

MINUTES OF ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL MEETING HELD ON Thursday 3 MARCH 2022 at the Village Hall, Aston, AT 7.30 pm

Members Present: John Ordish (Vice Chairman)
Paul Sparrowhawk
Jane West
Gill Ball
Ben Lings Via TEAMS

In Attendance: Elaine Anstee – Clerk
7 members of the public

1. **Apologies from Members:** There were apologies from R La Forte and P West.
2. **Minutes of the previous meeting** of the Parish Council on 7th February 2022 were agreed as a true record and it was RESOLVED as proposed by J West and seconded by P Sparrowhawk, with all in agreement, that the meeting Chairman signs them.
3. **Parish Councillors - Disclosure of interests on agenda items** – None.
4. **Meeting Open for Public Participation**
There was an enquiry about the proposed development behind Foxwood and Marsh Furlough in Aston. An Action Group has been set up by the residents of Marsh Furlough and they will be inviting the residents of Foxwood to join.
5. **WODC/OCC Matters**
Dan Levy (OCC Councillor) had provided a written update. Of which the highlights are:
The County Council passed its budget at the February full council meeting. Among other things, we will see a restoration of youth services after years of cuts, and feasibility studies on the expansion of rail services, including the potential one between Carterton, Witney, Eynsham and Oxford, for which I have been campaigning for a long time.
The Oxfordshire Fair Deal Alliance is committed to encouraging public transport and active travel. Work has already begun on a feasibility study for the cycle and walking path between Eynsham and Hanborough Station.
6. **Matters Arising from Previous Meetings**
 - a) *North Farm Update deferred to the extraordinary meeting on 7th March 2022.*
 - b) *Traffic Calming Update*
OCC Officers have drafted the plan which has now gone for pricing.
 - c) *HM Queen Elizabeth II Platinum Jubilee 2022*
P Sparrowhawk attended the fete/jubilee committee meeting on 28th February 2022. It is to be a one-day event and include an evening disco. The fete is planned for Saturday 4th June 2022 with a finish at 4pm though a start time has not been set yet. Parking will be on the field as previously for fetes. The committee confirmed that a TENS license had been applied for through WODC and insurance for the event is being investigated.

Minutes of the Parish Council meeting held on Thursday 3 March 2022.

d) Defibrillators

- It was RESOLVED as proposed by G Ball and seconded by J West, with all in agreement, to purchase the defibrillator for Chimney through Community Heartbeat Trust at a cost of £2,565 plus VAT.
- It was RESOLVED as proposed by P Sparrowhawk and seconded by G Ball, with all in agreement, to purchase an Defibsafe2 Cabinet from WelMedical at a cost of £465.00 plus VAT. An electrician will need to be sourced to install it.
- Management of Defibrillators. G Ball had a meeting with D Tracey and is arranging for 3 training sessions per year the first to be in June 2022 with a date to be confirmed.

e) Parish Council Logo

On hold until after March issue of Voices.

f) Half yearly review of external Parish Council assets

Report from J Ordish identified that the place name gates need cleaning in some places.

g) Anti-Social Behaviour

None.

7. Planning

New Planning Applications - None

Update on Previous Planning Applications – For Information

Reference	22/00113/HHD
Alternative Reference	PP-10534553
Application Validated	Tue 18 Jan 2022
Address	32 Saxel Close Aston Bampton Oxfordshire OX18 2EB
Proposal	First floor extension over existing garage and alterations to ground floor rear elevation (previously approved 15/03185/HHD)
Status	Decided
Decision	Approve
Decision Issued Date	Wed 23 Feb 2022

8. New Business

a) ICO Renewal

It was RESOLVED as proposed by J West and seconded by G Ball with all in agreement to make the payment of £35 by Direct debit to the ICO.

b) Maintenance Grant Request for the upkeep of the play areas at the Community Trust

The council requested more detail on the request for a grant. The clerk is to write to the Community Trust for clarity on the use of the grant.

c) St James Church – Clock Annual Servicing – For Information

Health and Safety regulations are being updated all the time, and we have been advised that it is unsafe to continue to service the clock at St James Church with one Clockmaker. Two Clockmakers will be attending to service the clock from now, but this will form part of the

current offer, no additional cost will be attached for 2022. However, there will be an increase to the cost of servicing from 2023, due to the additional Clockmaker being required.

d) May Monthly Meeting of the Parish Council and APCM

It was agreed that the May meeting of the Parish Council, including the Annual parish Council meeting to be held on the 19th May 2022. This is to fit in round the election on the 5th May and the legal requirement that the first meeting after the election must be held by 23rd May.

9. Governance – Policies for Review

It was RESOLVED as proposed by p Sparrowhawk and seconded by G Ball, with all in agreement, to adopt the Loans and Investment Policy and Annual Investment Strategy 2022-23.

10. Community Trust

The constitution review is ongoing, new website under construction and due for launch at the Annual Parish Meeting in April. Clerk to remind them of S106 funds and options for spend.

11. Parish Infrastructure

a) Village maintenance

Noticeboard for Cote has a budget of £1,000 and quotes for a noticeboard like the one in Aston all exceed the budget. It was RESOLVED as proposed by P Sparrowhawk and seconded by J West, with all in agreement, to purchase a Breeze Post Mounted Double Door Board from the Noticeboard Company for £865.00 plus delivery.

Herbage along the roadside in Back Lane over hanging on to the road which has been reported via Fix My Street with out success. Clerk to contact OCC Highways.

The bin replacement – missing bins is still being followed up by the Clerk and WODC Counsellors.

12. FINANCE

a) Account Balances – noted.

b) Review of the Year-to-Date Financial Report – noted

c) Annual review of Effectiveness of Internal Control/Financial Regulations

It was RESOLVED as proposed by P Sparrowhawk and seconded by G Ball, with all in agreement, to approve the Annual Review of Effectiveness of Internal Controls with the following additions and revisions:

- Cash Book/Bank Reconciliations – Point 3 – Checklist for carrying out bank reconciliation.
- Legal Powers – To swop the two points round and state that the use of the General Power of competence is the default power.
- Payment Details - Point 3 – add in that bank details on bank payment listing to be checked against invoices.
- Payment Details – Point 5 – Councillors authorising the payments to tick the boxes on the bank payments to confirm the online details match
- Payroll Controls – Point 3 – amend BACS to SDO for clerk payment and annual review.

Minutes of the Parish Council meeting held on Thursday 3 March 2022.

d) *Appointment of Internal Auditor*

It was RESOLVED as proposed by P Sparrowhawk and seconded by G Ball, with all in agreement, to appoint N Hoskin as the internal audit for 21-22.

e) *Renewal of membership of CPRE*

It was RESOLVED as proposed by G Ball and seconded by P Sparrowhawk, with all in agreement, to renew the CPRE membership at a cost of £36.00, as budgeted.

f) *OALC Renewal 2022-2023*

It was RESOLVED as proposed by P Sparrowhawk and seconded by J West, with all in agreement, to renew the OALC membership for 22-23 at a cost of £293.80, as budgeted.

g) It was RESOLVED as proposed by P Sparrowhawk and seconded by J Ordish with all in agreement to approve the following payments for the period March 2022.

	NET	VAT	Gross Amount
Clerk's expenses 260 x 7p/Microsoft Office £43.20/Working from Home £36.00 - Feb and Jan	90.20	7.20	97.40
ICO Renewal - DD	35.00		35.00
CPRE annual Membership	36.00		36.00
OALC Membership 22-23 Invoice A00052/2022/4	244.83	48.97	293.80
Total to be decided and approved	£406.03	£56.17	£462.20
Monthly Standing Orders			
Clerk's Salary	362.90		362.90
WODC Dog Bin emptying Inv – Cancelled			
HMRC PAYE	90.60		90.60
Total SDOs	£453.50	£0.00	£453.50
Total	£859.53	£56.17	£915.70

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

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:**

Monday 7th March 2022 at 7.30pm – Extraordinary meeting of the Parish Council – North Farm

Thursday 7th April 2022 at 7.30pm - Monthly meeting of Parish Council

Meeting closed at 20.48 pm.

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