

**MINUTES OF ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL MEETING HELD ON
Thursday 3 August 2023 at the Village Hall, Aston, at 7.30pm**

Members R Anstee (Meeting Chair)

Present: G Ball
J Ordish
B Lings
P Sparrowhawk
A Chapman

In Attendance: Elaine Anstee – Clerk
4 members of the public
Cllr Lysette Nicolls (WODC)

1. It was RESOLVED as proposed by J Ordish, seconded by P Sparrowhawk, with all in agreement that R Anstee chair the meeting in the absence of the Chair.
2. **Apologies from Members:** An apology was received from R La Forte.
3. **Minutes of the previous meeting** of the Parish Council on 6th July 2023 were agreed it was RESOLVED as proposed by P Sparrowhawk, seconded by J Ordish, with all in agreement, that the Chair signs them.
4. **Parish Councillors - Disclosure of interests on agenda items** – None.
5. **Meeting Open for Public Participation** – None.
6. **WODC/OCC Matters**

WODC Cllr L Nicholls was in attendance and highlighted that there will be a consultation, under Regulation 18, for the WO Local Plan 2041. On the WODC website ([Local Plan 2041 - preparation of a new plan - West Oxfordshire District Council \(westoxon.gov.uk\)](https://www.westoxon.gov.uk/local-plan-2041-preparation-of-a-new-plan)) this is a 'Focused consultation on draft plan objectives, spatial strategy options and call for sites/ideas (Regulation 18): August 2023'. This is a great opportunity for the residents to have their say and as well as an online consultation, responses can be made in writing. In response council decided to have an open meeting on the 31st August at 6.30pm in the Ordish Room to focus on its response to the consultation and how to engage with residents.

She also encouraged the council to think about expediting a Neighbourhood Plan to help support the parish in future planning and infrastructure decisions.

7. Matters Arising from Previous Meetings

a) *Planning Appeal 22/00986/FUL and APP/D3125/W/23/3317512*

The appeal decision was received by the Parish Council on 28th July 2023 and the planning has been 'allowed'.

It was RESOLVED as proposed by R Anstee, seconded by G Ball, with all in agreement to pay £681.90 to Landmark Chambers for travel expenses for attendance of counsel at the appeal enquiry from 20 to 27 June.

b) *Traffic Calming Update and other traffic issues*

- 20 mph – Parish Council requests for changes is still outstanding.
- The Square, Aston – the issues have improved with the 20mph and realistically there is no appetite at OCC Highways to do anything further.
- West and Wales gas upgrade to pipes – corner at end of Bull Street – no update.
- Bridges at Beddles Turn and over Great Brook – no plans for Beddles Turn but the Great Brook bridge is on the schedule for work by July 2024.
- Parking areas in Foxwood – the clerk is still pushing to get this resolved.

c) *Electronic Speed Signs*

Awaiting update from OCC Highways on the recommended suppliers' details/purchasing contract.

d) *Footpaths/Treescapes*

A Chapman gave a quick update to the meeting that he was talking to a local landowner.

e) *Grounds Maintenance contracts 2024 onwards*

The tender has been sent out for bids.

f) *Asset Review and War Memorial Reinstatement Valuation*

Following the discussion at July's monthly meeting an unofficial price for complete replacement would be £100k to £125k. For the insurance valuation it will need to be an official quote. The clerk to request a quote for reinstatement of the war memorial.

g) *Cote Chapel*

There is no update since the last meeting.

h) *Neighbourhood Plan*

Deferred to September meeting.

i) *Anti-Social Behaviour*

Quad bike tracks have been seen on the recreation ground and there have been unconfirmed reports of quad bikers using the area. Clerk to make sure that the Community Trust are aware.

8. Correspondence

A letter from Robert Courts, MP was read to the meeting. In summary it was reporting that the Government has made £1 million funding available to design a grant scheme for the expansion of the publicly accessible AE Defibrillators.

The discussion following this identified the Pottery and far end of Cote, near PD Hooks Hatchery as possible places for new defibrillators to compliment the 4 existing ones. It is understood that the school should already have one under the government AED Schools programme. The clerk to contact the school and confirm.

A request for training was made and the clerk to ask Community Heartbeat Trust who supplied 2 of the defibrillators to do a training session.

9. Planning

New planning applications

Reference	23/01508/HHD
Alternative Reference	Not Available
Application Validated	Wed 05 Jul 2023
Address	21 Pound Field Road Aston Bampton Oxfordshire OX18 2FR
Proposal	Proposed windows to ground floor and first floor, addition of garage door, erection of a greenhouse, replacement fencing and lighting lampposts (part retrospective)
Status	Under consideration
The documents online were not viewable. Clerk to contact WODC Planning to ask for the documents to be uploaded and then council will review.	

Reference	23/01820/RES
Alternative Reference	PP-12287119
Application Validated	Fri 21 Jul 2023
Address	Land Parcel to The North of Aston North Street Aston
Proposal	Reserved matters for the erection of an agricultural workers dwelling.
Status	Under consideration
No further comments to original planning response.	

Update on Ongoing Planning Applications – For Information

- a) **North Farm** – the trees on site have been surveyed, technical work and reports are currently being prepared.
- b) **Hawthorns** – Clerk to chase the removal of the concrete plinth.
- c) **Marsh Furlong** – Following the sale of the final house on the estate in January 2023 a site maintenance company has now been appointed. The field at the back has been cut and the dead trees/shrubs should be replaced.
- d) **Terra** – moved to agenda item 8a.

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- e) **Children's Home** – completion on target for end of October 2023. Clerk emailed a full update to councillors on 12 July 2023.
- f) **St Joseph's Court** – Surface water and drainage. Thames Water have contacted the LPA but no further update.

Update on Previous Planning Applications

Reference	23/01530/S73
Alternative Reference	Not Available
Application Validated	Mon 05 Jun 2023
Address	32 Saxel Close Aston Bampton Oxfordshire OX18 2EB
Proposal	Variation of condition 2 of permission 22/00113/HHD to allow six additional solar panels to roof.
Status	Decided
Decision	Approve
Decision Issued Date	Tue 18 Jul 2023

10. New Business

- a) *Community Emergency Plan (CEP) – update for 2023*
Deferred to September meeting.

11. Governance – Policies for Review

- It was RESOLVED as proposed by B Lings, seconded by P Sparrowhawk, with all in agreement to adopt the Health and Safety Policy as presented.
- It was RESOLVED as proposed by R Anstee, seconded by G Ball, with all in agreement to adopt the revised Documentation Retention Policy, as presented.

12. Community Trust

Community Trust has been unable to find any plans for the building which are needed for the Solar Panel proposal. The clerk has advised that according to the Parish Council record of files held by the History Group the plans should be in the filing cabinet at the Fellowship Centre.

The meeting in August will be a maintenance evening.

13. Parish Infrastructure

The clerk has still not been able to find out who to contact for the Hawthorn's residents' group re the maintenance of the front hedge.

14. FINANCE

- a) *Account balances – noted*
- b) *Review of the Year-to-Date Financial Report – noted*

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c) *CCLA Changes to Accounts.*

The proposed changes have been deferred to October 2023.

d) *SLCC Membership 2023-24*

It was RESOLVED as proposed by J Ordish, seconded by P Sparrowhawk, with all in agreement, to renew the clerk's SLCC membership for 23/24 at a cost of £112.

e) *It was RESOLVE as proposed by B Lings, seconded by P Sparrowhawk, with all in agreement to approve the following payments for the period August 23.*

	NET	VAT	Gross Amount
Clerk's expenses 186 x 7p/Microsoft £49.08	53.92	8.18	62.10
D Johnson – Grass cutting and WM Maintenance/Bus shelter cleaning – Invoice - 2394	400.00		400.00
WODC –Grounds Maintenance Inv 33529314	738.02	147.60	885.62
Landmark BACS Account – Fee Note	568.25	113.65	681.90
SLCC Membership 23-24 – Clerk – Invoice 1000172	112.00		112.00
Total to be decided and approved	£1,872.19	£269.43	£2,141.62
Total of already paid	£0.00	£0.00	£0.00
Monthly Standing Orders/DDs			
Clerk's Salary including WFH Allowance	412.41		412.41
HMRC PAYE	98.40		98.40
Total SDOs	£510.81	£0.00	£510.81
Total	£2,383.00	£269.43	£2,652.43

15. Parish Councillors' reports from meetings attended since last meeting.

On behalf of the CT and ourselves, Chair met with N Mellings (WODC S106 Officer) on Wednesday 26th July 2023 to discuss Section 106 in the context of sport and leisure (notably the MUGA). She will be attending the September meeting, and the Chair will report in detail well ahead of this, once he has followed up on various suggestions she has made.

16. Matters arising since publication of agenda/

Matters which Councillors may wish to raise for inclusion on next agenda.

(For discussion only)

Keep Aston Tidy

17. Date of next meeting: Thursday 7th September 2023, 7.30pm

the monthly meeting of Parish Council

Meeting closed at 21.20pm.

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