

**MINUTES OF ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL
MEETING HELD ON THURSDAY 1st AUGUST 2019 IN THE
VILLAGE HALL, ASTON AT 7.30 PM**

1. Members Russell La Forte (Chairman)

Present: Phil West
Gill Ball
Jane West
Paul Sparrowhawk

In Attendance: Elaine Anstee – Clerk
Cllr C Matthews (OCC)
Cllr H Fenton (WODC)

- 2. Apologies from Members:** There were apologies from John Ordish and Ben Lings.
- 3. Minutes of the previous meeting** of the Parish Council on 4th July 2019 were agreed as a true record and it was RESOLVED as proposed by Gill Ball and seconded by Jane West, with all in agreement that the Chairman signs them.
- 4. Parish Councillors - Disclosure of interests on agenda items –** There were no disclosures of interest.
- 5. Meeting Open for Public Representation –** There was one member of the public present who addressed the meeting concerning a planning application on the agenda.
- 6. WODC/OCC Matters**

Councillor Fenton supported the comments made by the member of the public.

Councillor C Matthews also supported the comments made by the member of the public and also reported on the A40 meeting held in Eynsham on the 12 July 19.

7. Matters Arising from Previous Meetings

a) Repair/replacement of fencing on culvert at Great Brook bridge

The clerk reported that they have received email confirmation that this work will be completed by the end of August 2019.

b) Community Emergency Planning(CEP)

The chairman submitted the draft CEP he has previously circulated for discussion. This is very much a working document and needs further input from all councillors. He requested that this been put on the agenda for September's meeting and it was suggested that a working party be put together to finalise the CEP for presentation to the October meeting and subsequent submission to OCC.

c) *Matthew Homes Development*

There is a meeting with the Matthew Home's representatives and councillors at 10am on 2nd August to discuss the issues raised by residents and this will be reported back to council at the September meeting. The council will be asking for a program of works to enable councillors to keep residents informed.

d) *Anti-Social Behaviour*

There have been no reported incidents in the parish.

8. New Business

a) *Database of Groups/Organisations*

The chairman thanked the clerk for the work done so far which is a useful reference and asked that it be kept up to date as an ongoing reference document.

b) *Recommended Actions Following WODC Planning Training for Parishes*

1. Sect 106 Agreements- these must be directly related to the specific development (note there are 3 legal tests). The clerk was asked to put together a definitive summary of what has been agreed for the two current major developments in Aston for the September meeting.

2. Community Infrastructure Levy (CIL) - this may be spent (relatively) more widely. WODC is introducing this year and as a council there should be a plan of what do we want and why.

3. There was a discussion of the pro and cons about a Neighbourhood Plan and it was decided not to propose this at this time.

4. Finally the meeting discussed enforcement given the insights from the training; council has to be proactive and organised.

c) *Portfolio Responsibilities*

The proposed format for portfolio responsibilities based on the WODC model was agreed as a good idea in principle. The chairman asked that all councillors look at the different areas and come to the September meeting with the portfolio responsibility they would like to commit to.

d) *Formal consultation on the Oxfordshire County Council proposed Permit Scheme.*

Council discussed this with advisement from Cllr Matthews (OCC) and asked the clerk to complete the questionnaire in that the proposals appeared reasonable and that there should be more involvement from parish/town councils at the permit planning stage.

e) *Experimental Traffic Regulation Order on the A436 Adlestrop Railway Bridge to Stow-on-the-Wold.*

Gloucestershire County Council's is looking for support for a possible Experimental Traffic Regulation Order (ETRO) which would introduce a 7.5 tonne weight restriction on the A436 Adlestrop railway bridge. Council made no comment.

f) *Tree work – Vicarage Close, Aston*

WODC and OCC Principal Arboricultural Officer have come to a management agreement for the large sycamore tree in Vicarage Close, Aston. The tree is currently cable braced and has been reduced in the past. It is intended to install a new cable brace and reduce the tree back to its previous reduction points. This will likely form part of an ongoing regular maintenance plan for the tree, which will likely be undertaken every 4 years or so. The cable brace will be inspected on a more regular basis to ensure it is still functional. The clerk was asked to advise the residents of Vicarage Close with the plan.

g) *Voices Grant Request 19-20*

It was RESOLVED as proposed by Phil West and seconded by Jane West with all in agreement to grant £1000 as budgeted to Voices towards its print costs.

h) *St James Church – Maintenance of Churchyard – 2019*

It was RESOLVED as proposed by Gill Ball and seconded by Paul Sparrowhawk with all in agreement to grant £700 as budgeted to St James Church towards maintenance of the churchyard.

i) *Oxfordshire Association for the Blind Fundraising Appeal*

This was a general appeal for support for the work undertaken at the Oxfordshire Association for the Blind and council asked that the Small Grants Application form be completed and then it will be reconsidered.

9. Planning

New planning applications

Reference	19/01883/HHD
Alternative Reference	PP-07964135
Application Validated	Fri 28 Jun 2019
Address	Shire Barn North Street Aston Bampton Oxfordshire OX18 2DJ
Proposal	Infill of existing covered porch with masonry and glazing to form enlarged entrance hall.
Status	Under consideration

The parish council made no comment on this application.

Reference	19/02067/HHD
Application Validated	Tue 09 Jul 2019
Address	43 Saxel Close Aston Bampton Oxfordshire OX18 2EB
Proposal	Erection of a porch to front elevation.
Status	Under consideration

The parish council made no comment on this application.

Reference	19/01878/FUL
Alternative Reference	PP-07965770
Application Validated	Mon 22 Jul 2019
Address	Chimney Farm Barns Chimney Bampton Oxfordshire OX18 2EH
Proposal	Building operations and introduction of windows and door openings to facilitate the residential use of the modern farm building at Chimney Farm Barns following the change of use from storage (use class B8) to a self-contained residential dwelling (use class C3) by prior notification 19/01114/PN56.
Status	Under consideration

The parish council unanimously RESOLVED to object to this planning application on the grounds that it did not meet the requirements of OS2, OS4 and H2 of the WODC Local Plan 2031 and would be significantly detrimental to the existing character of the hamlet. The parish council also raised concerns over the impact on the water supply for the existing residents and the impact of parking.

Updates to previous planning applications

Reference	19/01881/CND
Reference	19/01150/S73
Reference	18/02809/CND

10. Community Trust

No report.

11. Parish Infrastructure

a) Village maintenance

Budget for 2019/20: £1,500. John Ordish has reviewed the main signage in the parish on which he produced a report for the clerk to contact OCC and WODC about any repairs/replacement. There are no signs needing replacement but some need cleaning and Phil West offered to carry out this work which was accepted with thanks.

b) Maintenance of drainage ditches in the parish

The clerk has written to the riparian owner of the Bull Street ditch asking for a plan of when works to clear the ditch will be carried out and has not received a response yet.

12. FINANCE

a) Account Balances – noted

b) Clerk – Request for Training Course and SLCC Membership

It was RESOLVED as proposed by Paul Sparrowhawk and seconded by Phil West with all in agreement to fund the clerk's travel to the Practitioner's conference in February 2020 as part of their professional development. And secondly to fund the clerk's SLCC

membership due for renewal on 1 September 2019 at a cost of £89 from the training budget of £200.00.

c) ICO Data Protection Fee

The ICO Data Protection fee is a cost that the council has to pay annually because as a corporate body the council processes personal data. The cost to pay per year is £40 is paid by cheque or BACS however is paid by direct debit the cost is £35 per annum. It was RESOLVED as proposed by Phil West and seconded by Jane West with all in agreement to pay the ICO by direct debit with effect from 2020.

d) July invoices presented for approval and payment

		Statute
Clerk's salary E Anstee (Gross £368.20) net £294.60, working from home allowance of £10.00	304.60	LGA 1972, s112
Clerk's expenses – 259 sheets x 7p + £2.51 postage	20.64	LGA 1972 s111
WODC – Dog Bin emptying –18/07/19 Invoice 33311776	23.35	Litter Act 1983
HMRC – PAYE – July19	73.60	LGA 1972 s111
DF Williams – Bus Shelter Cleaning – 22/06/19 – Inv 91216	147.41	HA 1980, s116
D Johnson – Weed spraying – Inv 1953	199.00	HA 1980, s116
D Johnson – Grass Cutting Playing Field 2 Cuts – Inv 1954	85.00	HA 1980, s116
Service Charge - Bank	18.00	LGA 1972, S111
Sub Total	£871.60	
Voices – Grant request	1000.00	S137, LGA 1972
St James Church – Churchyard Maintenance Grant -	700.00	S137, LGA 1972
Total	£2571.60	

It was RESOLVED as proposed by Phil West and seconded by Jane West, with all in agreement, to make the above payments.

13. CONFIDENTIAL ITEMS to be discussed in closed session

It was RESOLVED to exclude the press and the public in accordance with the Public Bodies (Admission to Meetings) Act 1960.

14. Bus Shelter at the end of Foxwood

A quote has been received from 'externiture' and the clerk has done some further research on costs which are in the report on page 13 of the clerk's briefing notes. The cost of relocating the electronic 30mph is approximately £700 including VAT which will be met by OCC but this means that until it is moved the bus shelter cannot be installed.

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

Police Property Action Fund – grants to support police related activities

16. Date of next meeting: Thursday 5th September 2019, 7.30pm

Meeting closed at 9.30pm

Minutes of the Parish Council meeting held on Thursday 1st August 2019

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