

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

AGENDA

The monthly meeting of the Parish Council will be held on
THURSDAY 7th MARCH 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 7th February 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) *Community First Responders/Co-Responders*

An article for Voices for discussion and attribution.

b) *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".

c) *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.

d) *High Sheriff Awards 2018/19*

The nomination form was submitted on 10 January 2019 and correspondence has been received to say that the application was unsuccessful on this occasion.

e) *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

f) *Town and Parish Council Survey*

At Oxfordshire County Council, they are looking to refresh and broaden their approach to community-led highway services through the Oxfordshire Together (OXTOG) initiative. They are keen to understand and explore how they can work with and empower communities to have greater control and influences over the work within their area and explore what may be possible for local communities to do, or do more of directly - only if desired. To ensure that OXTOG meets community needs, they need to better understand what communities are most interested in influencing, being involved with or directly doing. This is not about undertaking work that OCC deliver, but about how communities can add to and undertake more, on top of what OCC provide.

They have created a short online survey for parish council's to have their say. The survey is on page 3 and 4 of the Clerk's briefing notes.

For discussion and decision.

g) *BBC Radio – West Oxfordshire 2 Minute Takeovers*

Full details of the email from the BBC are in the Clerk's briefing notes (Page 5) but in essence this is a new initiative aimed at the under 50's to produce a 2 minutes audio piece on a hobby, feature or music that the local BBC Radio can then broadcast. The promotion of this has been aimed at parish councils for discussion.

h) *Red Lion Pub – Asset of Community Value*

A letter has been received from WODC stating that the 5 year term of the registration of the Red Lion pub as a community asset will end on 9 April 19. The letter is in the clerk's briefing notes on page 7. For discussion and decision.

i) *Keep Britain Tidy - Great British Spring Clean 22 March - 23 April 2019*

Keep Britain Tidy is asking for help to make history and make the Great British Spring Clean 2019 the country's biggest-ever, mass-action environmental campaign. They want to inspire 500,000 people to join forces to clear litter, including single-use plastic, from our streets, parks and beaches, recycling as much as possible. In order to do this they are asking Town and Parish Council's to help clean up this country. Mr Jones has advised that he is organising a litter pick during the period 08- 18 April 2019. It will cover the usual areas, the "main" streets in Aston and Cote and may again cover some of the "minor" roads as well. He has notified WODC, and arranged for the necessary equipment to be provided. For discussion and decision.

11. PLANNING

New planning applications

Reference	19/00321/HHD
Alternative Reference	PP-07592591
Application Validated	Mon 11 Feb 2019
Address	Carmargue House North Street Aston Bampton Oxfordshire OX18 2DJ
Proposal	Proposed alteration and conversion of a single garage to sitting room
Status	Under consideration

Reference	19/00428/FUL
Application Verified	Tuesday 26 Feb 2019
Address	Westfield House, Bampton Road, Aston
Proposal	Erection of detached dwelling and carport
Status	Under consideration

Reference	19/00611/HHD
Proposal	Erection of front porch and single storey extension to rear of garage. Town and Country Planning Act
Address	Palomino Cottage North Street Aston
Registered	14th February 2019

Updates to previous planning applications

Reference	19/00060/FUL
Alternative Reference	Not Available
Application Validated	Wed 19 Dec 2018
Address	Bull House Bull Lane Aston Bampton Oxfordshire OX18
Proposal	Erection of two car ports. (Dwellings under construction 17/00411/FUL)
Decision	Approve
Decision Issued Date	Thu 14 Feb 2019

Reference **18/03576/FUL**
Alternative Reference PP-07485498
Application Validated Wed 12 Dec 2018
Address Land South Of Elmside Greenacres Lane Aston Bampton
Proposal Erection of dwelling with associated works.
Status Withdrawn
Decision Application Withdrawn
Decision Issued Date Mon 11 Feb 2019

Reference **18/03520/FUL**
Alternative Reference PP-07464161
Application Validated Wed 05 Dec 2018
Address Berkshire Buckinghamshire And Oxfordshire Wildlife Trust
Chimney Meadows Nature Reserve Chimney Bampton Oxfordshire OX18 2EH
Proposal Erection of a small observatory / bird hide.
Status Decided
Decision Approve
Decision Issued Date Thu 07 Feb 2019

Reference **18/03461/CND**
Alternative Reference Not Available
Application Validated Wed 28 Nov 2018
Address Willow Farm Cote Bampton Oxfordshire OX18 2EG
Proposal Discharge of conditions 4 (Materials) 7 (Bat boxes) 8
(Landscape) 9 (Boundary) 10 (Drainage) of planning permission 18/01682/FUL
Status Decided
Decision Approve
Decision Issued Date Thu 07 Feb 2019

Reference **18/01845/CND**
Alternative Reference PP-07058104
Application Validated Wed 04 Jul 2018
Address Land East Of Saxel Close Aston Bampton Oxfordshire
Proposal Discharge of conditions 2 (details of appearance, layout
and scale) and 8 (detailed method statement) on planning permission 16/03309/S73.
Status Decided
Decision Approve
Decision Issued Date Wed 06 Feb 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 commenced in tandem with the Gigaclear works from 6 February 19 and has been completed. At the time of the initial discussions signs were discussed for highlighting the passing places so the clerk has emailed OCC to ask if these are still planned.

14. FINANCE

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

b) *Internal Auditor 2019*

Mr N Hoskins has agreed to act as the internal auditor for 2018-19. (For information)

c) *Grant Balances and Background* – see Clerk's briefing notes Page 8 (For information)

d) *ICO Registration and annual fee.*

The parish council is registered with the ICO as a data controller and as such has to pay the annual fee. This is a payment that could be done by direct debit and the council has the ability to authorise DD under section 6.3 of the Financial Regulations which state 'All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council'. For discussion and decision.

e) February 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 – 305 sheets x 7p/Paper £26.25	47.60	LGA 1972 s111
WODC – Dog Bin emptying – 01/03/19 Invoice 33279249	22.70	Litter Act 1983
HMRC – PAYE – Feb19	30.80	LGA 1972 s111
ICO Annual Fee	40.00	LGA 1972 s111
SLCC – Practitioner's Conference	105.00	LGA 1972 s111
OALC Subscription 2019-20 Inv A00052/2019	242.58	LGA 1972 s111
Community First Oxfordshire Membership Apr19 to Mar20	70.00	LGA 1972, s137
Total	£859.88	

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 a future agenda
(for discussion only)**

Community Emergency Planning

Parish Council Strategy

Clerk;s report from SLCC Practitioner's Conference

17. Date of next meeting:

Thursday 4th April 2019, 7.30pm

Monthly meeting of Parish Council