet](#) has advice on making your device easier to use if you have a disability.

How accessible this website is

[Note: use this section to provide information that a disabled user can act on - for example, avoid a particular section of the website, or request an alternative version rather than waste time trying to make it work with their assistive technology. Try to list in order of most impact to least impact.]

We know some parts of this website aren't fully accessible:

- the text won't reflow in a single column when you change the size of the browser window
- you can't modify the line height or spacing of text
- most older PDF documents aren't fully accessible to screen reader software
- live video streams don't have captions
- some of our online forms are difficult to navigate using just a keyboard
- you can't skip to the main content when using a screen reader
- there's a limit to how far you can magnify the map on our 'contact us' page

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What to do if you can't access parts of this website

If you need information on this website in a different format like accessible PDF, large print, easy read, audio recording or braille:

- email [email address]
- call [phone number]
- [add any other contact details]

We'll consider your request and get back to you in [number] days.

If you can't view the map on our 'contact us' page, call or email us [add link to contact details page] for directions.

Reporting accessibility problems with this website

We're always looking to improve the accessibility of this website. If you find any problems that aren't listed on this page or think we're not meeting the requirements of the accessibility regulations, contact: [provide details of how to report these issues to your organisation, and contact details for the unit or person responsible for dealing with these reports].

Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the accessibility regulations. If you're not happy with how we respond to your complaint, [contact the Equality Advisory and Support Service \(EASS\)](#).

[Note: if your organisation is based in Northern Ireland, refer users who want to complain to the Equalities Commission for Northern Ireland (ECNI) instead of the EASS and EHRC.]

Contacting us by phone or visiting us in person

We provide a text relay service for people who are D/deaf, hearing impaired or have a speech impediment.

Our offices have audio induction loops, or if you contact us before your visit we can arrange a British Sign Language (BSL) interpreter.

Find out how to contact us [add link to contact details page].

Technical information about this website's accessibility

[Note: this form of wording is legally required, so don't change it.]

[Name of organisation] is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

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[Note: say that the website is fully compliant if the website meets WCAG 2.1 AA standard in full. Say that it's partially compliant if it meets most requirements of the WCAG 2.1 AA standard. If it doesn't meet most requirements of the WCAG 2.1 AA standard, say that it's not compliant. There's a legally required form of wording here, so don't change it. The 3 options are as follows:]

This website is fully compliant with the [Web Content Accessibility Guidelines version 2.1](#) AA standard.

This website is partially compliant with the [Web Content Accessibility Guidelines version 2.1](#) AA standard, due to the non-compliances listed below.

This website is not compliant with the [Web Content Accessibility Guidelines version 2.1](#) AA standard. The non-accessible sections are listed below.

[Note: delete the options that don't apply]

Issues with technology

[Note: if the service is fully compliant with the WCAG 2.1 AA standard, you can leave the 'Issues with ...' subsections out. Otherwise, don't change the 'Issues with ...' subheadings. If there's something you can't fit under one of the subheadings, add another subheading called 'Other accessibility issues'.

In each subsection, say:

- what the accessibility problems are
- when you plan to fix them
- if you don't plan to fix them, why not (for example, the type of content is exempt from the regulations, or you believe that 'disproportionate burden' applies)

Bear in mind that something which is a disproportionate burden now won't necessarily be a disproportionate burden forever. If the circumstances change, your ability to claim disproportionate burden may change too.]

No 'skip to main content' option on any pages.

Text doesn't reflow in single column when size of browser window is changed.

It's not possible for users to modify text spacing or line height.

We've assessed the cost of fixing these issues and believe that doing so now would be a [disproportionate burden](#) within the meaning of the accessibility regulations. We will make another assessment when we next do a major redevelopment of the website, likely to be in [rough timing].

Issues with text

Some link text doesn't make sense when read on its own (for example, 'click here').

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We plan to fix the existing links by September 2020. When we publish new content we'll make sure link text meets accessibility standards.

Issues with PDFs and other documents

Many of our older PDFs and Word documents don't meet accessibility standards - for example, they may not be marked up so they're accessible to a screen reader.

Some of our PDFs and Word documents are essential to providing our services. For example, we have PDFs with information on how users can access our services, and forms published as Word documents. By September 2020, we plan to either fix these or replace them with accessible HTML pages.

The accessibility regulations [don't require us to fix PDFs or other documents published before 23 September 2018](#) if they're not essential to providing our services. For example, we don't plan to fix [example of non-essential document].

Any new PDFs or Word documents we publish will meet accessibility standards.

Issues with images, video and audio

Images on the home page don't have alternative text.

Live video streams don't have captions.

We plan to add alt text to images on the home page by September 2020. We don't plan to add captions to live video streams because live video is [exempt from meeting the accessibility regulations](#).

Issues with interactive tools and transactions

The colour contrast on error messages is too low.

Some of our interactive forms are difficult to navigate using a keyboard. For example, because some form controls are missing a 'label' tag.

Our forms are built and hosted through third party software and 'skinned' to look like our website.

We plan to work with our supplier to fix the issue with colour contrast by September 2020.

We've assessed the cost of fixing the issues with navigating the forms using a keyboard and believe that doing so now would be a [disproportionate burden](#) within the meaning of the accessibility regulations. We will make another assessment when the supplier contract is up for renewal, likely to be in [rough timing].

How we tested this website

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This website was last tested on [date]. The test was carried out by [add name of organisation that carried out test, or indicate that you did your own testing].

We used this approach to deciding on a sample of pages to test [add link to explanation of how you decided which pages to test].

[Note: you don't have to use this approach to sampling, but you should link to a full explanation of what you tested and how you chose it. If you get a third party auditor to test your website for you, they should include sampling details in test report - so you can just to link to that.]

We tested:

- our main website platform, available at [url]
- our campaign microsites, available at [url], [url] and [url]
- [service name], [service name] and [service name] - services based on a different technical platform but 'skinned' to look like our website

[Note: you can have a single accessibility statement that covers multiple domains, or a separate statement for each domain or subdomain. As long as the user can access relevant accessibility information easily from any page on your website.]

You can read the full accessibility test report [add link to report].

[Note: publishing the test report is optional, but doing so may allow you to make your accessibility statement shorter and more focused.]

What we're doing to improve accessibility

[Note: publishing an accessibility roadmap is optional. It's a good idea to publish one if you want to be specific about the order you're planning to tackle accessibility issues, and there isn't space to do so in the accessibility statement itself.]

Our accessibility roadmap [add link to roadmap] shows how and when we plan to improve accessibility on this website.

[Note: the wording about when the statement was prepared is legally required, so don't change it.]

This statement was prepared on [date when it was first published]. It was last updated on [date when it was last updated].

Clerk's Briefing Notes – 5 September 2019
Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 10d

Dear Clerks,

We have been approached by Scottish and Southern Electricity Networks to tell you about a stakeholder event on 17th September at the Kassam Stadium. PLEASE SEE BELOW

As a regulated monopoly SSEN are required to consult with stakeholder groups. They want to invite town and parish councillors to their workshop to get your feedback. They find your comments, critique and recommendations invaluable in shaping their future business plans, especially in their work supporting vulnerable consumers in rural communities.

This is not a marketing exercise, the event is free of charge. Lunch is provided. Please forward this invitation to your councillors.

There is a link below under the wording OXFORD RSVP which you need to click on to book a place.

This is their event not ours, if you have any questions or queries please contact SSEN - Vincent Luxmoore: 020 3948 5282 or events@ssendistribution.co.uk

Kind regards

Christine

County Officer

Oxfordshire Association of Local Councils

Town Hall, Market Place, Wallingford, OX10 0EG

Email – info@oalc.org.uk

Your query may be answered by looking at our website www.oalc.org.uk

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Agenda Item 10e

Citizen's Advice Bureau

We have pleasure in inviting you to our Annual General Meeting Wednesday 25 September 2019 at 7.30pm (for 8.00pm) The Main Hall, Corn Exchange, Market Square, Witney OX28 6AB. Come and meet the team, hear what we did last year and learn about our plans for the future.

The AGM is open to all and light refreshments will be available

RSVP to: admin@citizensadvicewestoxon.org.uk

Charity Registration No 1092539

Dear Parish & Town Councils,

We are delighted to invite you to our 2019 Citizens Advice West Oxfordshire AGM on Wednesday 25 September.

We hope you can join us for this special evening of insights into the incredible support our charity provides for the people of West Oxfordshire and beyond. Come and see the impact we have on our community, and how we provide quality, value for money services.

Don't miss this great opportunity to network and meet some of the volunteers, staff and Trustees of Citizens Advice West Oxfordshire.

We look forward to seeing you there.

Best wishes,

[Mike King](#)

Chair, Citizens Advice West Oxfordshire

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Agenda Item 10g

Salt Bag Proforma 2019 - 20

PARISH:

Parish Contact: Tel:

Address

Mob: Email:

Requirements

Please supply free bag (Y/N) Bulk or Small Bags

Number of bags additional required at £100 each: (How many ?)

Delivery / Storage Location

Delivery Contact: Tel:

Address:

Mob Email

Location Plan

To give us as much detail as possible - please attach plan. Remember access will need to be gained by a large vehicle using a crane off lift (see Guidance Notes).

Name:on behalf of Parish Council

Date:

How to fill in this form:

First close this form and then click on the 'forward' button and then re-open the attached form. Fill it in and save it before sending it to, winter.service@oxfordshire.gov.uk

Clerk's Briefing Notes – 5 September 2019
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Agenda Item 10h

Dear Parish / Town / District Council

DEDDINGTON DEPOT OPEN DAY - 5TH OCTOBER 2019

I would like to invite your authority to come and visit our highway depot in the north of the county at Deddington; one of the operational centres at the heart of delivering our highway maintenance and improvement activities.

This is open to all but is an additional open day, with similar content to the event recently held at Drayton Depot, to enable those based in the north to attend.

The County Council continues to make a significant annual investment in Oxfordshire's highway network, and we hope that by opening our depot gates we can provide you with a unique opportunity to view live demonstrations of the specialist plant and equipment used on a daily basis by our contractors, including; but not limited to, Road Marking, Carriageway Patching, Dragon (Velocity) Patching and Gully Cleansing.

Team members from both the County Council and our delivery partners, Skanska, will be on hand throughout the day to answer any questions you may have and help you to build a better understanding of some of the services that we deliver.

A further invitation has been made to elected County Council Members, and I would be pleased for you to extend this invitation to members of the public, or any groups in your constituency that you feel may have an interest in the services we provide.

To enable us to suitably and safely manage the event, including the live demonstrations, the event is planned to take place between;

10:00am – 12:30pm

Should you wish to attend, **please can you email Belinda Davies (AreaOperations.North@Oxfordshire.gov.uk), to confirm your attendance, and the number in your party no later than Friday 27th September 2019.**

Address: Deddington Highways Depot, Banbury Rd, Deddington - OX15 0TS – Saturday 5th October

Tea and Coffee will be provided, and it would be lovely to see as many of you as possible.

Best wishes

Sean Rooney
Service Lead; Highway Maintenance
Oxfordshire County Council

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 13b

REVIEW OF EXISTENCE AND CONDITION OF PARISH ASSETS – Exterior Assets

Asset	Location	Existence confirmed Y/N	Identification of urgent maintenance where there is potential harm to public *	Identification of non-urgent routine maintenance required
War Memorial, posts & chains	Aston village square			
Bus Shelters				
1	High Street, Aston			
2	Near Cote crossroads, Cote			
Notice Boards				
General	Corner of Southlands			
Parish Council	Cote Road, corner with Bull Street			
Benches & Seats				
Cote				
Benches & Seats				
War Memorial Green Aston				
VE/VJ Day seat	Playing field, corner next to Cote Road			
Golden Jubilee Bench QE II	Corner of Southlands/Bull Street			
Silver Jubilee Bench GV	Corner of lane running from Bull Street towards Chimney			
Litter & Dog Bins (funded by Parish Council)				
Dog waste bin	Lane leading from Bull Street, Aston – by Cote turn			
Litter bin	Next to bus shelter, High Street, Aston			
Litter bin	Next to bus stop Vicarage Close			
Telephone kiosk				
Red phone box	Cote			

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REVIEW OF EXISTENCE AND CONDITION OF PARISH ASSETS – Office Equipment

Asset	Location	Existence confirmed Y/N	Identification of urgent maintenance where there is potential harm to public *	Identification of non-urgent routine maintenance required
Filing cabinet – 4 drawer	Meeting room cupboard, Village Hall			
Two door metal cabinet	Meeting room cupboard, Village Hall			
Shredder	Stored by Clerk at private address			

Completed by: _____

Date: __

Clerk's Briefing Notes – 5 September 2019
Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 14a

Financial Matters

1. Cash Balances

£

UNITY TRUST CURRENT ACCOUNT

Balance at 31 July 2019

14594.63

July payments

(2571.60)

VAT HMRC - Refund

388.90

Balance at 31 August 2019

12411.93

CCLA INVESTMENT ACCOUNT

Balance at 31 July 2019

48,335.00

Transactions in month of June and July

29.00

Balance at 31 August 2019

48,364.00

TOTAL CASH HOLDING AT 31 August 2019

£60,775.93