

# ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL



## AGENDA

The monthly meeting of the Parish Council will be held on  
Thursday 20<sup>th</sup> April 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](mailto:clerk@astonoxon-pc.gov.uk). Please note item 6 on the agenda about Public Representation.

*EaAnstee*

**Elaine Anstee – Clerk**

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### 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.

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#### 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 2nd March 2023 and 29<sup>th</sup> March 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.

To resolve to pay £2,640.95 inclusive of VAT for the engagement of counsel to review the Parish Council's objection and supporting papers for the purpose of giving learned opinion on the merit of pursuing the appeal.

To resolve on further funding to purchase counsel time to pursue the objection at the appeal hearing.

b) *20 mph and changes to the national speed limit between Cote and Aston on B4449*

In the councillor's briefing notes on pages 15 to 24 is a report from a resident who has conducted an independent consultation. There are also the responses received by the clerk in response to the 2 Voices articles.

- To decide the Parish Council's position on the current 20 mph zones.
- To compose the Parish Council's response, if any, to OCC Highways.
- To discuss and compose request to OCC Highways

c) *Aston Day Centre Grant Application*

At the monthly Parish Council meeting on 2<sup>nd</sup> March a £200 grant under the small grant system was approved in principle subject to audited accounts. The day centre has not been in action for a year so there are no audited accounts. Secondly the application was actually for £1,200 which would not fall under the small grant system. For 2022-23 financial year there is an underspend of £2,126 in the grants under statute and an underspend of £365 in the small grants budget. To discuss.

d) *Coronation 6th May 2023*

The Parochial Church Council has suggested having a 'Book of Congratulation' for the Coronation. The book to be available in St James Church from 1<sup>st</sup> May to 8<sup>th</sup> May and then forwarded to the Palace after the coronation.

The suggested format is a wooden covered book with the following wording on the cover:

Messages from the congregation and villagers  
of St James, Aston, Bampton, Oxfordshire  
to commemorate the coronation of His Majesty King Charles III  
and Her Majesty Queen Camilla  
on Saturday, May 6th 2023

GOD SAVE THE KING

The PCC would like the Parish Council's input and to know if they are supportive of this suggestion. For decision.

The following are deferred to the monthly Parish Council meeting on 4<sup>th</sup> May 2023.

- e) *Traffic calming update and other traffic issues.*
- f) *Footpaths/Treescaping*
- g) *Allotments*
- h) *Youth Football Club and Pitch Maintenance*
- i) *Anti-Social Behaviour*

## 9. Correspondence

Clerk's Briefing Notes on Page 2.

## 10. PLANNING

### New planning applications - None

### Update on Ongoing Planning Applications – For Information

- a) **North Farm** – No update
- b) **Hawthorns** – Matthews Homes have submitted a 'non material amendment' to a previously approved application so there is no consultation or opportunity to ask for an extension to the decision date, 17th April 2023. This was decided on 13<sup>th</sup> April – see Update on Previous Planning Applications
- c) **Marsh Furlong** – No update.
- d) **Terra** – moved to agenda item 8a.
- e) **Children's Home** – Verbal report.

### Update on Previous Planning Applications

<b>Reference</b>	<b>23/00822/NMA</b>
Alternative Reference	PP-12022116
Application Validated	Mon 20 Mar 2023
Address	Land East of Saxel Close Aston Bampton Oxfordshire
Proposal	Residential development comprising 38 dwellings and associated garages (amended plans) (non-material amendment to allow realignment of pedestrian path linking development to western boundary of the site and amended landscaping proposals to include new hedgerow along southern section of western boundary of the site). (Retrospective).
Status	Decided
Decision	Approve
Decision Issued Date	Thu 13 Apr 2023

<b>Reference</b>	<b>23/00375/LBC</b>
Alternative Reference	PP-11921774
Application Validated	Fri 10 Feb 2023
Address	Cote House Cote Bampton Oxfordshire OX18 2EG
Proposal	Removal of the internal wall dividing the main house's boot-room from the annexe kitchen.
Status	Decided
Decision	Approve
Decision Issued Date	Tue 11 Apr 2023

<b>Reference</b>	<b>23/00227/HHD</b>
Alternative Reference	PP-11870146
Application Validated	Tue 28 Feb 2023
Address	15 Waites Close Aston Bampton Oxfordshire OX18 2ES.
Proposal	Erection of an office pod
Status	Decided
Decision	Approve
Decision Issued Date	Thu 13 Apr 2023
<b>Reference</b>	<b>22/02331/PDET28</b>
Alternative Reference	PP-11481657
Application Validated	Wed 17 Aug 2022
Address	Chimney Meadows Nature Reserve Chimney Oxfordshire
Proposal	Erection of agricultural building for the storage of fodder and farm machinery.
Status	Decided
Decision	Prior Approval Approved
Decision Issued Date	Tue 04 Apr 2023

#### **11. New Business - None**

#### **12. Governance – Policies for Review**

a) *Councillor's Travelling Allowances Scheme 2023-24*

Councillor's travelling allowances whereby councillors can claim mileage payments. To review and approve the scheme for 2023-24 of 45p per mile for eligible journeys. Detail on pages 3 to 4 of the clerk's briefing notes. Scheme originally adopted on 8 March 2012.

b) *Small Grant Application Form for 2023-24*

To review and approve the scheme for 2023-24. Detail on pages 5 to 11 of the clerk's briefing notes.

These papers are submitted for discussion, decision and resolution if adopted.

#### **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 12 (for information)*

b) *Review of the Year-End Financial Report*

Report on page 13 of the Clerk's briefing notes.

c) *Bank Reconciliation as at 31 March 2023 – see Clerk's briefing notes page 14.*

The bank reconciliation for 31 March 2023 was referred to for checking and is presented for approval under resolution.

*d) To RESOLVE to approve the following payments for the period April 23.*

	NET	VAT	Gross Amount
Clerk's expenses 784 x 7p/Microsoft Office £49.08/B&Q £14.32 – Clear Tape and Vinyl for APM Banner	110.10	8.18	118.28
D Johnson – War memorial Maintenance – Invoice 2357	25.00		25.00
<i>Aston and Cote Day Centre – Grant – Agenda Item 8c - TBC</i>	<i>1,200.00</i>		<i>1,200.00</i>
J Smith/Landmark BACS Account – Retention of Counsel	2,120.95	520.00	2,640.95
<b>Total to be decided and approved</b>	<b>£3,456.05</b>	<b>£528.18</b>	<b>£3,984.23</b>
<b>Total of previously decided</b>	<b>£</b>	<b>0.00</b>	<b>£</b>
<b>Monthly Standing Orders/DDs</b>			
Clerk's Salary including WFH Allowance	412.21		412.21
HMRC PAYE	98.60		98.60
<b>Total SDOs</b>	<b>£510.81</b>	<b>£0.00</b>	<b>£510.81</b>
<b>Total</b>	<b>£3,966.86</b>	<b>£528.18</b>	<b>£4,495.04</b>

**16. Parish Councillors' reports from meetings attended since last meeting.**

**17. Matters arising since publication of agenda/**

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

**(For discussion only)**

**18. Date of next meeting: Thursday 4<sup>th</sup> May 2023, 7.30pm**

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