

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

AGENDA

The monthly meeting of the Parish Council will be held on
Thursday 7th July 2022, at 7.30pm, in the Committee 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. Explanation from the Chair of the meeting about the protocol on the recording of meetings

4. Co-Option – One Parish Councillor Vacancy

Representation has been received from 1 resident and they have been interviewed by the council prior to the meeting.

Decision and resolution.

5. To approve the Minutes of the Parish Council meeting on 19th May 2022 – minutes previously circulated.

6. Parish Councillors - Disclosure of interests on agenda items

7. Allocation of Roles

- Election of Transport Representative (if desired)
- Election of Community Trust Representative
- Election of Representative to the local committee of Cote Chapel
- Election of Representative for the RAF Brize Norton Local Community Working Group meetings (currently 1 evening meeting per year and an invitation to an evening summer semi-formal event)
- Discussion and decision on who will submit PC news article to Voices (bi-monthly)
- Portfolio assignments – current in Clerk's Briefing notes on page 3.

8. 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.

9. WODC/OCC Matters

A brief update from the relevant WODC or OCC Councillor.

10. Matters Arising from Previous Meetings

a) North Farm Update

A time of agenda there is no news.

b) Traffic Calming Update

Verbal update from the clerk.

c) HM Queen Elizabeth II Platinum Jubilee 2022

At the May meeting it was decided to plant 7 trees, one for each decade of HM Queen Elisabeth's reign. It has been suggested that it would be nice to plant one in Cote, Chimney, Shifford and the remaining at the Recreation Ground in Aston. It has also been suggested that it would be a nice idea to plant a tree on the retirement of a Parish Councillor as a normal activity. For this year that would mean 2 trees. The recommendation is that all trees should be native. Investigation through the Woodland Trust has highlighted that the smallest pack of trees/hedging is 30 plants, height 20-60 cm tall. Takes 8 years to get to adult head height. Next issue date is November 2022 when it would be ideal planting conditions.

d) Defibrillators

New box for Village Hall defibrillator cabinet has delivered and installation has been arranged. Chimney defibrillator paid for and awaiting delivery.

e) Parish Council Logo

As at time of agenda issue there have been no submissions to the clerk.

f) Anti-Social Behaviour

There have been no reports as at time of agenda.

11. Correspondence

Clerk's Briefing Notes on Page 2.

12. 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	22/01402/HHD
Alternative Reference	PP-11265685
Application Validated	Wed 01 Jun 2022
Address	Wishing Well House Bull Street Aston OX18 2DT
Proposal	Construction of external stairs and installation of door with glass panels to access first floor home gym above existing garage.
Status	Under consideration

Reference	22/01595/HHD
Alternative Reference	PP-11307602
Application Validated	Wed 22 Jun 2022
Address	6 Cote Road Aston Bampton Oxfordshire OX18 2DX
Proposal	Remove existing conservatory and erect single storey rear extension. Extend existing garages and create first floor bedroom with ensuite and storage space above.
Status	Under consideration

Reference	22/01340/HHD
Alternative Reference	PP-11255201
Application Validated	Mon 16 May 2022
Address	28 Marsh Furlong Aston Bampton Oxfordshire OX18 2FN
Proposal	Erection of single storey rear extension to existing garage to form garden room.
Status	Under consideration

Update on Previous Planning Applications – For Information

Reference	22/01231/CLP
Alternative Reference	PP-11231341
Application Validated	Tue 03 May 2022
Address	47 Saxel Close Aston Bampton Oxfordshire OX18 2EB
Proposal	Certificate of Lawfulness (erection of single storey rear extension).
Status	Decided
Decision	Approve
Decision Issued Date	Thu 09 Jun 2022

Reference	22/00938/HHD
Alternative Reference	PP-11162853
Application Validated	Mon 11 Apr 2022
Address	The Old Coach House Bull Lane Aston OX18 2DT
Proposal	Demolish existing pre-fab garage, erection of detached pitched roof garage and garden room
Status	Decided
Decision	Approve
Decision Issued Date	Mon 06 Jun 2022

13. New Business

a) *NALC Dementia Survey*

Details and questions on pages 4 to 5 of the Clerk's briefing notes.

b) *Cote Chapel Grass Cutting Grant Request*

Details on page 6 of the Clerk's briefing notes.

c) *OALC Fraud in Parish Councils*

Full details on pages 7-15 of the Clerk's briefing notes. The Parish Council has its own existing Internal Controls policy that is reviewed annually at the February or March meetings.

14. Governance – Policies for Review –

a) *Code of Conduct 2022*

Clerks briefing notes current code on pages 16-17 and new code on pages 18-29. For discussion and resolution.

b) *General Power of Competence*

The Parish Council qualified for the *General Power of Competence* in November 2019 and a resolution was made at that time. Under the legislation '*The council must resolve at a meeting that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk. The resolution can be passed at any meeting of the council, but a further resolution must be passed at every subsequent "relevant annual meeting" for the council to be able to continue to exercise the power. A "relevant annual meeting" is the annual meeting that takes place in a year of ordinary elections, once every four years.*' The full briefing is on pages 30 to 32 with page 32 being the qualifications to be met.

15. Community Trust

16. Parish Infrastructure

a) *Village maintenance*

To identify any current maintenance work required. Remaining budget for 2022/23: £1,500.

Grass in Foxwood – write to Cottsway from PC.

Road sweeper visit 29 June 2022.

17. FINANCE

- a) *Account Balances—see Clerk’s Briefing Notes Page 33 (for information)*
- b) *Review of the Year-to-Date Financial Report*
Report on page 34 of the Clerk’s briefing notes.
- c) *Change of Signatories*
To resolve who will be signatories for the CCLA Investment account and the Unity Trust Bank current account.
- d) *Revised Budget for 2022-23*

On page 35 is the revised budget for 2022/23 showing the reserves figures below:

Working day to day balance	11,325
Contingency reserve	5,000
North Farm Reserve	3,800
War Memorial Reserve	2,000
Office Equipment Reserve	2,000
Defibrillator Reserve	0
Recreation reserve	33,476
Traffic Calming Reserve	7,901
	65,502

The revised budget shows an overspend of £9k however there are already savings against this as the Cote Noticeboard, including installation will cost £910 saving £90 against budget. The Chimney defibrillator will cost £2235 and with the £2k to be transferred to the reserve will show as saving against the budget of £1,870. Forecast overspend as at 30.6.2022 = £7,188 and this includes the ‘Contingency’ of £5,000.

- e) *To RESOLVE to approve the following payments for the period June 22.*

	NET	VAT	Gross Amount
Clerk’s expenses 478 x 7p/Microsoft Office £?/	63.89	6.09	69.98
Des Johnson Inv 2286 – Cote Noticeboard and War Memorial	170.00		170.00
DF Williams Invoice 109905 – Bus shelter cleaning	145.38	29.08	174.46
WODC Dog Bin Emptying – Invoice 33472839	20.17	4.03	24.20
Total to be decided and approved	£399.44	£39.20	£438.64
Monthly Standing Orders			
Clerk’s Salary including WFH Allowance	387.16		387.16
WODC Dog Bin emptying Inv – Cancelled			
HMRC PAYE	92.20		92.20
Total SDOs	£479.36	£0.00	£479.36
Total	£878.80	£39.20	£918.00

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

Clerk - UK Shared Prosperity Fund – West Oxfordshire consultation webinar – Pages 36-37
Clerk – OALC AGM – 4th July 2022 – Verbal update

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 August 2022, 7.30pm
the Monthly meeting of Parish Council