

**MINUTES OF ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL  
MEETING HELD ON THURSDAY 2<sup>nd</sup> July 2020 via THE ONLINE PLATFORM, ZOOM, AT 7.30 PM**

- 1. Members Present:** Russell La Forte (Chairman)  
John Ordish (Deputy Chairman)  
Jane West (from 8pm)  
Phil West  
Ben Lings  
Paul Sparrowhawk

**In Attendance:** Elaine Anstee – Clerk

- 2. Apologies from Members:** There was an apology from G Ball.
- 3. Minutes of the previous meeting** of the Parish Council on 4<sup>th</sup> June 2020 were agreed as a true record and it was RESOLVED as proposed by Paul Sparrowhawk and seconded by John Ordish, with all in agreement that the Chairman signs them.
- 4. Parish Councillors - Disclosure of interests on agenda items** – There were no declarations of interest.
- 5. Meeting Open for Public Representation** – There were no members of the public present.
- 6. WODC/OCC Matters**  
There were no reports from OCC and WODC councillors.
- 7. Matters Arising from Previous Meetings**
- a) *Grants Issued at June Meeting*  
Letters of thanks had been received from St Mary's Shifford, St James Church, ACPM and Cote Chapel for grants issued.
- b) *Traffic Calming Update*
- S106 monies of £10k from the Mears Homes site have now been received by the parish council.
  - The clerk has contacted OCC requesting that the work on the automation of 20 mph signs outside the school be actioned and put in a grant request to the County Councillor's priority funding pot for £500 to support this project. The remaining funds will come from the parish's council traffic calming reserve. The parish council would like to see this work completed by September 2020 in time for the new school year.
  - Council discussed the recommendations in the report from the site visits on 24<sup>th</sup> June and agreed the siting of white gates and new signage for both Aston and Cote. The clerk was tasked with obtaining quotes for the purchase of gates and signs which will be installed by OCC.

- The clerk has reminded OCC officers of the request for a quote for the chicane by the village hall and the actions that now need to be taken to get this piece of work started.

c) *Prepared for the Worst – Technology Review*

Following on from the work initially done by the clerk, Cloudy Group has been approached for a free review of the council's current technology and to provide a quote for comparison purposes. The clerk and a representative reviewed the hardware, software requirements, website and email provision currently in use on the 23rd June 2020. A full report will be available for the August meeting.

d) *Community Response for COVID 19*

There have been no new requests for assistance this month however the Community Hub Responder is standing down with effect from 1st July 2020 as they have to return to work. The regular users will be supplied with contacts for prescription collections and the clerk will continue to arrange with volunteers any requests for the collection of pre ordered shopping. As the country comes slowly out of lock down a review of lessons learnt in the local community will be programmed to inform the Community Emergency Plan.

e) *Anti-Social Behaviour*

During the previous week there had been tools stolen from a van in Cote and vandalism of the Jubilee seat which has already been repaired by P Sparrowhawk. Duxford Ford was overwhelmed by more than 100 young people who drove there and proceed to party leaving behind litter and damage to crops. It has been advertised in a Cotswolds promotional piece as a 'place to visit'.

## 8. Planning

### **Appeal Notification – 19/03403/FUL Land South of Elmside, Greenacres Lane, Aston**

The parish council will reiterate original comments.

### **New planning applications**

<b>Reference</b>	<b>20/01212/HHD</b>
Alternative Reference	PP-08723068
Application Validated	Thu 04 Jun 2020
Address	4 Chimney Farm Cottages Chimney Bampton OX18 2EH
Proposal	Erection of a two bay garage, with new site entrance to accommodate parking.
Status	Under consideration

The parish council reiterated previous comments made in relation to previous application and to include a condition about use of materials in keeping with the property's grade two listing.

**Reference** **20/01402/HHD**  
Alternative Reference PP-08761693  
Application Validated Fri 19 Jun 2020  
Address 4 St James Court North Street Aston Bampton OX18 2BF  
Proposal Erection of single storey rear extension  
Status Under consideration  
No comment – within existing footprint and fits with existing building

**Reference** **20/01358/HHD**  
Alternative Reference Not Available  
Application Validated Fri 15 May 2020  
Address Novita Cote Bampton Oxfordshire OX18 2EG  
Proposal Erection of a replacement garage  
Status Under consideration  
No comment

#### **Update on Previous Planning Applications**

**Reference** **20/00983/HHD**  
Alternative Reference Not Available  
Application Validated Mon 20 Apr 2020  
Address Farm View Back Lane Aston Bampton Oxfordshire OX18 2DQ  
Proposal Single storey side extension  
Status Decided  
Decision Approve  
Decision Issued Date Tue 16 Jun 2020

**Reference** **20/00877/HHD**  
Alternative Reference PP-08611014  
Application Validated Thu 02 Apr 2020  
Address Bull House Bull Lane Aston Bampton Oxfordshire OX18 2DN  
Proposal Single storey extension  
Status Decided  
Decision Approve  
Decision Issued Date Thu 11 Jun 2020

#### **9. New Business**

##### *a) Community Trust – Dog Walking*

At the Community Trust meeting in June concerns were raised about the amount of dog fouling on the recreation field and this had been raised at parish council previously. This is being constantly reviewed by the Community Trust.

b) *Bampton Meadows – Traffic Management Plan*

On the 24<sup>th</sup> June the clerk wrote to OCC Highways and WODC Planning to ask about the rationale for directing the construction traffic for Bampton Meadows across the Aston hills and through the Square. Information on how to challenge this decision was also requested for 29<sup>th</sup> June 2020. The clerk has received acknowledgement from WODC of the request but nothing further and will keep chasing. No response has been received from OCC Highways.

c) *LGA – Code of Conduct Consultation*

The parish council uses the recommended Code of Conduct and will review when the new model member code of conduct is issued.

## 10. Community Trust

Dog walking at the recreation ground was discussed under agenda item 9a). The village hall remains closed until the next Community Trust meeting on 16<sup>th</sup> July 2020. J Ordish asked that the clerk go through the S106 monies that the Community Trust maybe able to access to do projects at the village hall and recreation ground.

## 11. Parish Infrastructure

a) *Village maintenance*

The clerk has contacted D Tracey with reference to the installation of a defibrillator but has not had a response. J Ordish to check with VC about electricity supply to telephone box in Cote.

Pavement sweeping opposite Village Hall and North Street has been requested through Ubico but no response has been received so the clerk will request again.

R La Forte asked for a follow up letter to the owner of Bull Street ditch to thank them for the partial clearance of the ditch last autumn and could this be completed especially in light of Matthews Homes having hired a company to clear the pipe into the ditch.

b) *VE75 Bench*

The bench has been delivered and is currently residing in St James Church. A quote for £94 to install the bench with paving has been received from I Dunstan. It was RESOLVED as proposed by R La Forte and seconded by J West to pay the £94 for the paving and installation of the bench. It was also decided to install a brass plaque with the legend 'Presented by the parish council to commemorate the 75<sup>th</sup> anniversary of VE Day 8<sup>th</sup> May 2020'.

## 12. FINANCE

a) *Account Balances–noted*

a) *Receipts & Payments Account to 31 March 2020*

It was unanimously RESOLVED to receive and approve the accounts for the year ended 31 March 2020 as proposed by R La Forte and seconded by Paul Sparrowhawk.

Minutes of the Parish Council meeting held on Thursday 2<sup>nd</sup> July 2020

b) *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 John Ordish, seconded by Paul Sparrowhawk and unanimously agreed.

c) *Accounts for year ended 31 March 2020 – 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.

d) *Internal audit for 2019/20*

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. Council asked that their thanks be passed on to the internal auditor.

b) It was RESOLVED as proposed by B Lings and seconded by P West with all in agreement to make the following payments:

	NET	VAT	Gross Amount
Clerk’s expenses – 185 sheets x 7p/ Zoom £14.39	24.94	2.40	27.34
WODC - Grass Cutting Inv 33363253 and 33363422	714.98	143.00	857.98
Des Johnson - Recreation Ground Grass Cutting – Inv TBC	170.00	0.00	170.00
St James Church	94.00	0.00	94.00
<b>Sub Total</b>	<b>£1,003.92</b>	<b>£145.40</b>	<b>£1,049.32</b>
<b>Total to be decided and approved</b>	<b>£1,003.92</b>	<b>£145.40</b>	<b>£1,049.32</b>

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

R La Forte will be attending a meeting of WASP on Monday 6<sup>th</sup> July 2020

**14. Date of next meeting:**

**Thursday 6<sup>th</sup> August 2020, 7.30pm**

Monthly meeting of Parish Council

Meeting closed at 9.30pm

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