

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

AGENDA

The monthly meeting of the Parish Council will be held on
Thursday 6th February 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

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 2nd January 2020 and the Extra-Ordinary Parish Council meeting on 20th January 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) *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. Traffic calming has moved to Agenda Item 8b.

b) *Traffic Calming Project for 2019/20*

Update and costings for lights and signage outside the school in the clerk's briefing notes on page 4. For discussion and Resolution.

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

WODC via Ubico now charge for the installation of dog bins so costings are attached in the clerk's briefing notes on page 3 for discussion and resolution.

d) *North Street Farm Cottage*

In November 2019 a letter was sent to OCC who own the property and we await a response.

e) *Anti-Social Behaviour* – On 29th January 2020 two cars were stolen from Woodbridge Close and The Square in Aston.

9. Correspondence sent

See Clerk's Briefing Notes page 2.

10. New Business

a) *Small Grant Application – Aston Brownies*

An application for the small grant scheme has been received from the 1st Aston Brownies and the details are in the clerk's briefing notes. For decision and resolution.

b) *Oxfordshire County Council Mineral and Waste Site Drafts Plan Consultation*

OCC has just published the Draft Sites Plan, and are now commencing the consultation period from Wednesday 22nd January 2020 to Wednesday 4th March 2020. Full details of the consultation is available at <https://www2.oxfordshire.gov.uk/cms/content/new-minerals-and-waste-local-plan>.

c) *Membership of Community First Oxfordshire 2020/21.*

In the clerk's briefing notes on page 5 is the CFO membership leaflet for 2020/21, detailing their latest membership offer. Alongside its traditional work of supporting volunteers in communities, CFO will continue to focus on new housing developments and how to integrate current and new residents while promoting affordable housing and alternative, community-led approaches. The membership form for completion is attached and the membership fees remain as previous, £70.00. 2020/21 will be an exciting time for CFO as they celebrate one hundred years of providing community support in Oxfordshire.

d) Review of Parish Council Technology Requirements

Following the request by council to research the options for sourcing a laptop/pc for the parish council the clerk has sourced a second hand, factory reset, laptop for no cost as a short term solution whilst further research is carried out. In order to get the laptop working the clerk has also purchased Norton Standard Antivirus license for 1 Year (£15.93 plus Vat) and Microsoft 8.1 (14.84 plus Vat).

e) Keep Britain Tidy 2020

This year the Keep Britain Tidy campaign will be running from 20th March to 13th April. As in previous years the council has been asked to publicize this and respond to a survey asking the council to be a partner without obligation.

f) To carry out the annual review of the Parish Council's risk assessment (not open spaces)
See report and related papers in the Clerk's Briefing Notes (Pages 6-16)

g) Half yearly review of external Parish Council assets

To make arrangements for the asset review due as detailed in the clerk's briefing notes on page 17-18.

11. PLANNING

New planning applications

Reference

20/00067/HHD

Alternative Reference

PP-08409393

Application Validated

Thu 09 Jan 2020

Address

Cote Farm Barn Cote Bampton Oxfordshire OX18 2EG

Proposal

Alterations and erection of extensions.

Status

Under consideration

Reference

20/00062/HHD

Alternative Reference

Not Available

Application Validated

Tue 14 Jan 2020

Address

8 Saxel Close Aston Bampton Oxfordshire OX18 2EB

Proposal
roof lights.

Divide double garage into single garage and office space with new

Status

Under consideration

Updates to previous planning applications

Reference	19/02793/HHD
Alternative Reference	PP-08202965
Application Validated	Mon 18 Nov 2019
Address	Shire Barn North Street Aston Bampton Oxfordshire 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 rooflight. Change stable door at front first floor to part glazed door).
Status	Decided
Decision	Approve
Decision Issued Date	Thu 09 Jan 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. Other items for discussion:

- Gates or something similar to delineate entrance to village hall
- Mirror on opposite side of road to the entrance/exit to Back Lane on North Street

b) *St James Clock Service Agreement – due for renewal*

Smith of Derby has contacted the parish council as the previous 3-year service agreement for the Church clock has now ended. The annual service is now due. As a valued customer and to say thank you for our custom over the years, they have written with a special renewal offer. For a limited period, they are offering our customers that were on a three-year contract, the opportunity to renew at a reduced cost. The renewal price will be £534.00 net plus vat. For discussion and decision with full details in the Clerk's Briefing notes on page 19.

14. FINANCE

a) *Account Balances* – see Clerk's Briefing Notes Page 21. (For information)

b) *Bank Reconciliation as at 31st December 2019* (on page 20 of the clerk's briefing notes)

c) *Clerk Training and Travel Request*

SLCC - Climate Emergency Series 1: Declaring an emergency and action planning – this is a Webinar and is both relevant to the parish council and part of the Community Governance Diploma – Cost £60.00 incl VAT
Travel for Community Governance Course on 5/6Feb of 60 miles @ 45p per mile.

d) January 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 444 x 7p/Travel = £27/Training = £60/Computer Software = £36.92	155.00	LGA 1972 s111
HMRC – PAYE – Jan20	73.60	LGA 1972 s111
WODC – Dog Bin emptying – Inv 3333907X	23.35	Litter Act 1983
Sub Total	£556.55	
Community First Oxfordshire Membership	£70.00	LGA 1972, s142
Aston Brownies – TBC		LGA 1972, s142
Smith's of Derby – Church Clock Service		
Total - TBR	£TBC	

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 22.

16. Consultations completed

NALC – Feedback on Practitioners Guide on Accountability and Good Governance (10 mins)

CFO - Oxfordshire Rural Services Survey (30 mins)

WODC – 2019/20 Parish Survey (15mins)

17. Parish Councillors' reports from meetings attended since last meeting

18. Matters arising since publication of agenda/

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

19. Date of next meeting:

Thursday 5th March 2020, 7.30pm

Monthly meeting of Parish Council