

**MINUTES OF ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL
MEETING HELD ON THURSDAY 10TH MAY 2018 IN THE
VILLAGE HALL, ASTON AT 7.30 PM**

1. Members Present: John Ordish (Acting Chairman)
Ben Lings
Paul Sparrowhawk
Jane West
Phil West

In Attendance: Richard Haines (outgoing Chairman), leaving after the election of the new Chairman
Helen Sandhu – Clerk
Steve Good, West Oxfordshire District Councillor, leaving after item 7
Paul Farrow, trustee of Aston & Cote Community Trust, leaving after item 6

Members' Apologies: None

2. Annual Meeting of Parish Council

a) Election of Chairperson

This item was chaired by Richard Haines, outgoing Chairman.

There were no expressions of interest to act as Chairperson throughout the new council year.

John Ordish indicated his willingness to act as Chairman for this meeting only. He was proposed, seconded and unanimously so elected.

Mr Ordish signed the Acceptance of Office form for this meeting only.

Mr Ordish then replaced Mr Haines as Chairman of the meeting and Mr Haines left.

The Clerk encouraged the councillors to further consider the need for the Council to have a permanent Chairperson for the year in advance of the June meeting.

Mr Ordish asked for the Parish Council's thanks to Richard Haines and to Jane Everex for their service on the Parish Council to be put on record.

b) Vice Chairperson

There were no nominations for the role of Vice Chairperson.

c) Parish Transport Representative (PTR)

It was resolved that the Parish Council would not appoint a member as a Transport Representative; a representative of the Parish Council will be nominated to attend PTR meetings organised by the County Council where there are specific issues of local relevance to be discussed.

d) Community Trust Representative

John Ordish was proposed, seconded and unanimously elected to continue in his role as the Parish Council's representative on the Committee of Aston & Cote Community Trust.

Annual Meeting of Parish Council (continued)

e) *Contact Person for Cote Chapel Committee*

Ben Lings was proposed, seconded and unanimously elected to act as the contact between the Parish Council and the Cote Chapel Committee. The Clerk will inform the Chairman of the Committee.

f) *RAF Brize Norton Local Community Working Group Representative*

Ben Lings was proposed, seconded and unanimously elected to act as the Parish Council's representative on the RAF Brize Norton Local Community Working Group.

g) *Writer of Parish Council news item for Voices*

John Ordish volunteered to write the Parish Council news articles for Voices, working together with the Clerk.

3. Minutes of previous meeting – on 5 April 2018 were agreed as a true record and signed by the Chairman.

Proposed by Jane West, seconded by Ben Lings.

4. Parish Councillors – Disclosure of interests on agenda items

John Ordish, as a Church Warden, the sponsorship request from St James Church for the World War I "There but not there" project, discussed at item 9e.

John Ordish, as a Trustee, the grant request from Aston & Cote Community Trust discussed at Item 6.

5. Proposal for Change in Agenda Order

John Ordish proposed that the order of the agenda be changed, with the grant request from the Community Trust for the new playground to be considered as item 6. This was seconded by Ben Lings and the proposal was passed.

6. Request from Aston & Cote Community Trust for funding for new playground

The formal funding application from the Secretary of the Community Trust had been circulated in the Briefing Notes. Paul Farrow, the trustee of the Community Trust leading on the project, was present to answer questions from the Parish Council.

Having considered all the information received to date, the Parish Council confirmed that all the questions previously raised had been addressed by the Community Trust and the Parish Council resolved to pledge a maximum of £11,000 to the project, subject to the terms and conditions outlined by the Parish Council in a letter to the Community Trust dated 19 March 2018. Proposed by Paul Sparrowhawk, seconded by Jane West.

Mr Farrow left the meeting.

7. WODC Matters

Steve Good expressed his thanks to all the local electors who had voted in the District Council elections on 3 May, regardless of who they voted for. He said that he was grateful to have been re-elected, and with a significant majority.

Mr Good said that he hopes that the Local Plan will very soon be finalised and adopted. He told the Parish Council that the National Planning Policy Framework is being revised and this will change the planning rules again.

Mr Good left the meeting.

8. Matters Arising from Previous Meetings

a) Progress on working towards compliance with the new General Data Protection Regulations (GDPR)

A report prepared by the Clerk had been circulated in the Clerk's Briefing Notes and the Clerk outlined its contents to the council.

It was resolved to adopt the Privacy Notice, the Data Subject Access Request Procedure and the Data Breach Procedure as presented in the Briefing Notes.

It was noted that the Government is proposing an amendment to the Data Protection Act 2018 which will exclude parish councils from the duty to appoint a Data Protection Officer (DPO). It was resolved that the Parish Council would not therefore appoint a DPO at this point, but would reconsider this issue once the Act has been passed.

The Parish Council discussed whether to remove the Sewerage Problem form from the website. The Clerk advised that this form has not been used since it was added to the website after the Annual Parish Meeting in 2017, and she recommended its removal as this would reduce the amount of personal data the Parish Council is processing. It was resolved, however, to retain the form on the website as it had been introduced due to public demand.

It was noted that the Data Retention and Data Security policies remain outstanding and the Clerk advised that she hoped to prepare these in advance of the June meeting.

b) Appointment of Trustee to the Bampton Exhibition Foundation

The Clerk told the Parish Council that after the April meeting Andrew Long had provided formal confirmation of his willingness to act as a trustee and has been so appointed. David Hawkins, the Chairman of the Foundation, has been informed.

c) War Memorial cleaning and re-lettering – application for grant funding from War Memorials Trust (WMT)

The Clerk told the Parish Council that she has submitted the pre-application grant form, and that WMT should respond within 10 weeks (on/by 29th June 2018).

d) Anti Social Behaviour

None noted.

9. New Business

a) Annual Parish Meeting 2018

The Draft Minutes have been circulated and posted on the website. No specific issues for the Parish Council to take action on had been raised.

b) Co-option to fill vacancies for two councillors

It was resolved that the vacancies should be advertised on the Notice Board, the website and on Twitter. Applications will be considered at the June meeting.

c) Insurance renewal

It was resolved to accept the insurance quotation received from Aviva Insurance Ltd via BHIB Insurance Brokers. Proposed by Paul Sparrowhawk, seconded by Jane West.

New Business (continued)

d) *War memorial cleaning and re-lettering*

It was agreed that the work will include cleaning, repointing where required and repainting of the letters. The Clerk will now seek to identify potential contractors for the work and to obtain quotations from them.

e) *Commemoration of the end of the First World War*

The letter received from St James Church about the activities they are planning for the centenary was considered. It was resolved to sponsor a Perspex silhouette for the church's "There but not There" installation, at a cost of £45.00, in accordance with the Council's powers under sections 137 and 139 of the Local Government Act 1972. This is, in the opinion of the Council, in the interests of the inhabitants of the Parish and will benefit them in a manner commensurate with the expenditure. Proposed by Paul Sparrowhawk, seconded by Jane West.

10. PLANNING

New planning applications

18/00877/FUL

Ferndale, Back Lane, Aston

Conversion of roof space above garage into holiday let. Insertion of rooflights and new external staircase

It was resolved that the Parish Council would object to this application for the following reasons:

- The application under which approval for the garage was given had a condition restricting use of the building to garaging only in order to reduce the risk to highway safety that would be caused by using the building as a dwelling space. The reasons for this condition remain relevant; conversion of the upper storey to a holiday let would create additional vehicle movements on a single track lane, detrimental to highway safety;
- The proposed external stairway would represent an incongruous addition to the garage and would be out of keeping to the local area, detrimental to the character and appearance of the Aston Conservation Area.

18/01037/HHD

5 Manor Close, Aston

Erection of single storey garden room to side elevation

It was resolved that the Parish Council would not object to, nor comment on, this application.

Planning applications approved

18/00340/HHD

4 Chimney Farm Cottages

Alterations and erection of single storey extension

18/00541/HHD

Farm View, North Street, Aston

Replacement of existing side single-storey extension with a two storey extension

PLANNING (continued)

Follow up to previous planning applications

17/01782/RES Proposed residential development for forty one dwellings, landscaping, public open space and associated infrastructure
The Clerk advised that, despite chasing, she still has not received a response from the Planning Officer responsible for this application. The parish councillors expressed their frustration and asked that the Clerk do everything she can to expedite a response.

11. Community Trust

The application for funding for the playground project had been discussed earlier in the meeting.

The minutes of the recent Community Trust meeting were put in the folder.

12. Parish Infrastructure

a) *Village maintenance*

Nothing noted which was not covered by the subsequent agenda items.

b) *Weed spraying*

The quotations were considered. It was resolved that the Parish Council would place the work with Des Johnston provided he is able to confirm that he has £10 million public liability insurance, as required by Oxfordshire County Council for work on the highway. If this is not the case, it was resolved that the work would be placed with Oxford Direct Services.

c) *Condition of the highways – call to Oxfordshire County Council to take action*

The email received from Yvonne Constance, Cabinet Member for the Environment, was considered. It was resolved to respond that the positive picture of the County Council's efforts which she relays does not accord with local experience. There are too many potholes and other issues for individuals to report on Fix My Street. The Clerk was asked to request information on the date of the last local inspection and evidence on the outcome of that inspection.

It was noted that Ian Hudspeth, Leader of the County Council, has yet to provide a response.

d) *Reinstatement of posts around war memorial*

It was noted that Ubico has made efforts to sand back all but two of the posts that they painted in error. It was resolved that this has produced a satisfactory result, provided the same work is done to the final two posts.

e) *Overhanging hedge on boundary of Matthew Homes development site (between Saxel Close and village hall)*

The Clerk advised that she had written to Matthew Homes as requested, but has received no response.

The Clerk further advised that she had copied the letter to Councillor Mathew and OCC Highways. The OCC Highways officer has advised that she has sent a further notice to Matthew Homes but "due to resources available I am afraid this is all I can do."

Councillor Mathew followed the correspondence up with the Group Manager for the area for Highways who has advised that that "If there is an immediate hazard we can of course resolve it by having the offending vegetation cut back, we can then pursue our own green claim against Matthew Homes." The Clerk told the Parish Council that she will walk the path and send photographs to the County Council in the hope that they will take action.

Parish Infrastructure (continued)

f) *Highways matters still being pursued – for information*

- Completion of entrances to North Street Farm development
In correspondence in March, the Highways Officer responsible for enforcing this stated that “there have been delays in the legal proceedings due to ownership issues that have meant the works are not yet able to be finished. We are still working towards getting the necessary legal agreement in place and I approved the revised draft agreement last week. The works will be carried out in the near future.” There has been no further update.

13. FINANCE

a) *Account Balances* – included in Clerk’s Briefing Notes - noted.

b) *Bank reconciliations at 31 March 2018* – included in Clerk’s Briefing Notes - noted.

c) *Accounts for 2017/18*

It was resolved to accept and approve the accounts.

d) *Annual Governance Statement – Section 1 of the Annual Return*

The Statement for completion by the Parish Council and a report thereon by the Clerk had been circulated in the Clerk’s Briefing Notes. The Council reviewed the statements to be made and confirmed that the answer in each case was “Yes.” Proposed by Paul Sparrowhawk, seconded by Jane West.

e) *Accounts for year ended 31 March 2018 – Section 2 of the Annual Return*

Circulated in the Clerk’s Briefing Notes.

It was resolved to approve the return covering the financial accounts in Section 2 of the Local Councils Annual Return to the external auditors.

Proposed by Paul Sparrowhawk, seconded by Jane West.

f) *Internal audit for 2017/18*

A copy of the report from the internal auditor had been included in the Clerk’s Briefing Notes. It was noted that the internal auditor had not identified any issues to notify to the Parish Council.

g) *Change of Bank Signatories*

Following his departure from the Parish Council, it was resolved to remove Richard Haines as a signatory from the Parish Council’s current account with Unity Trust.

Proposed by Jane West, seconded by Paul Sparrowhawk.

FINANCE (continued)

h) April invoices presented for approval and payment

		Statute
Clerk's salary and working from home allowance	396.40	LGA 1972, s112
Clerk's expenses – 661 sheets x 7p	46.27	LGA 1972 s111
Creative solutions – change of date sticker for APM banner (half price as printed incorrectly)	16.08	LGA 1972 s111
WODC dog bin emptying for April 2018 (including 3.5% annual inflationary increase)	22.70	Litter Act 1983
WODC dog bin emptying for May 2018	22.70	Litter Act 1983
WODC war memorial planting in summer & winter 2017	520.83	HA 1980, s116
Des Johnston – one cut of playing field in April –one invoiced in year to date	85.00	LG(MP)A 1976, s19
BHIB Ltd – annual insurance premium	363.55	LGA 1972 s111
Renewal of Weebly (website hosting) for two years to be reimbursed to Ben Lings	141.01	LGA 1972 s111
OALC – printed copies of Good Councillors Guide	42.80	LGA 1972 s111
St James' Church – sponsorship for WW1 project	45.00	LGA 1972, s137
Total	1,702.34	

It was resolved to make the above payments, proposed by Jane West, seconded by Paul Sparrowhawk.

Signeddated.....