

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

AGENDA

The monthly meeting of the Parish Council will be held on
Monday 7th February 2022, at 7.30pm, in the main hall, 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. 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 17th January 2022 – 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, 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.
- 7. WODC/OCC Matters**

A brief update from the relevant WODC or OCC Councillor.

8. Matters Arising from Previous Meetings

a) *North Farm Update*

The second delivery of the Stage 3 consultation was printed and delivered by the 24 January 2022. The cost of printing was £575 from Oxford Print Centre and the invoice is included on the payments for resolution. The remaining budget for North Farm is £5,000 - £1,315 (Inc VAT) = £3,685.

b) *Traffic Calming Update*

The amendments and confirmation of the decision to proceed and fund the Traffic Regulation order @ £3,255 were notified to OCC on 18th January 2022. There has been no further update.

c) *HM Queen Elizabeth II Platinum Jubilee 2022*

Request for information about a grant towards the village fete and events for the jubilee has been received. The grant period has closed for 2021-22. Additionally, the committee do not have a bank account or constitution. The recommendation would be for the Parish Council to have something to specifically purchase/hire to support the event or for the Community Trust to apply for the funding if they are working with the group.

d) *Anti-Social Behaviour*

There have been no reports as at time of agenda.

9. Correspondence

Clerk's Briefing Notes on Page 2.

10. PLANNING

New planning applications

Documents emailed to councillors on the 31 January 2022 for perusal prior to the meeting also available at <https://www.westoxon.gov.uk/planning-and-building/planning-permission/view-planning-applications/>

Reference	22/00113/HHD
Alternative Reference	PP-10534553
Application Validated	Tue 18 Jan 2022
Address	32 Saxel Close Aston Bampton Oxfordshire OX18 2EB
Proposal	First floor extension over existing garage and alterations to ground floor rear elevation (previously approved 15/03185/HHD)
Status	Under consideration

Update on Previous Planning Applications – For Information

Reference	21/04027/CM
Alternative Reference	Not Available
Application Validated	Mon 13 Dec 2021
Address	Land East of Back Lane Aston Bampton Oxfordshire
Proposal	Construction of a single storey dwelling for use as a Children's Home with associated external works to form a new access on to Back Lane, associated landscaping, boundary treatment and car parking.
Status	Unknown
Decision	Decision Maker App WODC Raise Objection
Decision Issued Date	Tue 25 Jan 2022

11. New Business

a) *May Elections – Parish Council*

The clerk will be attending a briefing, on 16th February 2022, from the monitoring officer in relation to the Parish and Town Council elections on the 5 May 2022. On page 3 of the Clerk's briefing notes is the suggested wording for a Voices article informing residents how to get nominated for election as a Parish Councillor. The dates and contact details will be finalised after the briefing and then the Clerk will submit to Voices for publishing in the March edition.

b) *Defibrillators*

- Installation of the Chimney defibrillator – new quote for £2540 plus VAT to install a similar, power free, defibrillator to the one in the telephone box in Cote. The clerk has applied for a grant of £750 from the OCC Councillor's Priority Fund towards this. Budget set, including shelter, £7000. Spent so far £895.00 leaving £6,105.
- If spend approved for defibrillator for Chimney, there will be £3,565 left in the budget.
- Renewal of Annual Support for Cote defibrillator = £165.00 plus VAT.
- Replacement Battery and pads for Aston Village Hall defibrillator, paid for by the clerk = £289.98 Plus VAT.
- Aston Village Hall defibrillator – cabinet has been damaged. This cabinet is no longer made so the clerk has been unable to source a new door. Quote for replacement cabinet is on pages 5 and 6 of the Clerk's Briefing notes. We would also need to pay for an electrician to install it.
- When all of the above is accounted for, it would leave, £2,606.02 in the budget. The potential grant is not included in this figure. Recommendation to set up a reserve of £1,000 for replacement batteries and pads which is to be 'topped up' when spend is made against it.
- Management of Defibrillators. They are registered with Sothern Ambulance Service and the Cote one is also on WEBNOS. Ideally, they would be checked weekly, but the clerk currently only checks them monthly. Recommendation would be for a Councillor to have this as a responsibility and report any issues to the clerk for action.

- c) *Parish Council Logo*
To discuss if the Parish Council should have a logo for letter headings and official documents.
- d) *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 7-18)
- e) *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 pages 19-21.
- f) *Matthews Homes/Hawthorns Development - Stocktake.*
- g) *Mears Homes/Marsh Furlough – Stocktake.*

12. Governance – Policies for Review

None for this meeting

13. Community Trust

14. Parish Infrastructure

- a) *Village maintenance*
To identify any current maintenance work required. Remaining budget for 2021/22: £1,233. Noticeboard for Cote will cost £1635.10 including shipping and VAT and a budget of £1,000 had been set. Recommendation is for the clerk to look at a half size board that matches the one in Aston and get quote for March meeting.

15. FINANCE

- a) *Account Balances—see Clerk's Briefing Notes Page 22 (for information)*
- b) *Review of the Year-to-Date Financial Report*
Report on page 23 of the clerk's briefing notes.
- c) *Bank Reconciliation as at 31 December 2021*
Clerk's Briefing notes on page 24.

d) To RESOLVE to approve the following payments for the period February 22.

	NET	VAT	Gross Amount
Clerk's expenses 547 x 7p/Microsoft Office £43.20/Working from Home £18.00/Defib Battery and Pads £347.98/SLCC Book £123.80	487.27	66.00	553.27
D Johnson – Invoice 2237 – Bench at end of Southlands	54.00		54.00
Oxford Print Centre – Invoice No 2553 North Farm Consultations	1,200.00	115.00	1,315.00
D.F. Williams – Bus Shelter Cleaning – Invoice 107156	134.68	26.94	161.52
Community Heartbeat Trust – Annual Support Cost Invoice 11082	165.00	33.00	198.00
Community Heartbeat Trust – Quote Chimney Defib	2,540.00	508.00	3,048.00
Total to be decided and approved	£4,580.95	£748.94	£5,329.79
Monthly Standing Orders			
Clerk's Salary	362.90		362.90
WODC Dog Bin emptying Inv 33451436	20.17	4.03	24.20
HMRC PAYE	90.60		90.60
Total SDOs	£473.67	£4.03	£477.70
Total	£5,054.62	£752.97	£5,807.49

16. CONFIDENTIAL ITEMS 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.

17. CONFIDENTIAL Matters

18. Parish Councillors' 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: Monday 7th March 2022, 7.30pm
the Monthly meeting of Parish Council