

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL



AGENDA

**The Annual Parish Council meeting followed by the monthly meeting of the Parish Council
will be held on**

Thursday 3rd August 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.

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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 6th July 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) *Planning Appeal 22/00986/FUL and APP/D3125/W/23/3317512*

Briefing from the Chairman. Councillors have been briefed in full by email during this process.

Update from clerk on donations received for funding the appeal.

To resolve to make payment of £681.90 (incl VAT) to Landmark Chambers for travel expenses for attendance of counsel at the appeal enquiry from 20 to 27 June.

b) *Traffic calming update and other traffic issues*

- 20 mph – Parish Council requests for changes
- The Square, Aston
- 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
- Resident request for chicane at Bampton entrance/exit to Aston on B4449

c) *Electronic Speed Signs*

Awaiting update from OCC Highways.

d) *Footpaths/Treescaping*

Update from A Chapman.

e) *Grounds Maintenance contracts 2024 onwards*

Tender information has been sent out to 6 companies.

f) *Asset Review and War Memorial Reinstatement Valuation*

Following the discussion at July's monthly meeting an unofficial price for complete replacement would be £100k to £125k. For the insurance valuation it will need to be an official quote which will have a cost. Current reinstatement valuation is £56,317.10.

g) *Cote Chapel*

The clerk has requested the most recent audited accounts so that running costs can be reviewed. No further information on the open day for the chapel has been received at the time of publication of the agenda.

h) *Neighbourhood Plan*

Deferred to September meeting.

i) *Anti-Social Behaviour*

None at time of agenda.

9. Correspondence

Clerk's Briefing Notes on Page 2.

10. PLANNING

New planning applications

Documents emailed to councillors for perusal prior to the meeting and available at:

<https://www.westoxon.gov.uk/planning-and-building/planning-permission/view-planning-applications/>

Reference	23/01508/HHD
Alternative Reference	Not Available
Application Validated	Wed 05 Jul 2023
Address	21 Pound Field Road Aston Bampton Oxfordshire OX18 2FR
Proposal	Proposed windows to ground floor and first floor, addition of garage door, erection of a greenhouse, replacement fencing and lighting lampposts (part retrospective)
Status	Under consideration

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	Under consideration

Update on Ongoing Planning Applications – For Information

- a) **North Farm** – it has been reported that the trees on site have been inspected in July.
- b) **Hawthorns** – Following the removal of the panel fence a rail and post fence has been installed. There is no gate to allow access for maintenance and the concrete plinth remains. The hedging has been planted.
- c) **Marsh Furlong** – Following the sale of the final house on the estate in January 2023 a site maintenance company has now been appointed. The field at the back has been cut and the dead trees/shrubs should be replaced.
- d) **Terra** – moved to agenda item 8a.
- e) **Children's Home** – completion on target for end of October 2023. Clerk emailed a full update to councillors on 12 July 2023.
- f) **St Joseph's Court** – Surface water and drainage. Thames Water have contacted the LPA but no further update.

Update on Previous Planning Applications

Reference	23/01530/S73
Alternative Reference	Not Available
Application Validated	Mon 05 Jun 2023
Address	32 Saxel Close Aston Bampton Oxfordshire OX18 2EB
Proposal	Variation of condition 2 of permission 22/00113/HHD to allow six additional solar panels to roof.
Status	Decided
Decision	Approve
Decision Issued Date	Tue 18 Jul 2023

11. New Business

- a) *Community Emergency Plan (CEP) – update for 2023*
Deferred to September meeting.

12. Governance – Policies for Review

- Health and Safety Policy (clerk's briefing notes – pages 3-5)
- Documentation Retention Policy (clerk's briefing notes – pages 6-9)

13. Community Trust

14. Parish Infrastructure

- a) *Village maintenance*
To identify any current maintenance work required. Budget for 2023/24: £1,500.

15. FINANCE

- a) *Account balances – see clerk's briefing notes page 10 (For Information)*
- b) *Review of the Year-to-Date Financial Report*
Report on page 11 of the Clerk's briefing notes.
- c) *CCLA Changes to Accounts.*
As of the agenda there has been further information and the changes have been delayed until October 2023.
- d) *SLCC Membership 2023-24*
The clerk's SLCC membership is due for renewal on 1 September 2023 at a cost of £112. Clerk's briefing notes page 12. The clerk would ask for this to be covered by the council from the training budget of £750.00. For resolution.

- e) *To RESOLVE to approve the following payments for the period August 23.*

	NET	VAT	Gross Amount
Clerk's expenses 186 x 7p/Microsoft £49.08	53.92	8.18	62.10
D Johnson – Grass cutting and WM Maintenance/Bus shelter cleaning – Invoice - ?			
WODC –Grounds Maintenance Inv 33529314	738.02	147.60	885.62
Landmark BACS Account – Fee Note	568.25	113.65	681.90
SLCC Membership 23-24 – Clerk – Invoice 1000172	112.00		112.00
Total to be decided and approved	£1,472.19	£269.43	£1,741.62
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	£1,983.00	£269.43	£2,252.43

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 7th September 2023, 7.30pm**
the monthly meeting of Parish Council