

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL



AGENDA

The monthly Parish Council meeting followed by the monthly meeting of the Parish Council will be held on Thursday 2nd November 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 5th October 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) *Deferred to next meeting as no update/progress.*

- *Neighbourhood Plan*
- *Electronic Speed Signs*
- *Cote Chapel*
- *War Memorial Reinstatement Valuation*
- *Gate at St James Church – Coronation Commemoration*
- *Traffic calming update and other traffic issues*

b) *Footpaths/Treescaping*

Verbal update from A Chapman.

c) *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) Terra
- b) North Farm
- c) Hawthorns
- d) Marsh Furlong
- e) Children's Home – completion on target for end of October 2023.
- f) St Joseph's Court – Surface water and drainage. Thames Water have contacted the LPA (Aug 23) and no further update.

Update on Previous Planning Applications

Reference	23/01820/RES
Alternative Reference	PP-12287119
Application Validated	Fri 21 Jul 2023
Address	Land Parcel to The North of Aston North Street Aston
Proposal	Reserved matters for the erection of an agricultural workers dwelling.
Status	Decided
Decision	Approve
Decision Issued Date	Fri 06 Oct 2023

11. New Business

a) Royal British Legion Poppy Appeal – Parish Council donation

To decide on the donation to the Appeal to be given by the Parish Council (which will also cover the cost of the wreath):

Total donation in budget: £150; donation paid in 22/23: £150

T Jackson has already provided the wreath to the clerk.

For decision and resolution.

b) Remembrance Sunday service at Aston War Memorial (Sunday 12th November – 2.45pm at War Memorial for a short, spoken service led by the Vicar of St James Church)

To discuss who will represent the Parish Council at this service and lay the wreath.

c) Christmas Tree

Since December 2021 the Parish Council has purchased a Christmas Tree for the parish to be sited outside Aston Repair Depot in Aston at a cost of £85.00 from the Maintenance Budget. Installation of a permanent holder in the area adjacent to the garage if owner is content for the Parish Council to do this. To discuss and resolve if to do the same this year.

For decision and resolution.

d) Parish Council Meetings and Annual Parish Meeting for 2024.

i) Thursdays at 7.30pm for monthly PC meeting:

4th January

1st February

7th March

4th April

2nd May

30th May or 14th June – the clerk is away the first week in June.

4th July

1st August

5th September

3rd October

7th November

5th December

ii) To set the date for the Annual Parish meeting for 2024 as Tuesday 23rd April.

12. Governance – Policies for Review – None this month.

13. Community Trust

a) Hire of Ordish Room/Village Hall for Parish Council and Parish meetings.

To discuss payment by the Parish Council for use of the village hall for its meetings.

Clerk to give background information.

14. Parish Infrastructure

a) Village maintenance

To identify any current maintenance work required. Budget remaining for 2023/24 is £1,445.

b) Asset Check

To make arrangements for the asset review due as detailed in the clerk's briefing notes on pages 3 to 5. For discussion and decision.

c) Crocuses

Councillors were asked at the last meeting to bring ideas for where to plant crocuses and how this could be done. Suggestions received so are:

- Green areas at end of Foxwood (OCC land but PC cuts)
- Green area opposite Waites Close on Bull Street (Cottsway)
- Green area around war memorial garden (OCC land but PC cuts)

2000 crocuses would cost approximately £500 to buy. The clerk has done some research into best practice and speed for planting.

For decision and resolution.

15. FINANCE

a) Account balances – see clerk's briefing notes page 6 (For Information)

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

Report on page 7 of the Clerk's briefing notes.

c) Bank Reconciliation – 30 September 2023

Briefing notes page 8 - For resolution

d) Draft Budget 2023-2024

The draft budget for 2024-25 is on pages 9 to 15. The points for discussion and resolution are included in the briefing.

e) Scribe – Purchase of Annual Subscription

Details emailed to councillors prior to the meeting. For resolution.

f) Microsoft Office – Price Increase

With effect from 2 November 2023 the price of the Microsoft 365 Business Standard licence (clerk) will go up from £9.40 to £10.30 per month.

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

	NET	VAT	Gross Amount
Clerk's expenses 230 x 7p/Microsoft £49.08	57.00	8.18	65.18
D Johnson – Grass cutting and WM Maintenance/Bus shelter cleaning – Invoice 2424	445.00		445.00
WODC –Grounds Maintenance Inv 33547798	369.01	73.80	442.81
Royal British Legion – Remembrance Wreath	150.00		150.00
Total to be decided and approved	£1,021.01	£81.98	£1,102.99
Total of already paid	£0.00	£0.00	£0.00
Monthly Standing Orders/DDs			
Clerk's Salary including WFH Allowance	412.41		412.41
HMRC PAYE	98.40		98.40
Total SDOs	£510.81	£0.00	£510.81
Total	£1,531.82	£81.98	£1,613.80

16. Recruitment - RFO Role

Advert sent to Voices and placed on website/noticeboards. Closing date 24th November 2023 at 12 noon. Review of applications/shortlisting by end of 27th November with interviews between 30th November and 6th December.

17. 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.

18. Confidential – Clerk's Pay Review, Hours and Appraisal

Report on Clerk's Briefing Notes on pages 16 to 18

- Clerk's pay review for 2023/24.
- Clerk's pay review for 2024/25.
- Clerk's hours to date for 2023/24.
- Clerk's appraisal – to set date.

19. Parish Councillors' and clerk's reports from meetings attended since last meeting.

Clerk – attendance at SLCC National Conference (11 and 12th October but hours not attributed to PC), Local Plan consultation evening at WODC (3/4 of an hour) and Town and Parish Council Charter meeting at OCC (2.5 hours).

20. Matters arising since publication of agenda/

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

21. Date of next meeting: **Thursday 7th December 2023, 7.30pm**
the monthly meeting of Parish Council.