

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 **835 8726 6141** 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/83521299695?pwd=M1g0NG9IV2xFVmdnZHFHZjdmSHdDUT09> on Thursday 4 February 2021 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 7th January 2021 – 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 Square, Aston – Awaiting an update from OCC officers.
- On 30 Jan 2021 a walk round of the parish identified potential sites for gates and signage for Aston, Shifford, Chimney and Cote and this is outlined in the Clerk's Briefing notes on page 22.
- Following on from requests to move the 30 mph signs on North Street in line with the housing there have been other areas such as Bull Street and Cote where this may be beneficial. This could be a single piece of work to put to OCC a coherent proposal to extend the 30 mph zones for the parish inline with the developments that have gone in. There may be a cost for consultation by OCC but that would be identified if the proposal is successful and the Parish Council would have to fund this. For discussion and decision.
- The remaining funds for traffic calming are £10,184.00.
For discussion and decision.

b) *Future of North Farm*

Update from the chairman and feedback report from 19 January on pages 3 to 5 of the Clerk's Briefing Notes.

c) *Land to the East of Back Lane*

An update was requested from OCC and Bluestone Planning Ltd on the 29 January 2021.

d) *Anti-Social Behaviour*

Fouling due to dog mess not being cleared by those walking the said dogs has caused the Parish Council to receive two verbal and one emailed complaint. There are plenty of Dog Bins around the parish and it is now permitted that dog poo bags can be disposed of in normal waste collection bins. The Parish Council could put up some signs to remind dog walkers to clean up after their dogs. Ten 'Please clean up after your dog' 200mm by 150mm adhesive signs cost £9.99 (incl VAT) or there are several options to download 'free' signs though these would need to be laminated to be weatherproof. Either options would need stakes and boards to put them up. There is £1300 available in the Village Maintenance budget.

9. Correspondence

Clerk's Briefing Notes on Page 2.

10. PLANNING

New planning applications

Documents emailed to councillors on the 29 January 2021 for perusal prior to the meeting also available at <https://www.westoxon.gov.uk/planning-and-building/planning-permission/view-planning-applications/>

Reference	21/00110/HHD
Alternative Reference	Not Available
Application Validated	Fri 11 Dec 2020
Address	1 Kingsway Cottages Bampton Road Aston OX18 2BT
Proposal	Removal of existing garage and the erection of a two-storey side extension
Status	Under consideration

Reference	20/03409/FUL
Alternative Reference	PP-09305071
Application Validated	Wed 16 Dec 2020
Address	Chimney Meadows Nature Reserve Chimney Bampton
Proposal	Construction of Shifford Weir Fish Bypass, comprising excavation of a new approx 450m long naturalised fish bypass channel, including one culvert under existing flood embankment, wooden handrails to edge of culvert, use of excavated materials to improve BBOWT access for future management of the reserve, together with temporary construction accesses and temporary construction compound on land near public highway in Duxford, and reinstatement of land following completion of the construction works.
Status	Under consideration

Update on Previous Planning Applications – For Information

Reference	20/03177/FUL
Alternative Reference	PP-09229676
Application Validated	Thu 19 Nov 2020
Address	Aston Repair Depot the Square Aston Bampton OX18 2DL
Proposal	Erection of two dwellings, formation of vehicular access and associated parking. Demolition of existing garage.
Status	Decided
Decision	Approve
Decision Issued Date	Tue 19 Jan 2021

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	Decided
Decision	Approve
Decision Issued Date	Tue 12 Jan 2021

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	Decided
Decision	Approve
Decision Issued Date	Wed 06 Jan 2021

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	Decided
Decision	Approve
Decision Issued Date	Mon 11 Jan 2021

11. New Business

- a) *WODC Climate Action Day for Parish and Town Council's*
The letter from WODC is on page 6 of the Clerk's Briefing notes. All parishes are being asked if they would like to participate in a Climate Action Day. For discussion and decision with response due by 22nd February 2021.
- b) *To carry out the annual review of the Parish Council's risk assessment (not open spaces)*
See report and related papers in the Clerk's Briefing Notes (Pages 6-16)
- c) *Half yearly review of external Parish Council assets*
To make arrangements for the asset review due as detailed in the clerk's briefing notes on pages 17-18.

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 for installation by the community opposite Waites Close has been purchased and is due to be installed during February 2021.

b) *Grounds Maintenance Renewal 2021-2023 - CONFIDENTIAL*
CONFIDENTIAL ITEM to be discussed in closed session.

To resolve to exclude the press and the public in accordance with the Public Bodies (Admission to Meetings) Act 1960. Grounds Maintenance Renewal 2021-2023 – see report in Clerk’s Briefing Notes pages 21.

c) *Allotments*

There has been no response from the allotment secretary following the Clerk’s invitation for a meeting, so a second request has been sent.

d) *Defibrillator in Cote Telephone Box*

The invoice has been received and is on the payments list. Once CHT have received payment they will arrange the installation within 2 weeks from payment.

14. FINANCE

a) *Account Balances—see Clerk’s Briefing Notes Page 12 (for information)*

b) *Clerk – Request for Training – SLCC Practitioner’s Conference Feb 2021.*

The clerk would like to attend the SLCC Practitioner’s Conference in February 2021. This will be a virtual conference and this time there are sessions on ‘Grants and Funding opportunities, Lost Rights of Way, Responsible Investment and the award ceremony for achieving the Level Foundation Degree in Community Governance. The cost is £75.00 (plus VAT) and the clerk would like the council to consider contributing to this.

c) To RESOLVE to approve the following payments for the period January 2021.

	NET	VAT	Gross Amount
Clerk’s expenses – 237 sheets x 7p/ Zoom £14.39/ Microsoft Office Jan £36.48 + £31.92 (Upgrade to Business Basic)	85.58	13.80	99.38
WODC Dog Bin Emptying Inv 33392101	19.95	3.99	23.94
SLCC Practitioners Conference 23 to 25 February 2021 (Online)	75.00	15.00	90.00
Community Heartbeat Trust – Defibrillator – Inv 7629	2,565.00	518.00	3,108.00
Total to be decided and approved	£2,745.53	£550.79	£3,321.32
Monthly Standing Orders			
Clerk’s Salary	325.92		325.92
WODC Dog Bin emptying Inv 33394984	19.95	3.99	23.94
HMRC PAYE	76.80		76.80
Total SDOs	£422.67	£3.99	£426.66
Total	£3,168.20	£554.78	£3,747.98

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 4th March 2021, 7.30pm

Monthly meeting of Parish Council