

# ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

## AGENDA

The monthly meeting of the Parish Council will be held on  
Thursday 2<sup>nd</sup> December 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. To approve the Minutes** of the Parish Council meeting on 4<sup>th</sup> November 2021 – 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 Square, Aston – on hold until OCC officers provide options.
- The draft proposal bringing all requests for 20mph/30 mph extensions around Aston and Cote together is with OCC officers for processing.
- The remaining funds for traffic calming are £4,004 with the anticipated costs for 30 mph consultation (£3,255) taken into consideration.

*b) North Farm Update*

Verbal update from the Chairman.

c) *Children's Home Update*

Unfortunately, the OCC team had commitments so they cannot attend the meeting. Application and consultation results to be emailed and put on the parish website once submitted by OCC.

d) *HM Queen Elizabeth II Platinum Jubilee 2022*

No further update.

e) *Anti-Social Behaviour*

There have been no reports as at time of agenda.

**9. Correspondence**

Clerk's Briefing Notes on Page 2.

**10. PLANNING**

**New planning applications - None**

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

<b>Reference</b>	<b>21/03088/HHD</b>
Alternative Reference	PP-10079687
Application Validated	Fri 17 Sep 2021
Address	Gaston Cottage Church Lane Aston Oxfordshire OX18 2DY
Proposal	Erection of a two storey side extension along with construction of a detached double garage
Status	Decided
Decision	Approve
Decision Issued Date	Tue 09 Nov 2021

<b>Reference</b>	<b>21/03021/HHD</b>
Alternative Reference	PP-10191537
Application Validated	Tue 07 Sep 2021
Address	The Old Coach House Bull Lane Aston Bampton OX18 2DT
Proposal	Proposed rear extension, 2 new dormers and replacement garage
Status	Decided
Decision	Approve
Decision Issued Date	Wed 17 Nov 2021

## 11. New Business

### a) *Dates for Parish Council meetings in 2022*

To agree dates for 2022 PC meetings, APCM and APM

Jan – 6th

Feb – 3rd

Mar – 3rd

Apr – 7th

Apr – 11th or 25th for Annual Parish Meeting

May – should be on 5th but this is local election day so move to Wed 4th May or Apr 28th

Jun – should be 2nd but this is a bank holiday for the Queen's Platinum Jubilee so move to May 26th to be the first meeting of the new council the APCM. This meeting must be held within 28 days of the election.

Jul - 7th

Aug – 4th

Sep – 1st

Oct – 6th

Nov – 3rd

Dec – 1st

## 12. Governance – Policies for Review

The reviewed Complaints Policy is on page 3-4 of the clerk's briefing notes.

- Complaints Policy – adopted January 2011

## 13. Community Trust

## 14. Parish Infrastructure

### a) *Village maintenance*

To identify any current maintenance work required. Remaining budget for 2021/22: £1,233.

Bench at the end of Southlands – a request for its replacement has been received.

## 15. FINANCE

### a) *Account Balances—see Clerk's Briefing Notes Page 5 (for information)*

### b) *Review of the Year-to-Date Financial Report*

Report on page 6 of the clerk's briefing notes.

### c) *Budget 2022-2023 – Draft*

The revised draft of the budget for 2022-23 and a report are on pages 7 to 12 of the clerk's briefing notes. For resolution.

### d) *Aston and Cote Day Centre – Grant Request*

Small grant request in support of the Aston & Cote Day Centre CIC. There is £630 left in the Small Grants budget for 21-22.

For resolution.

### e) *Request for Training – Clerk*

The clerk would like to attend the SLCC Practitioner's Conference to be held 'virtually' on 15 to 17 February 2022. The cost for members is £75.00 plus VAT. This conference is a blend of talks, work shops and briefings with direct practical relevance to parish councils.

f) *Clerk's Hours*

A review of the clerk's hours from April to November 2021 including project work is shown in the table below:

Clerk's Hours Summary as at 30.11.2021								
Admin	Projects	Consultation	APM	North Farm	Training	Total	YTD Scheduled	Surplus/Deficit
220	15.75	1.5	10	7.5	5	259.75	224	35.75

There is a surplus of 35.75 hours mostly driven by projects. The clerk has no desire to increase their hours especially as some of the surplus is due to projects and would not necessarily be required all the time. For discussion.

g) *To RESOLVE to approve the following payments for the period December 21.*

	NET	VAT	Gross Amount
Clerk's expenses 243 x 7p/Microsoft Office £43.20/ /Working from Home £18.00 Sep & Nov & Dec/VAT Oct Expenses £18.03	107.01	25.23	132.24
D Johnson – Invoice 2221 War Memorial/Benches	170.00		170.00
WODC – Invoice 33443793 – Grass Cutting	319.49	63.90	383.39
SLCC – Practitioner's Conference 15-17 Feb 2022	75.00	15.00	90.00
Aston & Cote Day Centre – Grant			
<b>Total to be decided and approved</b>	<b>£ 671.50</b>	<b>£104.13</b>	<b>£ 775.63</b>
<b>Monthly Standing Orders</b>			
Clerk's Salary	362.90		362.90
WODC Dog Bin emptying Inv 33443695	20.17	4.03	24.20
HMRC PAYE	90.60		90.60
<b>Total SDOs</b>	<b>£473.67</b>	<b>£4.03</b>	<b>£477.70</b>
<b>Total</b>	<b>£1,145.17</b>	<b>£108.16</b>	<b>£1,223.33</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 6<sup>th</sup> January 2022, 7.30pm**  
the Monthly meeting of Parish Council