

# ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL



## AGENDA

**The monthly meeting of the Parish Council will be held on  
Thursday 29th March 2023, at 7.30pm, in the Ordish Room, at the Village Hall.  
This meeting will be only covering finance, planning and APM agenda.**

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 2<sup>nd</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. Correspondence**  
Clerk's Briefing Notes on Page 2.

## **8. Annual Parish Meeting Agenda – for discussion**

This is a meeting of the parish and not a Parish Council meeting. It is a legal requirement and must take place between 1 March and 1 June (inclusive). The date has been confirmed as Tuesday 18th April starting at 7.30pm and the clerk has invited the district councillors, OCC councillor, and the draft agenda is on page 3 of the Clerk's Briefing Notes for consideration. The meeting has been advertised in the Voices Edition 192, March 2023, on the Parish Council web pages and the banner erected on the fence in front of the allotments as agreed with the trustees.

## **9. PLANNING**

### **New planning applications**

|                       |   |
|-----------------------|---|
| <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                | Under consideration   |

|                       |   |
|-----------------------|---|
| <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                | Under consideration                                 |

|                       |   |
|-----------------------|---|
| <b>Reference</b>      | <b>23/00659/HHD</b>                               |
| 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                | Under consideration                               |

|                                       |  |
|---------------------------------------|--|
| <b>Reference</b>                      | <b>23/00715/HHD</b>  |
| 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                                | Under consideration  |

## Update on Previous Planning Applications

|                       |   |
|-----------------------|---|
| <b>Reference</b>      | <b>22/03383/FUL</b>   |
| Alternative Reference | PP-11730823   |
| Application Validated | Wed 04 Jan 2023   |
| Address               | Aston House North Street Aston Bampton OX18 2DJ   |
| Proposal              | Change of use of holiday let to therapy room for treating acupuncture patients, on the ground floor only. |
| Status                | Decided   |
| Decision              | Approve   |
| Decision Issued Date  | Thu 02 Mar 2023   |

## 10. FINANCE

- a) *Account Balances—see Clerk’s Briefing Notes Page 4. (for information)*
- b) *Review of the Year-to-Date Financial Report*  
Report on page 5 of the Clerk’s briefing notes.
- c) *Repairs to Church Clock – Smiths of Derby Invoice*  
Smiths of Derby attended on 15 March 23 to a call out for St James Church clock which had stopped ringing. Invoice 0000127040 for £180.00 inclusive of VAT. For Resolution
- d) *OALC Allotment Training*  
On the 8 February 2023, the clerk attended a training course about allotments run by OALC. The course cost £36 inclusive of VAT. For resolution.
- e) *Renewal of OALC Membership 2023-24*  
OALC is the local support body for councils and has a direct connection to the national body, NALC. They provide advice, support and training for both clerks and councillors. Letter from the chairman of OALC is included in the Clerk’s Briefing notes on pages 6 and 7. The renewal fee is £302.12 inclusive of VAT. For resolution.
- f) *Revision to Monthly Standing orders from 1<sup>st</sup> May 2023:*
  - i) Clerk’s Salary (Min No 14/2022 on page 1737, LC2 (18 -23) (below substantive range)) to change to £412.21 per month payable on the 6<sup>th</sup> day of each month from May 2023. This to include £18 per month working at home allowance.
  - ii) HMRC payment to change to £98.60 payable on the 6<sup>th</sup> day of each month from May 2023.

*g) To RESOLVE to approve the following payments for the period March 23.*

|   | NET              | VAT            | Gross Amount     |
|---|------------------|----------------|------------------|
| Clerk's expenses x 7p/Microsoft Office £49.08/          | 49.51            | 8.18           | 57.69            |
| OALC Membership Invoice A00052/2023/3                   | 251.77           | 50.35          | 302.12           |
| OALC Training Invoice 3787                              | 30.00            | 6.00           | 36.00            |
| D Johnson Inv 2356                                      | 105.00           |                | 105.00           |
| Ubico Ltd – Dog Bin (GBR) Inv 60059547                  | 83.46            | 16.69          | 100.15           |
| WODC Invoice – Dog Bin Emptying                         | 20.17            | 4.03           | 24.20            |
| Smiths of Derby – Invoice 0000127040                    | 150.00           | 30.00          | 180.00           |
| <b>Total to be decided and approved</b>                 | <b>£689.91</b>   | <b>£115.25</b> | <b>£805.16</b>   |
| CPRE (Approved 2 March 2023)                            | 36.00            |                | 36.00            |
| Community First Oxon (Approved 2 March 2023)            | 70.00            |                | 70.00            |
| <b>Total of previously decided but to paid in March</b> | <b>£106.00</b>   | <b>0.00</b>    | <b>£106.00</b>   |
| <b>Monthly Standing Orders/DDs</b>                      |                  |                |                  |
| Clerk's Salary including WFH Allowance                  | 387.16           |                | 387.16           |
| HMRC PAYE   | 92.20            |                | 92.20            |
| <b>Total SDOs</b>                                       | <b>£479.36</b>   | <b>£0.00</b>   | <b>£479.36</b>   |
| <b>Total</b>  | <b>£1,275.27</b> | <b>£115.25</b> | <b>£1,390.52</b> |

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

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

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

**(For discussion only)**

**13. Date of next meeting:**

**Tuesday 18<sup>th</sup> April 2023, 7.30pm** the Annual Parish Meeting

**Thursday 20<sup>th</sup> April 2023, 7.30pm** the Monthly meeting of Parish Council