

# **ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL**



## **AGENDA**

**The Annual Parish Council meeting followed by the monthly meeting of the Parish Council  
will be held on**

**Thursday 4<sup>th</sup> May 2023, at 7.30pm, in the Ordish Room, at the Village Hall.**

Councillors: You are hereby summoned to attend the above meeting for the purpose of transacting the following business.

Members of the public who wish to attend the meeting are asked to let the clerk know in advance of the meeting at [clerk@astonoxon-pc.gov.uk](mailto:clerk@astonoxon-pc.gov.uk). Please note item 6 on the agenda about Public Representation.

EaAnstee

**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)
- Portfolio assignments – current in Clerk's Briefing notes on page 3.

- 5. To approve the minutes** of the Parish Council meeting on 20<sup>th</sup> April 2023 – 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, and it must be about an item on the agenda. The Parish Council's Standing Orders limit the time for this part of the meeting to ten 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**

A brief update from the relevant WODC or OCC Councillor.

**9. Matters Arising from Previous Meetings**

*a) Planning Appeal 22/00986/FUL and APP/D3125/W/23/3317512*

Briefing from the Chairman on the appeal actions to date. Councillors have been briefed in full by email during this process.

Update from clerk on donations received for funding the appeal.

To resolve to pay Inv-775 from Hydro-GIS Ltd for £360 (inclusive of VAT).

To resolve to pay any invoices that have come in since publication of agenda in relation to the appeal.

*b) Traffic calming update and other traffic issues*

- 20 mph – Parish Council requests for changes
- The Square, Aston
- West and Wales gas upgrade to pipes – corner at end of Bull Street
- Bridges at Beddles Turn and over Great Brook.
- Parking areas in Foxwood

*c) Coronation 6th May 2023*

- Update on 'Book of Congratulation' for the Coronation.
- Gate at tower end of St James Church onto Church Lane – quote requested from G.P. Fabrications, Witney.

*d) Footpaths/Treescaping*

Deferred to June meeting.

*e) Allotments*

Following a meeting with the Allotments Secretary and speaking to the trustees they would like the support of the Parish Council to ensure the land is registered with the Land Registry and the 'trust document' under the Charity Commission from 1974 be reviewed and potentially moved to the parish. See the Clerk's briefing notes page 4 for further information.

For decision and resolution of funding if required.

*f) Youth Football Club and Pitch Maintenance*

Feedback on the questions raised at the 2 March meeting is:

- The 'weedkiller' being used is not harmful for animals and humans alike and will only necessitate that the recreation be 'out of bounds' for a morning. This work was done on 24<sup>th</sup> April and carefully managed.
- Standard tractor tyres can leave divots and clumps of mud on the field. There are specialist tyres that reduce this issue, but it would not be expected of the existing contractor to purchase these.
- Cut height ideally would be 25mm to 30mm.
- The current fortnightly cut program starting in April from Wednesday 19<sup>th</sup> April does not meet the FA guidance, which is every 5 to 7 days, dependent on weather and growth. Our current contract and budget do not cover this – to discuss the way forward on this.

*g) Anti-Social Behaviour*

None at time of agenda.

**10. Correspondence**

Clerk's Briefing Notes on Page 2.

**11. PLANNING**

**New planning applications - None**

**Update on Ongoing Planning Applications – For Information**

- a) **North Farm** – Still no new update.
- b) **Hawthorns** – Matthews Homes are due to start the work to reduce the height of the fence and plant hedge.
- c) **Marsh Furlong** – No news on the adoption of the pumping station by Thames Water.
- d) **Terra** – moved to agenda item 8a.
- e) **Children's Home** – Roof trusses now complete and completion on target for end of October 2023.
- f) **St Joseph's Court** – Surface water and drainage.

**Update on Previous Planning Applications – None since last meeting on 20<sup>th</sup> April 2023.**

## **12. New Business**

### *a) Bus Shelters*

The bus shelter on the High Street is sustaining scratching to the Perspex roof from the over hanging branches. To discuss actions.

### *b) Grounds Maintenance contracts 2024 onwards*

To discuss review of current contract specification and renewal tender process.

### *c) Cleanslate Grant Request*

See Clerk's Briefing Notes for details on pages 5 to 28. Previously paid £100 from the Grants budget.

### *d) Cote Chapel*

*Briefing by the clerk.*

### *e) Insurance Renewal*

To consider the insurance renewal on 1 June 2023. Quotes requested from BHIB Ltd (existing insurer), Zurich and Parish Protect. Quotes to be available at the meeting.  
For Resolution

## **13. Governance – Policies for Review – None for this month**

## **14. Community Trust**

## **15. Parish Infrastructure**

### *a) Village maintenance*

To identify any current maintenance work required. Budget for 2023/24: £1,500.

## **16. FINANCE**

### *a) Receipts and Payments Account to 31 March 2023 – See Clerks Briefing Notes Pages 29 and 30.*

To receive and approve the accounts for the year ended 31 March 2023.

- The surplus for the year was £11,755 against a budgeted deficit of £7,102.
- There was an underspend for the year of £150.00 on office equipment though there was an overspend of £133 on Office running costs due to additional printing and Office 365. The budget for 2023-24 has been increased to £650.00 as this is the second year that ORC have been overspent.
- There was an underspend for the year of £3,920 on grounds maintenance, 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.
- The only zero spend was for the APM = £40 but there were underspends on Subscriptions (£436), Chairman's Allowance (£85), Grants Under Statute (£2,126) and Village Maintenance (£373).

Agenda for Meeting on 4<sup>th</sup> May 2023

- At 31 March 2023 the Parish Council's total cash holding was £82,465. Of this, £25,365 is the Parish Council's General Reserve, plus a further £57,100 in other reserves detailed below:

Contingency	Reserve 1	5,000
Traffic Calming Reserve	Reserve 2	9,679
North Farm Reserve	Reserve 3	3,800
Office Equipment	Reserve 4	1,000
Aston History Project	Reserve 5	1,000
Defibrillators	Reserve 6	3,145
Cote Noticeboard	Reserve 7	Closed
Recreation Reserve	Reserve 8	33,476

Explanation of variances on page 29.

*b) Annual Return for 2022-23 – Pages 31 to 36.*

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

*c) Internal audit for 2022-23*

This has been completed by Nick Hoskins and there are no matters to bring to the attention of the Parish Council.

*d) Bank Reconciliation as at 31 March 2023 – see Clerk's briefing notes page 37.*

The bank reconciliation for 31 March 2023 was deferred to for checking and is presented for approval under resolution.

*e) Notice of Public Rights for 2022-23*

To agree the dates of the public rights for the period on the 22-23 financial year as shown on pages 38 and 39 of the clerk's briefing notes.

f) To RESOLVE to approve the following payments for the period April 23.

	NET	VAT	Gross Amount
Clerk's expenses 642 x 7p/Microsoft Office £49.08	85.84	8.18	94.02
D Johnson – Grass cutting and WM Maintenance – Invoice - TBC			
<i>Landmark Business Account – Counsel Fees - TBC</i>			
<i>Hydro-GIS Ltd Inv 775 – Flood review for TERRA Appeal</i>	300.00	60.00	360.00
<i>Terra Appeal Related Invoices under Agenda Item 8a</i>			
<b>Total to be decided and approved</b>	<b>£385.84</b>	<b>£68.18</b>	<b>£454.02</b>
<b>Total of previously decided</b>	<b>£</b>	<b>0.00</b>	<b>£</b>
<b>Monthly Standing Orders/DDs</b>			
Clerk's Salary including WFH Allowance	412.21		412.21
HMRC PAYE	98.60		98.60
<b>Total SDOs</b>	<b>£510.81</b>	<b>£0.00</b>	<b>£510.81</b>
<b>Total</b>	<b>£896.65</b>	<b>£68.18</b>	<b>£964.83</b>

g) Parish Councillors' reports from meetings attended since last meeting.

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

i) Date of next meeting: Thursday 1st June 2023, 7.30pm  
the monthly meeting of Parish Council