

MINUTES OF ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL MEETING HELD ON THURSDAY 1st October 2020 via THE ONLINE PLATFORM, ZOOM, AT 7.30 pm

- 1. Members Present:** Russell La Forte (Chairman)
John Ordish (Deputy Chairman)
Jane West
Gill Ball
Ben Lings
Paul Sparrowhawk
Phil West

In Attendance: Elaine Anstee – Clerk
Cllr C Mathew

- 2. Apologies from Members:** There were no apologies.
- 3. Minutes of the previous meeting** of the Parish Council on 3rd September 2020 were agreed as a true record and it was RESOLVED as proposed by P Sparrowhawk and seconded by P West, 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 members of the public present but a representation from the group raising funds for the memorial bench was made stating that they had decided on a wooden bench to be sited by the post box on the corner of Bull Street.
- 6. WODC/OCC Matters**
There was no report from WODC or OCC councillors.
- 7. Matters Arising from Previous Meetings**

a) Traffic Calming Update

- The automation of the 20mph signs outside Aston School was completed on 23 September 2020 with the programming of the lights. The Head Teacher at Aston Primary School wished to thank the parish council on behalf of the school for this piece of work.
- The gates and signage were ordered from Glasdon's on the 4th September 2020 and are due for delivery in mid- October. Once they are received OCC will program the installation depending as advised by the parish council depending on the cost.
- The Square, Aston – OCC Councillor is to set up a meeting with OCC Officers to discuss possible traffic management measures.

b) Prepared for the Worst – Technology Review

A HP laptop has been purchased and received. The domain name applied for and once received the set-up of the laptop, purchase of Office 365 and new emails will be finalised.

c) Future of North Farm – Update by the Chair

Following an update from the Chairman and debate of the feasibility study it was RESOLVED as proposed by J Ordish, seconded by B Lings with all in agreement that once the feasibility study had been revised R La Forte will pass it to all councillors for information and feedback before submitting to OCC. A vision statement for consultation locally to be created but it must be clear that at this stage it is just a proposal and no decision has been made. The Parish Council principle is to have as much involvement in any proposed use of the North Farm site as possible to influence OCC on social and community use not just housing.

d) Community Response for COVID 19

There have been no requests for assistance in September so the 'WhatsApp' volunteer group will be closed and a thank you sent to all of the volunteers.

e) Land to the East of Back Lane

Approximately 50 people attended the 'open day' at the village hall in Aston on the 13th September and the webinar on the 14th September. The Parish Council welcomes the interaction by OCC and Bluestone Planning during this process and looks to it continuing as plans move forward.

f) Anti-Social Behaviour

There have been several reports of nuisance doorbell ringing/door knocking between 3am to 5am in Aston. These have been reported to the police who have contacted those who have been affected.

8. Planning

Documents emailed to councillors on the 25th September 2020 for perusal prior to the meeting also available at <https://www.westoxon.gov.uk/planning-and-building/planning-permission/view-planning-applications/>

Reference	20/02560/HHD
Alternative Reference	Not Available
Application Validated	Wed 26 Aug 2020
Address	23 Cote Road Aston Bampton Oxfordshire OX18 2DU
Proposal	Erection of two storey rear and single storey side extensions
Status	Under consideration
No comment	

9. New Business

a) *Salt Cross Garden Village Consultation*

It was decided to respond to the consultation as follows:

- whether the AAP is legally compliant – no comment
- whether it is sound – no comment
- whether we have complied with our statutory duty to co-operate - WODC appears to have discharged its statutory duty to co-operate

b) *Proposed Devolution – White Paper*

This white paper has not been published yet but the summary indicates that the creation of unitary authorities is being driven by cost savings rather than improvements to service provision.

c) *Modern Barn, Chimney – Conversion and subsequent residential use.*

The previous response was reviewed with the new plans and the clerk was designated to formulate a response that agrees the change of design has some elements that are welcome but does not go far enough to deal with all the issues raised. The response to reiterate the original request for restrictions if the planning consent is granted.

d) *Neighbour Hood Plan and extension of the Conservation Area*

Neighbourhood plan would help the Parish Council to manage planning more effectively locally especially with the proposed changes to planning legislation that could see major changes for parish councils in relations to CIL and S106. It was decided that an initial step of creating a strategic vision for the Parish Council could be done at no expense and then there would be a starting point. The Chairman said he would draft an initial strategic vision paper for debate and discussion.

10. Community Trust

The minutes of the September meeting had been circulated by email prior to the meeting for information.

11. Parish Infrastructure

a) *Village maintenance*

The Asset Check identified that the bench in Cote is in need of repainting and the bench on the corner of Southlands needs replacing which will be put on the next agenda for decision. It was also decided to put the position of Lengthsman on the agenda as part of the budget discussions for 2021-22.

b) *Allotments*

The clerk had received an enquiry about the set-up of the Allotment Trust and constitution. The historic records have been requested from the History group for the clerk to do research into the enquiry.

c) Defibrillator for Cote

Following on from the discussion at the 3 September meeting about solar power for the light in the telephone box the clerk approached three different companies about the requirements for installing defibrillators. They all came back to say that the actual defibrillator box needs power as it has a heater in it to keep the machine at a certain temperature during the winter and colder months. There is not a reliable enough solar product to ensure that the heater will work uninterrupted if necessary. None of the companies contacted recommended solar power except for lighting. SSEN was approached for a quote to put in the power supply to the telephone box and this will cost £4990.76. The budget set aside for the defibrillator is £3,000. The clerk to apply for funding from SSEN Community Resilience Fund (Closed for 2020), Cottesway Communities Fund, British Heart Foundation (Closed for 2020), Tesco Bags of Help and CPF.

d) Asset Register – Half Year Review

The asset check been completed and items for repair/replacement reported under Minute Number 11a, 1st October 2020, Page 1582.

12. FINANCE

a) Account Balances – for information.

b) Bank Reconciliation as at 30 September 2020

The bank reconciliations have been reviewed and approved by Ben Lings.

c) NJC Agreement - National Salary Award 2020/21 – For Information

At the meeting on the 5th March 2020 Item 4 on page 1554 it was RESOLVED to increase the Clerk's pay following a successful appraisal and in line with the NALC/JPAG Guidance to LC2 Scale Point 21 from 1 April 2020. It was also RESOLVED to increase to clerk's working at home allowance. The additional amount under the pay award is 37p per hour. Back dated to 1st April 2020 this is £62.16.

Standing orders for salary and HMRC will be amended with effect from November.

d) Budget 2021-2022 – Projects

At the November parish council meeting the clerk will present the first draft of the budget for 2021-22 some suggested for projects - Aston Stores grant support, increase in the Cote Chapel grass cutting grant, further traffic calming/weight limits/emergency TTROs, repairs to the edging around the war memorial. Councillors to forward any further ideas to the clerk by the 28th October 2020.

- e) It was RESOLVED as proposed by J Ordish and seconded by G Ball with all in agreement to approve the following payments for the period October 20.

	NET	VAT	Gross Amount
Clerk's expenses – 241 sheets x 7p/ Zoom £14.39/Salary Rise 2020/21 = £49.76/Book of 2 nd Class Stamps £7.80/Envelopes £2.50	88.92	2.40	91.32
Repayment of Additional Funds for Laptop	-86.99		-86.99
HMRC – Additional payment on Pay increase	12.40		12.40
Des Johnson – Recreation Ground Grass Cutting – Inv TBC	170.00		170.00
WODC Ground Maintenance August – Inv 33373142	714.98	143.00	857.98
WODC Ground Maintenance July – Inv 33372987	357.49	71.50	428.99
Ubico – Dog Bin Emptying GBR – Inv 60036515	83.46	16.69	100.15
DF Williams – Bus Shelter Cleaning – Inv 98386	130.45	26.09	156.54
Total to be decided and approved	£1,470.71	£259.68	£1,730.39
Monthly Standing Orders			
Clerk's Salary	318.48		318.48
WODC Dog Bin emptying Inv 33377259	19.95	3.99	23.94
HMRC PAYE	75.00		75.00
Total SDOs	£413.43	£3.99	£417.42
Total	£1,884.14	£263.67	£2,147.81

13. Parish Councillors' reports from meetings attended since last meeting - None

14. Matters arising since publication of agenda/

Matters which Councillors may wish to raise for inclusion on next agenda - None

15. Date of next meeting: Thursday 5th November 2020, 7.30pm
Monthly meeting of Parish Council

Meeting closed at 9.30pm

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