

## **AGENDA**

**The monthly meeting of the Parish Council will be held on  
Thursday 8<sup>th</sup> December 2022, at 7.30pm, in the Ordish 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](mailto:clerk@astonoxon-pc.gov.uk). Please note item 6 on the agenda about Public Representation.

*EaAnstee*

**Elaine Anstee – Clerk**

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### **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.

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**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 10<sup>th</sup> November 2022 – 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, 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.

**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 – this has been outstanding for over a year and the clerk has contacted highways for an update.
- New 20 mph speed limit see clerk's briefing notes page 3.
- On the 18<sup>th</sup> November OCC Highways started the installation of the new 20 mph speed limits in Aston and Cote.
- There is £7,901 in the budget for traffic calming measures.

### b) *Footpaths – deferred to January meeting with Treescapes.*

### c) *Anti-Social Behaviour*

None at time of agenda.

## 9. Correspondence

Clerk's Briefing Notes on Page 2.

## 10. 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/>

<b>Reference</b>	<b>22/02997/HHD</b>
Alternative Reference	Not Available
Application Validated	Fri 28 Oct 2022
Address	3 St Joseph's Court Bampton Road Aston OX18 2BU
Proposal	Conversion of existing home office and one carport space to form a self-contained annexe, ancillary to the main house.
Status	Under consideration

### Update on Ongoing Planning Applications – For Information

- a) **North Farm** – No update
- b) **Hawthorns** – Retrospective planning application 22/02636/FUL refused.
- c) **Marsh Furlong** – No update.
- d) **Terra** – 22/00986/FUL went to Lowlands Planning Committee on 5<sup>th</sup> December.
- e) **Children's Home** – Work on the building started on 31<sup>st</sup> October 2022 with completion in August 2023.

### Update on Previous Planning Applications

<b>Reference</b>	<b>22/02636/FUL</b>
Alternative Reference	PP-11309050
Application Validated	Fri 30 Sep 2022
Address	Land East Of 55 Bull Street Aston Bampton Oxfordshire
Proposal	Erection of 1.8m high close board timber fencing. (Retrospective).
Status	Decided
Decision	Refuse
Decision Issued Date	Fri 11 Nov 2022

<b>Reference</b>	<b>22/02510/HHD</b>
Alternative Reference	PP-11413350
Application Validated	Thu 29 Sep 2022
Address	17 Pound Field Road Aston OX18 2FR
Proposal	Alterations to existing garage to include installation of a door and window and replacement of existing main garage door with electric roller door. Erection of detached outbuilding, a greenhouse and a pagoda. Works to rear garden to include formation of raised flower beds and erection of wrought iron Arbours for climbing plants. (part retrospective)
Status	Decided
Decision	Approve
Decision Issued Date	Mon 14 Nov 2022

<b>Reference</b>	<b>22/02767/CND</b>
Alternative Reference	PP-11562380
Application Validated	Fri 07 Oct 2022
Address	Cote Farm Barn Cote Bampton Oxfordshire OX18 2EG
Proposal	Discharge of condition 4 (details of windows and doors) of planning permission 20/00067/HHD
Status	Decided
Decision	Approve
Decision Issued Date	Mon 21 Nov 2022

### 11. New Business

a) *Annual Parish Meeting – 18<sup>th</sup> April 2023*

Who to invite:

- TVP – Speed watch
- Oxford Archaeology – Children’s Home findings
- Robert Courts – MP
- Community Trust
- Wednesday Group
- WI
- History Group – boards
- My Vision
- Cleanslate

**12. Governance –**

- a) *New Dignity at Work Policy*  
Clerk’s Briefing notes pages 4 to 16. For discussion and resolution.
- b) *Equality and Diversity Policy*  
Clerk’s Briefing notes pages 17 to 21. For discussion and resolution

**13. Community Trust**

**14. Parish Infrastructure**

- a) *Village maintenance*  
To identify any current maintenance work required. Remaining budget for 2022/23: £513.

**15. FINANCE**

- a) *Account Balances—see Clerk’s Briefing Notes Page 22 (for information)*
- b) *Review of the Year-to-Date Financial Report*  
Report on page 23 of the Clerk’s briefing notes.
- c) *Budget 2023-2024 – Draft*  
The revised draft of the budget for 2023-24 and a report are on pages 24 to 30 of the clerk’s briefing notes. For resolution.
- d) *To RESOLVE to approve the following payments for the period December 22.*

	NET	VAT	Gross Amount
Clerk’s expenses 351 x 7p/Microsoft Office £43.20/	60.57	7.20	67.77
WODC – Dog Bin emptying – Invoice 33498639	20.17	4.03	24.20
S Ramsden – Xmas Tree – Invoice	100.00		100.00
<b>Total to be decided and approved</b>	<b>£180.74</b>	<b>£11.23</b>	<b>£ 191.97</b>
<b>Monthly Standing Orders/DDs</b>			
Clerk’s Salary including WFH Allowance	387.16		387.16
HMRC PAYE	92.20		92.20
<b>Total SDOs</b>	<b>£479.36</b>	<b>£</b>	<b>£479.36</b>
<b>Total</b>	<b>£660.10</b>	<b>£11.23</b>	<b>£671.33</b>

**16. CONFIDENTIAL ITEM to be discussed in closed session**

To resolve to exclude the press and the public in accordance with the Public Bodies (Admission to Meetings) Act 1960.

**17. Confidential – Clerk’s Pay Review, Hours and Appraisal**

Report on Clerk’s Briefing Notes on pages 31 to 32

- Clerk’s pay review for 2022/23.
- Clerk’s pay review for 2023/24.
- Clerk’s hours to date – for information.
- Clerk’s appraisal – to set date.

**18. Parish Councillors’ reports from meetings attended since last meeting.**

**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 5<sup>th</sup> January 2023, 7.30pm**  
the Monthly meeting of Parish Council