

**MINUTES OF ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL  
MEETING HELD ON THURSDAY 1<sup>ST</sup> MAY 2014 IN THE  
MEETING ROOM, VILLAGE HALL, ASTON AT 7.30 PM**

**1. Members**                    **Roy Williams (Chairman)**

**Present:**                    **Jane Everex**  
                                     **Richard Haines**  
                                     **John Ordish**  
                                     **Paul Sparrowhawk**  
                                     **Jane West**

**In Attendance:**    Helen Sandhu – Clerk  
                                 Hilary Fenton, West Oxfordshire District Councillor  
                                 1 member of the public

**Apologies:**                Ben Lings

- 2. Minutes of previous meeting** – on 3 April 2014 were agreed as a correct record and signed by the Chairman.  
Proposed by Richard Haines, seconded by Jane West.

- 3. Parish Councillors – Disclosure of interests on agenda items**  
None.

**4. Open session for public debate**

One of the Parish Councillors informed the Council that he had become aware that there is someone who appears to be sleeping overnight in a van parked at the entrance to the large barn formerly owned by Morgan’s off Bull Street. He leaves the site early in the morning. Some of the other councillors were aware of this and there was a question whether the man may be providing security at the site, but the general consensus was that this appeared unlikely. The Clerk will report the issue to Thames Valley Police.

**5. OCC/WODC Items**

Hilary Fenton was asked to relay what happened at the Lowlands Planning Committee meeting where the application for the development on Cote Road in Aston had been considered. She explained that one of the Committee members had raised concerns about the impact of the development on the sewerage system in Aston and beyond (to Bampton), and when the detail of the problems and of the need for Thames Water (in liaison with the developer) to resolve the issues before development should begin had been made clear, the Planning Committee had resolved that the application should be deferred until the problems with the sewerage system are resolved.

**6. Matters Arising from Previous Meetings**

*a) Aston website*

The website has now “gone live” on the astonoxon.com address. Richard Haines told the meeting that he has access permission for the Voices page, and will also update the “What’s On” information. The detail of who will update what is still not clear, and there is some data that still hasn’t been transferred over (Roy Williams can still access this at the moment) – to discuss further at the next meeting.

**Matters Arising from Previous Meetings (continued)**

*b) Area review of subsidised bus services – Witney & Eynsham area 2013*

The County Council has completed its review. The only information received to date is that the service for routes 18 and 19 is “largely unchanged.”

Timetables will be published to coincide with the start date for the new services (1 June 2014)

*c) Request for listing of The Red Lion Pub, Aston as an Asset of Community Value*

WODC has taken the decision to include The Red Lion in its List of Assets of Community Value.

*d) Annual Parish Meeting 2014*

To take place on the evening of 17 June – 7.45pm for 8.00pm

Confirmed speakers:

- Jane Bowley, Project Officer, Lower Windrush Valley Project
- Thames Valley Police Neighbourhood team
- Thames Valley & Chiltern Air Ambulance Trust
- West Oxfordshire District Councillor
- Charles Mathew, Oxfordshire County Councillor
- Parish Council

John Ordish said that he thinks Carolyn Simmonds is planning to come to speak about the Community Trust and the new working group which has been set up to look into the possibility of increasing sporting and social opportunities in Aston.

Paul Sparrowhawk said that he thinks that a leader from Aston Brownies is intending to be present.

Paul Sparrowhawk was asked if he would contact Dick Tracey of the South Central Ambulance Service to see if he would like to give a presentation.

Richard Haines will speak on behalf of the Parish Council.

*e) Ride of Respect – 1 June 2014*

Richard Haines informed the Parish Council that the ride will start from Dalton Barracks at 9.00am, with the first bikes expected to arrive in Aston around 9.30am. They will be following the same route as last year – along the B4449 through Cote and Aston and onto Bampton. The ride will finish at the recreation ground in Alvescot where a public event will be held. This information is being put in the next edition of Voices.

*f) Anti-social behaviour*

The Clerk informed the meeting that two adults are camping on the recreation field (in the wooded area near the VE/VJ bench). The Community Trust and Thames Valley Police have been made aware – Thames Valley Police have attended on site and spoken to the couple. Hilary Fenton said that she would contact Bill Oddy at the District Council who may be able to help the couple.

**7. Correspondence sent**

Listed in the Clerk’s Briefing Notes previously circulated to all Councillors.

**8. Parish Council Twitter account**

It was agreed that it would be helpful if the Clerk could have the access rights to the account to help with putting on new “tweets”.

## 9. New Business

a) *Parish Council election – 22 May 2014*

The deadline for nominations passed on 24 April.

7 nominations were received by the District Council – Jane Everex, Richard Haines, Ben Lings, John Ordish, Paul Sparrowhawk, Jane West and Phil West.

The 7 candidates are therefore duly elected unopposed and will take office on 27 May 2014, with the first Parish Council meeting thereafter to take place on 5 June.

Roy Williams will remain in office as Chairman of the Parish Council until a new Chairperson has been elected on 5 June.

b) *Community defibrillators – funding offer from WODC*

It was resolved to apply to the District Council for a grant of 50% of the cost of a defibrillator and associated safety box (up to a maximum of £900).

It was agreed that the defibrillator would be fixed to the outside of the village hall (subject to the Community Trust's agreement).

c) *Half yearly review of external Parish Council assets*

John Ordish informed the Parish Council of the results of his review - the VE/VJ seat on the recreation field needs to be stained. The Parish Council noticeboard needs to be cleaned. It was noted that the Southlands noticeboard has now been painted.

d) *CPRE contact about the Oxfordshire Strategic Housing Market Assessment (SHMA)*

The information provided by CPRE, in which the organisation expressed its concerns about how the housing figures in the SHMA had been calculated, was discussed and noted. It was resolved that the Parish Council would contact the District Council to request that the District Council ensures that the infrastructure in the district is improved before there is any substantial further development.

e) *Renewal of membership of Campaign to Protect Rural England*

It was resolved that the Council, in accordance with its powers under sections 137 and 139 of the Local Government Act 1972, would renew its membership of Campaign to Protect Rural England at a cost of £36 for 2014/15. This is, in the opinion of the Council, in the interests of the inhabitants of the Parish and will benefit them in a manner commensurate with the expenditure. Proposed by Jane West, seconded by John Ordish.

f) *Travelling Allowances Scheme for councillors*

A report on the renewal of the scheme had been circulated in the Clerk's Briefing Notes.

It was resolved to readopt the scheme – proposed by Richard Haines, seconded by Paul Sparrowhawk.

g) *Ride of Respect 2014 – for information*

The Royal British Legion Riders Branch has again organised a Ride of Respect which will pass through Cote and Aston. The Ride will take place on Sunday 1 June 2014.

h) *Insurance renewal 2014*

A report relating to the detail of the insurance renewal for 2014 had been circulated with the Clerk's Briefing Notes. It was resolved to renew the insurance cover with Aon. Proposed by John Ordish, seconded by Paul Sparrowhawk.

## 10. Community Trust

John Ordish informed the Parish Council that the Community Trust has formed a sub-committee to support the working party that has been set up by Daniel Long to look into the feasibility of extending the sports and social facilities in the parish. If it is resolved to proceed with a sports/social development, this would come under the umbrella of the Community Trust due to the Trust's responsibilities as owners of the site. The minutes of the meetings held were put in the folder for councillors' information.

## 11. Parish Infrastructure

### a) *Weedkilling*

It was noted that when the weedkilling was carried out by Lynick Gardens in 2013, the cost was £350 and will be similar this year. It was agreed that the work should be ordered when there has been more weed growth. Proposed by Jane Everex, seconded by Jane West.

### b) *Block work and kerbing around the war memorial*

- It was noted that there has still been no response from Southern Construction to the Parish Council's letter advising that a two year warranty is required by Oxfordshire Highways.
- Oxfordshire Highways has not responded to the Parish Council's request for a suggested specification for remedial work at the site and associated quotation. The Clerk will continue to chase this.
- A further area of kerbing and blockwork has come loose. It was proposed that Gordon Hill & Sons would be contacted to see if they could carry out a temporary repair – removing any loose kerbing and blocks (blocks to be retained by the Parish Council), and filling in the gaps with tarmac. It was resolved that the Clerk would be given delegated authority to commit to expenditure of a maximum of £500 for this work.

### c) *Road closure signs (for flooding) Great Brook Road*

Oxfordshire Highways has advised that they have forwarded the request to the officer responsible for signage, but no further response has been received. The Clerk will continue to chase.

## 12. PLANNING

### **Follow-up to previous planning applications**

13/1494/P/OP Land between Saxel Close and Village Hall, Cote Road, Aston

The application was considered at the Lowlands Planning Committee meeting on 14 April.

Richard Haines gave a presentation at the Planning Committee meeting on behalf of the Parish Council; Roy Williams had also attended the meeting.

Richard Haines provided a verbal report. He expressed thanks to Hilary Fenton and Steve Good who had carefully considered the concerns raised by members of the parish and represented these at the meeting. The Planning Committee resolved to defer a decision on the application due to concerns about the improvements which will be required to the sewerage system, both within Aston in the vicinity of the development, and between Aston and Bampton. The sewerage system has been causing problems for over 20 years, and if it could take a further 5 years for them to be resolved, the units this development would provide would

**PLANNING (continued)**

**Follow-up to previous planning applications**

13/1494/P/OP Land between Saxel Close and Village Hall, Cote Road, Aston

not be able to be counted as part of the district's provision of a 5 year land supply. It is likely that resolving the problems with the sewerage system could cost between £3m and £4m. West Waddy has already agreed that the requisite sewerage system for the development would need to be in place before the development could be started. West Waddy and Thames Water will now need to work together to address the problems with the sewerage system between Aston and Bampton. Richard Haines advised that if the district council becomes able to demonstrate that it has a 5 year land supply before the sewerage issues are resolved, then policy H6 of the current Local Plan (which specifies that only developments which constitute infilling or rounding off of the existing built up area will normally be permitted) would carry more weight, which would be likely to make it harder for permission for the proposed development to be granted.

**New planning applications**

14/0519/P/FP 3 High Street, Aston

Erection of two storey extension to existing dwelling and erection of attached dwelling with associated parking

It was resolved that the Parish Council would object due to concerns about highway safety and about the design of the new dwelling which extends further into the rear garden than the existing building.

**13. Finance**

*a) Account Balances – circulated in the Clerk's Briefing Notes*

Balance on Current Account at 30 April 2014	£ 9,446.71
Balance on Deposit Account at 30 April 2014	£16,667.00

*b) Bank reconciliation to 31 March 2014*

Circulated in the Clerk's Briefing Notes – noted.

*c) Receipts & Payments Account for year ended 31 March 2014*

Circulated in the Clerk's Briefing Notes – received and approved – proposed by John Ordish, seconded by Richard Haines.

*d) Accounts for year ended 31 March 2014 – Section 1 of the Annual Return*

Circulated in the Clerk's Briefing Notes.

It was resolved to approve the return covering the financial accounts in Section 1 of the Local Councils Annual Return to the external auditors appointed by the Audit Commission. Proposed by Richard Haines, seconded by Jane West.

*e) Annual Governance Statement – Section 2 of the Annual Return*

The Statement for completion by the Parish Council and a report thereon by the Clerk had been circulated in the Clerk's Briefing Notes. The Council reviewed the statements to be made and confirmed that the answer in each case was "Yes." Proposed by John Ordish, seconded by Jane West. Roy Williams completed and signed Section 2 of the Return.

**Finance (continued)**

*f) April invoices presented for approval and payment*

		Statute
Clerk's salary & working from home allowance	355.80	LGA 1972, s112
Clerk's expenses – printing – 113 sheets @ 5p	5.65	LGA 1972 s111
Morelock Signs Ltd – information signs for Cote	35.76	LGA 1972 s144
Margaret Johnson Ltd – printing & stationery	28.70	LGA 1972 s111
Roy Williams – reimbursement of 6 months' hosting costs of website	57.54	LGA 1972 s111
West Oxfordshire District Council – emptying of dog bin in April & May	40.80	Litter Act 1983
CPRE - renewal	36.00	LGA 1972 s137
Aon – insurance renewal for 2014/15	434.03	LGA 1972 s111
<b>Total</b>	<b>£994.28</b>	

It was resolved to make the above payments, proposed by Paul Sparrowhawk, seconded by Jane Everex. The cheques were signed by Roy Williams and Richard Haines.

- 14. Date of next meetings:** Thursday 5 June 2014, 7.30pm  
Annual & Monthly Parish Council meeting
- Tuesday 17 June 2014, 7.45pm  
Annual Parish Meeting

Signed .....dated.....