

MINUTES OF ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL MEETING HELD ON THURSDAY 1st April 2021 via THE ONLINE PLATFORM TEAMS, AT 7.30 pm

1. Members Russell La Forte (Chairman)

Present: Jane West
Ben Lings
Paul Sparrowhawk
Gill Ball

In Attendance: Elaine Anstee – Clerk
OCC Cllr C Mathew (Joined at 8.08pm)
3 members of the public

2. Apologies from Members: There was an apology from J Ordish and P West.

3. Minutes of the previous meeting of the Parish Council on 4th March 2021 were agreed as a true record and it was RESOLVED as proposed by J West and seconded by B Lings, with all in agreement that the Chairman signs them.

4. Parish Councillors - Disclosure of interests on agenda items – There were no declarations of interest on agenda items.

5. Meeting Open for Public Representation – There were no representations from the members of the public present.

6. WODC/OCC Matters

Cllr C Mathew has followed up on the Square, Aston issues and is awaiting a response. Following repeated emails and phone calls to Thames Water, Cllr C Mathew has a meeting with the development officer at Thames Water. In a perfect world Standlake/Sutton/Stanton Harcourt/Aston would have no further development until the issues are resolved.

BL commented that Thames Water cannot refuse admittance to the sewage system, but they can say that they want to defer because of lack of capacity.

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 will be looked at in the Spring.
- The clerk is in the process of costing the implementation signs/gates for Cote/Shifford and Chimney is awaiting quote from Glasdons for the gates and signage.
- The clerk is in the process of drafting a proposal bringing all requests for 30 mph extensions around Aston and Cote. This will be sent to OCC Highways on by end of April.
- The remaining funds for traffic calming are £10,184.00.

b) *Invitation to Climate Action Day for Parish and Town Councils Forum – 23 April 2021.*
The Parish Council expressed an interest in attending this and one councillor place is available.

c) *Parish Council Meetings from 6th May 2021*

The current legislation allowing Parish Council's to meet virtually ends on the 6th May 2021. The pandemic restrictions do not allow for more than 6 people/2 households to meet socially indoors until after 17th May 2021. Therefore, to meet in a 'face to face' environment the Parish Council would have to use the main hall at the village hall to be able to maintain 2 metre distancing and not all Councillors would be able to attend due to the rule of 6. It was decided to continue to meet virtually until 21st June 2021 and the rule of 6 is lifted. This was deemed the fairest way for all councillors to be able to attend and to meet the Public Health recommendations in relation to the Covid 19 pandemic. The risk of challenge was discussed but the risk of not meeting or having to exclude councillors/public to meet the rule of 6 was considered more detrimental.

d) *Annual Parish Meeting*

It was originally resolved to hold this on the 26 April 2021. Due to the pandemic, it will still not be possible to hold as an in-person meeting, so it was decided to postpone until after 21st June and put on website that it is cancelled until later in the year.

e) *Future of North Farm*

The next meeting with OCC is on 11th May after the elections and will enable to feed in questions from the public consultations.

OCC officer has offered to attend the May meeting for a Q&A with councillors and there no objections from councillors to this.

General feedback is overwhelmingly positive but do not want more houses and there have been many offers of help and assistance.

f) *Land to the East of Back Lane*

Bluestone Planning have been advised by County that the project is still on hold pending sign off at directorate level looking at progressing with a revised build plan.

On hold for review and they are now looking at a smaller site but needs to go back through cabinet.

g) *Anti-Social Behaviour*

Dog Poo bin for Ham Lane – the Clerk has identified the landowner, written to them to confirm ownership and request permission to site dog bin. The clerk has also emailed and is awaiting a response from Matthews Homes and WODC Planning in respect of the siting of a dog bin on the open space at the back of the housing estate.

8. Planning

New planning applications

Documents emailed to councillors on the 27 March 2021 for perusal prior to the meeting also available at <https://www.westoxon.gov.uk/planning-and-building/planning-permission/view-planning-applications/>

Reference 21/00412/HHD
Alternative Reference PP-09490682
Application Validated Fri 05 Feb 2021
Address Nethercote Barn Cote Bampton Oxfordshire OX18 2EG
Proposal Erection of a garden room to rear elevation.
Status Under consideration
No Comment

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.
Status Under consideration
Use the same conditions as before.

Reference 21/00393/HHD
Alternative Reference PP-09470570
Application Validated Thu 04 Mar 2021
Address 2 Vicarage Close Aston Bampton Oxfordshire OX18 2BZ
Proposal Erection of a single storey rear extension and alterations to ground floor front window.
Status Under consideration
Large extension for the size of the plot but other than that no comment.

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 Under consideration
Proviso that they will park there as currently they are parking on the grass in the main road and causing damage to the grass verge.

Update on Previous Planning Applications – For Information

Reference 21/00286/HHD
Alternative Reference Not Available

Application Validated	Wed 06 Jan 2021
Address	29 Woodbridge Close Aston Bampton Oxfordshire OX18 2DB
Proposal	Erection of single storey rear and first floor front extensions
Status	Decided
Decision	Approve
Decision Issued Date	Wed 10 Mar 2021

9. New Business

a) *Consultation – WODC Affordable Housing Supplementary Document 5 March to 16 April 2021*

The Chairman to review and see if there are any significant differences to the previous documents.

b) *St Mary's Shifford – Grass Cutting Grant*

It was RESOLVED as proposed by R La Forte and seconded by J West, with all in agreement, to grant the request for £210.00 on the retrospect payment for the 2020/21 grass cutting season.

c) *Small Grant Application – Aston Brownie Unit*

It was agreed in principle to support the Brownies and noted that in 2019-20 this was done by making a grant towards the hire costs of the village hall for meetings. The Parish Council requested the clerk contact the Brown Owl to clarify the funding request.

d) *Cote Chapel – Grass Cutting Grant Request*

It was RESOLVED as proposed by P Sparrowhawk and seconded by G Ball, with all in agreement, to grant the request for £600.00 on the retrospect payment for the 2020/21 grass cutting season.

e) *Councillors' Travelling Allowances Scheme*

It was RESOLVED as proposed by B Lings and seconded by G Ball, with all in agreement, to approve the scheme for 2021/22 with one amendment. The amendment to be the addition of a 12p per mile rate for cycling as per the HMRC guidelines for travel allowances.

10. Community Trust

Long term Strategy has been agreed and is in place for 10 years setting priorities of work. Two of the poplar trees on the edge of the playing field have been cut back following storm damage.

Astonbury Music Festival 21-23 August and the fete is likely to be held on 22nd August.

11. Parish Infrastructure

a) *Village maintenance*

The clerk was asked to arrange for another visit by the road sweeper for North Street and the High Street as the abandoned vehicle has now been moved.

b) *Lengthsperson 2021*

The clerk is to contact the Parish Council's insurers, BHIB Ltd, to ask how the insurance would work a self employed Lengthsman is employed.

c) *Cote Telephone Box – Refurbishment*

It was RESOLVED as proposed by P Sparrowhawk and seconded by J West, with all in agreement, to accept the quote for £450.00 for the refurbishment of the telephone box in Cote and installation of defibrillator signs.

d) *Noticeboard for Cote*

It was agreed that the design of the noticeboard from Greenbarnes was in line with the Parish Council's existing noticeboard in Aston and as such is the preferred option. The siting of the noticeboard was the subject of some discussion and the proposal to site it by the entrance to the allotments as the wider part of the road would need further investigation. To be included on the agenda for the May meeting to allow councillors to review siting of the noticeboard.

e) *Defibrillator for Chimney*

There is space by BBOWT gate in front of trees where a stone shelter with roof could be built to accommodate a defibrillator. BBOWT have verbally agreed for the siting of the defibrillator. The clerk is writing to BBOWT for formal written permission.

f) *Allotments*

It was RESOLVED as proposed by B Lings and seconded by P Sparrowhawk, with all in agreement, to appoint Roy Williams as the third trustee for the allotments. This would be for a term of two years.

12. FINANCE

a) *Account Balances – noted.*

a) *Community First Oxfordshire (CFO) Renewal for 2021-2022*

It was RESOLVED as proposed by B Lings and seconded by J West, with all in agreement, to renew membership of CFO for the 2021-22 season at a cost of £70.00.

b) *OALC Renewal for 2021-2022*

It was RESOLVED as proposed by R La Forte and seconded by P Sparrowhawk, with all in agreement, to renew membership of OALC for 2021-22 at a cost of £268.31.

c) *Loans and Investment Policy/Annual Investment Strategy 2021-22*

d) It was RESOLVED as proposed by J West and seconded by G Ball, with all in agreement, to adopt the Loans and Investment Policy and Annual Investment Strategy 2021-22.

e) *Revision to Monthly Standing orders from 1st April 2021:*

It was RESOLVED as proposed by P Sparrowhawk and seconded by R La Forte, with all in agreement, to action the standing orders as detailed below:

- i) Clerk's Salary (Min No 13/2021 on page 1602 LC2 (18 -23) (below substantive range)) to change to £341.00 per month payable on the 6th day of each month from May 2021. This to include £18 per month working at home allowance.
- ii) HMRC payment to change to 80.75 payable on the 6th day of each month from May 2021.
- iii) WODC Dog Bin emptying to change to 24.20 on the 1st day of each month from May 2021.

f) It was RESOLVED as proposed by p Sparrowhawk and seconded by Gill Ball with all in agreement to approve the following payments for the period March 2021.

	NET	VAT	Gross Amount
Clerk's expenses – 964 sheets x 7p/ / Microsoft Office £43.20/Land Registry £3.00	106.48	7.20	113.68
OALC 2021-2022 Renewal – Invoice A00052/2021/1	223.59	44.72	268.31
CFO	70.00		70.00
Cote Chapel – Grass Cutting Grant	600.00		600.00
St Marys Shifford – Grass Cutting Grant	210.00	0.00	210.00
WODC Dog Bin emptying Invoice 33403822 difference to SDO	0.22	0.04	0.26
Ubico Inv 60041328 – Dog Bin emptying 01/10/2021 to 31/03/2021	83.46	16.69	100.15
Des Johnson – Grass Cutting at the Recreation field and War Memorial Maintenance – Inv 2134	210.00		210.00
Total to be decided and approved	£1,503.75	£68.65	£1,572.40
Monthly Standing Orders			
Clerk's Salary	325.92		325.92
WODC Dog Bin emptying Inv 33394984	19.95	3.99	23.94
HMRC PAYE	76.80		76.80
Total SDOs	£422.67	£3.99	£426.66
Total	£1,926.42	£72.64	£1,999.06

13. Parish Councillors' reports from meetings attended since last meeting – nothing to report.

**14. Matters arising since publication of agenda/
Matters which Councillors may wish to raise for inclusion on next agenda.**

Discuss potential ownership of land – public open spaces such as North Farm/Allotments/Matthews Homes/ etc – implications such as insurance/legal implications/

15. Date of next meeting: Thursday 13th May 2021, 7.30pm
Monthly meeting of Parish Council

Meeting closed at 8.50pm.

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