

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL



AGENDA

**The Annual Parish Council meeting followed by the monthly meeting of the Parish Council
will be held on**

Thursday 1st June 2023, 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

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 May 2023 – 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, 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.

7. WODC/OCC Matters

A brief update from the relevant WODC or OCC Councillor.

8. Matters Arising from Previous Meetings

a) *Planning Appeal 22/00986/FUL and APP/D3125/W/23/3317512*

Briefing from the Chairman on the appeal actions to date. Councillors have been briefed in full by email during this process.

Update from clerk on donations received for funding the appeal.

To resolve to confirm payment of £450 (incl VAT) to Landmark Chambers for representation at the Case Management Conference on 22 May 2023.

To resolve to confirm payment of £600 (incl VAT) to Landmark Chambers for review of proofs of evidence on 23 May 2023.

To resolve to pay Invoice from TPA Ltd for Transport Technical Note. Invoice to be presented at the meeting.

To resolve to pay any further invoices that have come in since publication of agenda in relation to the appeal.

b) *Traffic calming update and other traffic issues*

- 20 mph – Parish Council requests for changes
- The Square, Aston
- West and Wales gas upgrade to pipes – corner at end of Bull Street
- Bridges at Beddles Turn and over Great Brook
- Parking areas in Foxwood
- Resident request for chicane at Bampton entrance/exit to Aston on B4449

c) *Footpaths/Treescaping*

Briefing from A Chapman.

d) *Allotments*

To resolve to appoint Sam Watson as a trustee and Chair of the allotments committee.

e) *Grounds Maintenance contracts 2024 onwards*

Deferred to July meeting and draft documents sent to P Sparrowhawk and R Anstee for review on 21st May 2023.

f) *Anti-Social Behaviour*

None at time of agenda.

9. Correspondence

Clerk's Briefing Notes on Page 2.

10. PLANNING

New planning applications

Documents emailed to councillors for perusal prior to the meeting and available at:

<https://www.westoxon.gov.uk/planning-and-building/planning-permission/view-planning-applications/>

Reference	23/00948/FUL
Alternative Reference	PP-12061580
Application Validated	Tue 02 May 2023
Address	Playing Field Cote Road Aston OX18 2DU
Proposal	Proposed floodlit Multi Use Games Area (MUGA) on land adjacent to an existing basketball practice area at the Aston and Cote Recreation Ground
Status	Under consideration

Update on Ongoing Planning Applications – For Information

- a) **North Farm** – Still no new update.
- b) **Hawthorns** – 23rd May 2023 – Matthews Homes started the removal of the board fencing and replacement with 1-metre-high post and rail fence.
- c) **Marsh Furlong** – No news on the adoption of the pumping station by Thames Water.
- d) **Terra** – moved to agenda item 8a.
- e) **Children's Home** – completion on target for end of October 2023.
- f) **St Joseph's Court** – Surface water and drainage. The clerk emailed the Project officer at Thames Water who had looked at this originally but at time of agenda has received no response. OCC are saying it is not them and that WODC are the local flood authority.

Update on Previous Planning Applications

Reference	23/00715/HHD
Alternative Reference	PP-12002249
Application Validated	Wed 22 Mar 2023
Address	25 Foxwood Aston Bampton Oxfordshire OX18 2DZ
Proposal	Erection of a single storey side and two storey rear extensions.
Insertion of upper floor side window.	
Status	Decided
Decision	Refuse
Decision Issued Date	Wed 17 May 2023

Reference	23/00659/HHD
Alternative Reference	PP-11983099
Application Validated	Mon 20 Mar 2023
Address	5 The Paddocks Aston Bampton Oxfordshire OX18 2UX
Proposal	Erection of a detached garden room
Status	Decided
Decision	Approve
Decision Issued Date	Tue 02 May 2023

11. New Business

a) Electronic Speed Signs

Information on page number 3 of the clerk's briefing notes.

To confirm the council wishes to explore new electronic signage and which of the following is to be explored for quote purposes:

- Replace the existing 30mph on North Street with a new, fixed, reactive 20 mph sign.
- Replace the removed 30mph on Cote Road by Marsh Furlong with a new fixed reactive 20mph sign.
- A mobile unit that can be placed at the discretion of the Parish Council

For discussion and decision.

b) Volunteer Link-Up 40th Anniversary Celebration

The Trustees of Volunteer Link Up would like to invite a representative from the Parish Council/Meeting to join them on Tuesday 20th June at 4pm, as they celebrate the 40th Anniversary of local Charity, Volunteer Link Up.

c) Oxfordshire County Council Day

On the 27th June 2023 there will be an open forum hosted by OCC at County Hall, Oxford for parish and town councils to hear from Highways, Gypsy and Traveller Services, Archives, Emergency Planning and Countryside teams. The clerk has booked a space and will attend some of the day around work commitments. If anyone else would like to attend it is free but booking needs to be completed by 15th June 2023.

d) OALC – Executive Committee seeking nominations.

OALC (Oxfordshire Association of Local Councils) has an Executive Committee which oversees the work it does. The Executive Committee has a four-year term of office which is coming to an end; they are seeking nominations from anyone interested in becoming a member of it.

The Executive Committee meets quarterly on a Monday afternoon. It meets virtually at present although that may be reviewed. The work is not onerous, but it does offer a broader perspective on the Oxfordshire and national context into which parish councils fit.

If anyone would like to stand there is a nomination form which has to be endorsed by council.

12. Governance – Policies for Review

- Standing Orders – reviewed document emailed to councillors on 20th May 2023 with tracked changes to show amendments.
- Financial Regulations – reviewed documents emailed to councillors on 21st May 2023
- Summary of changes to both are on page 4 of the clerk's briefing notes.

13. Community Trust

14. Parish Infrastructure

a) Village maintenance

To identify any current maintenance work required. Budget for 2023/24: £1,500.

15. FINANCE

a) *Account balances – see clerk’s briefing notes page 6 (For Information)*

b) *CCLA Changes to Accounts.*

c) *Unity Trust Debit Card*

See clerk’s briefing notes pages 5 to 6. For resolution.

d) *Budget 2023-24 – Revised*

On page 8 to 9 of the clerk’s briefing notes is the revised budget for 2023/24 showing the reserves figures below:

RESERVED FUNDS	
General Contingency fund (For example: 3 months running costs/insurance excess)	£ 5,000.00
Working Day to Day Balance	£ 1,122.54
Traffic Calming	£ 9,679.00
Cote Noticeboard	£ -
TERRA Appeal Funding	£ 5,000.00
Aston History Boards (£1,000 per board)	£ 3,500.00
North Farm	£ 3,800.00
Office Equipment (Colour Printer/Laptop replacement 2024)	£ 1,000.00
Defibrillator Maintenance	£ 3,145.00
Recreation Reserve	£ 33,476.00
War Memorial	£ 2,000.00
<i>Community Trust (50% match funding pot)</i>	<i>£ 10,000.00</i>
<i>Coronation (St James Church Tower Gate/Celebrations/Footpath)</i>	<i>£ 5,000.00</i>
TOTAL	£ 82,722.54

The revised budget shows the authorised reserves including the one for TERRA and takes into account the actual yearend figures for 22-23.

For discussion and resolution.

e) To RESOLVE to approve the following payments for the period June 23.

	NET	VAT	Gross Amount
Clerk's expenses 779 x 7p/	54.53		54.53
D Johnson – Grass cutting and WM Maintenance – Invoice -			
Transport Planning Associates (TPA) Invoice			
Landmark Business Account – CMC attendance – already paid – 23.5.2023	375.00	75.00	450.00
Landmark Business Account – Counsel Fees - review of proofs – already paid – 24.5.2023	500.00	100.00	600.00
Terra Appeal Related Invoices under Agenda Item 8a			
Landmark Business Account – Counsel Fees - TBC			
Total to be decided and approved	£929.53	£175.00	£1,104.53
Cleanslate Grant (Approved 4/5/2023)	100.00		100.00
Total of previously decided	£100.00	0.00	£100.00
Monthly Standing Orders/DDs			
Clerk's Salary including WFH Allowance	412.21		412.21
HMRC PAYE	98.40		98.40
Total SDOs	£510.61	£0.00	£510.61
Total	£1,540.14	£175.00	£1,715.14

f) Parish Councillors' reports from meetings attended since last meeting.

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

h) Date of next meeting: **Thursday 6th July 2023, 7.30pm**
the monthly meeting of Parish Council