

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 **846 1243 7893** 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 at <https://us02web.zoom.us/j/84612437893?pwd=ZHRPWXhkSzRCR1JrRjBwMTUvWG5aZz09> on Thursday 5 November 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 30th October – 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 gates and signage ordered from Glasdon's have arrived and are being stored by the clerk. The invoice is for £3303.64 including VAT is on the payment schedule. OCC will program the installation depending on the Parish Council acceptance of the quote which is currently being prepared.
- The Square, Aston – OCC Councillor is too set up a meeting with OCC Officers to discuss possible traffic management measures.

b) *Prepared for the Worst – Technology Review*

The new domain name astonoxonpc.gov.uk is now live and Office 365 business has been purchased. All councillors will be assigned a gov.uk email address which can be linked to their personal email.

c) *Future of North Farm*

Update from the chairman.

d) *Land to the East of Back Lane*

Update from Bluestone Planning was requested from Bluestone Planning Ltd by the clerk on 26th October but at time of agenda has not been received so will be via a verbal update at the meeting.

e) *Anti-Social Behaviour*

There has been more fly tipping along the road to Chimney and the Great Brook Road. WODC are reacting quickly to these reports and clearing it as quickly as they can. The clerk has sourced two signs to attach to the direction signs at each end of the Great Brook Road at a cost of £24.07 inclusive of VAT.

9. Correspondence

Clerk's Briefing Notes on Page 2.

10. PLANNING

New planning applications

Documents emailed to councillors on the 30th October 2020 for perusal prior to the meeting also available at <https://www.westoxon.gov.uk/planning-and-building/planning-permission/view-planning-applications/>

Reference	20/02240/HHD
Alternative Reference	PP-08993077
Application Validated	Mon 28 Sep 2020
Address	Thistle Cottage 4 Wheelwright Court Ham Lane Aston OX18 2DE
Proposal	Erection of two storey rear extension.
Status	Under consideration

Update on Previous Planning Applications

Reference	20/02560/HHD
Alternative Reference	Not Available
Application Validated	Wed 26 Aug 2020
Address	23 Cote Road Aston Bampton Oxfordshire OX18 2DU
Proposal	Erection of two storey rear and single storey side extensions
Status	Decided
Decision	Approve
Decision Issued Date	Thu 29 Oct 2020

11. New Business

a) Royal British Legion Poppy Appeal – Parish Council donation

To decide on the donation to the Appeal to be given by the Parish Council (which will also cover the cost of the wreath):

Total donation in budget: £150; donation paid in 2019/21: £150

R Jones has ordered and delivered the wreath to the clerk.

For decision and resolution.

b) Remembrance Sunday service at Aston War Memorial (Sunday 8 November – 2.45pm at War Memorial for a short, spoken service led by the Vicar of St James Church)

The chairman has agreed to represent the Parish Council at this service and lay the wreath. The service is not being advertised due to the current COVID 19 situation and those attending must abide by social distancing guidelines (Ref the UK Government and PH England)

c) Christmas Tree

It was agreed in December 2019 to purchase a Christmas Tree for the parish to be sited outside the Red Lion pub at a cost of £75.00 from the Maintenance Budget. To discuss and resolve if to do the same this year.

For decision and resolution.

d) Voices – Grant Application 2020/21

The Parish Council includes in its annual budget a grant for Voices of £1,000 and have received a request for this grant for 20/21. In the Clerk's Briefing notes on pages 3-6 is the letter, statement of accounts and constitution for reference.

For Resolution.

12. Community Trust

13. Parish Infrastructure

a) *Village maintenance*

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

b) *Grounds Maintenance Contracts*

Draft New Specification and tender documents attached in the Clerk's Briefing Notes on pages 7-19. For approval and decision on tender process. Maps will be emailed separately.

c) *Allotments*

The clerk has provided copies of the most recent governance documents for the allotments dated 1972 to the trustees. It is detailed in these documents that the Parish Council is responsible for appointing the trustees. This seems to have stopped happening in the late 1970s/80s. For discussion and decision.

d) *Defibrillator in Cote Telephone Box*

The clerks submitted funding requests to Tesco Bags of Fun, AEDonate and Cottsway but there has been no response yet.

14. FINANCE

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

b) *Draft Budget 2021-2022*

The clerk has produced a draft budget for discussion and review which is in Clerk's Briefing Notes Pages 20-25.

c) *Budget 2021-2022 – Projects*

At the November parish council meeting the clerk will present the first draft of the budget for 2021-22 so it would be ideal to have some thoughts for projects - Aston Stores grant support, increase in the Cote Chapel grass cutting grant, further traffic calming/weight limits/emergency TTROs, repairs to the edging around the war memorial, as a few ideas.

d) To RESOLVE to approve the following payments for the period November 2020

	NET	VAT	Gross Amount
Clerk's expenses – 300 sheets x 7p/ Zoom £14.39/Freeola Domain Name = £107.99/	140.89	2.40	143.29
Des Johnson – Recreation Ground Grass Cutting – Inv TBC	85.00		85.00
Glasdon	2753.04	550.60	3303.64
OCC – Additional Payment on 3920419250	500.00		500.00
British Legion – Wreath for Remembrance and grant	150.00		150.00
Total to be decided and approved	£3,628.93	£553.00	£4,181.93
Monthly Standing Orders			
Clerk's Salary	325.92		325.92
WODC Dog Bin emptying Inv	19.95	3.99	23.94
HMRC PAYE	76.80		76.80
Total SDOs	£422.67	£3.99	£426.66
Total	£4051.60	£556.99	£4,608.59

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 3rd December 2020, 7.30pm

Monthly meeting of Parish Council