

# ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

## AGENDA

The monthly meeting of the Parish Council will be held on  
Thursday 20<sup>th</sup> May 2021, at 7.30pm, in the meeting room at the Village Hall.

Councillors: You are hereby summoned to attend the above meeting for the purpose of transacting the following business.

*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. **Annual Meeting of Parish Council**
  - Election of Chairperson – Chairperson to sign Acceptance of Office.
  - Election of Vice Chairperson
  - Election of Transport Representative (if desired)
  - Election of Community Trust Representative
  - Election of Representative to the local committee of Cote Chapel
  - Election of Representative for the RAF Brize Norton Local Community Working Group meetings (currently 1 evening meeting per year and an invitation to an evening summer semi-formal event)
  - Discussion and decision on who will submit PC news article to Voices (bi-monthly)
  - Portfolio assignments – current in Clerk's Briefing notes on page 3.
5. **To approve the Minutes** of the Parish Council meeting on 1<sup>st</sup> April 2021 – minutes previously circulated.
6. **Parish Councillors - Disclosure of interests on agenda items**

**7. 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.

**8. WODC/OCC Matters**

A brief update from the relevant WODC or OCC councillor.

**9. Matters Arising from Previous Meetings**

*a) Traffic Calming Update*

- The Square, Aston – on hold until OCC officers provide options.
- The quote from Glasdon for the signs/gates for Cote/Shifford and Chimney in the clerk's briefing notes on pages 4 to 8. For Decision and Resolution.
- The installation request is with OCC officers for a quote and confirmation/agreement on the proposed siting of the gates. There will be a walk round with OCC officers on 26<sup>th</sup> May 2021 to finalise sites for the quote.
- The draft proposal bringing all requests for 30 mph extensions around Aston and Cote together was submitted to OCC Highways officers on 30 April 2021 for comment and guidance. These will also be discussed on 26<sup>th</sup> May 2021.
- The remaining funds for traffic calming are £10,184.00.  
For discussion and decision.

*b) St Mary's Shifford and Cote Chapel – Grass Cutting Grants*

Both St Mary's, Shifford and Cote Chapel have sent their thanks for the grants for 2020/21.

*c) Small Grant Application – Aston Brownies*

Further information provided as requested and included with the application on pages 9 to 13 of the clerk's briefing notes.

*d) Annual Parish Meeting*

To agree to defer decision on date until after the UK Government's pandemic road map announcement on 21<sup>st</sup> June 2021.

*e) Future of North Farm*

- Update from the Chairman
- Ownership of land by Parish Councils – Clerk's briefing notes page 14

*f) Land to the East of Back Lane*

There has been no further update or change to the deferment.

g) *Dog Poo Bin for end of Ham Lane*

Dog Poo on Ham Lane – the Clerk has had confirmation from the field owner that they have no objection to siting dog bin by the gate opposite the last house. They advised that the actual lane from the end of the tarmac is owned by the Aston Drainage Board (ADB). The clerk wrote to Welch and Stammers Solicitors, who are the secretaries for the ADB, on 7<sup>th</sup> May 2021 requesting land ownership details and permission to site the dog poo bin.

h) *Anti-Social Behaviour*

There have been no reports of anti-social behaviour, but a large mineral bag of rubbish was dumped by the bridge across the Great Brook at the end of Ham Lane. This was reported on 'Fix My Street' and removed less than a week later.

**10. Correspondence**

Clerk's Briefing Notes on Page 2.

**11. PLANNING**

**New planning applications – no new applications**

**Update on Previous Planning Applications – For Information**

<b>Reference</b>	<b>21/00412/HHD</b>
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	Decided
Decision	Refuse

<b>Reference</b>	<b>21/00393/HHD</b>
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	Decided
Decision	Approve
Decision Issued Date	Wed 05 May 2021

## 12. New Business

a) *History Group – Grant for Book Publication*

The History Group publication, Aston, Cote, Shifford and Chimney - Parish History in March 2021 has had a very successful launch and the fundraising to support the publication means that the History group does not need the whole of the budget grant set aside by the Parish Council in the 2020-21 budget. The group has asked if they could come back to the Parish Council if they have sufficient interest to do a second print run which would cost £1,250.00. The Parish Council originally set a budget of £3,450 and granted £500 in 2019 at the start of the project. This leaves £2,950 currently in the budget for this project. If £1,250 is set aside for a second print run that leaves £1,700. Of this funding the Parish Council could fund the History Group to send a copy of the publication to the Oxford History Centre (County Archives) and the Bodleian Libraries, being the local university and holding much of the history of the area in its archives. The cost for these two books would be £30. This would then leave £1,670 for reallocation within the budget.

For decision and resolution.

b) *Champing at the Cote Chapel*

The trustees of the Cote Chapel are looking into innovative ways of raising funds and have asked if the Parish Council has any comments or reactions to the proposal to 'champing' in the chapel buildings during the summer.

*Champing™ is the unique concept of camping overnight in historic churches, brought to the world by The Churches Conservation Trust, the national charity protecting historic churches at risk. Thousands of happy Changers have stayed in our churches and have delighted in having exclusive use of an ancient space for the night. (Champing™ - The simple concept of camping in ancient churches)*

## 13. Community Trust

## 14. Parish Infrastructure

a) *Village maintenance*

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

b) *Length's person 2021*

The clerk has not managed to do any further research into how other parishes set up and manage this service so requests a deferment to the July meeting.

c) *Noticeboard for Cote*

The design and budget for a noticeboard in Cote was agreed at the meeting in April 2021 but the site required further investigation. The options are:

- By the telephone box
- By the telegraph pole/hedge at the allotments
- By the bench

For discussion and decision.

*d) Defibrillator for Chimney*

BBOWT have agreed in principle for the siting of the defibrillator pending confirmation of the design of the stone shelter. Once the council has this the BBOWT officer has requested a site visit with the plans to finalise the decision. The clerk has identified a contractor who would be prepared to do an initial design and quote for the construction. The Community Heartbeat Trust (CHT) have provided an indicative quote of £2,740 plus VAT for the defibrillator and installation. There is currently £1,660 brought forward from the 2020-21 budget which includes £750.00 Councillor Priority Grant funding from the OCC Councillor.

*e) Allotments*

The trustees and new secretary are now in place. They intend to have a meeting in June and once they have had this initial meeting the clerk will request a meeting with the Parish Council.

**15 FINANCE**

*a) Account Balances—see Clerk’s Briefing Notes Page 15 (for information)*

*b) Insurance Renewal*

To consider the insurance renewal on 1 June 2021. The Parish Council opted for a 3-year deal in 2020 with BHIB Insurance Brokers Local Council Insurance. The renewal price is £347.37 for 21-22 (£343.82 for 20-21). Renewal Letter is in Clerk’s Briefing Notes on pages 16 - 20.

*c) Receipts and Payments Account to 31 March 2021 – See Clerks Briefing Notes Pages 21 and 22.*

To receive and approve the accounts for the year ended 31 March 2021.

- The surplus for the year was £13,527 against a budgeted deficit of £7,083. The majority of the surplus relates to the £10,000 S106 funding for traffic calming, CPF Grants of £1,250 and the contingency which is included in the budget for financial prudence but was unspent during the year.
- There was an underspend for the year of £1,307 on office equipment though there was an overspend of £365 on Office running costs for ZOOM membership and Office 365.
- There was an underspend for the year of £3,049 on grounds maintenance, primarily relating to grass cutting where fewer grass cuts were invoiced/carried out than allowed for in the budget which assumes the “worst case scenario” in terms of grass growth.
- There were underspends totalling £1,851 against Chairman’s Allowance, Bus Shelter Cleaning and Village Maintenance.
- Overspends on Grants due to the additional £300 paid to Cote Chapel for 18/19 cuts not claimed and HMRC where February 2020 payment had been missed and was paid in April 2020.

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- At 31 March 2021 the Parish Council's total cash holding was £72,451. Of this, £10,000 is required for the Parish Council's basic cash holding, and £34,476 relates to the designated Recreation Reserve (MUGA) plus a further £27,975 in other reserves.

d) *Bank Reconciliation as at 31 March 2021 – see Clerk's briefing notes page 23.*

The bank reconciliation for 31 March 2021 was referred to B Lings for checking and is presented for approval under resolution.

e) *Annual Return for 2020/21 – Pages 24 to 29*

- To consider and complete the Annual Governance Statement (Section 1 of the Annual Return). To be submitted to the external auditor with the annual accounts
- To approve Section 2 of the Annual Return (signature of accounts) to be submitted to the external auditor.

f) *Internal audit for 2020/21*

This has been completed by Nick Hoskins, and a copy of his report is in the clerk's briefing notes on pages 30.

g) To RESOLVE to approve the following payments for the period May 2021.

	NET	VAT	Gross Amount
Clerk's expenses 341x 7p/Microsoft Office £43.20/VAT on Laptop £138.60	59.87	145.80	205.67
WODC – Grounds Main/Grass Cutting 15/03/2021	357.49	71.50	428.99
Des Johnson – Invoice 2139 – Grass Cutting/War Memorial Maintenance/Signpost at Cote	390.00		390.00
<b>Total to be decided and approved</b>	<b>£807.36</b>	<b>£217.30</b>	<b>£1,024.66</b>
<b>Monthly Standing Orders</b>			
Clerk's Salary	341.16		341.16
WODC Dog Bin emptying Inv 33410738	20.17	4.03	24.20
HMRC PAYE	80.60		80.60
<b>Total SDOs</b>	<b>£441.92</b>	<b>£4.03</b>	<b>£445.95</b>
<b>Total</b>	<b>£1,249.29</b>	<b>£221.33</b>	<b>£1,470.62</b>

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

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

c) **Date of next meeting: Thursday 8<sup>th</sup> June 2021, 7.30pm**  
the Monthly meeting of Parish Council