

Password 679716

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

AGENDA

Please note: due to the current Covid-19 Coronavirus situation, the Parish Council will meet virtually via Zoom (<https://zoom.us/>) Meeting ID 819 1204 6908 as permitted in the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the 2020 Regulations”)

Councillors: You are hereby summoned to attend the Monthly Meeting of the Parish Council to be held online at <https://us02web.zoom.us/j/81912046908?pwd=NWwyczBucmdBalJxYkE2L2V6enA3Zz09> on Thursday 2 July 2020 at 7.30pm for the purpose of transacting the following business.

EaAnstee

Elaine Anstee – Clerk

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.

- 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 4th June 2020 – 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) Grants Issued at June meeting

The grants for towards grass cutting St Mary's Shifford, Cote Chapel and St James Church, and the grant towards maintenance of the minibus for the Aston Community Parish Minibus have all been paid and the clerk's has received thank you from all the recipient organisations. For information.

b) Traffic Calming Update

- S106 monies of £10k have now been received by the parish council.
- The clerk has contacted OCC requesting that the work on the automation of 20 mph signs outside the school be actioned and put in a grant request to the County Councillor's priority funding pot for £500 to support this project. The remaining funds will come from the parish's council traffic calming reserve.
- R La Forte, P Sparrowhawk and the clerk did a walk round on the 24th June of the locations for 'gates' and signage at the entry points to both Cote and Aston along the Brighthampton Road, Bampton Road and North Street. The report with recommendations is in the clerk's briefing notes on page 3
- The clerk has reminded OCC officers of the request for a quote for the chicane by the village hall and the actions that now need to be taken to get this piece of work started.

c) Prepared for the Worst – Technology Review

Following on from the work initially done by the clerk, Cloudy Group has been approached for a free review of the council's current technology and to provide a quote for comparison purposes. The clerk and a representative reviewed the hardware, software requirements, website and email provision currently in use on the 23rd June 2020. A full report will be available for the August meeting.

d) Community Response for COVID 19

There have been no new requests for assistance this month however the Community Hub Responder is standing down with effect from 1st July 2020 as they have to return to work. The regular users will be supplied with contacts for prescription collections and the clerk will continue to arrange with volunteers any requests for the collection of pre ordered shopping.

e) Anti-Social Behaviour

At the time of the agenda no reports have been received of anti-social behaviour.

9. Correspondence

10. PLANNING

Appeal Notification - 19/03403/FUL Land South of Elmside, Greenacres Lane, Aston

Documents emailed to councillors on the 26th June for perusal prior to the meeting and available at <https://www.westoxon.gov.uk/planning-and-building/planning-permission/view-planning-applications/of>

New planning applications

Documents emailed to councillors on the 23rd June for perusal prior to the meeting also available at <https://www.westoxon.gov.uk/planning-and-building/planning-permission/view-planning-applications/>

| | |
|-----------------------|--|
| Reference | 20/01212/HHD |
| Alternative Reference | PP-08723068 |
| Application Validated | Thu 04 Jun 2020 |
| Address | 4 Chimney Farm Cottages Chimney Bampton Oxfordshire OX18 2EH |
| Proposal | Erection of a two bay garage, with new site entrance to accommodate parking. |
| Status | Under consideration |
| Reference | 20/01402/HHD |
| Alternative Reference | PP-08761693 |
| Application Validated | Fri 19 Jun 2020 |
| Address | 4 St James Court North Street Aston Bampton Oxfordshire OX18 2BF |
| Proposal | Erection of single storey rear extension |
| Status | Under consideration |
| Reference | 20/01358/HHD |
| Alternative Reference | Not Available |
| Application Validated | Fri 15 May 2020 |
| Address | Novita Cote Bampton Oxfordshire OX18 2EG |
| Proposal | Erection of a replacement garage |
| Status | Under consideration |

Update on Previous Planning Applications

| | |
|-----------------------|--|
| Reference | 20/00983/HHD |
| Alternative Reference | Not Available |
| Application Validated | Mon 20 Apr 2020 |
| Address | Farm View Back Lane Aston Bampton Oxfordshire OX18 2DQ |
| Proposal | Single storey side extension |
| Status | Decided |

Decision Approve
Decision Issued Date Tue 16 Jun 2020

Reference 20/00877/HHD
Alternative Reference PP-08611014
Application Validated Thu 02 Apr 2020
Address Bull House Bull Lane Aston Bampton Oxfordshire OX18 2DN
Proposal Single storey extension
Status Decided
Decision Approve
Decision Issued Date Thu 11 Jun 2020

11. New Business

a) Community Trust – Dog Walking

At the Community Trust meeting in June concerns were raised about the amount of dog fouling on the recreation field. For discussion.

b) Bampton Meadows – Traffic Management Plan

On the 24th June the clerk wrote to OCC Highways and WODC Planning to ask about the rationale for directing the construction traffic for Bampton Meadows across the Aston hills and through the Square. Information on how to challenge this decision has also been requested and it was requested to have this for 29th June 2020.

c) LGA – Code of Conduct Consultation

NALC has strongly encouraged all local councils and county associations of local councils to consider the proposed new **model member code of conduct** and respond to the LGA **consultation** before the deadline of 17 August 2020. This was emailed to councillors on 15th June to give them the opportunity to look through it and think about a response to the consultation.

12. Community Trust

13. Parish Infrastructure

a) Village maintenance

To identify any current maintenance work required. Budget for 2020/21: £1,500. The clerk has contacted D Tracey with reference to the installation of a defibrillator but has not had a response.

b) VE75 Bench

The bench has been delivered and is currently residing in St James Church. A quote for £80 to install the bench with paving has been received from I Dunstan. The legend for the plaque is to be resolved. For decision.

14. FINANCE

a) *Account Balances—see Clerk’s Briefing Notes Page 10 (for information)*

b) *Receipts & Payments Account to 31 March 2020 – See Clerk’s Briefing Notes page 5*
To receive and approve the accounts for the year ended 31 March 2020

- The surplus for the year was £6,368.28 against the balanced budget. The majority of the surplus relates to the £5,000 contingency which is included in the budget for financial prudence but was unspent during the year. To discuss whether to allocate this surplus to a specific project such as the Traffic Calming or perhaps Aston stores project or to reabsorb into the general reserve.
- There was £2276 of unspent but budgeted grants for Citizen Advice Bureau, Aston Minibus, Cote Chapel Grass Cutting (requested in 20/21) and Community Trust for play ground inspections.
- £162 in additional interest
- Underspend on Grass cutting of £2388.04 due to dry summer in 2019 though the war memorial planting for 2018 was at last invoiced in May 2019.
- Chairman's allowance of £100 was not used.
- £350 grant from OCC towards the bus shelter project was additional funding that had not been budgeted for though gratefully received. The bus shelter cost £5972.80 net with additional costs of £667.43 for moving the electronic speed limit sign.
- £1200 of Village maintenance unspent.
- The grants budgeted for in the 2019-20 budget (see analysis in clerk’s briefing notes) are underspent by £2070.
- At 31 March 2020 the Parish Council’s total cash holding was £58,924. Of this, £10,000 is required for the Parish Council’s basic cash holding, £34,476 relates to the designated Recreation Reserve (MUGA) and £4,126 is in the Traffic Calming Reserve.

c) *Internal audit for 2019/20*

This has been completed by Nick Hoskins, and a copy of his report is in the clerk’s briefing notes on page 8.

d) *Annual Return for 2019/20 – Clerk’s Briefing Notes Pages 9 to 14*

- 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.

Agenda for Meeting on 2nd July 2020

- e) To RESOLVE to approve the following payments for the period 1 June 2020 to 30 June 2020.

| | NET | VAT | Gross Amount |
|---|----------------|----------------|------------------|
| Clerk's expenses – 185 sheets x 7p/ Zoom £14.39 | 24.94 | 2.40 | 27.34 |
| WODC - Grass Cutting Inv 33363253 and 33363422 | 714.98 | 143.00 | 857.98 |
| Des Johnson - Recreation Ground Grass Cutting – Inv TBC | 170.00 | 0.00 | 170.00 |
| | | | |
| Sub Total | £909.92 | £145.40 | £1,055.32 |
| | | | |
| Total to be decided and approved | £909.92 | £145.40 | £1,055.32 |

15. Parish Councillors' reports from meetings attended since last meeting

16. Matters arising since publication of agenda/

**Matters which Councillors may wish to raise for inclusion on next agenda
(for discussion only)**

17. Date of next meeting: Thursday 6th August 2020, 7.30pm

Monthly meeting of Parish Council