

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

AGENDA

The Annual Parish Council Meeting and monthly meeting of the Parish Council will be held on Thursday 19th May 2022, at 7.30pm, in the Committee Room, at the Village Hall.

Councillors: You are hereby summoned to attend the above meeting for the purpose of transacting the following business.

Members of the public who wish to attend the meeting are asked to let the clerk know in advance of the meeting at clerk@astonoxon-pc.gov.uk. Please note item 6 on the agenda about Public Representation.

EaAnstee

Elaine Anstee – Clerk

RECORDING OF MEETINGS

The law allows the council's public meetings to be recorded, which includes filming as well as audio-recording. Photography is also permitted.

As a matter of courtesy, if you intend to record any part of the proceedings, please let the Clerk know before the start of the meeting.

1. Present

2. Apologies from Members

3. Explanation from the Chair of the meeting about the protocol on the recording of meetings

4. Annual Meeting of Parish Council

- Election of Chairperson – Chairperson to sign Acceptance of Office.
- Election of Vice Chairperson
- Election of Transport Representative (if desired)
- Election of Community Trust Representative
- Election of Representative to the local committee of Cote Chapel
- Election of Representative for the RAF Brize Norton Local Community Working Group meetings (currently 1 evening meeting per year and an invitation to an evening summer semi-formal event)
- Discussion and decision on who will submit PC news article to Voices (bi-monthly)
- Portfolio assignments – current in Clerk's Briefing notes on page 3.

5. Co-Option – Two Parish Councillor Vacancies

Representation has been received from 3 residents. This is an opportunity the council to discuss/resolve on co-option. Co-opted councillors will commence their roles from the next Parish Council monthly meeting on 7th July 2022.

6. To approve the Minutes of the Parish Council meeting on 7th April 2022 – minutes previously circulated.

7. Parish Councillors - Disclosure of interests on agenda items

8. Meeting Open for Public Representation

This is the only part of the meeting where members of the public are permitted to speak, and it must be about an item on the agenda. The Parish Council's Standing Orders limit the time for this part of the meeting to ten minutes in total unless otherwise directed by the chairman of the meeting. The Standing Orders specify that each member of the public shall not speak for more than three minutes.

9. WODC/OCC Matters

A brief update from the relevant WODC or OCC Councillor.

10. Matters Arising from Previous Meetings

a) North Farm Update

Verbal report from the chairman.

b) Traffic Calming Update

Verbal update from the clerk.

c) HM Queen Elizabeth II Platinum Jubilee 2022

Bunting will be put up around the parish on 30th May 2022.

d) Defibrillators

We are still awaiting delivery of the new Defib box for the village hall and defib for Chimney.

e) Maintenance Grant Request for the upkeep of the play areas at the Community Trust

The response to the enquiry for more detail in in the Clerk's briefing notes on page 4 of the Clerk's briefing notes. The grant allocation from 21-22 of £750.00 was carried forward at the end of the financial year. For discussion and decision.

f) Parish Council Logo

As at time of agenda issue there have been no submissions to the clerk.

g) Trustee for Bampton Education Trust

To appoint a new trustee for the Bampton Education Trust. Deferred from the meeting on 7th April 2022 so it could be advertised at the APM on 25th April 2022. There have been no enquiries about this position. Pages 5 to 11 of the Clerk's Briefing Notes.

h) Anti-Social Behaviour

There have been no reports as at time of agenda.

11. Correspondence

Clerk's Briefing Notes on Page 2.

12. PLANNING

New planning applications

Documents emailed to councillors for perusal prior to the meeting also available at <https://www.westoxon.gov.uk/planning-and-building/planning-permission/view-planning-applications/>

Reference **22/00986/FUL**
Alternative Reference PP-11156750
Application Validated Thu 07 Apr 2022
Address Land North Of Cote Road Cote Road Aston Oxfordshire
Proposal Erection of 40 new dwellings with the provision of a new access and associated works and landscaping
Status Under consideration
Draft comments for discussion are on Pages 28 to 36 of the Clerk's briefing notes.

Reference **22/00938/HHD**
Alternative Reference PP-11162853
Application Validated Mon 11 Apr 2022
Address The Old Coach House Bull Lane Aston Bampton OX18 2DT
Proposal Demolish existing pre-fab garage, erection of detached pitched roof garage and garden room
Status Under consideration

Update on Previous Planning Applications – For Information

Reference **22/00667/CLP**
Alternative Reference PP-10320753
Application Validated Mon 07 Mar 2022
Address Wishing Well House Bull Street Aston Bampton OX18 2DT
Proposal Certificate of lawfulness (erection of replacement summer house and refurbishment of first floor of existing garage)
Status Decided
Decision Approve
Decision Issued Date Thu 05 May 2022

Reference **22/00908/CND**
Alternative Reference Not Available
Application Validated Wed 30 Mar 2022
Address Cote Farm Barn Cote Bampton Oxfordshire OX18 2EG
Proposal Discharge of conditions 5 (sample of external walls) and 6 (roof sample) of planning permission 20/00067/HHD
Status Decided
Decision Approve
Decision Issued Date Wed 20 Apr 2022

Reference	22/00705/HHD
Alternative Reference	Not Available
Application Validated	Mon 21 Mar 2022
Address	Farm View Back Lane Aston Bampton Oxfordshire OX18 2DQ
Proposal	Construction of detached carport and storage building.
Status	Decided
Decision	Approve
Decision Issued Date	Fri 29 Apr 2022

Hawthorns – the WODC enforcement officer has confirmed he has contacted the developer as the fence along Bull Street needs planning permission and to clarify when the path tarmacking, repair to damaged verges at the front of the site and footpath connect to Saxel Close will be actioned.

13. New Business

a) Electric Vehicle Charging Points – OCC

‘At OALC we have been talking to the County Council to see if there is a way to collaborate or assist in the installation of EV points, to see if there might be funding or possible economies of scale that parishes could benefit from. It is early days but as a first step the Park and Charge Project want to find out levels of interest in EV charging points in villages. If you have already been in contact with the Team they ask that you still complete the survey. Jenny Figueiredo from the Team will be talking at our AGM in July.’

Full details and survey questions in Clerk’s briefing notes on pages 12 to 13.

14. Governance – Policies for Review – None this month

15. Community Trust

16. Parish Infrastructure

a) Village maintenance

To identify any current maintenance work required. Remaining budget for 2022/23: £1,500.

There has been no further update on the bins as of the issue of the agenda. Both the WODC Councillor and Clerk keep chasing for resolution.

17. FINANCE

a) Account Balances—see Clerk’s Briefing Notes Page 14 (for information)

b) Insurance Renewal

To consider the insurance renewal on 1 June 2022. The Parish Council opted for a 3-year deal in 2020 with BHIB Insurance Brokers Local Council Insurance. The renewal price is £382.37 for 21-22 (£347.37 for 21-22). Renewal Letter is in Clerk’s Briefing Notes on pages 16-19.

c) *Receipts and Payments Account to 31 March 2022 – See Clerks Briefing Notes Page 20.*

To receive and approve the accounts for the year ended 31 March 2022.

- The surplus for the year was £10,416 against a budgeted deficit of £7,448.
- There was an underspend for the year of £250.00 on office equipment though there was an overspend of £451 on Office running costs due to additional printing and Office 365. The budget for 2022-23 has been increased to £600.00 as this is the second year that ORC have been overspent.
- There was an underspend for the year of £3,148 on grounds maintenance, primarily relating to grass cutting where fewer grass cuts were invoiced/carried out than allowed for in the budget which assumes the “worst case scenario” in terms of grass growth.
- There were zero spends against the budgets for Chairman’s Allowance, Clock Maintenance, APM and Repairs totalling £869.00.
- At 31 March 2022 the Parish Council’s total cash holding was £74,580. Of this, £18,793 is the Parish Council’s General Reserve, plus a further £55,787 in other reserves detailed below:

Contingency	Reserve 1	5,000
Traffic Calming Reserve	Reserve 2	4,876
North Farm Reserve	Reserve 3	3,800
Office Equipment	Reserve 4	750
Aston History Project	Reserve 5	780
Defibrillators	Reserve 6	6,105
Cote Noticeboard	Reserve 7	1,000
Recreation Reserve	Reserve 8	33,476

d) *Annual Return for 2020/22 – Pages 21 to 27.*

- To consider and complete the Annual Governance Statement (Section 1 of the Annual Return). To be submitted to the external auditor with the annual accounts
- To approve Section 2 of the Annual Return (signature of accounts) to be submitted to the external auditor.

e) *Internal audit for 2021-22*

This has been completed by Nick Hoskins and he has raised concerns about the amount in reserves being held by the Parish Council. The Recreation Reserve is of note as this is 45% of the total Parish Council holdings and was raised for a specific purpose being the MUGA at the Community Trust.

f) *Change of Signatories*

To resolve who will be signatories for the CCLA Investment account and the Unity Trust Bank current account.

g) To RESOLVE to approve the following payments for the period May 22.

	NET	VAT	Gross Amount
Clerk's expenses 378 x 7p/Microsoft Office £43.20/	62.46	7.20	69.66
BHIB Insurance 22-23	341.40	40.97	382.37
Des Johnson Invoice 2265 (Paid 9.5.22)	230.00		230.00
DF Williams LTD Inv 108746 (Paid 9.5.22)	134.68	26.94	161.62
WODC Inv 33467015 – Grass cutting (Paid 9.5.22)	319.49	63.90	383.90
Total to be decided and approved	£1,088.03	£139.01	£1,227.55
Monthly Standing Orders			
Clerk's Salary including WFH Allowance	387.16		387.16
WODC Dog Bin emptying Inv – Cancelled			
HMRC PAYE	92.20		92.20
Total SDOs	£479.36	£0.00	£479.36
Total	£1,567.39	£139.01	£1,706.91

18. Parish Councillors' reports from meetings attended since last meeting.

19. Matters arising since publication of agenda/

Matters which Councillors may wish to raise for inclusion on next agenda.

(For discussion only)

20. Date of next meeting: Thursday 7th July 2022, 7.30pm

the Monthly meeting of Parish Council