

# ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

## AGENDA

The monthly meeting of the Parish Council will be held on  
Thursday 5th December 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.

*EAnstee*

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. **To approve the Minutes** of the Parish Council meeting on 7<sup>th</sup> November 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**

## 8. Matters Arising from Previous Meetings

### *a) Recommended Actions Following WODC Planning Training for Parishes*

The clerk has contacted WODC officers for more detail on how to access S106 funding and confirmation if any has been received by WODC from Mears Homes. P West and the clerk met with the OCC Highways officer on 14 November and we concentrated on the entrances/exits from Bampton, Aston Mile and Cote roads discussing the following:

1. Re instating the painted 30mph hours signs and putting in new ones at the entrances they are currently not situated.
2. Gates on the road edges at all entrances with the 'Aston' sign on and 'Please drive carefully' to highlight them. This is being done at several local villages and the recommended supplier is Glasdons who supplies a variety of sizes/shapes in recycled plastic which are long wearing. OCC will install is parish council purchases. This would also be 'nice' to do for Cote though S106 is not available for this. Cost £365.00 plus VAT More info at <https://uk.glasdon.com/road-safety/gateway/glasdon-gateway>.
3. Automating the existing school 20 mph lights which are currently not used.
4. Humps/Bumps - cushion type - not a popular option as they are expensive and require ongoing maintenance.
5. A crossing place/small chicane on the Aston side of the village hall - this will be expensive and will require a consultation (fees £1800) but this is managed by OCC and it will also need to go through committee at OCC.
6. Zebra crossing at school – OCC officer thought this was already agreed and will chase up to find out the position. A pelican (traffic lights) crossing is £60k - £70k so not really an appropriate option.
7. The OCC officer also indicated that there is currently some matched funding for traffic calming which would make the current £13k into £26k which would give us a bit more flexibility.

### *b) Bus Shelter at the end of Foxwood*

'externiture' have installed the bus shelter at the end of Saxel Close on 12 Nov 19.

### *c) Prepared for the Worst – Article in the Clerks and Councils Direct Magazine*

The clerk has purchased two extra keys for the filing cabinets in the village hall which will be held by the Chairman. The purchasing of a laptop/PC for the parish council is currently being investigated with an indicative figure being included in the 2020/21 budget.

### *d) Resident Request – Dog Bin on Great Brook Road*

The request for a new dog bin has been submitted to WODC but there has been no update received. The clerk has requested an update.

### *e) North Street Farm Cottage*

A letter has been sent to OCC who own the property and we await a response.

### *f) Anti-Social Behaviour - There have been no reports this month.*

**9. Correspondence sent**

See Clerk's Briefing Notes

**10. BUDGET 20/21**

Full details in clerk's briefing notes on pages 7 to 15 for discussion and resolution on the Precept for 20/21. Some thoughts for projects next year were a defibrillator in the phone box at Cote, upgrading the map in the Cote telephone box, traffic calming and a VE 75 anniversary bench. The Aston History Group has put in a business plan (Briefing Notes page 12) for funding in 2020 towards the book it is producing.

**11. New Business**

*a) Removal of Provision of Hard Copy Planning Documents – WODC*

WODC are proposing to stop supplying hard copies of planning paperwork with effect from the 1 April 2020. If the parish council wishes to continue receiving hard copies then there will be a cost. The letter from WODC is in the clerk's briefing notes on page 16.

*b) High Sheriff Awards 2019-20*

The High Sheriff of Oxfordshire 2019-2020, has written to invite applications for a High Sheriff award. Some 20 such awards are planned for 2019/20 to recognise people in Oxfordshire who have made outstanding contributions to the communities in which they live and work.

*c) Parish Council Email/Domain address*

Cllr B Lings noticed that a number of the other parish councils have .gov.uk domains and asked 'Would it be worth considering switching our website and contact email to a gov domain? For example: 'astoncote-pc.gov.uk'. It would help make our communication seem more 'official', and make it clearer that the website belongs to the parish council, not the village. The cost would be approximately £80 + VAT for the first 2 years and £40 + VAT for subsequent years. For discussion and resolution.

*d) Volunteer Link Up – Grant Request*

Volunteer Link Up letter and financial report is on pages 17 to 18 of the clerk's briefing notes and there is £135 in the budget if the council decides to grant it. For decision and resolution.

*e) Small Grant Application – Aston Brownies*

An application for the small grant scheme has been received from the 1<sup>st</sup> Aston Brownies and the details are in the clerk's briefing notes on pages 19 to 22. For decision and resolution.

## 12. PLANNING

### New planning applications

**Reference** **19/02793/HHD**  
Alternative Reference Not Available  
Application Validated Tue 18 Nov 2019  
Address Shire Barn, North Street, Aston, OX18 2DJ  
Proposal Construction of single and two storey extensions and the erection of outbuilding to form home office/ancillary accommodation (to allow the addition of rear window at ground floor, removal of two roof lights and add one roof light. Change stable door at front first floor to part glazed door).  
Status Under consideration

**Reference** **19/02899/AGR**  
Alternative Reference Not Available  
Application Validated Tue 19 Nov 2019  
Address Aston Mile Farm Aston Bampton Oxfordshire OX18 2EU  
Proposal Erection of agricultural building.  
Status Under consideration

**Reference** **19/02813/NMA**  
Alternative Reference Not Available  
Application Validated Wed 06 Nov 2019  
Address Land At Cote House Barn Cote Bampton Oxfordshire  
Proposal Non material amendments to allow change to north wall including new openings (W2000/1322)  
Status Under consideration

### Updates to previous planning applications

**Reference** **18/01135/CND**  
Alternative Reference PP-06891262  
Application Validated Fri 13 Apr 2018  
Address Land East Of Saxel Close Aston Bampton Oxfordshire  
Proposal Discharge of conditions 7 (broadband), 8 (construction traffic management plan) and 11 (piling method statement) as in planning permission 17/02542/RES.  
Status Decided  
Decision Approve  
Decision Issued Date Tue 05 Nov 2019

## 13. Community Trust

#### 14. Parish Infrastructure

a) *Village maintenance*

To identify any current maintenance work required. Budget for 2019/20: £1,500. CCTV notices at the Great Brook Bridge the clerk has been in contact with a local sign writer and is awaiting a quote. For the Christmas tree at the Red Lion Pub the chairman has proposed that the parish council purchase the tree and the landlord of the pub will make a 50% contribution to the parish council. Budgets available to purchase from are the Village maintenance budget which currently has £634 unspent in the budget or the chairman's allowance which has £100 unspent.

b) *Cleaning of bus shelters*

The clerk contacted three companies for quotes for cleaning of the bus shelters and at the time of issue of the agenda one quote has been received. The other two have declined to quote. For discussion and resolution.

#### 15. FINANCE

a) *Account Balances* – see Clerk's Briefing Notes Page 23. (For information)

b) *November invoices presented for approval and payment*

		Statute
Clerk's salary E Anstee (Gross £368.20) net £294.60, working from home allowance of £10.00	304.60	LGA 1972, s112
Clerk's expenses –sheets 366 x 7p + £26.43 for paper + 8 * 0.45p mileage for Planning Training at WODC	55.65	LGA 1972 s111
WODC – Dog Bin emptying – Inv 33333334	23.35	Litter Act 1983
WODC – Grass cutting etc – Invs 33333782 33333942 33333684	1016.56	HA 1980, s116
HMRC – PAYE – Nov19	73.60	LGA 1972 s111
Wel Medical – Inv 1231429 – defibrillator light board	141.94	PCA 1957 ss1(1)
'externiture' – Bus Shelter Inv 6591	7167.36	PCA 1957 ss1(1)
A Ball – Defibrillator Pads	52.80	PCA 1957 ss1(1)
<b>Sub Total</b>	<b>£8835.86</b>	
Aston Brownies – TBC	TBC	LGA 1972, s142
Volunteer Link Up	135.00	LGA 1972, s142
<b>Total - TBR</b>	<b>£</b>	

#### 16. Parish Councillors' reports from meetings attended since last meeting

Ben Lings – RAF Brize Norton

John Ordish and Phil West – Flood Group Bampton

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

**18. Date of next meeting: Thursday 2<sup>nd</sup> January 2020, 7.30pm**  
Monthly meeting of Parish Council