

# ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

## AGENDA

The monthly meeting of the Parish Council will be held on  
Thursday 5<sup>th</sup> March 2020, 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 6<sup>th</sup> February 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**
8. **Matters Arising from Previous Meetings**
  - a) *Traffic Calming Project for 2019/20*  
Report in briefing notes on page 3 with decision on point 3 for resolution.
  - b) *Review of Parish Council Technology Requirements*  
The clerk has put together a report in the briefing notes on pages 15-16.

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

Report from J Ordish on the current condition of the listed assets

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

This has been ordered from Ubico and has been installed though not invoiced as of the agenda being issued.

e) *Anti-Social Behaviour*

During the month of February the wooden foot bridge across the Great Brook at the end of Ham Lane has been seriously damaged by individual(s) using a chainsaw.

**9. Correspondence sent**

See Briefing Notes page 2.

**10. New Business**

f) *Contracts due for Renewal for 2021*

1. Ground Maintenance
2. War Memorial Maintenance
3. Grass Cutting for the Playing Field at the Village Hall, Aston
4. Weed Spraying

The clerk would recommend that this process is started with a review of the existing contracts and proposal for the specification/tender. This may be done by setting up a working group to carry out the initial work report to full council. For discussion and decision.

g) *Litter Blitz 2020*

This is again being organised by Bob Jones who has contacted WODC and arranged for the necessary equipment. It will take place in the period 6 to 17 April 2020 covering the usual areas i.e. the "main" streets in Aston and Cote, and some of the main footpaths.

h) *VE 75 Commemorative Bench – St James Church*

It was agreed within the 20/21 budget to fund a commemorative bench and with the agreement of St James Church to site this in the churchyard. There is currently £500 in the Repairs and £300 in the Village Maintenance budget unspent with available funds also in the grass cutting budget which could be vired. The church faculty requirements would be for a wooden bench with options shown in the briefing notes on page 14. It would be nice to have the bench ready for the VE75 afternoon tea on the 8<sup>th</sup> May 2020 which is being held in St James and to do this a decision on style, supplier and resolution to purchase will be required.

i) *Insurance Renewal – 1 June 2020*

This year the current three year agreement with BHIB Ltd, underwritten by Aviva, is due to finish so the parish council will require three quotes for its insurance. The clerk's report is on page 4 of the briefing notes.

## 11. PLANNING

### New planning applications

<b>Reference</b>	<b>20/00372/HHD</b>
Alternative Reference	PP-08487408
Application Validated	Mon 10 Feb 2020
Address	Orchard Cottage Cote Bampton Oxfordshire OX18 2EG
Proposal	Erection of single and two storey side extension.
Status	Under consideration
Appeal Status	Unknown
Appeal Decision	Not Available

<b>Reference</b>	<b>20/00519/HHD</b>
Alternative Reference	Not Available
Application Validated	Thu 27 Feb 2020
Address	3 Home Farm Cottages Back Lane Aston Bampton OX18 2DQ
Proposal	Alterations and erection of single storey side and rear extension.
Status	Under consideration
Appeal Status	Unknown
Appeal Decision	Not Available

### Updates to previous planning applications

<b>Reference</b>	<b>20/00062/HHD</b>
Alternative Reference	Not Available
Application Validated	Tue 14 Jan 2020
Address	8 Saxel Close Aston Bampton Oxfordshire OX18 2EB
Proposal	Divide double garage into single garage and office space with new roof lights.
Status	Decided
Decision	Approve
Decision Issued Date	Fri 14 Feb 2020

<b>Reference</b>	<b>19/03376/FUL</b>
Alternative Reference	PP-08345534
Application Validated	Fri 06 Dec 2019
Address	Land Adjacent To Westfield House Bampton Road Aston Bampton
Proposal	Erection of dwelling with associated parking.
Status	Decided
Decision	Approve
Decision Issued Date	Tue 11 Feb 2020

## 12. Community Trust

### 13. 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.

### 14. FINANCE

a) *Account Balances* – see Briefing Notes Page 8 (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 2020. The cost is £40 but reduced to £35.00 for paying by direct debit.

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

See report and related papers in Briefing Notes on pages 9-12 – for resolution.

d) *Clean Slate Grant Application*

There are full details of this request on pages 5-7 of the briefing notes. The parish council granted £100 to Clean Slate in 2019 and there are sufficient funds in the grants allowance for a grant of £100 this year.

e) *Annual renewal of membership of OALC*

To decide whether to renew the Parish Council's membership of the Oxfordshire Association of Local Councils – renewal subscription £253.49 net (2019/20 £242.58; budget for 2020/21 £208.33 net or £250.00 gross) which is a 1.04% increase.

f) *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 2019/20: £36.00, budget for 2020/21: £38.00

*g) February invoices presented for resolution 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 – 231 sheets x 7p	16.17	LGA 1972 s111
HMRC – PAYE – Feb 20	73.60	LGA 1972 s111
WODC – Dog Bin emptying – Inv 33340722	23.35	Litter Act 1983
Smith's of Derby – Church Clock Service – Inv 113300	640.80	PCA 1957, ss2 & 6
ICO – DD on 15/03/2020	35.00	LGA 1972 s111
<b>Sub Total</b>	<b>£1,093.52</b>	
OALC Subscription 2020 – Inv A00052/2020	253.49	LGA 1972 s111
CPRE – Membership No 405671 - 20/21	36.00	GPC – Localism Act 2011
Clean Slate 2020 - Donation	100.00	GPC – Localism Act 2011
<b>Total - TBR</b>	<b>£1,483.01</b>	

**15. 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. Clerk's pay review for 2020/21 – see report in Clerk's Briefing Notes page 13.

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

**17. Matters arising since publication of agenda/**

**Matters which Councillors may wish to raise for inclusion on next agenda (for discussion only)**

Meeting with Robert Courts/Cllr C Matthews – 20<sup>th</sup> March JO and PW attending.

**18. Date of next meeting:**

**Thursday 2nd April 2020, 7.30pm**

Monthly meeting of Parish Council