

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

AGENDA

The monthly meeting of the Parish Council will be held on
Thursday 3rd March 2022, at 7.30pm, in the Committee 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 7th February 2022 – 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) *North Farm Update – deferred to extraordinary meeting on 7th March 2022.*
- b) *Traffic Calming Update*
The clerk has had an update that the proposal is being finalised.
- c) *HM Queen Elizabeth II Platinum Jubilee 2022*
There was a meeting on 28 February 2022 which was attended by P Sparrowhawk. Funding requirements were discussed, and a formal application will be coming to the Parish Council.
- d) *Defibrillators*
- Installation of the Chimney defibrillator –quote for £2540 plus VAT to install a similar, power free, defibrillator to the one in the telephone box in Cote. The parish has received a grant of £750 from the OCC Councillor’s Priority Fund towards this. Budget set, including shelter, £7000. Spent so far £895.00 leaving £6,105. Community Heartbeat Trust are the only supplier of cabinets that do not require a direct power supply.
 - If spend approved for defibrillator for Chimney, there will be £3,565 left in the budget.
 - Aston Village Hall defibrillator – cabinet has been damaged. This cabinet is no longer made so the clerk has been unable to source a new door. Quote for replacement cabinets are on pages 3 to 7 of the Clerk’s Briefing notes. We would also need to pay for an electrician to install it.
 - Management of Defibrillators. G Ball has had a meeting with D Tracey and will update the meeting.
- e) *Parish Council Logo*
On hold until after March issue of Voices.
- f) *Half yearly review of external Parish Council assets*
Report from J Ordish.
- g) *Anti-Social Behaviour*
There have been no reports as at time of agenda.

9. Correspondence

Clerk’s Briefing Notes on Page 2.

10. PLANNING

New planning applications

None

Update on Previous Planning Applications – For Information

Reference	22/00113/HHD
Alternative Reference	PP-10534553
Application Validated	Tue 18 Jan 2022
Address	32 Saxel Close Aston Bampton Oxfordshire OX18 2EB
Proposal	First floor extension over existing garage and alterations to ground floor rear elevation (previously approved 15/03185/HHD)
Status	Decided
Decision	Approve
Decision Issued Date	Wed 23 Feb 2022

11. New Business

a) *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 2022. The cost is £40 but reduced to £35.00 for paying by direct debit. Full details on page 8 of the clerk's briefing notes. For resolution.

b) *Maintenance Grant Request for the upkeep of the play areas at the Community Trust* See letter in the Clerk's Briefing Notes (Page 9).

c) *St James Church – Clock Annual Servicing – For Information*

Health and Safety regulations are being updated all the time, and I have been advised that it is unsafe to continue to service the clock at St James Church with one Clockmaker. Two Clockmakers will be attending to service the clock today, but this will form part of the current offer, no additional cost will be attached. However, I do need to advise that there will be an increase to the cost of servicing from next year, due to the additional Clockmaker being required.

The cost to attend to service the clock in January 2023 will be £365 net plus vat.

d) *May Monthly Meeting of the Parish Council and APCM*

The May monthly meeting of the Parish Council is programmed for the 26th May 2022 but following the clerk's election briefing on the 16th February 2022 it was confirmed that the Annual Parish Council meeting, with election of Chair, must happen by 23rd May 2022. Therefore, it is recommended that this meeting should be held on the 19th May 2022. For resolution.

12. Governance – Policies for Review

Loans and Investment Policy/Annual Investment Strategy 2022-23

It is considered to be best practice to have a Loans and Investment Policy (Draft on pages 10 to 11 of the clerk's briefing notes) and to have an Annual Investment Strategy (Draft on pages 12 to 15 of the clerk's briefing notes). These papers are submitted for discussion, decision and resolution if adopted.

13. Community Trust

14. Parish Infrastructure

a) *Village maintenance*

To identify any current maintenance work required. Remaining budget for 2021/22: £1,233. Noticeboard for Cote from Greenbarnes who supplied the one in Aston, will cost £1635.10 including shipping and VAT and a budget of £1,000 had been set. Other options are shown on pages 16 to 18 of the clerk's briefing notes. For decision and resolution.

15. FINANCE

a) *Account Balances—see Clerk's Briefing Notes Page 22 (for information)*

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

Report on page 23 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 19 to 21 – for resolution.

d) *Appointment of Internal Auditor*

N Hoskins has agreed to carry out the internal audit for the Parish Council for 21-22. For decision and resolution.

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 2021/22 £36.00 was paid. The budget has £38 included for this membership. For resolution.

f) *OALC Renewal 2022-2023*

OALC is the local support body for councils and has a direct connection to the national body, NALC. They provide advice, support and training for both clerks and councillors. Letter from the chairman of OALC is included in the Clerk's Briefing notes on pages 24 and 25. The cost for renewal is £244.83 plus VAT. For decision and resolution

g) To RESOLVE to approve the following payments for the period February 22.

	NET	VAT	Gross Amount
Clerk's expenses 260 x 7p/Microsoft Office £43.20/Working from Home £36.00 - Feb and Jan	90.20	7.20	97.40
ICO Renewal - DD	35.00		35.00
CPRE annual Membership	36.00		36.00
OALC Membership 22-23 Invoice A00052/2022/4	244.83	48.97	293.80
Community Heartbeat Trust – Chimney Defib			
Village Hall Defib Box			
Total to be decided and approved	£406.03	£56.17	£462.20
Monthly Standing Orders			
Clerk's Salary	362.90		362.90
WODC Dog Bin emptying Inv – Cancelled			
HMRC PAYE	90.60		90.60
Total SDOs	£453.50	£0.00	£453.50
Total	£859.53	£56.17	£915.70

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: Monday 7th March 2022, 7.30pm

the Monthly meeting of Parish Council