

# ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

## AGENDA

The monthly meeting of the Parish Council will be held on  
Friday 3<sup>rd</sup> May 2019, at 7.30pm in the main hall at the  
Village Hall. You are herewith summoned to attend the above meeting.  
The business will be as detailed below.

*E Anstee*

Elaine Anstee – Clerk

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### 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. **Annual Meeting of Parish Council**
  - Election of Chairperson – Chairperson to sign Acceptance of Office
  - Election of Vice Chairperson
  - Election of Transport Representative (if desired)
  - Election of Community Trust Representative
  - Election of Representative to the local committee of Cote Chapel
  - Election of Representative for the RAF Brize Norton Local Community Working Group meetings (currently 1 evening meeting per year and an invitation to an evening summer semi-formal event)
  - Discussion and decision on who will submit PC news article to Voices (bi-monthly)
5. **To approve the Minutes** of the Parish Council meeting on 4<sup>th</sup> April 2019 – minutes previously circulated.
6. **Parish Councillors - Disclosure of interests on agenda items**
7. **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.

**8. WODC/OCC Matters**

**9. Matters Arising from Previous Meetings**

*a) Repair/replacement of fencing on culvert at Great Brook bridge and CCTV notices at the Great Brook bridge*

Letter sent to Principal Officer - Quality Assurance (north) (by email) requesting an update on the Fix My Street reports.

*b) Red Lion Pub – Asset of Community Value*

The nomination form has been returned with an updated nomination form and a request for current evidence as to why the Red Lion meets the definition of an Asset of Community Value.

*c) Bus Shelter at the end of Foxwood*

The clerk has been in discussion with ‘externiture’, who are OCC recommended bus shelter supplier. They have looked at the area suggested and said that, due to the speed-sign on the pole at the bus stop, a shelter cannot be installed because it will obscure it. The clerk has gone back to OCC for further advice on moving the speed sign up the pole.

*d) Annual Parish Meeting 2019*

This will be on Monday 20th May starting at 7.30pm and the clerk has received confirmation that the following are attending and will make a short presentation:

WODC Councillor S Good

Dick Tracey and David England – Community First Responders

Paul Farrow on behalf of the Community Trust

Others who have been contacted but have not responded as yet are the Thames Valley Police Neighbourhood team.

A draft agenda is in the clerk’s briefing notes on page 5 for discussion and approval.

*e) Grants Issued April 2019*

Both St Mary’s Shifford and Clean Slate have written to express their thanks for the grants issued in April 2019.

*f) Anti-Social Behaviour*

There have been no reported incidents in the parish so far this month.

**10. Correspondence sent**

See Clerk’s Briefing Notes

## 11. New Business

- a) *Oxfordshire Association of Local Councils (OALC) – Nomination Request*  
OALC has asked that the following be put on the May agenda. They are seeking nominations from town and parish councils and parish meetings for places on the Executive Committee. Ideally they would like representatives from all sizes of council – town right down to the smallest council/meeting. The nomination form and letter are in the Clerk’s Briefing notes on page 6.
- b) *SNN201951 – New Development – Land East of Saxel Close (by email) 23 April 19*  
WODC has received an application to address a new development on Land East of Saxel close, planning application 13/1494/P/OP. Full details and map in Clerk’s Briefing notes on pages 7 and 8. For discussion and decision.
- c) *Community Emergency Planning Survey 2019*  
The OCC Emergency Planning officer has sent out the annual Community Emergency Planning Survey for 2019 and the Parish GDPR consent form for completion and return with the Survey. Additionally for those Parishes that are in the SSE distribution network, the Resilient Communities Fund – Central Southern England is now open for applications, the fund is open to constituted community groups, not-for-profit organisations and registered charities working in our central southern England area. The deadline for submitting this application form is 23rd May 2019. Full details in Clerk’s Briefing notes on pages 9 and 10. For discussion and decision

## 12. PLANNING

### New planning applications

<b>Reference</b>	<b>19/01033/LBC</b>
Alternative Reference	PP-07708611
Application Validated	Thu 04 Apr 2019
Address	4 Chimney Farm Cottages Chimney Bampton Oxfordshire OX18 2EH
Proposal	Amendments to 18/01473/LBC to reflect minor variations to roof height, window size and position.
Status	Under consideration
<b>Reference</b>	<b>19/01032/HHD</b>
Alternative Reference	PP-07708611
Application Validated	Thu 04 Apr 2019
Address	4 Chimney Farm Cottages Chimney Bampton Oxfordshire OX18 2EH
Proposal	Amendments to 18/01472/HHD to reflect minor variations to roof height, window size and position.
Status	Under consideration

**Planning (cont)**

**Updates to previous planning applications**

<b>Reference</b>	<b>19/01114/PN56</b>
Alternative Reference	Not Available
Application Validated	Thu 11 Apr 2019
Address	Chimney Farm Barns Chimney Bampton OX18 2EH
Proposal	Conversion of B8 storage building to dwelling.
Status	Under consideration
<b>Reference</b>	<b>19/00997/CND</b>
Alternative Reference	Not Available
Application Validated	Tue 02 Apr 2019
Address	Shire Barn North Street Aston Bampton OX18 2DJ
Proposal	Discharge of condition 6 (Bat and birds) of planning permission 18/03102/HHD
Status	Under consideration
<b>Reference</b>	<b>19/01102/CND</b>
<b>Alternative Reference</b>	<b>PP-07725801</b>
Application Validated	Wed 10 Apr 2019
Address	Land North Of Cote Road Cote Road Aston
Proposal	Discharge of Condition 21 (Management Scheme) of planning permission 17/01782/RES
Status	Under consideration
<b>Reference</b>	<b>19/00611/HHD</b>
Alternative Reference	Not Available
Application Validated	Thu 14 Feb 2019
Address	Palomino Cottage North Street Aston Bampton OX18 2DJ
Proposal	Erection of front porch and single storey extension to rear of garage.
Status	Decided
Decision	Approve
Decision Issued Date	Thu 11 Apr 2019
<b>Reference</b>	<b>19/00321/HHD</b>
Alternative Reference	PP-07592591
Application Validated	Mon 11 Feb 2019
Address	Carmargue House North Street Aston Bampton Oxfordshire OX18 2DJ
Proposal	Proposed alteration and conversion of a single garage to sitting room
Status	Decided
Decision	Approve

**Planning (cont)**

<b>Reference</b>	<b>18/03350/FUL</b>
Alternative Reference	PP-07425368
Application Validated	Thu 06 Dec 2018
Address	Land North Of Paradise Farm Bull Lane Aston Bampton Oxfordshire
Proposal	Erection of six dwellings with associated access road.
Status	Decided
Decision	Refuse
Decision Issued Date	Fri 05 Apr 2019

**13. Community Trust**

**14. Parish Infrastructure**

*a) Village maintenance*

To identify any current maintenance work required. Budget for 2019/20: £1,500.

*b) Weed Spraying*

The clerk sent out 3 invitations to tender and received 2 responses. To consider the quotations received and decide with which organisation (if any) to place the order and how many treatments to request. Relevant information – weed spraying was charged at £250 plus VAT per spray in 2018 for a smaller area by Oxford Direct Services (Oxford City Council). Weed spraying information on pages 11 and 12 of the Clerk’s briefing notes. As this work is on the highway, the contractor chosen should be required to have £10m public liability insurance.

*c) Passing Places – Bull Street to the Great Brook plus the Great Brook Road*

The passing places that had been installed along the road from Bull Street to the Great Brook Bridge have been extended. No information has been received on signage.

*d) Maintenance of drainage ditches in the parish*

This is an ongoing piece of work

**15. FINANCE**

*a) Account Balances – see Clerk’s Briefing Notes Page 14 (for information)*

*b) Insurance Renewal*

To consider the insurance renewal on 1 June 2019. Report in Clerk’s Briefing Notes on page 13.

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c) *Receipts & Payments Account to 31 March 2019* – See Clerk’s Briefing Notes  
To receive and approve the accounts for the year ended 31 March 2019

- The deficit for the year was £3838.86 against a budgeted deficit of £13,557. The majority of the surplus relates to the £5,000 contingency which is included in the budget for financial prudence but was unspent during the year.
- There was an underspend for the year of £750 on village maintenance (s137 fund)
- There was an underspend for the year of £2010 on village maintenance (non-s137), primarily relating to grass cutting where fewer grass cuts were invoiced/carried out than allowed for in the budget which assumes the “worst case scenario” in terms of grass growth. Ubico have not invoice for the summer and winter planting in 2018 and this is outstanding.
- At 31 March 2019 the Parish Council’s total cash holding was £52,555. Of this, £10,000 is required for the Parish Council’s basic cash holding, and £34,476 relates to the designated Recreation Reserve (MUGA).
- Note that the invoice for the 2018 planting is not included in the budget for 2019/20, and so £500 of the “surplus” funds noted above should be set aside to cover this.

d) *Bank Reconciliations at 31 March 2019* – see Clerk’s Briefing Notes (for information)  
The bank reconciliations were reviewed and approved by John Ordish on 26 April 2019.

e) *Annual Return for 2018/19*

- To consider and complete the Annual Governance Statement (Section 1 of the Annual Return). To be submitted to the external auditor with the annual accounts
- To approve Section 2 of the Annual Return (signature of accounts) to be submitted to the external auditor.

f) *Internal audit for 2018/19*

This has been completed by Nick Hoskins, and a copy of his report is to follow.

g) *April invoices presented for approval and payment*

		Statute
Clerk’s salary E Anstee (Gross £368.20) net £294.60, working from home allowance of £10.00	304.60	LGA 1972, s112
Clerk’s expenses – 412 sheetsx7p/Postage 10.02/Banner £43.81	82.67	LGA 1972 s111
WODC – Dog Bin emptying – 01/05/19 Invoice 33302801	23.35	Litter Act 1983
HMRC – PAYE – Apr19	73.60	LGA 1972 s111
<b>Sub Total</b>	<b>484.22</b>	
BHIB Ltd – annual insurance premium	343.47	LGA 1972 s111
<b>Total</b>	<b>£827.69</b>	

**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 6 June 2019, 7.30pm**

Monthly meeting of Parish Council