

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

AGENDA

The monthly meeting of the Parish Council will be held on
THURSDAY 4th April 2019, at 7.30pm in the meeting room 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

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 March 2019 – 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**

North Street farm – what is the future of this OCC property.

8. Matters Arising from Previous Meetings

- a) *Repair/replacement of fencing on culvert at Great Brook bridge*
New photographs and commentary was emailed to OCC Highways and put on 'fix my street' by the clerk on 10 Jan 19. The response on the 10 Jan 19 was "Thank you for your report. This has been forwarded to the relevant team for repair State changed to: No further action".
- b) *CCTV notices at the Great Brook bridge*
New photographs and commentary was emailed to OCC Highways and put on 'fix my street' by the clerk on 10 Jan 19. See Agenda Item 8 point a) for commentary.
- c) *Red Lion Pub – Asset of Community Value*
For information the nomination for has been submitted to WODC to register the Red Lion Pub as a community asset for another 5 years.
- d) *Bus Shelter at the end of Foxwood*
The clerk contact OCC highways on the 4 January 2019 and had a telephone call with the relevant officer who is currently investigating the ownership of the land at the end of Saxel Close where the bus stop sign is as this was identified as the best potential location for the bus stop. A map (see Clerk's briefing notes) has been provided by OCC which shows that the boundary follows the line of the hedge beyond the bus stop and includes only part of the grass area on the corner.
It does mean that the parish council can use that part which is 'OCC' and install a shelter provided it is installed to the left of the red line. Ideally any shelter would have full ends to provide best protection from the elements, but in order to keep the footway unobstructed, it would only be possible to provide ¼ ends at best.
For discussion and decision about how/whether to proceed with costing of purchase and installation of a bus stop.
- e) *Annual Parish Meeting 2019*
This is a meeting of the parish and not a Parish Council meeting. It is a legal requirement and must take place between 1 March and 1 June (inclusive). The date has been confirmed as Monday 20th May starting at 7.30pm and the clerk has invited the district councillors, OCC councillor, TVP and Dick Tracy to talk about Community First Responders. The Allotment Trustees have agreed that the banner can be put up on the fence again this year.
- f) *Half yearly review of external Parish Council assets*
The review of the parish assets has been completed by the chairman and clerk on 7th March 2019 and is included in the Clerk's briefing notes on page 6 and 7.
- g) *Annual Parish Council Meeting*
This is the annual meeting of the parish council for the election of the Chairmen for the next council year. This is normally done at the first meeting of the new council year which will be the 2nd May 2019.

h) Anti Social Behaviour

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

9. Correspondence sent

See Clerk's Briefing Notes

10. New Business

i) Councillors' Travelling Allowances Scheme

To review and approve the scheme for 2018/19, whereby councillors can claim mileage payments of 45p per mile for eligible journeys. Scheme originally adopted on 8 March 2012. Copy scheme for re-adoption in Clerk's Briefing Notes.

j) Weed spraying

In 2018 the Parish Council contracted with Oxford City Council to carry out up to three weed sprays on the main through roads of Aston (Bampton Road, North Street to Back Lane junction, Cote Road to Foxwood junction, Bull Street to footpath to Saxel Close, the High Street and The Square) at a cost of £250 plus VAT per spray.

To decide whether to request quotations for weed spraying this year, and if so to decide what areas to cover, number of sprays, and which organisations/contractors to seek quotations from.

The Finance Regulations require the Parish Council to try to obtain 3 or more quotations for purchases costing £250 or more.

k) Case # 291 Created: DS1 Electrics Failed, Aston Shifford Cote & Chimney PC

The defibrillator board at the village hall has a fault and will possibly need a new board. To discuss funding of repairs.

l) Donation for grass cutting – request from St Mary's Church, Shifford

To consider a request from St Mary's Church, Shifford for a grant towards the cost of churchyard maintenance. Amount spent in 2018: £180

Budget allowance: £300, amount paid last year: £300

m) Grant Application by Clean Slate

Last year they wrote to 318 Parish and Town councils requesting support. They helped them raise £4010. This money was used to provide 100 hours of counselling and support. They have completed a grant application (clerk's briefing notes page 17 to 22) requesting a £100.00. There is currently £615 left in the small grants pot for 2018-19. For discussion and resolution.

11. PLANNING

New planning applications

There are none this month.

Updates to previous planning applications

Reference 19/00211/HHD

Alternative Reference PP-07565819
Application Validated Wed 23 Jan 2019
Address 25 Saxel Close Aston Bampton Oxfordshire OX18 2EB
Proposal Erection of single storey front extension.
Status Decided
Decision Approve
Decision Issued Date Mon 18 Mar 2019

Reference 18/03250/CND

Alternative Reference PP-07409193
Application Validated Thu 15 Nov 2018
Address Old Dairy Barn Cote Bampton Oxfordshire OX18 2EG
Proposal Discharge of condition 4 (Drainage) of planning permission
17/03699/HHD
Status Decided
Decision Approve
Decision Issued Date Mon 11 Mar 2019

Reference 18/03102/HHD

Alternative Reference PP-07357394
Application Validated Mon 19 Nov 2018
Address Shire Barn North Street Aston Bampton Oxfordshire OX18 2DJ
Proposal Erection of single and two storey extensions and erection of
outbuilding to form home office/ancillary accommodation (amended)
Status Decided
Decision Approve
Decision Issued Date Tue 05 Mar 2019

12. Community Trust

13. Parish Infrastructure

n) Village maintenance

To identify any current maintenance work required. Budget for 2018/19: £1,500; committed expenditure to date: £750 plus VAT (3 x weed sprays).

o) Sycamore Tree at Vicarage Close

This will be suspended from the agenda until we hear further.

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

Jane West has been in contact with OCC officer in relation to the passing places that have been put in as they are more a box for parking than a passing place which he has agreed and they have been remarked to be redone. Jane has also discussed signage with him. He has also confirmed that the passing places for the Great Brook Road and towards Chimney have been planned but no date set.

In their discussion he further requested that the parish council discuss funding these to speed the process up but no formal request has been received.

q) Maintenance of drainage ditches in the parish

14. FINANCE

a) Account Balances – see Clerk’s Briefing Notes Page 16 (for information)

b) Annual review of Effectiveness of Internal Control/Financial Regulations

See report and related papers in Clerk’s Briefing Notes.

c) March invoices presented for approval and payment

		Statute
Clerk’s salary E Anstee £322.00, working from home allowance of £10.00	301.20	LGA 1972, s112
Clerk’s expenses – 253 sheets x 7p/	17.71	LGA 1972 s111
WODC – Dog Bin emptying – 01/04/19 Invoice 33291350	23.35	Litter Act 1983
HMRC – PAYE – Mar19	30.80	LGA 1972 s111
Sub Total	373.06	
Clean Slate Grant Application		S137 LGA 1972
St Mary’s Church, Shifford – Grass cutting grant request for 2019		LGA 1972, s214
Total	£	

15. Parish Councillors’ reports from meetings attended since last meeting

R LaForte - WODC and Town & Parish Council Meeting 7Mar19

16. Confidential Item – Clerk’s Pay 2019-20

Full briefing in the Clerk’s briefing notes on page 14 for discussion and decision.

**17. Matters arising since publication of agenda/
Matters which Councillors may wish to raise for inclusion on next agenda
(for discussion only)**

Community Emergency Planning
Parish Council Strategy

18. Date of next meeting: Thursday 2nd May 2019, 7.30pm
Monthly meeting of Parish Council

This will be the Annual Parish Council meeting when John Ordish will stand down as Chairman and a new chairman will need to be elected.