

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

AGENDA

The monthly meeting of the Parish Council will be held on
Thursday 7th October 2021, at 7.30pm, in the meeting room at the Village Hall.

Councillors: You are hereby summoned to attend the above meeting 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 2nd September 2021 – 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**

A brief update from the relevant WODC or OCC Councillor.

8. Matters Arising from Previous Meetings

a) *Traffic Calming Update*

- The Square, Aston – on hold until OCC officers provide options.
- The draft proposal bringing all requests for 20mph/30 mph extensions around Aston and Cote together is with OCC officers for processing.
- The remaining funds for traffic calming are £4,004 with the anticipated costs for 30 mph consultation (£3,255) taken into consideration.

b) *Future of North Farm*

There will be an update on the current situation from the Chairman.

c) *Children's Home Update*

The pre-application was submitted to WODC on the 3rd September 2021 and will take about 6 weeks to be processed.

d) *HM Queen Elizabeth II Platinum Jubilee 2022*

There has been no response from those approached about land for this project.

e) *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 30 September 2021 for perusal prior to the meeting also available at <https://www.westoxon.gov.uk/planning-and-building/planning-permission/view-planning-applications/>

Reference	21/03021/HHD
Alternative Reference	PP-10191537
Application Validated	Tue 07 Sep 2021
Address	The Old Coach House Bull Lane Aston Bampton OX18 2DT
Proposal	Proposed rear extension, 2 new dormers and replacement garage
Status	Under consideration

Reference	21/03088/HHD
Alternative Reference	PP-10079687
Application Validated	Fri 17 Sep 2021
Address	Gaston Cottage Church Lane Aston Bampton OX18 2DY
Proposal	Erection of a two storey side extension along with construction of a detached double garage
Status	Under consideration

Reference **21/03043/CND**
Alternative Reference PP-10194458
Application Validated Wed 08 Sep 2021
Address Chimney Meadows Nature Reserve Chimney Bampton
Proposal Discharge of condition 6 (stages programme of archaeological evaluation and mitigation) of planning permission 20/03409/FUL
Status Under consideration

Reference **21/02891/FUL**
Alternative Reference PP-10157038
Application Validated Wed 25 Aug 2021
Address Kingsway Farm Bampton Road Aston Bampton OX18 2BT
Proposal Demolition of existing barn and erection of a dwelling
Status Under consideration

Planning Appeal

Site Address: Chimney Farm Barns Chimney Bampton
Description of Development: Change of use of land from ancillary space for holiday cottages to residential gardens
Original Application Number: 20/03010/FUL
Appellant's name: Mrs Sarah Wood
Appeal Reference: APP/D3125/W/21/3275849
Appeal Start Date: 08.09.2021
Response Due: 13 October 2021

The Parish Council response to the original application on the 4th December 2020 was:
The Parish Council has no objection to the to the application but does have concerns about the probability that the residents will access the land beyond the boundary indicated on the plan. The Parish Council wishes to support the residents of this tiny hamlet to preserve the character and setting it sits in in the landscape. Therefore, the Parish Council request that if the application is granted that the following condition be made:
The three areas in red on the Site Plan for the application be fenced, with no gates, so that access cannot be gained to the paddock/non residential land beyond.

Update on Previous Planning Applications – For Information

Reference **21/02586/HHD**
Alternative Reference PP-10026233
Application Validated Mon 02 Aug 2021
Address The Barn 2 Waites Close Aston Bampton Oxfordshire OX18 2ES
Proposal Erection of a garden room / gym (retrospective)
Status Decided
Decision Approve
Decision Issued Date Thu 16 Sep 2021

Reference	21/01861/FUL
Alternative Reference	Not Available
Application Validated	Mon 21 Jun 2021
Address	Merton Cottage Bampton Road Aston OX18 2BT
Proposal	Erection of a detached dwelling with associated parking.
Status	Decided
Decision	Refuse
Decision Issued Date	Thu 16 Sep 2021

11. New Business

a) *Oxfordshire Local Plan 2050*

The clerk has forwarded on several emails in relation to the Oxfordshire Local Plan 2050 and the consultation that runs until the 8th October 2021. Details and feedback form in the Clerk's Briefing notes on pages 3 to 5.

b) *Consultation on Ox-Cam ARC*

On 20th July, central government published a consultation to engage with local communities about the future of the Oxford-Cambridge Arc, seeking views by the 12th October 2021 to help shape a vision for the Spatial Framework. See the clerk's briefing notes pages 6 to 7 for details. The clerk has completed the consultation as an individual and it took 40 minutes. There are several different sections with a variety of multiple choice and written responses. There is a lot of focus on 'growth' and 'development'.

c) *S106 Funding*

The clerk attended a briefing on the 28th September 21 with WODC which went through the new systems for managing S106 and Cil at the planning authority and how parishes can access the funding allocated. The new systems are clear and straight forward which should enable timely responses from WODC and parishes to access support for developing spending plans.

There is currently almost £15k available to put in a ANPR camera in Aston which had not been identified previously.

d) *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 20/21: £150

R Jones has ordered and will deliver the wreath to the clerk.

For decision and resolution.

e) *Governance – Policies for Review*

The following policies and protocols are due for reviewed.

The draft documents are on pages 8 to 10 of the clerk's briefing notes.

- Media Policy – adopted in 2014
- Protocol for Recording of Meetings – adopted in 2014
- Protocol for meetings with developers – adopted March 2015

12. Community Trust

13. Parish Infrastructure

a) Village maintenance

To identify any current maintenance work required. Remaining budget for 2021/22: £1,383.

b) Asset Check

J Ordish to report on asset check.

14. FINANCE

a) Account Balances—see Clerk’s Briefing Notes Page 11 (for information)

b) Bank Reconciliation to 30 September 2021

See the clerk’s briefing notes page 12 For resolution.

c) Review of the Year-to-Date Financial Report

Report on page 13 of the clerk’s briefing notes.

d) Budget 2022-2023 – Projects

At the November Parish Council meeting the clerk will present the first draft of the budget for 2022-23 so it would be ideal to have some thoughts for projects.

e) External Audit Result

The Audited Return has now been received from the external auditors, Moore. The Audit Report is qualified, with the only issue arising being that the date on Section 1 of the Annual Governance and Accountability Return was incorrectly entered. This was corrected and the External report has been issued with no further concerns. The Parish Council now needs to formally approve and accept the audit certificate and the annual return. The report is on page 14 and 15 of the clerk’s briefing notes.

f) To RESOLVE to approve the following payments for the period October 21.

	NET	VAT	Gross Amount
Clerk's expenses 178 x 7p/Microsoft Office £43.20/Norton Renewal £64.99/Working from Home £18.00	102.62	18.03	120.65
D Johnson – Invoice 2202	230.00		230.00
WODC Grounds Maintenance Inv 33426667	638.98	127.80	766.78
Moore – Internal Audit Inv 307699	200.00	40.00	240.00
HMRC – Employers NI on Honorarium.	95.36		95.36
Royal British Legion - Wreath	150.00		150.00
Total to be decided and approved	£1,416.96	£185.83	£1,602.79
Monthly Standing Orders			
Clerk's Salary	362.90		362.90
WODC Dog Bin emptying Inv 33424662	20.17	4.03	24.20
HMRC PAYE	90.60		90.60
Total SDOs	£473.67	£4.03	£477.70
Total	£1,890.63	£189.86	£2,080.49

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

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 4th November 2021, 7.30pm**
the Monthly meeting of Parish Council