

MINUTES OF ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL MEETING HELD ON THURSDAY 10th June 2021 at the Village Hall, Aston, AT 7.30 pm

- 1. Members Present:**
 - Russell La Forte (Chairman)**
 - John Ordish**
 - Phi West**
 - Paul Sparrowhawk**
 - Ben Lings**

- In Attendance:**
 - Elaine Anstee – Clerk
 - Jane West (via TEAMS)
 - Dan Levy (OCC Councillor)
 - Lysette Payne (WODC Councillor) (via TEAMS)

- 2. Apologies from Members:** There were apologies from G Ball and one councillor attended via TEAMS and therefore did not vote.

- 3. Minutes of the previous meeting** of the Parish Council on 20th May 2021 were agreed as a true record and it was RESOLVED as proposed by P West and seconded by P Sparrowhawk, with all in agreement that the Chairman signs them.

- 4. Parish Councillors - Disclosure of interests on agenda items** – J Ordish declared a non-pecuniary interest as the Treasurer for St James Church – Agenda Item 11b.

- 5. Meeting Open for Public Representation** – There was no public present.

- 6. WODC/OCC Matters**

The Chairman formally welcomed the new County Councillor, Dan Levy and WODC Councillor Lysette Payne. WODC Councillor reported that the committees she will be on include the Lowlands Planning Committee, Licensing and Scrutiny. Her special interests are tackling speeding in rural areas and flooding.

County Councillor had sent his report via email and confirmed that the OCC Cabinet is in place and such inherited consultations as the A40 though complete would be reviewed.

- 7. Matters Arising from Previous Meetings**
 - a) Traffic Calming Update*
 - The Square, Aston – Plan based on the initial discussions has been delayed due to the pandemic but is still in the process. The kerb area around the memorial will be added to these discussions as it has deteriorated significantly due to the increased traffic and work done on the road.
 - Following the walk round with OCC officer on 26th May 2021 the quote request from Glasdon for the signs/gates for Cote/Shifford has been slightly amended and a revised quote requested.
 - The installation request is with OCC officers on the proposed siting of the gates. These have been agreed following the meeting on 26th May and once the gates/signage is purchased the installation will be programmed.

Minutes of the Parish Council meeting held on Thursday 10th June 2021.

- The draft proposal bringing all requests for 30 mph extensions around Aston and Cote together was submitted to OCC Highways officers on 30 April 2021 and discussed on 26th May 2021. The cost of the consultation will be £3,250 with the actual movement off or new signage being funded by OCC. This will be a lengthy process and may take until the autumn for all stages to proceed. The consultation is done via newspaper such as Oxford Mail and Times. If there are no objections officers can make the decision but if there are objections, then the proposals will have to go to the OCC Cabinet for decision.
- The remaining funds for traffic calming are £10,184.00 less the anticipated costs for 30 mph consultation (£3,250) and gates/signage (£3,850) will leave £3,084.

b) Champing at the Cote Chapel

The Parish Council observed that they had no influence over the decisions made by the Historic Churches Trust who look after Cote Chapel and acknowledge that it was nice of them to ask the Parish Council their thoughts on 'Champing'. The Parish Council could not see reason to object based on the information provided. The Parish Council would encourage the Trust to contact the neighbours to the chapel in Cote and the Fellowship to keep them informed of the proposal.

c) Future of North Farm

No further update as of issue of the agenda.

d) Land to the East of Back Lane

There has been no further update or change to the deferment.

e) Dog Poo Bin for end of Ham Lane

There has been no response from Welch and Stammers Solicitors to the letter sent by the clerk on 7th May 2021. The clerk has placed the order for the new dog bin with Ubico Ltd.

f) Anti-Social Behaviour

There have been no reports of anti-social behaviour.

8. Planning

New planning applications

Documents emailed to councillors on the 4 June 2021 for perusal prior to the meeting also available at <https://www.westoxon.gov.uk/planning-and-building/planning-permission/view-planning-applications/>

Reference	21/01588/FUL
Alternative Reference	PP-09794291
Application Validated	Tue 04 May 2021
Address	25 Foxwood Aston Bampton Oxfordshire OX18 2DZ

Proposal Subdivision of existing dwelling to create two dwellings, works to include erection of two storey side extension and single storey rear extensions along with the provision of bin storage and accessible off-street parking to both dwellings.
Status Under consideration
No objections but reiterate the issues about sewage.

Update on Previous Planning Applications – For Information

Reference **21/01566/CND**
Alternative Reference PP-09789750
Application Validated Fri 30 Apr 2021
Address Chimney Meadows Nature Reserve Chimney Bampton
Proposal Discharge of condition 5 (Archaeological Written Scheme of Investigation) of planning permission 20/03409/FUL
Status Decided
Decision Approve
Decision Issued Date Tue 18 May 2021

Reference **21/00857/HHD**
Alternative Reference Not Available
Application Validated Wed 24 Mar 2021
Address 6 Vicarage Close Aston Bampton Oxfordshire OX18 2BZ
Proposal Construction of detached double garage.
Status Decided
Decision Approve

Reference **21/00416/HHD**
Alternative Reference PP-09471730
Application Validated Fri 05 Mar 2021
Address 4 Chimney Farm Cottages Chimney Bampton OX18 2EH
Proposal Erection of a detached garage, with new site entrance to accommodate parking (part retrospective) (amended plans)
Status Decided
Decision Approve
Decision Issued Date Thu 13 May 2021

9. New Business

a) HM Queen Elizabeth II Platinum Jubilee 2022

The Queen's green canopy (QGC) is a unique tree planting initiative created to mark Her Majesty's Platinum Jubilee in 2022 which invites people from across the United Kingdom to "Plant a Tree for the Jubilee." The Parish Council would like to repeat the planting done with Aston Primary School for the Golden Jubilee where every child in the school planted a tree at the Recreation ground to create a copse. Identifying a site is the first objective and BBOWT, OCC and the church all have land that maybe suitable to use. Clerk to register with the Woodland Trust for free trees.

b) St James Church – Grant Request – Grass Cutting

It was RESOLVED as proposed by P Sparrowhawk and seconded by R La Forte with all in agreement to pay a grass cutting grant of £616 to St James Church, Aston.

c) Governance – Policies for Review

It was RESOLVED as proposed by J Ordish and seconded by B Lings with all in agreement to adopt the following policies:

- Data Security Policy
- Data Retention Policy
- Data Breach Policy
- Data Subject Request
- Privacy Notice
- Privacy Notice – Staff, Councillors and Role Holders

With one amendment to the Data Security Policy to include reference to the council using Office 365 and councillors having their own email addresses.

10. Community Trust

J Ordish has now officially resigned from the Community Trust and R La Forte will remain as the Parish Council representative.

11. Parish Infrastructure

a) Village maintenance

North Street and junction into Back Lane needs road sweeping.

b) Lengthsperson 2021

The clerk is sourcing an hourly rate from local contractor to do sign clearance, cleaning and other small infrastructure works.

c) Noticeboard for Cote

It was decided to site the new noticeboard on the verge by the allotments and telegraph pole. Clerk to check with utilities that this will not be an issue for future maintenance.

d) Defibrillator for Chimney

The Clerk and contractor met on site on 3rd June to look at designs for the defibrillator shelter. Once design confirmed then Parish Council with feedback from BBOWT to look at design before signing it off.

12. FINANCE

a) Account Balances – noted.

b) *Clean Slate*

It was RESOLVED as proposed by P Sparrowhawk and seconded by P West with all in agreement to make a grant of £100 to Clean Slate.

c) *Revised Budget for 21/22*

The revised budget proposal was discussed, and one item added in, £2,500 towards the tree planting for the Queens Platinum Jubilee in 2022.

With this amendment it was RESOLVED as proposed by R L Forte and seconded by J Ordish with all in agreement to adopt the revised budget for 21/22.

d) It was RESOLVED as proposed by R La Forte and seconded by P Sparrowhawk with all in agreement to approve the following payments for the period May 2021.

	NET	VAT	Gross Amount
Clerk's expenses 367 x 7p/Microsoft Office £43.20/ 96p postage for audit.	62.65	7.20	69.85
WODC – Grounds Main/Weed Spraying 09/04/2021- Invoice 33412631	493.49	98.70	592.19
Des Johnson – Invoice 2156 – Grass Cutting/War Memorial Maintenance	115.00		115.00
OALC – Village Green Training – 25 May 2021 Inv W-1627	50.00	10.00	60.00
DF Williams Inv 102684 – Bus Shelter Cleaning	134.68	26.94	161.62
St James Church – Grass Grant 20/21	616.00		616.00
Clean Slate Grant 2021	100.00		100.00
Total to be decided and approved	£1,571.82	£142.84	£1,714.66
Monthly Standing Orders			
Clerk's Salary	341.16		341.16
WODC Dog Bin emptying Inv 33410738	20.17	4.03	24.20
HMRC PAYE	80.60		80.60
Total SDOs	£441.92	£4.03	£445.95
Total	£2,013.74	£146.87	£2,160.61

13. Confidential – Clerk's Hours - REDACTED

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

B Lings – Attended the RAF Brize Norton meeting via Zoom. There was an update on the application to get the air space changed which has been rejected by the Civil Aviation Authority. The station has been working to put measures in place to reduce the flooding around the site. There is due to be a new radar sited to the north of the station.

Matters arising since publication of agenda/

Matters which Councillors may wish to raise for inclusion on next agenda.

None

15. Date of next meeting: Thursday 1st July 2021, 7.30pm

Monthly meeting of Parish Council

Meeting closed at 9.22 pm.

Signed.....Dated.....