

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

AGENDA

Please note: due to the current Covid-19 Coronavirus situation, the Parish Council will meet virtually via Zoom (<https://zoom.us/>) Meeting ID 765 7637 9653 as permitted in the The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the 2020 Regulations”)

Councillors: You are hereby summoned to attend the Monthly Meeting of the Parish Council to be held online at <https://us04web.zoom.us/j/76576379653> on Thursday 7 May 2020 at 7.30pm for the purpose of transacting the following business.

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 5th March 2020 – 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. Virtual Meeting Protocol

- a) To review and resolve to adopt the draft Virtual Meeting Policy as shown in the clerk’s briefing notes on page 5.
- b) To discuss and decide if to purchase Zoom membership – details in the clerk’s briefing notes on page 6.

8. WODC/OCC Matters

A brief update from the relevant councillor.

9. Correspondence

10. Annual Meeting of Parish Council

To resolve to defer the Annual Parish Council Meeting in line with NALC guidance on page 6 of the clerk's briefing notes.

11. PLANNING

New planning applications

Reference 20/00983/HHD
Alternative Reference Not Available
Application Validated Mon 20 Apr 2020
Address Farm View Back Lane Aston Bampton Oxfordshire OX18 2DQ
Proposal Single storey side extension
Status Under consideration
Parish Council response made on 27th April 2020

Reference 20/00877/HHD
Alternative Reference PP-08611014
Application Validated Thu 02 Apr 2020
Address Bull House Bull Lane Aston Bampton Oxfordshire OX18 2DN
Proposal Single storey extension
Status Under consideration
Parish Council response made on 21st April 2020

Update on Previous Planning Applications

Reference 20/00631/HHD
Alternative Reference PP-08486442
Application Validated Thu 05 Mar 2020
Address Limes Barn High Street Aston Bampton Oxfordshire OX18 2BY
Proposal Erection of garden room.
Status Decided
Decision Approve
Decision Issued Date Thu 30 Apr 2020

Planning cont

Reference **20/00519/HHD**
Alternative Reference Not Available
Application Validated Thu 27 Feb 2020
Address 3 Home Farm Cottages Back Lane Aston Bampton Oxfordshire OX18 2DQ
Proposal Alterations and erection of single storey side and rear extension.
Status Decided
Decision Approve
Decision Issued Date Thu 23 Apr 2020

Reference **20/00372/HHD**
Alternative Reference PP-08487408
Application Validated Mon 10 Feb 2020
Address Orchard Cottage Cote Bampton Oxfordshire OX18 2EG
Proposal Erection of single and two storey side extension.
Status Decided
Decision Approve
Decision Issued Date Tue 21 Apr 2020

12. New Business

- a) *Insurance Renewal for 2020/21*
To delegate the decision for the insurance renewal to the Chairman, Vice Chairman and clerk.
- b) *Community Response for COVID 19*
Verbal update from clerk on the response within the parish.

13. FINANCE

- a) *Account Balances—see Clerk’s Briefing Notes Page 10 (for information)*
- b) Bank Reconciliations at 31 March 2020—see Clerk’s Briefing Notes (for information). The bank reconciliations have been passed to be reviewed and approved by Ben Lings.
- c) Annual Return for 2019/20
To note - completion of the annual return for 2019-20 to be deferred to the June/July meeting in line with the guidance from NALC/OALC and external auditor, Moore.
- d) *Internal audit for 2019/20*
This is currently with the internal auditor.

Agenda for Meeting on 7th May 2020

e) To RESOLVE to approve the following payments for the period 1 March 2020 to 30 April 2020.

		Statute
March Clerk's salary E Anstee (Gross £368.20) net £294.60, working from home allowance of £10.00 347.51	304.60	LGA 1972, s112
Clerk's expenses – 613 sheets x 7p (COVID 19 Leaflets)	42.91	LGA 1972 s111
HMRC – PAYE – Mar 20	73.60	LGA 1972 s111
WODC – Dog Bin emptying – Inv 33353239	23.35	Litter Act 1983
Des Johnston – Inv 2017	85.00	HA 1980, s116
Total of Payments Processed in April 2020 under delegation	£529.46	
April Clerk's salary E Anstee (Gross £375.48) net £294.60, working from home allowance of £18.00	317.48	LGA 1972, s112
Clerk's expenses – 161 sheets x 7p	11.27	LGA 1972 s111
HMRC – PAYE – Apr 20	75.00	LGA 1972 s111
WODC – Dog Bin emptying – Invoice not received for April		Litter Act 1983
Des Johnson I Inv 2023 – 2 cuts of the playing field	185.00	HA 1980, s116
Ubico – Dog Bin Installation – Inv 60032365	£290.49	Litter Act 1983
DF Williams – Bus Shelter Cleaning – Inv 96366	£147.41	HA 1980, s116
Ben Lings – Renewal of Website until April 2022	£132.00	
Sub Total	£1,158.65	
Total to be approved/Balance at bank £24,508.67	£1,688.11	

14. Date of next meeting:

Thursday 4th June 2020, 7.30pm
Monthly meeting of Parish Council