

**MINUTES OF ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL  
MEETING HELD ON THURSDAY 1<sup>ST</sup> FEBRUARY 2018 IN THE  
VILLAGE HALL, ASTON AT 7.30 PM**

**1. Members**                    **Richard Haines (Chairman)**

**Present:**                    **Ben Lings**  
                                     **John Ordish**  
                                     **Paul Sparrowhawk**  
                                     **Jane West**  
                                     **Phil West**

**In Attendance:**    Helen Sandhu – Clerk  
                                     Steve Good, West Oxfordshire District Councillor  
                                     One member of the public

**Members’  
Apologies:**                Jane Everex

**2. Minutes of previous meeting** – on 4 January 2018 were agreed as a correct record and signed by the Chairman.  
Proposed by Paul Sparrowhawk, seconded by John Ordish.

**3. Parish Councillors – Disclosure of interests on agenda items**  
John Ordish, as a Trustee, the grant request from Aston & Cote Community Trust discussed at Item 9a.

**4. Public Representation**  
As a parent of one of the children at the school, the member of public expressed his thanks to the Parish Council for the grant given to Aston & Cote Primary School towards the visit of the Life Education Bus.  
The member of the public then explained that he had attended the meeting on behalf of Aston & Cote Community Trust to speak about the Trust’s new playground plans.  
Richard Haines told the member of the public that the proposals for the playground were on the agenda for discussion as an information item and that the Parish Council will be considering whether any more information is required beyond what has already been supplied. Mr Haines also told the member of the public that the amount of funds that the Parish Council will have available for potential payment to the Community Trust as a grant won’t be known until after the end of the financial year.  
John Ordish thanked the member of the public for preparing the documentation on the project already supplied to the Parish Council.

**5. Proposal for Change in Agenda Order**  
Richard Haines proposed that the order of the agenda be changed, with matters relating to the Community Trust (including the new playground) to be considered as item 6. This was seconded by Ben Lings and the proposal was passed.

**6. Community Trust**  
The minutes of the recent meeting were put in the folder for councillors’ information. A detailed plan on the progress of the new playground project had been circulated in advance of the meeting. A further written update was put in the folder for circulation. Richard Haines proposed that at the March meeting the Parish Council will discuss any

**Community Trust (continued)**

conditions which should be attached to a potential grant payment (with the suggestion that these could include asking the Community Trust to provide evidence that they have already received payment of/commitment for funds amounting to a certain percentage of the total cost and/or a requirement that the project is completed by a certain date).

It was agreed that when the Community Trust is ready to make a request for a grant from the Parish Council, this must be submitted in a formal letter.

The Clerk reminded the Parish Council that when they had previously discussed the information that they would like to receive in relation to the Sports Aston proposal, councillors had considered it important that the Community Trust provides a longer term view of their proposals for the site, including the provision of parking, where additional amenities such as the multi-use games court would be sited, etc. John Ordish said that the Community Trust has been discussing the parking issue and agreed that these two issues (parking and longer term plans for the site, including the MUGC, etc) will be discussed at the next Community Trust meeting.

Steve Good said that he would support the proposed new playground as a District Councillor and will do whatever he can to help with the Trust's funding application to the District Council.

**7. WODC Matters**

Steve Good told the Parish Council that significant progress has been made on the process of gaining the Inspector's approval of the Local Plan. The Inspector now appears to be substantially happy with the documentation provided and, subject to some amendments to the plan relating to development in the Area of Outstanding Natural Beauty, it is expected that the plan will soon be approved.

Richard Haines asked Mr Good whether he could provide an update on the decision of the District Council to seek a Judicial Review of the appeal decision relating to the site behind Foxwood Close. Mr Good said that the Planning Team at the District Council considers that procedural errors were made with the appeal and this is why a Judicial Review is being sought. There is no further update at this point.

Mr Good went on to talk about how West Oxfordshire District Council is seeking to provide local people with housing which is low cost and therefore as "affordable" as possible. The District Council is looking for potential sites for low cost housing and has had discussions with the manufacturers of modular buildings which can be erected at low cost in a very quick time scale.

Ben Lings asked Mr Good whether he could provide an update on the Broadband project. Mr Good said that the process of delivering high-speed broadband to areas not covered by the OCC/BT project is underway and that residents can check when the work will be carried out in their area via the Gigaclear website: <https://www.gigaclear.com/postcode-checker/connectingwestoxfordshire>.

The Clerk asked Mr Good whether the District Council has withdrawn the road-sweeping service as the vehicle has not been seen locally for some time and there is now no information about the service on the District Council website. Mr Good said that he did not know about the status of this service but would try and find out further information.

## 8. Matters Arising from Previous Meetings

a) *Approved name for Cote Road (Mears Homes) development*

The name put forward by the Parish Council for this development (Marsh Furlong) has been approved.

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

The Clerk provided a brief update and reminded the Parish Council that she is attending a training course on 14<sup>th</sup> February.

a) *Anti Social Behaviour*

Nothing reported.

## 9. New Business

a) *Applications to Parish Council Small Grants Scheme*

The application from Aston Youth FC seeking grant funding towards the purchase of a set of portable floodlights was considered.

It was resolved to provide a grant of £369.00. Proposed by Ben Lings, seconded by Jane West.

The application from Aston & Cote Community Trust seeking grant funding towards the purchase of new blinds for the committee room was considered.

It was resolved to provide a grant of £246.00. Proposed by Ben Lings, seconded by Jane West.

It was noted that the grant fund for 2017/18 is now fully spent.

b) *Appointment of Trustee to the Bampton Exhibition Foundation*

Under the Foundation Scheme of the charity, two of the nine trustees are appointed by Aston, Cote, Shifford & Chimney Parish Council. One of the current two appointees has informed the Parish Council that he has resigned from the charity board.

Richard Haines told the Parish Council that he has started to disseminate information about the vacancy to local residents via word of mouth and that an article about the charity and the trustee vacancy will be included in the next edition of Voices. It was agreed that the closing date for people to express an interest would be Friday 30<sup>th</sup> March and that applications should be sent direct to the Clerk. The Parish Council will consider the applications at the April meeting. The Clerk was asked to contact David Hawkins (one of the continuing charity trustees) to inform him of the action being taken by the Parish Council and to ask him if he is happy for potential applicants to be given his details should they want to find out more information before deciding whether to apply.

c) *Parish Council election 2018*

All seven seats on the Parish Council are subject to election on 3 May 2018.

Nominations for the vacancies must be submitted between 27 March and 6 April 2018 (Nomination papers will be published by WODC in early March).

Richard Haines informed the Parish Council that this information will be included in the March edition of Voices. The Clerk will ensure that the information is also included on the website and on the Parish Council's Twitter page.

**New Business (continued)**

*d) Annual Parish Meeting 2018*

It was resolved to hold the Annual Parish Meeting before the election on 3<sup>rd</sup> May. The Clerk was asked to enquire whether the hall would be available on either the evening of Wednesday 18<sup>th</sup> April or Wednesday 25<sup>th</sup> April.

The Clerk will ask Roy Williams, the administrator of the allotments charity, whether the banner can again be put on the allotment fence in Aston.

It was resolved to ask the following to speak (in addition to the County Council and District Council representatives): Bampton Exhibition Foundation, Community Trust for the playground project, Nick Angus from the youth football club.

*e) To carry out the annual review of the Parish Council's risk assessment (not open spaces)*

The draft risk assessment and a report thereon by the Clerk had been circulated in the Briefing Notes. It was resolved to approve the assessment as presented – proposed by John Ordish, seconded by Jane West.

*f) Half yearly review of external Parish Council assets*

John Ordish volunteered to carry out this review; to report back to the next meeting.

**10. PLANNING**

**New planning applications**

- 17/04058/FUL Land North of Cote Road, Cote Road, Aston  
Alterations to extend highway access from the proposed road on land North of Cote Road onto the adjacent western field. Erection of single field gate.  
It was resolved that the Parish Council would not object to, nor comment on, this application.
- 17/04098/HHD 42 Bull Street, Aston  
Single storey pitched roof extension to garage  
It was resolved that the Parish Council would not object to this application. However, the Clerk was asked to request that a condition is attached to any permission ensuring that the extension and garage can only be used as ancillary to the main house and not separately occupied. Given that the application includes the removal of a tree the Clerk was asked to request that the planning officer ensures that the tree officer of the District Council is fully consulted.
- 18/00050/FUL Westfield House, Bampton Road, Aston  
Change of use from day nursery to dwelling including minor internal alterations  
It was resolved that the Parish Council would not object to, nor comment on, this application.

**Planning applications approved**

- 17/03433/FUL Chimney Farmhouse, Chimney, Bampton  
Conversion of existing outbuilding to annexe and erection of detached garage
- 17/03843/FUL South View Cottage, Back Lane, Aston  
Change of use from holiday let to residential dwelling.

**PLANNING (continued)**

**Planning applications refused**

17/03660/FUL Land at Livestock Buildings, south of Bampton Road, Aston  
Change of use of land to domestic to allow the siting of a “log cabin style” static caravan

**11. Parish Infrastructure**

*a) Village maintenance*

It was noted that the hedge alongside the field between Saxel Close and the Village Hall needs to be cut back as it overhangs the path. The Clerk told the Parish Council that she had received correspondence from the Highways officer about this hedge in the autumn and that the Highways officer had then issued a notice to the landowner (Matthew Homes) to cut the hedge. The Clerk was asked to inform the Highways officer that the hedge still hasn't been cut and to request that a further notice is issued to the landowner.

It was noted that the CCTV warning signs on the Great Brook Road are faded. The Clerk was asked to request that WODC replaces them.

*b) Replacement of post adjacent to war memorial path*

The contractor intends to install the new post on Wednesday 21<sup>st</sup> February.

*c) Highways matters still being pursued*

- Completion of entrances to North Street Farm development – still not completed.

**12. FINANCE**

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

*b) Receipts & Payments Account for 9 months to 31 December 2017* – included in the Clerk's Briefing Notes - noted.

*c) Bank Reconciliations at 31 December 2017*– included in the Clerk's Briefing Notes - noted

*d) Budget for 2018/19*

A copy of the approved budget for 2018/19 was included in the Clerk's Briefing Notes.

*e) January invoices presented for approval and payment*

|  |                 | Statute          |
|--|-----------------|------------------|
| Clerk's salary - H Sandhu £371.00, working from home allowance of £10.00 | 381.00          | LGA 1972, s112   |
| Clerk's expenses – 263 sheets x 7p                                       | 18.41           | LGA 1972 s111    |
| West Oxfordshire District Council – emptying of dog bin in February      | 21.94           | Litter Act 1983  |
| Aston Youth FC – grant   | 369.00          | LG (MP) Act 1976 |
| Aston & Cote Community Trust - grant                                     | 246.00          | LG (MP) Act 1976 |
| <b>Total</b>   | <b>1,036.35</b> |                  |

It was resolved to make the above payments, proposed by John Ordish, seconded by Paul Sparrowhawk.

**13. Matters arising since publication of agenda/**

**Matters which Councillors wish to raise for inclusion on next agenda  
(for discussion only)**

Richard Haines suggested that the Parish Council should discuss potential name suggestions for the two unnamed developments in Aston at the next meeting. The Clerk also suggested that the Parish Council should review the terms and conditions of the small grants scheme, particularly in relation to retrospective funding requests.

Signed .....dated.....