

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL



AGENDA

The monthly Parish Council meeting followed by the monthly meeting of the Parish Council will be held on Thursday 7th December 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. Please note item 6 on the agenda about Public Representation.

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. To approve the minutes of the Parish Council meeting on 2nd November 2023 – minutes previously circulated.

4. Parish Councillors - Disclosure of interests on agenda items

5. 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.

6. WODC/OCC Matters

A brief update from the relevant WODC or OCC Councillor.

7. Matters Arising from Previous Meetings

a) Quick updates:

- *Neighbourhood Plan* – The Chair.
- *Electronic Speed Signs* – contractor due to be appointed by OCC in December.
- *Cote Chapel* – No update.
- *War Memorial Reinstatement Valuation* - still awaiting formal response.
- *Gate at St James Church* – Coronation Commemoration have approached a third company.
- *Traffic calming update and other traffic issues* – walk round with OCC officer on 13th December 2023.

b) Footpaths/Treescapes

Verbal update from A Chapman.

c) Anti-Social Behaviour

None at time of agenda.

8. Correspondence

Clerk's Briefing Notes on Page 2.

9. PLANNING

New planning applications

Documents emailed to councillors for perusal prior to the meeting and available at:

<https://www.westoxon.gov.uk/planning-and-building/planning-permission/view-planning-applications/>

Reference

23/02963/HHD

Alternative Reference

PP-12582204

Application Validated

Mon 27 Nov 2023

Address

Western View Cottage Back Lane Aston OX18 2DQ.

Proposal

Proposed porch extension.

Status

Under consideration

Reference

23/03102/FUL

Alternative Reference

PP-12573870

Application Validated

Tue 21 Nov 2023

Address

Aston Repair Depot, The Square, Aston OX18 2DL.

Proposal
dwellings.

Demolition of existing garage and erection of 2 semi-detached

Status

Under consideration

Update on Ongoing Planning Applications – For Information

- a) Terra – Letter from Living Space Housing (circulated by email to councillors on 21/11/2023) and work started on the Harris Fencing on the 22 November.
- b) North Farm – no recent news.
- c) Hawthorns – remove from ongoing?
- d) Marsh Furlong – no news on the water pumping station transfer to Thames Water.
- e) Children’s Home – as of 26th November there appeared to be ground works still to be completed.
- f) St Joseph’s Court – Surface water and drainage. Thames Water contacted the LPA (Aug 23) and no further update.

Update on Previous Planning Applications

Reference **23/02858/CND**

Alternative Reference PP-12549867

Application Validated Fri 27 Oct 2023

Address Land North of Foxwood Close Aston Bampton Oxfordshire

Proposal Discharge of Conditions

3 (schedule of materials),

4 (surface water drainage scheme),

6 (desk study to assess the nature and extent of any contamination),

7 (Construction Environmental Method Statement),

8 (Archaeological Written Scheme of Investigation),

9 (programme of archaeological evaluation and mitigation),

10 (details of the solar panels and air source heat pumps),

11 (detailed landscape scheme),

14 (Landscape and Ecological Management Plan),

15 (written confirmation has been provided by Thames Water) and

19 (scheme to provide biodiversity net gain enhancement measures) of Planning Permission

22/00986/FUL

Status Unknown

Decision Split Decision Part Approve Part Refuse

Decision Issued Date Fri 24 Nov 2023

10. New Business

a) Voices Grant Application 23-24

Letter and accounts on pages 3 and 4 of the clerk’s briefing notes. £1,250 is in the budget. For decision and resolution.

b) Aston and Cote Day Centre Small Grant Application

To consider and decide on the grant application circulated by email to councillors prior to the meeting under separate cover. The grant requested is for £500.

c) Oxfordshire County Council Lane Rental Scheme Proposal Consultation

Email sent to council on 30th October. Questions on page 5 of the briefing notes.

d) Domain Transfer to FASTHOST

For information – the Gov.uk domain has been transferred to FASTHOSTS and the remaining 2 domains will be transferred so they are all under one domain registrar. This had to happen due to changes in the Gov.UK governance.

e) Oxfordshire Councils Charter

Details and link to survey originally emailed to councillors on 21 November 2023. OALC is encouraging councillors and clerks to respond individually but councils can respond as a corporate body. Survey closes on the 10th December. The survey questions are on page 6 of the clerk's briefing notes. For discussion/decision.

f) Keep Britain Tidy

Returning this January, Buy Nothing New Month is all about moving beyond simply recycling and reusing, to reducing the amount of new stuff that we buy, and by extension, the amount of waste that we create. It's an opportunity to celebrate the money (and carbon) saving opportunities of shopping second hand, to educate our communities about ways to reduce waste, and to celebrate the wonderful work being done by local authorities with pop-up swap shops, repair cafés and more. To discuss if the Parish Council wants to promote via website and posters.

11. Governance – Policies for Review – Scheme of Delegation.

To review and resolve on scheme of delegation on pages 7 and 8 of the clerk's briefing notes. The scheme of delegation is in support of the Standing Orders and Finance Regulations giving a clear remit to the clerk and committees. The planning section is to allow for decisions to be made between meetings as the new planning regulations will restrict extensions and enforce the 2-week consultation period.

12. Community Trust

13. Parish Infrastructure

a) Village maintenance

To identify any current maintenance work required. Budget remaining for 2023/24 is £1,445.

b) Asset Check

To receive the asset check from J Ordish.

14. FINANCE

a) Account balances – see clerk's briefing notes page 9 (For Information)

b) Review of the Year-to-Date Financial Report

Report on page 10 of the Clerk's briefing notes.

c) Unity Trust Debit Card

The paperwork needs to be resubmitted and resigned.

d) Proposed Budget 2023-2024

The proposed budget for 2024-25 is on pages 10 to 15. The points for discussion and resolution are included in the briefing.

e) Defibrillator Replacement Parts – Aston Garage

To resolve to pay for the replacement of the battery and pads for the Defibrillator at the Aston Garage. This is required due to its recent use. The cost is £442.40 and will come from the defibrillator budget of £500.

f) Scribe – Purchase of Annual Subscription

Responses to questions raised by council at the November meeting were forwarded by email on 21 November. For discussion and decision.

g) To RESOLVE to approve the following payments for the period November 23.

	NET	VAT	Gross Amount
Clerk's expenses 267 x 7p/Microsoft £50.16	60.49	8.36	68.85
D Johnson – Grass cutting/WM Maintenance/Crocuses/ Gutter clearance - Invoice 2432& 2433	465.00		465.00
WODC –Grounds Maintenance Inv 33549872	369.01	73.80	442.81
A Ball – Defib parts (paid for so to reimburse)	442.40		442.40
Aston and Cote Community Trust Inv 1 – Hall Hire	78.00		78.00
Total to be decided and approved	£1,414.90	£82.16	£1,497.06
Total of already paid	£0.00	£0.00	£0.00
Monthly Standing Orders/DDs			
Clerk's Salary including WFH Allowance	412.41		412.41
HMRC PAYE	98.40		98.40
Total SDOs	£510.81	£0.00	£510.81
Total	£1,925.71	£82.16	£2,007.87

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.

16. Recruitment - RFO Role

To discuss and resolve to appoint if appropriate.

17. Confidential – Clerk's Pay Review for 2023-24.

- To approve the 2023/24 pay review and back date to 1st April 2023 this being £377.39 which is to be paid in full in one payment in January 2024. NALC briefing note on page 17 of the clerk's briefing notes.

18. Parish Councillors' and clerk's reports from meetings attended since last meeting.

19. Matters arising since publication of agenda/

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

20. Date of next meeting: Thursday 4th January 2024, 7.30pm
the monthly meeting of Parish Council.