

**MINUTES OF ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL  
MEETING HELD ON THURSDAY 1<sup>ST</sup> JUNE 2017 IN THE  
VILLAGE HALL, ASTON AT 7.30 PM**

- 1. Members Present:** Richard Haines (Chairman)  
Jane Everex  
Ben Lings  
John Ordish  
Paul Sparrowhawk  
Jane West  
Phil West

**In Attendance:** Helen Sandhu – Clerk

**Members' Apologies:** None

- 2. Minutes of previous meeting** – on 4 May 2017 were agreed as a correct record and signed by the Chairman.  
Proposed by Jane Everex, seconded by Jane West.

- 3. Parish Councillors – Disclosure of interests on agenda items**  
None.

**4. Public Representation**

John Ordish informed the Parish Council that a local resident had contacted him about the rough surface of the Cote Road close. The resident is a wheelchair user and the poor condition of the road surface is making it difficult for him to leave the house. The Clerk was asked to contact Oxfordshire County Council. The Clerk recommended that the resident should be encouraged to also contact the County Council himself.

Richard Haines said that he has had concerns expressed to him by residents about cars parked across dropped kerbs. Mr Haines said that he has already discussed this issue with PCSO Sandra Syphas.

**5. Matters Arising from Previous Meetings**

*a) Potential relocation of dog bin on Ham Lane*  
Completed.

*b) New noticeboard for Southlands*  
The Clerk will be placing the order shortly.

*c) Maintenance of parish benches*  
The quotation received from a local contractor was considered and it was resolved not to proceed.  
It was resolved to accept the offer from a volunteer to scrape and apply gloss black Hammerite paint to the metal bench at the war memorial (Parish Council to fund materials cost).  
It was resolved to replace the Southlands bench with a recycled plastic one identical to the bench recently donated to the Community Trust. Paul Sparrowhawk & John Ordish to measure and inform the Clerk of the requirements for new bench.

**Matters Arising from Previous Meetings (continued)**

John Ordish agreed to speak to a local contact about the work required on the VE/VJ bench on the playing field – replacement of all wooden slats.

*d) Anti Social Behaviour*

The new basketball hoop has been broken – believed to be due to boisterous play rather than malicious damage.

**6. New Business**

*a) Annual Parish Meeting – 24 May 2017*

There was a discussion about possible ways of creating a record of sewage incidents. Ben Lings was asked to see if it would be possible to create a separate Contact Form on the website purely for this purpose. Richard Haines will ensure information is included in the next issue of Voices.

It was agreed that the Parish Council should seek to engage with local residents about future plans for the precept. This could be done via a questionnaire in the September edition of Voices (copy deadline end of August). To be discussed at July Parish Council meeting.

*b) Parish Council small grants scheme*

The Guidance Notes and Application Form prepared by the Clerk and circulated in advance of the meeting were discussed.

It was resolved to make the following amendments:

- Guidance notes to include information on typical level of grant request supported (maximum £500, but larger applications may be considered);
- Grant scheme is for one-off applications, with the existing annual support given to local organisations to be processed in the same way as present and not through this scheme;
- Add information making it clear that whilst the application form will be kept confidential, the applications will be considered in public at a Parish Council meeting and information submitted could be subject to disclosure under the Freedom of Information Act.

Clerk to update the paperwork and recirculate it to councillors.

*a) Oxfordshire County Council Communities Fund*

The County Council has made available a total fund of £250,000 to which communities can bid for one-off match funding for schemes or projects to supplement services following changes/reductions. The Parish Council does not currently run any type of service or scheme for which an application would appear appropriate.

The Clerk was asked to forward the information to The Community Trust, Aston & Cote Preschool Playgroup, Aston & Cote Minibus and Richard Bloomfield for the youth club as they may be running activities which could be eligible for the fund.

## 7. PLANNING

### New planning applications

17/01432/FUL Chimney Farmhouse, Chimney  
Demolition of existing outbuilding, installation of swimming pool and erection of stables with attached pool machinery room. Erection of detached double garage with garden shed and conversion of existing garage store / utility room to create self contained granny annexe with attached utility room.

It was resolved that the Parish Council would not object to the application but would request that the following conditions be attached to any approval:

- new accommodation created to be ancillary to the main house and not for separate occupation;
- stables and garaging to be prohibited from future conversion to residential use

### Planning applications approved

17/00490/HHD Mayville, Back Lane, Aston  
Alterations to include conversion of store to playroom/office, erection of single storey extension and outbuilding.

17/01159/HHD 35 Woodbridge Close, Aston  
Alterations and erection of single storey rear extension and front porch

### Planning applications refused

17/01128/HHD The Old Dairy Barn, Cote  
Erection of single storey extension

### Planning applications going to appeal

16/03910/FUL Westfield House, Bampton Road, Aston  
Erection of three dwellings with associated works

### Follow up to previous planning applications

14/01496/FUL Thistle Cottage, Ham Lane, Aston – visual splay/obstruction of highways verge  
West Oxfordshire District Council is now seeking to enforce the planning condition which prohibits the obstruction of the visual splay, with the deadline for the removal of the fence to be within 28 days of 17 May.

## 8. Community Trust

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

## 9. Parish Infrastructure

### a) Village maintenance

It was resolved to approve the quotation received from Oxford City Council (Direct Services) in the sum of £655.50 for three weedsprays of the main roads through Aston in 2017. Proposed by John Ordish, seconded by Ben Lings.

The two vehicle activated signs are obstructed by vegetation. Phil West volunteered to cut the overgrowth back.

**Parish Infrastructure (continued)**

- b) *Metal chicanes/barriers at footpath ends – Woodbridge Close, Cote Road, Bull Street*  
The rectification work has not yet been carried out – Clerk to chase Oxfordshire County Council.
- c) *Potential VAS for Bampton Road entrance to Aston*  
The Clerk has contacted Oxfordshire County Council but has had no response.

**10. FINANCE**

- a) *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 John Ordish.
- b) *Accounts for year ended 31 March 2017 – 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.
- c) *Internal audit for 2016/17*  
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.
- d) *May 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 – printing – 397 sheets @ 7p, gift for internal auditor £9, stamps £6.72, tea bags £2.50	46.01	LGA 1972 s111
West Oxfordshire District Council – one cut of verges and war memorial (two invoiced in year to date)	392.98	HA 1980, s116
West Oxfordshire District Council – emptying of dog bin in June	21.94	Litter Act 1983
Creative Solutions – date sticker for APM banner	19.20	LGA 1972 s111
<b>Total</b>	<b>861.13</b>	

It was resolved to make the above payments, proposed by John Ordish, seconded by Ben Lings.

**11. Parish Councillors’ reports from meetings attended since last meeting**

Richard Haines gave a brief report on his attendance at the RAF Brize Norton Local Community Working Group meeting on 17 May 2017. There are now just under 8000 staff associated with RAF Brize Norton, including both service personnel and contractors. 2017 marks the station’s 80<sup>th</sup> anniversary. Programme Gateway has been launched which will see much of the non-military work outsourced to civilian staff; it is hoped that this will save £45 million over 10 years.

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

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

Paul Sparrowhawk reported on discussions he has had with Andy Ball about the purchase of replacement consumables for the defibrillator installed at the garage. Councillors expressed their thanks to Mr Ball for offering to order the supplies when they are required and to ensure that they are properly fitted, and confirmed that the Parish Council would reimburse him for the costs on receipt of the paid invoices.

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