

**MINUTES OF ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL MEETING HELD ON THURSDAY 3<sup>rd</sup> DECEMBER 2020 via THE ONLINE PLATFORM, ZOOM, AT 7.30 pm**

**1. Members Russell La Forte (Chairman)**

**Present:** Jane West  
Gill Ball  
Ben Lings  
Paul Sparrowhawk  
Phil West

**In Attendance:** Elaine Anstee – Clerk  
Cllr C Mathew

**2. Apologies from Members:** There was an apology from J Ordish.

**3. Minutes of the previous meeting** of the Parish Council on 5<sup>th</sup> November 2020 were agreed as a true record and it was RESOLVED as proposed by R La Forte and seconded by P Sparrowhawk, 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.

**6. WODC/OCC Matters**

Cllr C Mathew followed on his report from November that a motion to get a feasibility study of a relief road to the A40 across Duke's cut had now got some momentum behind it and now the challenge is to get funding for this.

An update on the OCC budget indicated that no major cuts in the broader sense were planned but there will be significant efficiencies programmed in.

Lastly Cllr Mathew advised of a new motion he had put forward to OCC for a 'blanket' 20 mph limit on all built up areas in Oxfordshire.

**7. Matters Arising from Previous Meetings**

*a) Traffic Calming Update*

- The gates and signage have now been installed and OCC met the cost of installation. Council requested that an official thank you letter to go to J Wright and copy in Cllr C Mathew and P Wilson, Head of Communities at OCC.
- The Square, Aston – The meeting held in November 2020 with OCC Officer, Cllr C Mathew and members of the Parish Council looked at several options. The OCC officer was asked to put together a proposal of what could be done for review by the Parish Council and this is awaited.
- Following the installation of the gate on the entrance to Aston from the mile there have been 2 requests for the 30mph sign to be moved in line with the gate

and the end of St James Court development as a natural conclusion. The clerk was asked to investigate this with OCC Highways.

- Another request has been received for the two electronic 30 mph signs to be larger and more prominently displayed on North Street and Cote Road. The clerk was asked to include this in the investigation.
- The remaining funds for traffic calming are £10,184.00.

*b) Future of North Farm – Update by the Chair*

The letter has now gone to Estates and Strategy at OCC

*c) Land to the East of Back Lane*

OCC have paused their work on this new build to review the original business case and ensure that it meets the current needs of children they care for. They anticipate that this review will conclude during January, whereby they will be able to provide a further update.

*d) Christmas Tree*

The tree had been ordered and is due for delivery on 7<sup>th</sup> December. It will be sited outside the garage as the fitting in the patio outside the Red Lion was removed when it was replaced.

*e) Anti-Social Behaviour*

There had been an unsuccessful break in at Matthews Homes and an attempt to steal a dumper truck.

## 8. Planning

### New planning applications

Documents emailed to councillors on the 27<sup>th</sup> November 2020 for perusal prior to the meeting also available at <https://www.westoxon.gov.uk/planning-and-building/planning-permission/view-planning-applications/>

<b>Reference</b>	<b>20/03010/FUL</b>
Alternative Reference	PP-09187274
Application Validated	Tue 03 Nov 2020
Address	Chimney Farm Barns Chimney Bampton OX18 2EH
Proposal	Change of use of land from ancillary space for holiday cottages to residential gardens
Status	Under consideration

No objection but concerned about the further urbanisation of the site so to request a condition to fence in the whole area with no access to the fields behind that are not part of the development.

**Reference** **20/02713/FUL**  
Alternative Reference PP-08831380  
Application Validated Wed 11 Nov 2020  
Address Limes Barn High Street Aston Bampton Oxfordshire OX18 2BY  
Proposal Change of Use from agricultural to garden. Erection of close board and post and rail fencing along property boundary (Retrospective)  
Erection of covered storage space with clear polycarbonate sheeting.  
Status Under consideration  
No Comment

**Reference** **20/02592/LBC**  
Alternative Reference PP-09076126  
Application Validated Tue 10 Nov 2020  
Address Cote House Cote Bampton Oxfordshire OX18 2EG  
Proposal Internal alterations to include the formation of a new opening between the study and kitchen and to increase the size of an existing opening within the utility room.  
Status Under consideration  
No Comment

**Reference** **20/02792/FUL**  
Alternative Reference PP-09160554  
Application Validated Thu 15 Oct 2020  
Address Land East of South Barn Cote Bampton Oxfordshire  
Proposal Erection of a single stable adjacent to two existing stables.  
Status Under consideration  
No Comment

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

**Reference** **20/02240/HHD**  
Alternative Reference PP-08993077  
Application Validated Mon 28 Sep 2020  
Address Thistle Cottage 4 Wheelwright Court Ham Lane Aston OX18 2DE  
Proposal Erection of two storey rear extension.  
Status Decided  
Decision Approve  
Decision Issued Date Tue 17 Nov 2020

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

*a) Chimney Farm Barns – Revised Planning 6/11/2020.*

The Parish Council was copied in on the new design statement and plans by email on 6<sup>th</sup> November and this had been distributed to councillors. The significant issues are that the application refers to a strip of residential curtilage to the rear of the property, which

in the latest design has removed. It also references bedroom windows being within the barn door opening. However, these have subsequently been replaced by smaller windows that are across the front of the building. This is in response to feedback regarding concerns about the light spill from the previously proposed floor to ceiling bedroom windows. The council accepted that many of the previously raised concerns had been addressed but there continued to be concerns about some residual design issues and use as holiday lets. The Parish Council wish for Residential use only and that the planning application be referred to the Lowlands planning committee.

*b) Public Consultation – WODC Developer Contributions Supplementary Planning Document*

This is a supplementary document and a good guide for how WODC would raise, spend and distribute the monies raised. Just reiterate previous response that they are not charging the big strategic builders enough because they do not want to hinder development.

*c) Community Trust – Playground Maintenance Grant Request*

The Community Trust submitted a request for a grant towards the maintenance of the play areas at the village hall. The expenditure in 2019-20 was £705.70 and £792.00 has already been spent in 2020-21. The set aside figure in the budget is £750.00. The set aside figure was not requested in 2019-20. It was RESOLVED as proposed by P West and seconded by P Sparrowhawk, with all in agreement, to grant £750 towards the maintenance of the play areas at the village hall, Aston.

*d) Volunteer Link-Up (VLU) Grant Request*

It was RESOLVED as proposed by P Sparrowhawk and seconded by G Ball, with all in agreement, to grant £135.00 to VLU.

## **10. Community Trust**

R La Forte reported that the Community Trust meeting in November had discussed the next stages of development for the additional car parking, MUGA, old and current play areas.

## **11. Parish Infrastructure**

*a) Village maintenance*

The new community bench siting is still under discussion and the revised proposal is on Bull Street by the wall opposite Waites Close. The clerk will investigate and come back to the January meeting with a firm proposal.

*b) Allotments*

The clerk to request a meeting with the allotment secretary and Trustee to understand the current position and how the Parish Council can support them.

*c) Defibrillator in Cote Telephone Box*

The clerk was requested to continue looking at further options for this project.

## 12. FINANCE

a) *Account Balances – noted.*

b) *Annual Return for 2019/20*

The Audited Return has now been received from the external auditors, Moore. The Audit Report is unqualified and no “Issues Arising” report has been issued. The Parish Council RESOLVED to formally approve and accept the audit certificate and the annual return as proposed by R La Forte and seconded by J West with all in agreement.

c) *Budget 2021-22*

At the November meeting the clerk put the first draft of the budget to the council for discussion and it was agreed in principle for no increase in the Precept and some ideas for projects were proposed. WODC has advised that the Band D equivalent will be £589.42, and the Council Tax Support Grant (CTSG) figure has been stopped. This is an increase of 1.14% in band D properties in the parish. Keeping the precept at £49.74 for 2021/22 will give an increase of £331.00 for the year on the Precept but with the loss of the CTSG, £466 in 2020/21, actual gives a small reduction overall of £105.00.

It was RESOLVED as R La Forte proposed and J West seconded the resolution, with all in agreement, that the budget, as presented be approved and that the council makes no increase to the Band D equivalent precept for 2021/22.

d) *Budget 2021-2022 – Projects*

At the November parish council meeting the following projects were suggested:

- Noticeboard for Cote to go by seat – Recommended budget £1,000.
- Public Open Spaces such as those at the back of Mears Homes and Matthews Homes to set a small budget for tree planting in tandem with the existing requirements of the planning application. It was RESOLVED as proposed by P Sparrowhawk and seconded by P West, with all in agreement, to set a budget of up to a £1000 for tree planting in the parish.
- The establishment of a War Memorial Reserve for future maintenance and repairs to the surrounding paved/brick areas. Recommended budget of £2,000 in 21/22 and then £500 per annum in subsequent years. This was RESOLVED as proposed by P Sparrowhawk and seconded by B Lings with all in agreement.
- History Boards for the parish – initial budget of £1000 for 21/22 with future funding if further boards are proposed. This was RESOLVED as proposed by R La Forte and seconded by G Ball with all in agreement.
- Aston Community Stores grant support – it has been previously suggested that the Parish Council may wish to give a regular grant to support a specific supply in the shop. The Aston Community Stores committee have not made a specific approach to the Parish Council but it was deemed prudent to set a figure in the budget for if the committee does approach the council. It was RESOLVED as proposed by P West and seconded by R La Forte, with all in agreement, to put an additional £1,000 in the Grants Budget for Aston Community Stores.

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

DETAILS	NET	VAT	Gross Amount
Clerk's expenses – 249 sheets x 7p/ Zoom £14.39/T LC Signs £24.47/Norton £14.99	64.80	6.48	71.28
Moore – Invoice 303318 – External Audit	200.00	40.00	240.00
DF Williams – Invoice 99690 – Bus Shelter Cleaning	130.45	26.09	156.54
S Ransom – Christmas Tree – Invoice 2046	85.00		85.00
Community Trust	750.00		750.00
Volunteer Link Up	135.00		135.00
<b>Total to be decided and approved</b>	<b>£1,365.25</b>	<b>£72.57</b>	<b>£1,437.82</b>
<b>Monthly Standing Orders</b>			
Clerk's Salary	325.92		325.92
WODC Dog Bin emptying Inv 33388047	19.95	3.99	23.94
HMRC PAYE	76.80		76.80
<b>Total SDOs</b>	<b>£422.67</b>	<b>£3.99</b>	<b>£426.66</b>
<b>Total</b>	<b>£2,799.08</b>	<b>£76.56</b>	<b>£2,875.64</b>

**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**

B Lings – BZN Group Meeting in December 2020.

**15. Date of next meeting: Thursday 7<sup>th</sup> January 2021, 7.30pm**  
Monthly meeting of Parish Council

Meeting closed at 9.30pm

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