

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 **812 0732 9165** 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/84612437893?pwd=ZHRPWXhkSzRCR1JjRjBwMTUvWG5aZz09> on Thursday 3 December 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 5th November 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) *Traffic Calming Update*

- The gates and signage have now been installed and OCC met the cost of installation.
- The Square, Aston – The meeting held in November 2020 with OCC Officer, Cllr C Mathew and members of the Parish Council looked at several options. The OCC officer was asked to put together a proposal of what could be done for review by the Parish Council.
- Following the installation of the gate on the entrance to Aston from the mile there have been 2 requests for the 30mph sign to be moved in line with the gate and the end of St James Court development as a natural conclusion.
- Another request has been received for the two electronic 30 mph signs to be larger and more prominently displayed on North Street and Cote Road.
- The remaining funds for traffic calming are £10,184.00.

For discussion and decision.

b) *Future of North Farm*

Update from the chairman.

c) *Land to the East of Back Lane*

OCC have paused their work on this new build to review the original business case and ensure that it meets the current needs of children they care for. They anticipate that this review will conclude during January, whereby they will be able to provide a further update.

d) *Christmas Tree*

The tree has been ordered and is due for delivery on 7th December. It will be sited outside the garage as the fitting in the patio outside the Red Lion was removed when it was replaced.

e) *Anti-Social Behaviour*

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

9. Correspondence

Clerk's Briefing Notes on Page 2.

10. PLANNING

New planning applications

Documents emailed to councillors on the 27th November 2020 for perusal prior to the meeting also available at <https://www.westoxon.gov.uk/planning-and-building/planning-permission/view-planning-applications/>

Reference	20/03010/FUL
Alternative Reference	PP-09187274
Application Validated	Tue 03 Nov 2020
Address	Chimney Farm Barns Chimney Bampton OX18 2EH
Proposal	Change of use of land from ancillary space for holiday cottages to residential gardens
Status	Under consideration

Reference	20/02713/FUL
Alternative Reference	PP-08831380
Application Validated	Wed 11 Nov 2020
Address	Limes Barn High Street Aston Bampton Oxfordshire OX18 2BY
Proposal	Change of Use from agricultural to garden. Erection of close board and post and rail fencing along property boundary (Retrospective) Erection of covered storage space with clear polycarbonate sheeting.
Status	Under consideration

Reference	20/02592/LBC
Alternative Reference	PP-09076126
Application Validated	Tue 10 Nov 2020
Address	Cote House Cote Bampton Oxfordshire OX18 2EG
Proposal	Internal alterations to include the formation of a new opening between the study and kitchen and to increase the size of an existing opening within the utility room.
Status	Under consideration

Reference	20/02792/FUL
Alternative Reference	PP-09160554
Application Validated	Thu 15 Oct 2020
Address	Land East of South Barn Cote Bampton Oxfordshire
Proposal	Erection of a single stable adjacent to two existing stables.
Status	Under consideration

Update on Previous Planning Applications

Reference	20/02240/HHD
Alternative Reference	PP-08993077
Application Validated	Mon 28 Sep 2020
Address	Thistle Cottage 4 Wheelwright Court Ham Lane Aston OX18 2DE
Proposal	Erection of two storey rear extension.
Status	Decided
Decision	Approve
Decision Issued Date	Tue 17 Nov 2020

11. New Business

a) *Chimney Farm Barns – Revised Planning 6/11/2020.*

The Parish Council was copied in on the new design statement and plans by email on 6th November and this was distributed to councillors. The details and drawing are in the clerks briefing notes on pages 11-15. The significant issues are that the application refers to a strip of residential curtilage to the rear of the property, which in the latest design has removed. It also references bedroom windows being within the barn door opening. However, these have subsequently been replaced by smaller windows that are across the front of the building. This is in response to feedback regarding concerns about the light spill from the previously proposed floor to ceiling bedroom windows. The latest response from the Parish Council made in October 2020 is included in the briefing notes.

b) *Public Consultation – WODC Developer Contributions Supplementary Planning Document*

The full document is available at: [Developer Contributions SPD \(westoxon.gov.uk\)](https://www.westoxon.gov.uk/developer-contributions-spd).

The chairman has read through the document and given the following summary: 'As a guide to WODC's approach to securing the new and improved infrastructure necessary to support future growth through developer contributions (CIL and 'planning obligations' - Section 106 and Section 278 money), the proposed Document is actually quite useful. The recommendation is therefore is to welcome the document, offer no comment on the content per se, but reiterate the earlier concern over the proposed charging schedule. The consultation ends on the 21 Dec for comment.

For discussion and decision on response. The original response is in the Clerk's Briefing Notes on page 3.

c) *Community Trust – Playground Maintenance Grant Request*

On page 4 of the Clerk's Briefing notes is a letter from the Community Trust requesting a grant towards the maintenance of the play areas at the village hall. The expenditure in 2019-20 was £705.70 and £792.00 has already been spent in 20-21. The set aside figure in the budget is £750.00. The set aside figure was not requested in 2019-20. There is also still £615.00 in the small grants pot, but they would have to complete a full application for this. For decision and resolution.

d) *Volunteer Link-Up Grant Request*

On page 7-9 of the Clerk's briefing notes is the Letter and accounts for Volunteer Link-up (VLU). The Parish Council has granted up to £135.00 previously and this is the figure in this year's budget that has been allocated as a grant for VLU. For decision and resolution.

12. Community Trust

13. Parish Infrastructure

a) Village maintenance

To identify any current maintenance work required. Remaining budget for 2020/21: £1,385.

The bench being organised by the community was to be sited by the post box, but this was unpopular, and the request is to site it on the green around the war memorial. A metal bench like the existing one has been sourced but not purchased yet. The clerk checked with OCC Highways and we can put a bench at the Aston Community Stores end providing the Parish Council arranges installation, puts it on their asset list and insurance. The recommendation is for Parish Council to discuss and assign a budget for installation. If agreed, then the community lead will arrange the purchase of the bench.

b) Allotments

Since the request from the one trustee was received in regards the constitution there have been no further enquiries so the clerk is not sure what the current position is for the charity.

The clerk sent in an advice request to the SLCC and received the following response:

The important document is the Scheme of 21 July 1970. You can obtain a copy from the Charity Commission if you don't already have one. It's very unlikely that there has been any amendment.

There's no doubt that the best thing to do is to transfer management of the allotments to the Parish Council under the provisions of section 33 of the Small Holdings and Allotments Act 1908 and dissolve the charity. The PC will then manage the allotments just as it manages its other facilities. There used to be a rule that allotments income had to be 'ring-fenced' but this is no longer the case and a council's allotment income forms part of its general funds, although in theory the trust provisions continue to apply (at least according to the late Paul Claydon) so you will need to ensure that any provisions on maintenance continue to be complies with. The Charity Commission is probably not that familiar with the provisions of section 33 of the Small Holding and Allotments Act 1908 (which of course had not been passed when the Enclosure Award of 15 December 1855 was made.

You will need the assistance of solicitors familiar with the local council sector to arrange for the legal transfer of management (and the trust funds) and ensure the land is registered at the Land Registry in the name of the PC. The important phrase is at the end of section 33(1): 'thereupon the land shall vest in the council'.

You might also want to buy Claydon on Allotments (available at a discount to members from the SLCC Bookshop). This has not been updated since 2002 but most of the law dates from 1908 or 1922.

The clerk would recommend that a meeting be requested with the trustees and secretary to find out what they are trying to establish and get a framework for future discussions to ensure we are all fulfilling the current charity commission governance document. Once we have established what, if any concerns, the trustees have then the Parish Council can see what next steps should be.

c) Defibrillator in Cote Telephone Box

The clerk is still working on the issue of electricity to the telephone box and has engaged with a charity called London Hearts, who are offering a small grant, and South-Central Ambulance Service for some guidance. It was suggested that a householder in Cote near the telephone box may be prepared to have an additional/sub meter for an electricity supply, but the clerk has not approached anyone yet.

The clerk also did a walk-through Cote to look for alternative locations. There are several buildings and walls centrally in the village, but they are all privately owned. The bus shelter was suggested but has the same issue with the electricity supply. Another suggestion was to approach PD Hooks Ltd to see if a defibrillator could be sited externally at their main entrance in Cote

The recommendation would be to approach the residents nearest the telephone box to ask if they would be agreeable for a sub meter to run of their supply to the telephone box. If this is not possible then to review and explore other options.

14. FINANCE

a) Account Balances—see Clerk’s Briefing Notes Page 5 (for information)

b) Annual Return for 2019/20

The Audited Return has now been received from the external auditors, Moore. The Audit Report is unqualified and no “Issues Arising” report has been issued. The Parish Council now needs to formally approve and accept the audit certificate and the annual return. The report is on page 6 of the clerk’s briefing notes.

c) Draft Budget 2021-2022

At the November meeting the clerk put the first draft of the budget to the council for discussion and it was agreed in principle for no increase in the Precept and some ideas for projects were proposed. WODC has advised that the Band D equivalent will be £589.42 Council Tax Support Grant (CTSG) figure has been stopped. This is an increase of 1.14% in band D properties in the parish. Keeping the precept at £49.74 for 2021/22 will give an increase of £331.00 for the year on the Precept but with the loss of the CTSG, £466 in 2020/21, actual gives a small reduction overall of £105.00.

Full details in clerk’s briefing notes on pages 17 to 23 for discussion and resolution on the Precept for 21/22.

d) *Budget 2021-2022 – Projects*

At the November parish council meeting the following projects were suggested:

- Noticeboard for Cote to go by seat – Recommended budget £1,000.
- Public Open Spaces such as those at the back of Mears Homes and Matthews Homes to set a small budget for tree planting in tandem with the existing requirements of the planning application – Recommended budget in 21/22 £500 and the same for 22/23. This could be sourced from the Village Maintenance budget which year on year is underspent.
- The establishment of a War Memorial Reserve for future maintenance and repairs to the surrounding paved/brick areas. Recommended budget of £2,000 in 21/22 and then £500 per annum in subsequent years.
- History Boards for the parish – initial budget of £1000 for 21/22 with future funding if further boards are proposed.
- Aston Community Stores grant support – it has been previously suggested that the Parish Council may wish to give a regular grant to support a specific supply in the shop, such as a coffee machine. The Aston Community Stores committee have not made a specific approach to the Parish Council but it may be prudent to set a figure in the budget for when the committee does approach the council. Recommended figure would be £1,000. Increase to go in the Grants Budget.

e) To RESOLVE to approve the following payments for the period December 2020

	NET	VAT	Gross Amount
Clerk's expenses – 249 sheets x 7p/ Zoom £14.39/T LC Signs £24.47/Norton £14.99	64.80	6.48	71.28
Moore – Invoice 303318 – External Audit	200.00	40.00	240.00
DF Williams – Invoice 99690 – Bus Shelter Cleaning	130.45	26.09	156.64
S Ransom – Christmas Tree – Invoice 2046	85.00		85.00
Total to be decided and approved	£480.25	£72.57	£552.82
Monthly Standing Orders			
Clerk's Salary	325.92		325.92
WODC Dog Bin emptying Inv 33388047	19.95	3.99	23.94
HMRC PAYE	76.80		76.80
Total SDOs	£422.67	£3.99	£426.66
Total	£902.92	£76.56	£979.48

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 7th January 2021, 7.30pm

Monthly meeting of Parish Council