

MINUTES OF ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL MEETING HELD ON THURSDAY 20th May 2021 at the Village Hall, Aston, AT 7.30 pm

1. Members Russell La Forte (Chairman)

Present: John Ordish
Phi West
Paul Sparrowhawk

In Attendance: Elaine Anstee – Clerk
Jane West (via TEAMS)
Ben Lings (via TEAMS)
Gill Ball (via TEAMS)

2. Apologies from Members: There were no apologies though three councillors attended via TEAMS and therefore did not vote.

3. Annual Meeting of Parish Council

a) Election of Chairperson

This item was chaired by R La Forte, outgoing Chairman.
There were no expressions of interest to act as Chairperson for the new council year and R La Forte indicated his willingness to continue as Chairman for the year. He was proposed by P West, seconded by J Ordish and unanimously so elected.
R La Forte signed the Acceptance of Office form.
R La Forte then continued as Chairman of the meeting.

b) Vice Chairperson

There were no new nominations for the role of Vice Chairperson and J Ordish agreed to continue for the new council year. He was proposed by P West and seconded by R La Forte and unanimously so elected.
J Ordish signed the Acceptance of Office form.

c) Parish Transport Representative (PTR)

It was resolved that the Parish Council would not appoint a member as a Transport Representative; a representative of the Parish Council will be nominated to attend PTR meetings organised by the County Council where there are specific issues of local relevance to be discussed. This role to be moved to the Portfolio for Transport.

d) Community Trust Representative

R La Forte was proposed by J Ordish, seconded by P Sparrowhawk, and unanimously elected to this role as the Parish Council's representative on the Committee of Aston & Cote Community Trust. P Sparrowhawk to cover if R La Forte unavailable. This role to be put under the Strategic Planning Portfolio.

e) Contact Person for Cote Chapel Committee

Ben Lings was proposed by J Ordish, seconded by P Sparrowhawk, and unanimously elected to continue to act as the contact between the Parish Council and the Cote Chapel Committee.

f) RAF Brize Norton Local Community Working Group Representative

Ben Lings was proposed by J Ordish, seconded by P Sparrowhawk, and unanimously elected to act as the Parish Council's representative on the RAF Brize Norton Local Community Working Group.

g) Writer of Parish Council news item for Voices

R La Forte to write the Parish Council news articles for Voices, working together with the Clerk.

4. **Minutes of the previous meeting** of the Parish Council on 1st April 2021 were agreed as a true record and it was RESOLVED as proposed by P Sparrowhawk and seconded by J Ordish, with all in agreement that the Chairman signs them.
5. **Parish Councillors - Disclosure of interests on agenda items** – R La Forte declared a non-pecuniary interest as a member of the History Group – Agenda Item 12a.
6. **Meeting Open for Public Representation** – There was no public present.
7. **WODC/OCC Matters**
No report.
8. **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 kerb area around the memorial will be added to these discussions as it has deteriorated significantly due to the increased traffic and work done on the road.
- The quote from Glasdon for the signs/gates for Cote/Shifford and Chimney was discussed, and it was RESOLVED as proposed by P Sparrowhawk and seconded by J Ordish, with all in agreement to accept the Glasdon quote of £3,865.82. The gates and signage will match the existing gates/signage.
- The installation request for the gates/signage is with OCC officers for a quote and confirmation/agreement on the proposed siting of the gates. There will be a walk round with OCC officers on 26th May 2021 to finalise sites.
- The draft proposal bringing all requests for 30 mph extensions around Aston and Cote together was submitted to OCC Highways officers on 30 April 2021 for comment and guidance. These will also be discussed with OCC officers on 26th May 2021.
- The remaining funds for traffic calming are £10,184.00.

b) St Mary's Shifford and Cote Chapel – Grass Cutting Grants

The thank you from both St Mary's, Shifford and Cote Chapel for the grants for 2020/21 were noted.

c) Small Grant Application – Aston Brownies

Following discussion of the additional information provided as requested at the Parish Council meeting on the 1st April 2021 it was RESOLVED as proposed by J Ordish and seconded by P West with all in agreement to provide a grant of £385.

d) Annual Parish Meeting

It was agreed to defer decision on date until after the UK Government's pandemic road map announcement on 21st June 2021.

e) Future of North Farm

The Chairman gave a verbal update on the status of the North Farm proposals. The two public consultations had generated a good number of responses. The next stage is for OCC to review the outline proposal and decide if they wish to engage further with the Parish Council on progressing it.

f) Land to the East of Back Lane

There has been no further update or change to the deferment.

g) Dog Poo Bin for end of Ham Lane

The Clerk has had confirmation from the field owner that they have no objection to siting dog bin by the gate opposite the last house. They advised that the actual lane from the end of the tarmac is owned by the Aston Drainage Board (ADB). The clerk wrote to Welch and Stammers Solicitors, who are the secretaries for the ADB, on 7th May 2021 requesting land ownership details and permission to site the dog poo bin. It was RESOLVED as proposed by R La Forte and seconded by J Ordish, with all in agreement, to install the dog bin at a cost of £287.00 plus VAT and pay the associated annual emptying costs of £186.00 plus VAT.

h) Anti-Social Behaviour

There have been no reports of anti-social behaviour, but a large mineral bag of rubbish had been dumped by the bridge across the Great Brook at the end of Ham Lane. This was reported on 'Fix My Street' and removed less than a week later.

9. Planning

There were no new planning applications.

Update on Previous Planning Applications – For Information

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	Decided
Decision	Refuse

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	Decided
Decision	Approve
Decision Issued Date	Wed 05 May 2021

10. New Business

a) *History Group – Grant for Book Publication*

It was RESOLVED to reduce the grant for publishing the Aston, Cote, Shifford and Chimney - Parish History in March 2021 from £2,950 to £1,280 and redistribute the difference to the Cote Defibrillator fund. This amended grant is to fund the second print run of the book and £30 of the grant to be used to fund the copies of the book to the Oxford History Centre (County Archives) and Bodleian Libraries which is a legal depository.

b) *Champing at the Cote Chapel*

The Parish Council asked for further information on how this would work, dates, maximum numbers of people staying as any one time, parking arrangements and noise management. The clerk to contact the trustees.

11. Community Trust

Astonbury Music Festival 21-23 August is to go ahead as planned and the fete will be held on the Saturday, 22nd August, to make the most of the facilities that will be in place for the festival.

There have been issues with the maintenance of the playing field, so the clerk was tasked with arranging a meeting with the Community Trust, football representatives and the contractor to develop a cohesive working relationship.

12. Parish Infrastructure

a) *Village maintenance*

The signs and road names need washing and herbage cleared. The clerk was tasked with getting quotes from local contractors.

b) *Lengthsperson 2021*

No progress.

c) *Noticeboard for Cote*

There was still no consensus on the siting of the noticeboard so referred to the June meeting to allow all councillors to view the sites suggested.

d) *Defibrillator for Chimney*

BBOWT have agreed in principle for the siting of the defibrillator pending confirmation of the design of the stone shelter. Once the council has this the BBOWT officer has requested a site visit with the plans to finalise the decision. The clerk was tasked with contacting the contractor to do an initial design and quote for the construction. The Community Heartbeat Trust (CHT) initial quote was noted. With the transfer of £1,670 from the History Grant there is a total of £3,330 in the budget.

e) Allotments

The trustees and new secretary are now in place. The clerk was tasked with setting up a meeting with the Parish Council in July 2021.

13. FINANCE

a) Account Balances – noted.

b) Insurance Renewal for 21/22

It was RESOLVED as proposed by R La Forte and seconded by J Ordish, with all in agreement, to renew the insurance with BHIP Insurance Brokers (Local Council) for 2021-22 at a cost of £347.37, incl VAT.

c) Receipts and Payments Account to 31 March 2021

It was unanimously RESOLVED to receive and approve the accounts for the year ended 31 March 2021 as proposed by R La Forte and seconded by J Ordish.

d) Annual Governance Statement – Section 1 of the Annual Return

The Statement for completion by the Parish Council and a report 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." RESOLVED as proposed by R La Forte, seconded by J Ordish with all in agreement.

e) Accounts for year ended 31 March 2021 – Section 2 of the Annual Return

It was unanimously RESOLVED to approve the return covering the financial accounts in Section 2 of the Local Councils Annual Return to the external auditors as proposed by R La Forte and seconded by J Ordish.

f) Internal Audit for 2020/21

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 significant issues to notify to the Parish Council. Council asked that their thanks be passed on to the internal auditor.

- g) It was RESOLVED as proposed by J Ordish and seconded by P West with all in agreement to approve the following payments for the period April 2021.

	NET	VAT	Gross Amount
Clerk's expenses – 341 sheets x 7p/ / Microsoft Office £43.20/VAT on Laptop £138.60	59.87	145.80	205.67
WODC – Grounds Main/Grass Cutting 15/03/2021	357.49	71.50	428.99
Des Johnson – Invoice 2139 – Grass Cutting/War Memorial Maintenance/Signpost at Cote	390.00		390.00
BHIB Insurance Renewal – Invoice LC000491-505767	310.15	37.22	347.37
Aston Brownies Grant	385.00		385.00
Aston History Group – Purchase and donation of 2 copies of the Parish History	30.00		30.00
Total to be decided and approved	£1,532.51	£254.52	£1,787.03
Monthly Standing Orders			
Clerk's Salary	341.16		341.16
WODC Dog Bin emptying Inv 33394984	20.17	4.03	24.20
HMRC PAYE	80.60		80.60
Total SDOs	£441.92	£4.03	£445.95
Total	£1,974.73	£258.55	£2,232.98

- a) **Parish Councillors' reports from meetings attended since last meeting** – nothing further to report.

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

Queen's Jubilee – 2022 – Tree Planting
Clerk's Hours

- c) **Date of next meeting:** **Thursday 10th June 2021, 7.30pm**
Monthly meeting of Parish Council

Meeting closed at 8.50pm.

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