

Password 838096

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 829 5805 6147 as permitted in the 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/82958056147?pwd=cHhjR3dvdWRLcWZoZXhycmNNbWRtZz09> on Thursday 7 May 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 7th May 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) *Grounds Maintenance Contract Renewals*

PS and PW have discussed the ground maintenance contracts and have made the following suggestions:

- i) In light of the current situation we should if possible extend the current contract by 1 year.
- ii) rewrite the contracts combining all the 4 contracts into one document with 4 options. The supplier could quote for all 4 options or just one if they like. The parish council could then award all options or some of the options:

- Option 1 Verge Grass Cutting
- Option 2 War Memorial Maintenance
- Option 3 Recreation Ground Grass Cut
- Option 4 Weed Spraying

The tender should be for 3 years not as they are now. We feel that the possibility of being a larger value contract it encourage more companies to quote. For discussion and decision.

b) *Insurance Renewal for 2020/21 – For Information*

This was delegated to the Chairman, Vice Chairman and clerk for decision at the meeting on 7th May 2020. It has been decided to renew the insurance with BHIB Ltd for a three year term at £343.48 per annum. This was the cheapest quote and met the requirements for insurance of the parish council and its assets.

c) *Anti-Social Behaviour*

9. Correspondence

10. PLANNING

No New planning applications

Update on Previous Planning Applications

Reference	20/00864/HHD
Alternative Reference	PP-08617484
Application Validated	Fri 27 Mar 2020
Address	30 Marsh Furlong Aston Bampton Oxfordshire OX18 2FN
Proposal	Works to include single storey extension to garage with conversion of garage to create extra living space.
Status	Decided
Decision	Approve
Decision Issued Date	Wed 27 May 2020

Agenda for Meeting on 4th June 2020

Reference 20/00838/HHD
Alternative Reference PP-08597703
Application Validated Wed 25 Mar 2020
Address 17 Saxon Close Aston Bampton Oxfordshire OX18 2EB
Proposal Removal of conservatory and erection of single storey rear extension.
Status Decided
Decision Approve
Decision Issued Date Thu 21 May 2020

Reference 20/00466/HHD
Alternative Reference PP-08510210
Application Validated Wed 11 Mar 2020
Address 4 Chimney Farm Cottages Chimney Bampton Oxfordshire OX18 2EH
Proposal Erection of a three bay garage with ancillary space above, new site entrance and associated parking.
Status Decided
Decision Refuse
Decision Issued Date Thu 14 May 2020

11. New Business

a) Cote Chapel Grass Cutting Grant Request

A request has been received for grass cutting grant for the Cote Chapel graveyard for 2018 and 2019 seasons. The last request received was of the 2017 season and a grant of £300 was issued in July 2018. The cost of the grass cutting for both these seasons was £400 giving a total request of £800. The allowance included in the budget for Cote Chapel Grass cutting is £300.

d) St James Church Grass Cutting Request

A request has been received for a grant £616 against the grass cutting and church yard maintenance for St James Church, Aston being the costs incurred for the 2019 season. There is £700 in the budget allocated for this grant. Letter of request and accounts are in the clerk's briefing notes . For decision and resolution.

e) St Mary's Shifford Grass Cutting Grant Request

A request has been received for a grant £270 against the grass cutting and church yard maintenance for St Mary's Shifford, being the costs incurred for the 2019 season. There is £300 in the budget allocated for this grant. Letter of request and accounts are in the clerk's briefing notes . For decision and resolution.

f) Aston Parish Community Minibus Grant Request

A request for the Parish Council Committee to consider making a donation to the APCM Charity (Registered Charity No 1063777) to enable it to continue to supply its valuable service to the residents of Aston and surrounding villages.

Without donations the minibus runs at a loss and would therefore have to cease operating. The costs for MOT, Insurance and Road Fund Licence in 2019 totalled £1101. There is £750.00 in the budget allocated for this grant.

g) Community Response for COVID 19

Verbal report from clerk on the current situation within the parish.

12. Community Trust

13. Parish Infrastructure

a) Village maintenance

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

14. FINANCE

a) Account Balances—see Clerk’s Briefing Notes Page 10 (for information)

b) Regular Payments

It is suggested that the parish council puts in place monthly standing orders with its bank, Unity Trust Ltd, to make the following regular payments:

Clerk’s Salary including working from home allowance	£318.48	LGA 1972, s112
HMRC – Clerk’s Income Tax	£75.00	LGA 1972 s111
WODC – Dog Bin Emptying	£23.94	Litter Act 1983
Total	£417.42	

The date for these payments to be made each month is suggested as the last working day of the month. The standing order to be live for one year and reviewed/re-established year on year to ensure that changes can be administered.

The relevant section of the parish council’s financial regulations is:

6.7 If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker’s standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker’s standing order shall be renewed by resolution of the council at least every two years.

c) To RESOLVE to approve the following payments for the period 1 May 2020 to 31 May 2020.

	VAT	Gross Amount
Clerk’s salary E Anstee (Gross £375.48) net £300.48, working from home allowance of £18.00		£318.48
Clerk’s expenses – 221 sheets x 7p/ Zoom £14.39/Freeola Domain Renewal £14.75	£4.86	£44.61
HMRC – PAYE – May 20		£75.00
WODC – Dog Bin emptying – Invoice 33359401	£3.99	£23.94
BHIB Ltd – Invoice LCO00491-372107	£36.84	£343.82
Glasdon Inv SI795686	£189.19	£1,135.14
Sub Total	£238.88	£1,940.99
<i>St Mary’s Shifford Grass Cutting Grant</i>		<i>£270.00</i>
<i>St James Church Grass Cutting Grant</i>		<i>£616.00</i>
<i>Cote Chapel Grass Cutting Grant</i>		<i>£800.00</i>
<i>Aston Parish Community Minibus Grant</i>		<i>£750.00</i>
Total to be decided and approved	£238.88	£4,376.99

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 2nd July 2020, 7.30pm
Monthly meeting of Parish Council