

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL



AGENDA

**The monthly meeting of the Parish Council will be held on
Thursday 2nd March 2023, at 7.30pm, in the Ordish Room, at the Village Hall.**

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. Please note item 6 on the agenda about Public Representation.

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 2nd February 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. WODC/OCC Matters

A brief update from the relevant WODC or OCC Councillor.

8. Matters Arising from Previous Meetings

a) *Traffic calming update and other traffic issues*

- The Square, Aston
- 20 mph – Cote
- National speed limit between Cote and Aston on B4449
- West and Wales gas upgrade to pipes – corner at end of Bull Street
- Bridges at Beddles Turn and over Great Brook.
- Parking areas in Foxwood
- North Farm – missing gate

b) *Footpaths/Treescaping*

Update from A Chapman.

c) *Half yearly review of external Parish Council assets*

Report from J Ordish.

d) *Anti-Social Behaviour*

None at time of agenda.

9. Correspondence

Clerk's Briefing Notes on Page 2.

10. PLANNING

New planning applications - None

Update on Ongoing Planning Applications – For Information

a) **North Farm** – No update

b) **Hawthorns** – WODC Planning Enforcement visited the site on 13 February 2023 and was disappointed to see that no action had been taken in respect of the enforcement notice for the fence. They have gone back to Matthew Homes.

c) **Marsh Furlong** – No update

d) **Terra** – No update.

e) **Children's Home** – Verbal report from Cllr Sparrowhawk.

Update on Previous Planning Applications - None

11. New Business

a) *Coronation 6th May 2023*

To discuss activities and ways to commemorate.

b) *Aston Day Centre Grant Application*

Letter and accounts on pages 3 to 5 of the clerk's briefing notes.

c) Youth Football Club and Pitch Maintenance

The football club have had a pitch improvement grant to improve the playing fields. The total grant and budget for this year is £9,600. They have appointed a groundsman and he has quoted for the works. He will be doing 3 visits, April 5k, September 3k and October 1.5k.

The groundsman has advised that the football club should take control of the grass cutting and general maintenance of the site in between his visits. This would mean buying their own equipment which he has advised them on. For this there is a £25,000 grant up to 75% of the total cost available to the Football Club. For discussion.

d) Allotments

Feedback by clerk on training attended on 8th February and Aston & Cote Allotment Trust meeting on 27th February.

e) WODC Climate and Nature Event – 8 March 2023

Event to be held at the Council Offices, Woodgreen Witney on the 8th March 2023 from 6pm to 7.30pm. Full details emailed to councillors on 13th February. Discuss if anyone can attend if the council so wishes.

f) ICO Renewal

The Parish Council is registered with the ICO as a data controller and as such must pay the annual fee. It was resolved to action this as a DD under Section 6.3 of the Financial Regulations will become due on 15 March 2023. The cost is £40 but reduced to £35.00 for paying by direct debit. Full details on page 6 of the clerk's briefing notes. For resolution.

g) St James Church – Clock Annual Servicing – For Information

Invoice for annual service (£310 plus VAT) and call out for battery replacement (£152 plus VAT) for the maintenance of St James Clock in January 2023. To resolve for payment and review current budget of £229 for maintenance for 2023-24.

Recommendation to increase to £500 and take the additional from the 'Working day to day balance' by reducing that from £3,091 to £2,820.

12. Governance – Policies for Review

Loans and Investment Policy/Annual Investment Strategy 2023-24

It is considered to be best practice to have a Loans and Investment Policy (Draft on pages 7 to 9 of the clerk's briefing notes) and to have an Annual Investment Strategy (Draft on pages 10 to 13 of the clerk's briefing notes. These papers are submitted for discussion, decision and resolution.

13. Community Trust

14. Parish Infrastructure

a) Village maintenance

To identify any current maintenance work required. Remaining budget for 2022/23: £1,127.

15. FINANCE

- a) *Account Balances—see Clerk’s Briefing Notes Page 14 (for information)*
- b) *Review of the Year-to-Date Financial Report*
Report on page 15 of the Clerk’s briefing notes.
- c) *Annual review of Effectiveness of Internal Control/Financial Regulations*
See report and related papers in Briefing Notes on pages 16 to 19 – for resolution.
- d) *Renewal of Community First Oxon Membership*
To decide whether to renew the Parish Council’s membership of the CFO. The renewal fee is £70 which is the same as last year and is included in the budget. For resolution. Full details are in the clerk’s briefing notes on pages 20 - 23.
- e) *Renewal of membership of CPRE*
To decide whether to renew the Parish Council’s membership of the Campaign to Protect Rural England renewal fee: £36.00 and in 2022/23 £36.00 was paid. The budget has £38 included for this membership. For resolution. Full details are in the clerk’s briefing notes on pages 24 - 29.
- f) *Microsoft Office Renewal and Increase in Charges*
With effect from the 28th January 2023 the price for Microsoft 365 Business Basic increases from £26.60 (incl VAT) to £31.50 for the 7 councillor licences. This is an increase of 70p per licence. There has been no increase to the Microsoft 365 Business Standard that the clerk uses. For resolution.
- g) *To RESOLVE to approve the following payments for the period February 23.*

	NET	VAT	Gross Amount
Clerk’s expenses 324 x 7p/Microsoft Office £49.08/	63.58	8.18	71.76
Smith’s of Derby invoice 0000126536	462.00	92.40	554.40
D Johnson Inv			
WODC Invoice 33506650 – Dog Bin Emptying	20.17	4.03	24.20
Total to be decided and approved	£545.75	£104.61	£650.36
Cote Chapel Grass Cutting Grant (Approved Aug 22)	500.00		500.00
Voices Grant (Approved Feb 22)	1,250.00		1,250.00
Total of previously decided but to paid in March	£1,750.00	0.00	£1,750.00
Monthly Standing Orders/DDs			
Clerk’s Salary including WFH Allowance	387.16		387.16
HMRC PAYE	92.20		92.20
ICO (Annual DD due 15.3.2023)	35.00		35.00
Total SDOs	£514.36	£0.00	£514.36
Total	£2,810.11	£104.61	£2,914.72

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 April 2023, 7.30pm
the Monthly meeting of Parish Council