

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

AGENDA

Please note due to the current Covid-19 Coronavirus situation, the Parish Council will meet virtually via Microsoft TEAMS as permitted in the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the 2020 Regulations”)

Councillors: You are hereby summoned to attend the Monthly Meeting of the Parish Council to be held online via Microsoft TEAMS on Thursday 1 April 2021 at 7.30pm for the purpose of transacting the following business.

Members of the public wishing to attend should email the Parish Clerk on clerk@astonoxon-pc.gov.uk by 6pm on the day of the meeting to request an invite.

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 - J Ordish**
- 3. Explanation from the Chair of the meeting about the protocol on the recording of meetings**
- 4. To approve the Minutes** of the Parish Council meeting on 4th March 2021 – minutes previously circulated.
- 5. Parish Councillors - Disclosure of interests on agenda items**
- 6. Meeting Open for Public Representation**

This is the only part of the meeting where members of the public are permitted to speak. The Parish Council’s Standing Orders limit the time for this part of the meeting to 10 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.
- 7. WODC/OCC Matters**

A brief update from the relevant WODC or OCC councillor.

8. Matters Arising from Previous Meetings

a) *Traffic Calming Update*

- The Square, Aston – on hold until OCC officers provide options.
- The clerk is in the process of costing the implementation signs/gates for Cote/Shifford and Chimney is awaiting quote from Glasdons for the gates and signage.
- The clerk is in the process of drafting a proposal bringing all requests for 30 mph extensions around Aston and Cote. This will be sent to OCC Highways on completion.
- The remaining funds for traffic calming are £10,184.00.
For discussion and decision.

b) *Invitation to Climate Action Day for Parish and Town Councils Forum – 23 April 2021.*

West Oxfordshire District Council would like to invite representatives from Parish and Town Councils, and Parish Meetings to participate in a Climate Action Day online conference (to be Covid secure) on Friday 23rd April. This is a free event and 100% funded by West Oxfordshire District Council. The Climate Action Day will be delivered by the Centre for Sustainable Energy (CSE) as part of their programme to support local councils. For decision on attendance.

c) *Parish Council Meetings from 6th May 2021*

The current legislation allowing Parish Council's to meet virtually ends on the 6th May 2021. The pandemic restrictions do not allow for more than 6 people/2 households to meet socially indoors until after 17th May 2021. Therefore, to meet in a 'face to face' environment the Parish Council would have to use the main hall at the village hall to be able to maintain 2 metre distancing. OALC guidance is in the Clerk's Briefing papers on page 3. For discussion and decision.

d) *Annual Parish Meeting*

It was originally resolved to hold this on the 26 April 2021. Due to the pandemic, it will still not be possible to hold as an in-person meeting. To discuss and decide whether to delay until later in the year or to hold virtually.

e) *Future of North Farm*

Update on responses received so far to the stage 2 consultation on pages 4 to 7 of the Clerk's Briefing Notes.

f) *Land to the East of Back Lane*

Bluestone Planning have been advised by County that the project is still on hold pending sign off at directorate level looking at progressing with a revised build plan.

g) *Anti-Social Behaviour*

Dog Poo on Ham Lane – the Clerk has identified the landowner, written to them to confirm ownership and request permission to site dog bin. The clerk has also emailed Matthews Homes and WODC Planning in respect of the siting of a dog bin on the open space at the back of the housing estate.

9. Correspondence

Clerk's Briefing Notes on Page 2.

10. PLANNING

New planning applications

Documents emailed to councillors on the 26 March 2021 for perusal prior to the meeting also available at <https://www.westoxon.gov.uk/planning-and-building/planning-permission/view-planning-applications/>

Reference	21/00412/HHD
Alternative Reference	PP-09490682
Application Validated	Fri 05 Feb 2021
Address	Nethercote Barn Cote Bampton Oxfordshire OX18 2EG
Proposal	Erection of a garden room to rear elevation.
Status	Under consideration
Reference	21/00416/HHD
Alternative Reference	PP-09471730
Application Validated	Fri 05 Mar 2021
Address	4 Chimney Farm Cottages Chimney Bampton OX18 2EH
Proposal	Erection of a detached garage, with new site entrance to accommodate parking.
Status	Under consideration
Reference	21/00393/HHD
Alternative Reference	PP-09470570
Application Validated	Thu 04 Mar 2021
Address	2 Vicarage Close Aston Bampton Oxfordshire OX18 2BZ
Proposal	Erection of a single storey rear extension and alterations to ground floor front window.
Status	Under consideration
Reference	21/00857/HHD
Alternative Reference	Not Available
Application Validated	Wed 24 Mar 2021
Address	6 Vicarage Close Aston Bampton Oxfordshire OX18 2BZ
Proposal	Construction of detached double garage.
Status	Under consideration

Update on Previous Planning Applications – For Information

Reference	21/00286/HHD
Alternative Reference	Not Available
Application Validated	Wed 06 Jan 2021
Address	29 Woodbridge Close Aston Bampton Oxfordshire OX18 2DB
Proposal	Erection of single storey rear and first floor front extensions
Status	Decided
Decision	Approve
Decision Issued Date	Wed 10 Mar 2021

11. New Business

a) *Consultation – WODC Affordable Housing Supplementary Document 5 March to 16 April 2021*

Following an initial public consultation in July/August last year, a revised draft of the District Council's Affordable Housing Supplementary Planning Document (SPD) has now been published for a further period of consultation which is running for 6-weeks from 5 March to 16 April 2021. The revised draft SPD is available to view online at <https://www.westoxon.gov.uk/planning-and-building/planning-policy/supplementary-planning-documents/>.

After the consultation has closed, all comments received will be carefully considered before a final version of the SPD is prepared and formally adopted by the Council. At that point it will become a material consideration for any relevant planning applications.

b) *St Mary's Shifford – Grass Cutting Grant*

To resolve on the grant request for retrospect payment of £210 for the 2020/21 grass cutting season. Letter request and accounts on pages 10 and 11 of the Clerk's Briefing notes.

c) *Small Grant Application – Aston Brownie Unit*

A small grant request has been submitted by the Aston Brownie Unit, see pages 12 to 15 in the clerk's briefing notes.

d) *Cote Chapel – Grass Cutting Grant Request*

To discuss and resolve on the grant request for retrospect payment of £600 for the 2020/21 grass cutting season. Letter request and accounts on pages 16 to 21 of the Clerk's Briefing notes.

e) *Councillors' Travelling Allowances Scheme*

To review and approve the scheme for 2021/22, whereby councillors can claim mileage payments of 45p per mile for eligible journeys. Scheme originally adopted on 8 March 2012. Copy scheme for re-adoption in Clerk's Briefing Notes on pages 22 and 23. For resolution.

12. Community Trust

13. Parish Infrastructure

a) *Village maintenance*

To identify any current maintenance work required. Remaining budget for 2021/22: £1,500.

b) *Lengths person 2021*

The clerk is still doing research into how other parishes set up and manage this service. There will be a verbal update at the meeting.

c) *Cote Telephone Box – Refurbishment*

Requests for quotes were sent out to three suppliers but only one quote was received. This was for £450.00 based on the specification and statement of works on page 7 of the clerk's briefing notes on page 8. There is £1,500 in the Village Maintenance budget or £500 in the Repairs budget for 21/22.

For decision and Resolution

d) *Noticeboard for Cote*

As part of the budget setting process a noticeboard for Cote was discussed. To put in a similar one to the existing one in Aston would cost approximately £1,000 plus installation. The original one was supplied by Greenbarnes in 2004. The area by the telephone box has been considered as a garden and maintained as such since the off license closed over 40 years ago. Residents were not supportive of the siting of a noticeboard here. It has been suggested that by the allotments would be better so that delivery drivers and visitors could check out where they are going before driving up and down the road through Cote.

Suggested design in line with the existing noticeboard in Aston, with pricing and specification is in the Clerk's Briefing Notes on page 9.

For discussion and decision.

e) *Defibrillator for Chimney*

There is space by BBOWT gate in front of trees where a stone shelter with roof could be built to accommodate a defibrillator. BBOWT have verbally agreed for the siting of the defibrillator. The clerk is writing to BBOWT for formal written permission.

f) *Allotments*

A third volunteer has come forward as a prospective trustee for the allotments and is prepared to stand for 2 years. Name available at the meeting for Resolution. The clerk has contacted the secretary with the nominated trustees details and requested a meeting but no response has been received yet.

14. FINANCE

- a) *Account Balances—see Clerk’s Briefing Notes Page 24 (for information)*
- b) *Community First Oxfordshire (CFO) Renewal for 2021-2022*
Letter from the Joint Chief Executives is on page 15 of the Clerk’s briefing notes on page 25. The Parish Council has been a member of the CFO and a renewal figure of £73 is in the 2021/22 budget. The renewal cost for 2021/22 is £70 for a Parish Council (population between 1001 – 5000). The CFO has not increased its membership fees for 21/22.
- c) *OALC Renewal for 2021-2022*
OALC is the local support body for councils and has a direct connection to the national body, NALC. They provide advice, support and training for both clerks and councillors. Letter from the chairman of OALC is included in the Clerk’s Briefing notes on pages 26 and 27. The cost for renewal is £223.59 plus VAT. For decision and resolution.
- d) *Loans and Investment Policy/Annual Investment Strategy 2021-22*
It is best practice to have a Loans and Investment Policy (Draft on pages 29 to 30 of the clerk’s briefing notes) and to have an Annual Investment Strategy (Draft on pages 31 to 34 of the clerk’s briefing notes). These papers are submitted for discussion, decision and resolution if adopted.
- e) *Revision to Monthly Standing orders from 1st April 2021:*
- i) Clerk’s Salary (Min No 13/2021 on page 1602 LC2 (18 -23) (below substantive range)) to change to £341.00 per month payable on the 6th day of each month from May 2021. This to include £18 per month working at home allowance.
 - ii) HMRC payment to change to 80.75 payable on the 6th day of each month from May 2021.
 - iii) WODC Dog Bin emptying to change to 24.20 on the 1st day of each month from May 2021. 1.1% increase as advised by invoice???

f) To RESOLVE to approve the following payments for the period April 2021.

	NET	VAT	Gross Amount
Clerk's expenses – 964 sheets x 7p/ / Microsoft Office £43.20/Land Registry £3.00	106.48	7.20	113.68
OALC 2021-2022 Renewal – Invoice A00052/2021/1	223.59	44.72	268.31
CFO	70.00		70.00
Cote Chapel – Grass Cutting Grant	600.00		600.00
St Marys Shifford – Grass Cutting Grant	210.00	0.00	210.00
WODC Dog Bin emptying Invoice 33403822 difference to SDO	0.22	0.04	0.26
Ubico Inv 60041328 – Dog Bin emptying 01/10/2021 to 31/03/2021	83.46	16.69	100.15
Des Johnson – Grass Cutting at the Recreation field and War Memorial Maintenance – Inv 2134	210.00		210.00
Total to be decided and approved	£1,503.75	£68.65	£1,57240
Monthly Standing Orders			
Clerk's Salary	325.92		325.92
WODC Dog Bin emptying Inv 33394984	19.95	3.99	23.94
HMRC PAYE	76.80		76.80
Total SDOs	£422.67	£3.99	£426.66
Total	£1,926.42	£72.64	£1,999.06

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

16. Matters arising since publication of agenda/
Matters which Councillors may wish to raise for inclusion on next agenda.
(for discussion only)

17. Date of next meeting: **Thursday 13th May 2021, 7.30pm**

Annual Parish Council Meeting followed by the Monthly meeting of Parish Council