

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

AGENDA

The monthly meeting of the Parish Council will be held on
THURSDAY 7th FEBRUARY 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.

E Anstee

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 3rd January 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) *Defibrillator/CPR Training*

A well attended session was run at the Fellowship Centre by D Tracey at 7.30pm on 30 January 2019.
 - b) *Community First Responders/Co-Responders*

An article for Voices for discussion and attribution.

- c) *Repair/replacement of fencing on culvert at Great Brook bridge*
New photographs and commentary was emailed to OCC Highways and put on 'fix my street' by the clerk on 10 Jan 19. The response on the 10 Jan 19 was "Thank you for your report. This has been forwarded to the relevant team for repair State changed to: No further action"
- d) *CCTV notices at the Great Brook bridge*
New photographs and commentary was emailed to OCC Highways and put on 'fix my street' by the clerk on 10 Jan 19. See Agenda Item 8 point c) for commentary.
- e) *High Sheriff Awards 2018/19*
The nomination form was submitted on 10 January 2019.
- f) *Bus Shelter at the end of Foxwood*
The clerk contact OCC highways on the 4 January 2019 and had a telephone call with the relevant officer who is currently investigating the ownership of the land at the end of Saxel Close where the bus stop sign is as this was identified as the best potential location for the bus stop. The clerk is awaiting further information from OCC.
- g) *Anti Social Behaviour*
There have been no reported incidents in the parish so far this month.

9. Correspondence sent

See Clerk's Briefing Notes

10. New Business

- h) *Extension of time on grant to Aston and Cote Community Trust*
Extension to time scale for Aston and Cote Community Trust to request the grant towards the play area because this will now not be started before the original expiry date of the grant, 31 March 2019. The planning permission and funding for the whole project has been achieved as stated in the letter from the Community Trust on page 3 of the Clerk's briefing notes.
For discussion and resolution.
- i) *Proposed Planning Training for Parish Councils – WODC*
Cllr Jeff Haines has contacted all parish and town councils and asked for them to register interest in '*how Town and Parish Councils could best take advantage of the opportunities offered by way of engagement with the planning process. There was a very poor response and as such that training was not in the event provided. In order to make the best use of these potential funding streams local Councils need to be properly aware and prepared such that when applications are received they are enabled to make best advantage of the process to secure local benefits. Any training would also enable the proposed application of the new policies of the recently adopted Local Plan to be explained along with the perennial issue of when it is and is not possible to take enforcement action against retrospective developments. We could also take you through*

the Public Access element of the planning website, such that you are aware of all that it offers.' There would be up to two places per parish available if they have enough interest registered to run the training.

j) WODC and Town & Parish Council Meeting 7Mar19

WODC are running another meeting with the opportunity to talk to cabinet members, though questions are requested in advance. The meeting is at the WODC Committee Offices, Woodgreen in Witney and is from 6.45pm to 8.30pm.

k) Annual Parish Meeting 2019

This is a meeting of the parish and not a Parish Council meeting. It is a legal requirement and must take place between 1 March and 1 June (inclusive). To discuss potential dates for the Annual Parish Meeting 2019 and potential invitees to speak.

l) 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 4-14)

m) Half yearly review of external Parish Council assets

To make arrangements for the asset review due.

11. PLANNING

New planning applications

Reference	19/00060/FUL
Application Validated	Wed 19 Dec 2018
Address	Bull House Bull Lane Aston Bampton Oxfordshire OX18 2DN
Proposal	Erection of two car ports (Dwellings under construction 17/00411/FUL)
Status	Under consideration

Reference	19/00211/HHD
Alternative Reference	PP-07565819
Application Validated	Wed 23 Jan 2019
Address	25 Saxel Close Aston Bampton Oxfordshire OX18 2EB
Proposal	Erection of single storey front extension
Status	Under consideration

Updates to previous planning applications

Reference 18/03187/CND

Application Validated Wed 31 Oct 2018

Address Cote House Barn Cote Bampton Oxfordshire

Proposal Discharge of conditions 8 (Landscaping) and 12 (Drainage) of planning permission 15/03479/S73.

Status Decided

Decision Approve

Decision Issued Date Wed 23 Jan 2019

Reference 18/02947/HHD

Alternative Reference PP-07339380

Application Validated Tue 13 Nov 2018

Address 4 Chimney Farm Cottages Chimney Bampton Oxfordshire OX18 2EH

Proposal Replacement of existing septic tank with a sewage treatment plant

Status Decided

Decision Approve

Decision Issued Date Mon 07 Jan 2019

Reference 18/02807/CND

Application Validated Mon 15 Oct 2018

Address Westfield House Bampton Road Aston Bampton Oxfordshire OX18 2BU

Proposal Discharge of conditions 3 (Materials) 4 (Window details) 5 and 6 (Landscape) 8 (Detail work for outbuilding) of planning permission 18/01367/S73.

Status Decided

Decision Approve

Decision Issued Date Mon 21 Jan 2019

Reference 18/02498/CND

Alternative Reference PP-07222307

Application Validated Thu 23 Aug 2018

Address Paradise Farm Bull Lane Aston Bampton Oxfordshire OX18 2DT

Proposal Discharge of conditions 3 (Materials), 5 (windows), 6 (Construction Method Statement), 9 (highway junction), 10 (drive and highway junction), 12 (surface water drainage) and 13 (noise levels) on planning permission 17/02666/FUL.

Status Decided

Decision Approve

Decision Issued Date Tue 08 Jan 2019

12. Community Trust

13. Parish Infrastructure

a) *Village maintenance*

To identify any current maintenance work required. Budget for 2018/19: £1,500; committed expenditure to date: £750 (3 x weed sprays). Both the notice boards in Aston require some basic maintenance to fix the pin boards to the structure so Council are asked to allocate a budget.

b) *Sycamore Tree at Vicarage Close*

Email from the Arboricultural Officer for Cherwell and West Oxford circulated on 16 Oct 2018 advising of the removal of the sycamore at Vicarage Close. The clerk has written to the residents of Vicarage Close and received three responses all of which were pleased with recommendation. Following the PC meeting on 6th December the clerk contacted the Arboricultural Officer for an update on timescales but has not had any confirmation as yet. There has been no further update.

c) *Passing Places – Bull Street to the Great Brook plus*

John Ordish and Jane West originally met with Matthew Timms, a Highways and Drainage Officer from OCC on 23rd August. He left them with a tin of paint to mark-up potential passing places if agreed by the Parish Council. Work is proposed to commence in tandem with the Gigaclear works from 6 February 19.

d) *Maintenance of drainage ditches in the parish*

As raised at the August 2018 meeting. The Parish Council does not have a database of the riparian land owners of the land bordering the ditches in the parish. J Ordish reported back to Council at the December meeting from the Bampton Flood watch group that there were plans to dredge 5 waterways in 2018 but only one was done and that was not in this parish. An email was received on 23 January 2019 from the Environment Agency giving detail on the current situation and is on page ? of the Clerk's briefing notes.

14. FINANCE

a) *Account Balances* – see Clerk's Briefing Notes Page 17 (for information)

b) *Receipts & Payments Account for 9 months to 31 December 2018* – see Clerk's Briefing Notes Page 15 (for information)

c) *Grant Funding Request – Volunteer Link Up*

A request for funding from Volunteer Link-Up (VLP) is on pages 19-36 of the Clerk's briefing notes. The VLP lost its funding from OCC in 2017 and relies on donations with funding from Age UK to carry out its work. There is no specific amount requested. For discussion and resolution.

d) *Funding Request – Aston Parish Community Minibus (APCM)*

A request for funding has been received from the APCM team. They have had to spend £500 from the reserves on new brakes, major service and new battery. Full details in the clerk's briefing notes pages 36-39. For discussion and resolution.

e) January invoices presented for approval and payment

		Statute
Clerk's salary E Anstee £322.00, working from home allowance of £10.00	301.20	LGA 1972, s112
Clerk's expenses – 384 sheets x 7p/mileage for training 23 @45p PM/£3	40.23	LGA 1972 s111
WODC – Dog Bin emptying – 01/02/19 Invoice 33276793	22.70	Litter Act 1983
WODC – Grass cutting 02/10/2018 – Invoice 33275624	662.55	HA 1980, s116
HMRC – PAYE – Jan 19	30.80	LGA 1972 s111
DF Williams – Bus Shelter Cleaning – Invoice 87836	139.20	HA 1980, s116
Aston and Cote Community Trust – Play area Grant	11,000.00	LG (MP) Act 1976
Sub Total	£12196.68	
Aston Parish Community Minibus - Grant		LGA 1972, S137
Volunteer Link-Up - Grant		LGA 1972, S137
Total	£	

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

16. Matters arising since publication of agenda/

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

17. Date of next meeting:

Thursday 7th March 2019, 7.30pm
Monthly meeting of Parish Council