

AGENDA

The monthly Parish Council meeting of the Parish Council will be held on Thursday 1st February 2024, at 7.30pm, in the Ordish 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 – B Lings

3. To approve the minutes of the Parish Council meeting on 4th January 2024 and 11th January – minutes previously circulated.

4. Parish Councillors - Disclosure of interests on agenda items

5. 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.

6. WODC/OCC Matters

A brief update from the relevant WODC or OCC Councillor.

7. Matters Arising from Previous Meetings

a) Quick updates:

- *Neighbourhood Plan*

- *Electronic Speed Signs* – chased 18th January 2024.
- *Cote Chapel* – No update.
- *Gate at St James Church*.

b) *Traffic calming update and other traffic issues.*

Pages 3 to 5 of the clerk's briefing notes.

c) *Footpaths/Treescaping*

OCC now have a Tree Officer and they are keen for any opportunity to plant trees so to be kept in mind for if and when the Parish Council has anywhere to plant trees.

d) *Back Lane – road surface – For Information*

This has been reported on Fix My Street, direct to OCC Highways, to OCC Cllr D Levy and by the FMS Super User direct to the FMS team leader at OCC.

e) *Thames Water meeting – for information*

The clerk and available councillors will be meeting with Thames Water officers on the 9th February.

f) *Oxfordshire Councils Charter – Draft and Consultation*

Consultation was launched on 3rd January for comments on the draft 'Oxfordshire Councils Charter'. This followed the previous consultation that the Parish Council fed into in Autumn 2023. Consultation information on pages 6 to 20 of the clerk's briefing notes.

g) *Anti-Social Behaviour*

None at time of agenda.

8. Correspondence

Clerk's Briefing Notes on Page 2.

9. PLANNING

New planning applications - None

Update on Ongoing Planning Applications – For Information

- a) Terra – As of agenda the Harris fencing is up, and work has commenced. Water levels have gone down since early January.
- b) Marsh Furlong – water pumping station transfer to Thames Water is being progressed. To be discussed on 9th February with Thames Water.
- c) St Joseph's Court – Surface water and drainage. To be discussed with Thames Water on 9th February.

Update on Previous Planning Applications

| | |
|-----------------------|---|
| Reference | 23/03102/FUL |
| Alternative Reference | PP-12573870 |
| Application Validated | Tue 21 Nov 2023 |
| Address | Aston Repair Depot the Square Aston OX18 2DL |
| Proposal | Demolition of existing garage and erection of 2 semi-detached dwellings |
| Status | Decided |
| Decision | Approve |
| Decision Issued Date | Wed 17 Jan 2024 |

| | |
|-----------------------|---|
| Reference | 23/02963/HHD |
| Alternative Reference | PP-12582204 |
| Application Validated | Mon 27 Nov 2023 |
| Address | Western View Cottage Back Lane Aston OX18 2DQ |
| Proposal | Proposed porch extension. |
| Status | Decided |
| Decision | Approve |
| Decision Issued Date | Thu 25 Jan 2024 |

| | |
|-----------------------|---|
| Reference | 23/03425/CLP |
| Alternative Reference | PP-12688832 |
| Application Validated | Thu 25 Jan 2024 |
| Address | Farm Building North Of Chimney Farmhouse Chimney |
| Proposal | Certificate of Lawfulness to ascertain commencement of development and therefore, confirm planning permission 19/03222/FUL (Building operations and introduction of windows and door openings to facilitate the residential use of the modern farm building following the change of use from storage (use class B8) to a self-contained residential dwelling (use class C3) by prior notification 19/01114/PN56) is extant. |
| Status | Under consideration |

10. New Business

- a) *To carry out the annual review of the Parish Council's risk assessment (not open spaces)*
Emailed to parish councillors on 22nd January 2023 and on pages 28 to 38 of the clerk's briefing notes.

- b) *Community Fund Application - TVP*
Bid for £6,000 towards the build out for North Street, Aston submitted on 23rd January 2024. If the Parish Council intends to do these sorts of applications again, they will need to be well into the project with costings, other funding options/match funding evidence and a statement of the Parish Council's vision.

- c) *80th Anniversary of the D-Day Landing*
Information about the national celebrations is on pages 21 and 22 of the clerk's briefing notes. For discussion about parish activities.

11. Governance – Policies for Review – None this month.

12. Community Trust

13. Parish Infrastructure

a) *Village maintenance*

To identify any current maintenance work required. Budget remaining for 2023/24 is £1385.

b) Cote Turn – waste bin – awaiting pricing from WODC/Publica

c) BBOWT Car Park – awaiting response from BBOWT.

d) Specification for general maintenance across the parish – proposed on pages 23 and 24 of the clerk’s briefing notes.

14. FINANCE

a) *Account balances – see clerk’s briefing notes page 25 (For Information)*

b) *Review of the Year-to-Date Financial Report*

Report on page 26 of the Clerk’s briefing notes.

c) *Bank Reconciliation to 31st December 2023*

For resolution – report on page 27 of the clerk’s briefing notes.

d) *Appointment of Internal Auditor for 23-24.*

For discussion and resolution.

e) *Microsoft Price Change*

With effect from 28th January 2024 the cost for the Microsoft Business Basi will change. The current price is 31.50 (incl VAT) and will rise to £34.30 (incl VAT). This is the cost for the 7 councillor emails.

f) *To RESOLVE to approve the following payments for the period February 24.*

| | NET | VAT | Gross Amount |
|---|----------------|----------------|----------------|
| Clerk’s expenses 406 x 7p/Microsoft £50.16 | 70.22 | 8.36 | 78.58 |
| RFO LaptopCase/Warrantee (Payable to Clerk) | 397.48 | 79.50 | 476.98 |
| Fellowship Room Hire – RFO interview | 10.00 | | 10.00 |
| Community Heartbeat Trust (Yr 4) Annual Support Cost Inv 19767 | 165.00 | 33.00 | 198.00 |
| | | | |
| | | | |
| Total to be decided and approved | £ | £120.86 | £ |
| | | | |
| | | | |
| Total of already approved/paid | £0.00 | £0.00 | £0.00 |
| Monthly Standing Orders/DDs | | | |
| Clerk’s Salary including WFH Allowance | 412.41 | | 412.41 |
| HMRC PAYE | 98.40 | | 98.40 |
| Total SDOs | £510.81 | £0.00 | £510.81 |
| Total | £ | £120.86 | £ |

15. To discuss WODC Planning email to Chair dated 23rd January 2024.

Email correspondence previously circulated.

16. CONFIDENTIAL ITEM to be discussed in closed session.

To resolve to exclude the press and the public in accordance with the Public Bodies (Admission to Meetings) Act 1960.

17. Redacted.

18. Redacted.

19. Parish Councillors' and clerk's reports from meetings attended since last meeting.

20. Matters arising since publication of agenda/

**Matters which Councillors may wish to raise for inclusion on next agenda.
(For discussion only)**

21. Date of next meeting: Thursday 7th March 2024, 7.30pm

the monthly meeting of Parish Council.