

# ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

## AGENDA

The monthly meeting of the Parish Council will be held on  
Thursday 2nd January 2020, at 7.30pm, in the meeting room at the Village Hall.  
You are herewith summoned to attend the above meeting.  
The business will be as detailed below.

*EAnstee*

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 5<sup>th</sup> December 2019 – 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**
8. **Matters Arising from Previous Meetings**
  - a) *Recommended Actions Following WODC Planning Training for Parishes*  
The clerk has contacted WODC officers for more detail on how to access S106 funding and confirmation if any has been received by WODC from Mears Homes. Traffic calming has moved to Agenda Item 8b.

*b) Traffic Calming Project for 2019/20*

The clerk has formally requested costings and a process brief from OCC.

*c) Resident Request – Dog Bin on Great Brook Road*

The request for a new dog bin has been submitted to WODC but there has been no update received. The clerk has been to the Great Brook bridge and a dog bin has not been fitted so has chased WODC again.

*d) North Street Farm Cottage*

In November 2019 a letter was sent to OCC who own the property and we await a response.

*e) Anti-Social Behaviour - There have been no reports this month.*

**9. Correspondence sent**

See Clerk's Briefing Notes

**10. New Business**

*a) Annual Parish Meeting 2020*

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 Annual Parish Council meeting will be on 7 May 2020 and it was debated after the Annual Parish Meeting in 2019 that it should be before this. Mondays are the most available days for the Village Hall so to avoid bank holidays the 20<sup>th</sup> or 27<sup>th</sup> April are suggested. To discuss potential dates for the Annual Parish Meeting 2020 and potential invitees to speak.

*b) High Sheriff Awards 2019-20*

The High Sheriff of Oxfordshire 2019-2020, has written to invite applications for a High Sheriff award. Some 20 such awards are planned for 2019/20 to recognise people in Oxfordshire who have made outstanding contributions to the communities in which they live and work.

*c) Parking in the Square in Aston*

The clerk has received two complaints about the parking in and around the square in Aston, specifically on the corners and the top of North Street. They also raised concerns about the aggressive and intimidating driving by some drivers as well as the confusion about the rights of way around the war memorial. WODC have been contacted but they have referred the complainants initially to the parish council.

d) *Eynsham Area Neighbourhood Action Group*

Eynsham area has a Neighbourhood Action Group, now renamed Community Resilience Forum, this is a Police/Community Liaison group which meets approximately every 8 weeks in Eynsham to discuss policing priorities and local problems.

Currently the membership includes Oxfordshire County Council, West Oxon District Council, and several Parish councils, plus members of the various communities and Thames Valley Police.

They wish to increase our Parish Council membership on the committee, and local residents, as this would enable them to have a broader view of problems in the area.

e) *Small Grant Application – Aston Brownies*

An application for the small grant scheme has been received from the 1<sup>st</sup> Aston Brownies and the details are in the clerk's briefing notes. For decision and resolution.

## 11. PLANNING

### New planning applications

<b>Reference</b>	<b>19/03376/FUL</b>
Alternative Reference	PP-08345534
Application Validated	Fri 06 Dec 2019
Address	Land Adjacent To Westfield House Bampton Road Aston
Proposal	Erection of dwelling with associated parking.
Status	Under consideration

### Enforcement Notice appeal for 4 Chimney Farm Cottages, Chimney

Letter on in the Clerks Briefing Notes – for response

### Updates to previous planning applications

<b>Reference</b>	<b>19/02588/HHD</b>
Alternative Reference	PP-08137607
Application Validated	Thu 10 Oct 2019
Address	Ashcroft House Cote Bampton Oxfordshire OX18 2EG
Proposal	Construction of garden outbuilding.
Status	Decided
Decision	Approve
Decision Issued Date	Thu 05 Dec 2019

## 12. Community Trust

### 13. Parish Infrastructure

a) *Village maintenance*

To identify any current maintenance work required. Budget for 2019/20: £1,500. CCTV notices at the Great Brook Bridge the clerk has been in contact with a local sign writer and is awaiting a quote.

### 14. FINANCE

a) *Account Balances* – see Clerk’s Briefing Notes Page. (For information)

b) *Internal Auditor 2020*

Appointment of Internal Auditor for 2019/20 - Mr N Hoskins has been the internal auditor so council needs to decide if they wish to ask him again for 2019/20. For decision.

c) *December invoices presented for approval and payment*

		Statute
Clerk’s salary E Anstee (Gross £368.20) net £294.60, working from home allowance of £10.00	304.60	LGA 1972, s112
Clerk’s expenses –sheets 254 x 7p	17.78	LGA 1972 s111
HMRC – PAYE – Dec19	73.60	LGA 1972 s111
WODC – Dog Bin emptying – Inv 33336917	23.35	Litter Act 1983
Stuart Ransom – Christmas Tree 2268	75.00	LGA 1972. S 144
DF Williams Bus shelter cleaning – Inv 94327	147.41	LGA (Misc Shelter Prov) 1953 s4
<b>Sub Total</b>	<b>£641.74</b>	
Aston Brownies – TBC	TBC	LGA 1972, s142
<b>Total - TBR</b>	<b>£</b>	

### 15. CONFIDENTIAL ITEM to be discussed in closed session

To resolve to exclude the press and the public in accordance with the Public Bodies (Admission to Meetings) Act 1960. Clerk’s pay review for 2020/21 – see report in Clerk’s Briefing Notes.

### 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 6th February 2020, 7.30pm**  
Monthly meeting of Parish Council