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ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

AGENDA

Please note: due to the current Covid-19 Coronavirus situation, the Parish Council will meet virtually via Zoom (<https://zoom.us/>) Meeting ID 897 7676 9221 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 at <https://us02web.zoom.us/j/89776769221?pwd=Z1pHSDcrSEw3eUd6ekVGeGhWZHJrQT09> on Thursday 1 October 2020 at 7.30pm for the purpose of transacting the following business.

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 3rd September 2020 – 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 automation of the 20mph signs outside Aston School was completed on 23 September 2020 with the programming of the lights. The Head Teacher at Aston Primary School wished to thank the parish council on behalf of the school for this piece of work.
- The gates and signage were ordered from Glasdon's on the 4th September 2020 and are due for delivery in mid- October. Once they are received OCC will program the installation depending as advised by the parish council depending on the cost.
- The Square, Aston – OCC Councillor is too set up a meeting with OCC Officers to discuss possible traffic management measures.

b) *Prepared for the Worst – Technology Review*

A HP laptop has been purchased and received. The domain name applied for and once received the set-up of the laptop, purchase of Office 365 and new emails will be finalised.

c) *Future of North Farm*

Update from the chairman.

d) *Community Response for COVID 19*

There have been no requests for assistance in September so the 'WhatsApp' volunteer group will be closed and a thank you sent to all of the volunteers.

e) *Land to the East of Back Lane*

Approximately 50 people attended the 'open day' at the village hall in Aston on the 13th September and the webinar on the 14th September.

f) *Anti-Social Behaviour*

There have been several reports of nuisance doorbell ringing/door knocking between 3am to 5am in Aston. These have been reported to the police who have contacted those who have been affected.

9. Correspondence

Clerk's Briefing Notes on Page 2.

10. PLANNING

New planning applications

Documents emailed to councillors on the 25th September 2020 for perusal prior to the meeting also available at <https://www.westoxon.gov.uk/planning-and-building/planning-permission/view-planning-applications/>

Reference	20/02560/HHD
Alternative Reference	Not Available
Application Validated	Wed 26 Aug 2020
Address	23 Cote Road Aston Bampton Oxfordshire OX18 2DU
Proposal	Erection of two storey rear and single storey side extensions
Status	Under consideration

Update on Previous Planning Applications

Reference	20/01934/HHD
Alternative Reference	PP-08920864
Application Validated	Mon 27 Jul 2020
Address	41 Bull Street Aston Bampton Oxfordshire OX18 2DT
Proposal	Erection of a single storey rear extension
Status	Decided
Decision	Approve
Decision Issued Date	Wed 23 Sep 2020

Reference	20/01859/HHD
Alternative Reference	PP-08906934
Application Validated	Mon 20 Jul 2020
Address	Radley House Bull Lane Aston Bampton Oxfordshire OX18 2DN
Proposal	Erection of single storey rear extension
Status	Decided
Decision	Approve
Decision Issued Date	Thu 10 Sep 2020

Reference	20/01929/HHD
Alternative Reference	Not Available
Application Validated	Mon 06 Jul 2020
Address	Blythehale Cote Bampton Oxfordshire OX18 2EG
Proposal	Front and rear extensions
Status	Decided
Decision	Approve
Decision Issued Date	Wed 02 Sep 2020

Reference	19/02683/CLE
Alternative Reference	PP-08113961
Application Validated	Wed 25 Sep 2019
Address	Chimney Farm Barns Chimney Bampton Oxfordshire OX18 2EH
Proposal	Certificate of Lawfulness (to allow use of land as part of the domestic curtilage of the barns).
Status	Decided
Decision	Refuse
Decision Issued Date	Fri 11 Sep 2020

11. New Business

a) *Salt Cross Garden Village Consultation*

WODC have been working on a new Area Action Plan (AAP) since 2018, once adopted it will be statutory. The AAP establishes a vision for Salt Cross and will be used alongside the Local Plan and Eynsham Neighbourhood Plan to determine future development proposals.

They have published the final pre-submission draft version of the AAP which they will submit to the Secretary of State for independent examination.

The AAP is the subject of an eight week period of public consultation in accordance with Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012. Comments should focus on three main issues:

- whether the AAP is legally compliant
- whether it is sound
- whether we have complied with our statutory duty to co-operate

The response form is in the Clerk's Briefing Notes on pages 3-10. The clerk has read the document but is not qualified to say if it is legally compliant, sound or if WODC have complied with their statutory duty to co-operate. It could be presumed that all of these are correct as WODC have employed a team to produce the document but this presumption should not be a reason to complete the consultation.

b) *Proposed Devolution – White Paper*

The briefing from OALC is in the clerk's briefing notes on pages 15-16 but the white paper had not been published at time of publication of agenda.

c) *Modern Barn, Chimney – Conversion and subsequent residential use.*

On the 2nd September an email was received from P Fong at Ridge and Partner LLP asking for feedback on the new plans submitted to WODC. They are canvassing the opinion of all the neighbours and the parish council before the planning application is determined. The details are on pages 11-14 of the clerk's briefing notes. For discussion and decision on response.

d) *Neighbour Hood Plan and extension of the Conservation Area*

Councillor's asked for Neighbourhood Plans and Conservation areas to be on the agenda. For discussion and to identify what information council wishes to the clerk collect for future debate and decision.

12. Community Trust

13. Parish Infrastructure

a) *Village maintenance*

To identify any current maintenance work required. Remaining budget for 2020/21: £1,385.

b) *Allotments*

The clerk has received an enquiry about the set-up of the Allotment Trust and constitution. The historic records have been requested from the History group for the clerk to do research into the enquiry.

c) *Defibrillator in Cote Telephone Box*

Following on from the discussion at the 3 September meeting about solar power for the light in the telephone box the clerk approached three different companies about the requirements for installing defibrillators. They all came back to say that the actual defibrillator box needs power as it has a heater in it to keep the machine at a certain temperature during the winter and colder months. There is not a reliable enough solar product to ensure that the heater will work uninterrupted if necessary. None of the companies I contacted recommended solar except for lighting.

The clerk has contacted SSEN direct about getting power to the telephone box and costings. We cannot apply for grant funding until we have the quote for the power installation/defibs.

d) *Asset Register – Half Year Review*

The asset check has been programmed for the 30th September and will be available at the meeting.

14. FINANCE

a) *Account Balances—see Clerk’s Briefing Notes Page18 (for information)*

b) *Bank Reconciliation as at 30 September 2020 – see Clerk’s Briefing Notes page17*
For approval and signing.

c) *NJC Agreement - National Salary Award 2020/21*

At the meeting on the 5th March 2020 Item 4 on page 1554 it was RESOLVED to increase the Clerk’s pay following a successful appraisal and in line with the NALC/JPAG Guidance to LC2 Scale Point 21 from 1 April 2020. It was also RESOLVED to increase to clerk’s working at home allowance. The additional amount under the pay award is 37p per hour. Back dated to 1st April 2020 this is £62.16.

Standing orders for salary and HMRC will be amended with effect from November.

For Information

d) *Budget 2021-2022 – Projects*

At the November parish council meeting the clerk will present the first draft of the budget for 2021-22 so it would be ideal to have some thoughts for projects - Aston Stores grant support, increase in the Cote Chapel grass cutting grant, further traffic calming/weight limits/emergency TTROs, repairs to the edging around the war memorial, as a few ideas.

e) To RESOLVE to approve the following payments for the period October 2020

	NET	VAT	Gross Amount
Clerk's expenses – 241 sheets x 7p/ Zoom £14.39/Salary Rise 2020/21 = £49.76/Book of 2 nd Class Stamps £7.80/Envelopes £2.50	88.92	2.40	91.32
Repayment of Additional Funds for Laptop	-86.99		-86.99
HMRC – Additional payment on Pay increase	12.40		12.40
Des Johnson – Recreation Ground Grass Cutting – Inv TBC	170.00		170.00
WODC Ground Maintenance August – Inv 33373142	714.98	143.00	857.98
WODC Ground Maintenance July – Inv 33372987	357.49	71.50	428.99
Ubico – Dog Bin Emptying GBR – Inv 60036515	83.46	16.69	100.15
DF Williams – Bus Shelter Cleaning – Inv 98386	130.45	26.09	156.54
Total to be decided and approved	£1,470.71	£259.68	£1,730.39
Monthly Standing Orders			
Clerk's Salary	318.48		318.48
WODC Dog Bin emptying Inv 33377259	19.95	3.99	23.94
HMRC PAYE	75.00		75.00
Total SDOs	£413.43	£3.99	£417.42
Total	£1,884.14	£263.67	£2,147.81

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 5th November 2020, 7.30pm

Monthly meeting of Parish Council