

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

AGENDA

Please note due to the current Covid-19 Coronavirus situation, the Parish Council will meet virtually via Microsoft TEAMS 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 via Microsoft TEAMS on Thursday 4 March 2021 at 7.30pm for the purpose of transacting the following business.

Members of the public wishing to attend should email the Parish Clerk on elaine.anstee@astonoxon-pc.gov.uk by 6pm on the day of the meeting to request an invite.

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 4th February 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 – on hold until OCC officers provide options.
- The clerk is in the process of costing the implementation signs/gates for Cote/Shifford and Chimney and proposes that the draft report will be presented at the April meeting..
- The clerk is in the process of drafting a proposal bringing all requests for 30 mph extensions around Aston and Cote. This will be sent to OCC Highways on completion.
- The remaining funds for traffic calming are £10,184.00.
For discussion and decision.

b) *Half yearly review of external Parish Council assets*

Report from P Sparrowhawk on the current condition of the physical listed assets

c) *Future of North Farm*

Update from the chairman and feedback report from meeting on 9th February 2021 on pages 3 to 5 of the Clerk's Briefing Notes.

d) *Land to the East of Back Lane*

Bluestone Planning have been advised by County that the project is still on hold pending sign off at directorate level looking at progressing with a revised build plan.

e) *Anti-Social Behaviour*

Dog Poo on Ham Lane has been raised as an issue and a new poo bin suggested for siting opposite the last house on the lane. The approximate cost would be £285.00 for the bin and £189.00 per annum for emptying. The clerk has looked into signage referring to looking after the countryside and picking up litter/dog poo. The signs referred to at the last Parish Council meeting appear to be supplied by the NFU. A picture of the sign is on page 25 of the Clerk's briefing notes and council are to decide if this is the type of sign that they wish to put up. The clerk will then approach the NFU for prices.

9. Correspondence

Clerk's Briefing Notes on Page 2.

10. PLANNING

New planning applications

Documents emailed to councillors on the 26 February 2021 for perusal prior to the meeting also available at <https://www.westoxon.gov.uk/planning-and-building/planning-permission/view-planning-applications/>

Reference **21/00263/HHD**
Alternative Reference PP-09457316
Application Validated Wed 27 Jan 2021
Address 2 Kingsway Cottages Bampton Road Aston Bampton OX18 2BT
Proposal Erection of single storey rear extension to replace existing conservatory.
Status Under consideration

Reference **21/00415/HHD**
Alternative Reference Not Available
Application Validated Fri 29 Jan 2021
Address 3 Home Farm Cottages Back Lane Aston Bampton OX18 2DQ
Proposal Erection of rear and side extensions
Status Under consideration

Reference **21/00286/HHD**
Alternative Reference Not Available
Application Validated Wed 06 Jan 2021
Address 29 Woodbridge Close Aston Bampton Oxfordshire OX18 2DB
Proposal Erection of single storey rear and first floor front extensions
Status Under consideration

Update on Previous Planning Applications – For Information

Reference **20/03178/HHD**
Alternative Reference PP-09255997
Application Validated Thu 19 Nov 2020
Address The Old Coach House Bull Lane Aston Bampton OX18 2DT
Proposal Rear extension, 2 new dormers and replacement garage.
Status Withdrawn
Decision Application Withdrawn
Decision Issued Date Tue 23 Feb 2021

Reference **19/03222/FUL**
Alternative Reference PP-08306499
Application Validated Tue 24 Dec 2019
Address Chimney Farm Barns Chimney Bampton Oxfordshire OX18 2EH
Proposal Building operations and introduction of windows and door openings to facilitate the residential use of the modern farm building following the change of use from storage (use class B8) to a self contained residential dwelling (use class C3) by prior notification 19/01114/PN56 (Amended plans).
Status Decided
Decision Approve
Decision Issued Date Wed 17 Feb 2021

11. New Business

a) *Cote Telephone Box – Defibrillator Location*

New sign to be commissioned and the box needs stripping back, priming and repainting during which the 'Telephone' signs can be removed and the new defibrillator signage installed. Specification in the clerk's briefing notes on pages 6 to be agreed so that quotes can be obtained.

b) *Consultation on Oxfordshire's Draft Transport Plan*

The consultation is available at [Consultation Homepage - Local Transport and Connectivity Plan - vision consultation - Oxfordshire County Council Consultation Portal](#) and OCC is looking for residents to respond. The consultation opened on the 15 February and is due to run to the 28 March 2021. A specific Parish Council response has not been requested unless it is decided that it should do so.

c) *Census March 2021*

The Parish Council does not have any direct commitment for action in regards the census but will keep putting reminders out through the website and social media. The clerk attended a briefing from which the following information was provided:

Census packs will arrive to households in the first two weeks of March and they will contain a phone number for the support centre where a paper copy can be ordered. Residents will also be able to go on the website to order paper copies.

The centre opens on 1 March and it would be good to spread the word so that everyone is ready and to allay any concerns about digital completion. The field team will also follow-up with households who have not managed to complete soon after the 21 March and they can also arrange for a paper copy so lots of opportunities for paper copies to be provided. If we find there are a lot of residents in one area who would like paper copies, they can also alert the field team so that they know in advance.

For information.

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

The May monthly meeting of the Parish Council is programmed for the 6th May 2021 which is the local election date. Though the elections do not affect the Parish Council this year the village hall will be being used as a polling station so it would be prudent to reschedule the meeting to the 13th May 2021. This will also be the Annual Parish Council Meeting. For resolution.

e) *Half yearly review of external Parish Council assets*

To receive the report from P Sparrowhawk on the condition of the physical assets and any works required.

12. Community Trust

The Community Trust has been reviewing its ground maintenance requirements, including the trees. They have created a specification to cover the areas not currently covered by the Parish Council's grass cutting contract for the football pitch and other grass areas. The clerk has also investigated the ownership of the large trees across the back of the playing field and they are the responsibility of the Community Trust.

Currently the Community Trust relies on the goodwill of the users of the site to support activities such as clearing debris from the trees, pitch marking, clearing around the play areas and weeding of the patio areas.

There has not been a formal request from the Community Trust for further financial support from the Parish Council towards grounds maintenance.

For Information

13. Parish Infrastructure

a) *Village maintenance*

To identify any current maintenance work required. Remaining budget for 2020/21: £1,385.

The bench has now been installed opposite Waites Close and the invoice for installation is £146.00. The bench will be added to the Parish Council's physical asset list.

b) *Lengthsperson 2021*

See report in the Clerk's briefing notes on pages 9 to 14.

c) *Signpost in Cote opposite the Hatchery*

A quote for £160 to clear the brambles, cut back the hedge, clean wood, replace wooden cap and paint the old signpost opposite the hatchery in Cote has been received.
– For Resolution.

d) *Noticeboard for Cote*

As part of the budget setting process a noticeboard for Cote was discussed. To put in a similar one to the existing one in Aston would cost approximately £1,000 plus installation. The original one was supplied by Greenbarnes in 2004. There are two potential sites one being next to the telephone box and the other next to the seat. The telephone box site is more central and would be an ideal site for the replacement directional signage for the delivery people.

For discussion and decision on whether to proceed with further information gathering/preferred design/quotes.

e) Defibrillator for Chimney

There is space by BBOWT gate in front of trees where a stone shelter with roof could be built to accommodate a defibrillator. The consensus in the hamlet is that a defibrillator is a good idea. The preferred supplier for the defibrillator would be CHT who supplied and fitted the one in Cote. For discussion and decision on whether to proceed with specification for construction, check requirement for planning permission and ownership of land for siting.

f) Allotments

There has been no response from the allotment secretary following the Clerk's invitation for a meeting. However there have been two potential trustees come forward and the existing trustee has offered to stay on for a further three months to hand over. This means the allotments only need 1 further trustee. Ideally the trustees would stand for a period of three years. Under the terms of the trust the Parish Council would appoint the trustees by resolution. For discussion and decision on resolution. Names of trustees to be supplied at the meeting.

14. FINANCE

a) Account Balances—see Clerk's Briefing Notes Page 15 (for information)

b) ICO Registration and annual fee.

The parish council is registered with the ICO as a data controller and as such has to 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 2021. The cost is £40 but reduced to £35.00 for paying by direct debit. For resolution.

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

See report and related papers in Briefing Notes on pages 16 to 18 – for resolution.

d) Loans and Investment Policy/Annual Investment Strategy 2021-22

It is considered to be best practice to have a Loans and Investment Policy (Draft on pages 19 to 20 of the clerk's briefing notes) and to have an Annual Investment Strategy (Draft on pages 21 to 24 of the clerk's briefing notes. These papers are submitted for discussion, decision and resolution if adopted.

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 2020/21 £36.00 was paid. The budget has £38 included for this membership.

For resolution.

To RESOLVE to approve the following payments for the period March 2021.

	NET	VAT	Gross Amount
Clerk's expenses – 286 sheets x 7p/ / Microsoft Office £7.21	26.03	1.20	27.23
Ian Dunstan – Bench – Inv	145.00		145.00
CPRE annual Membership	38.00		38.00
ICO DD	35.00		35.00
Total to be decided and approved	£238.02	£1.20	£239.22
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	£660.69	£5.19	£665.88

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 1st April 2021, 7.30pm

Monthly meeting of Parish Council