

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

AGENDA

The monthly meeting of the Parish Council will be held on
Thursday 7th November 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 October 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 Emergency Planning (CEP)*

Final document as emailed by the chairman on 28th October 2019.

b) Matthew Homes Development

On Friday 11th October the chairman and clerk met with the Site Manager and Matthew Homes Representative to express concerns following the tarmacking of the area identified on the flood risk map. They were given assurances that this was only for the duration of the site build and will be returned to 'green' once the development is complete. The tarmac area is expected to be removed in Sep 20 and the area is designated as 'public open space' in the development plan (it will not be built upon). Gary gave 3 assurances about water mitigation measures in the meantime: drill drainage holes, dig land drain and provide assistance (plant machinery etc) in the event of localised flooding in the area. For information.

c) Recommended Actions Following WODC Planning Training for Parishes

The clerk emailed all councillors on 5th October the list provided by WODC planning of the S106 funds due from both Matthews Homes and Mears Homes. The document with commentary is included in the clerk's briefing notes on pages 3-6. The S106 monies have to be requested from the WODC and to do so the parish needs to demonstrate that the plans are in place to spend this money. The clerk has contacted OCC Highways for information about Traffic Calming which is also included in the briefing notes. For discussion.

d) Bus Shelter at the end of Foxwood

'externiture' have the bus shelter in production and the base has been put in. The actual bus shelter is due for installation on 8 November and the 30 mph sign has been moved.

e) Prepared for the Worst – Article in the Clerks and Councils Direct Magazine

The clerk has purchased two extra keys for the filing cabinets in the village hall which will be held by the Chairman. The purchasing of a laptop/PC for the parish council is currently being investigated with an indicative figure being included in the 2020/21 budget.

f) Resident Request – Dog Bin on Great Brook Road

The request for a new dog bin has been submitted to WODC but there has been no update received. The clerk has requested an update.

g) Anti-Social Behaviour

There was a theft at the Mears Homes site during the week of the 5th to the 11th October.

9. Correspondence sent

See Clerk's Briefing Notes

10. New Business

a) *Royal British Legion Poppy Appeal – Parish Council donation*

To decide on the donation to the Appeal to be given by the Parish Council (which will also cover the cost of the wreath):

Total donation in budget: £150; donation paid in 2018/19: £150

This donation has to be funded under the Parish Council's limited financial powers granted by LGA 1972 s137.

b) *Remembrance Sunday service at Aston War Memorial (Sunday 10 November – 2.45pm at War Memorial and 3pm at St James Church)*

All councillors are invited to attend and the chairman has agreed to represent the Parish Council at this service and lay the wreath.

c) *Cod Father Chip Van*

The clerk was contacted by the Cod Father Chip Van owners who had received several requests from Aston Residents to come to the village on a regular basis. They requested the permission of the parish council however it is not the responsibility of the parish council to grant such permission. The clerk understands that they are going to start coming from 28th November and park outside the church on Cote Road.

d) *Home Office – County Lines awareness-raising campaign*

In the clerk's briefing notes on page 7 is the email issued by the Home office as it relaunches its campaign to raise awareness of how gangs use children and vulnerable people to move drugs and money. The pack will be available at the meeting. For information and discussion.

e) *Council motion request re national community energy campaign*

A request has been received from 'Power for People' for the council to pass a motion to support the Local Electricity Bill. Full details are in the clerk's briefing notes on page 8. For discussion and decision.

f) *OCC Youth Opportunity Fund*

Oxfordshire County Council has just launched the Youth Opportunity Fund. The Fund is aimed to increase opportunities for young people. Full details are in the clerk's briefing notes on page 9. For information and dissemination.

g) *North Street Farm Cottage*

What is happening to this site? There is no current planning permission on the site though it is currently unoccupied.

11. PLANNING

New planning applications

Reference	19/02588/HHD
Alternative Reference	PP-08137607
Application Validated	Thu 10 Oct 2019
Address	Ashcroft House Cote Bampton Oxfordshire OX18 2EG
Proposal	Construction of garden outbuilding.
Status	Under consideration

Updates to previous planning applications

Reference	19/02173/CND
Alternative Reference	PP-08020545
Application Validated	Wed 31 Jul 2019
Address	Land North Of Cote Road Cote Road Aston Oxfordshire
Proposal	Discharge of condition 19 (Ecology management) of planning permission 17/01782/RES
Status	Decided
Decision	Approve
Decision Issued Date	Wed 30 Oct 2019

Reference	19/01102/CND
Alternative Reference	PP-07725801
Application Validated	Wed 10 Apr 2019
Address	Land North Of Cote Road Cote Road Aston Oxfordshire
Proposal	Discharge of Condition 21 (Management Scheme) of planning permission 17/01782/RES
Status	Decided
Decision	Approve
Decision Issued Date	Wed 30 Oct 2019

12. Community Trust

13. Parish Infrastructure

a) *Village maintenance*

To identify any current maintenance work required. Budget for 2019/20: £1,500. CCTV notices at the Great Brook Bridge the clerk has been in contact with a local sign writer and is awaiting a quote.

b) Cleaning of bus shelters

DF Williams have had the contract to clean the two bus shelters in the parish for £116 plus VAT until September 2019. With the installation of the new bus shelter and the ending of the agreement it would be prudent to request new quotes on the basis of a three year contract for the three bus shelters. For decision at the December meeting and inclusion in the budget.

14. FINANCE

a) Account Balances – see Clerk’s Briefing Notes Page 10. (For information)

b) The General Power of Competence

Under the Localism Act 2011 (Consequential Amendments) Order 2012, S1. 961 on 28th March 2012. It gives local authorities “the power to do anything that individuals generally may do”. It is intended to be a power of first, not last, resort. The clerk is appropriately qualified to allow the council to resolve to exercise this power. Full briefing document in the clerk’s briefing notes on pages 11-13.

c) Draft Budget 2020-2021

The clerk has produced a draft budget for discussion and review which is in Clerk’s Briefing Notes Pages 14-18.

d) Budget 2020-2021 – Projects

Some thoughts for projects next year such as a defibrillator in the phone box at Cote, upgrading the map in the Cote telephone box, traffic calming and a VE 75 anniversary bench. The Aston History Group has put in a business plan (Briefing Notes page 19) for funding in 2020 towards the book it is producing. For discussion and decision.

e) Planning – How Local Councils Fit into the Planning System, Effective responses to planning applications

The clerk is requesting permissions to attend this training which is being provided by OALC on the 21 November 19 at the WODC offices. The cost is £45 plus VAT.

f) October invoices presented for approval and payment

		Statute
Clerk's salary E Anstee (Gross £368.20) net £294.60, working from home allowance of £10.00	304.60	LGA 1972, s112
Clerk's expenses –sheets 292 x 7p + £1.39 for filing cabinet keys	21.83	LGA 1972 s111
WODC – Dog Bin emptying – Inv 33330495	23.35	Litter Act 1983
WODC – Grass cutting etc – Invs 33329378 & 33329224	1547.04	HA 1980, s116
HMRC – PAYE – Oct19	73.60	LGA 1972 s111
D Johnson – Grass Cutting – Inv 1981	170.00	HA 1980, s116
D Johnson – Weed Spraying – Inv 1980	199.00	HA 1980, s116
DF Williams – Bus Shelter Cleaning – Inv 93109	147.41	HA 1980, s116
OALC – Planning Training – Inv W-912	54.00	LGA 1972 s111
Sub Total	£2540.83	
Royal British Legion Donation an Wreath	150.00	LGA 1972 S137
Total - TBR	£2690.83	

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

Russell La Forte - West Oxfordshire Town and Parish Forum, 10 Oct 19/West Oxfordshire Water Day Meeting, 22 Oct 19

16. Matters arising since publication of agenda/

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

17. Date of next meeting:

Thursday 5th December 2019, 7.30pm
Monthly meeting of Parish Council