

**MINUTES OF ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL  
MEETING HELD ON FRIDAY 3 MAY 2019 IN THE  
VILLAGE HALL, ASTON AT 7.30 PM**

- 1. Members**                    **John Ordish (Chairman)**  
**Present:**                    **Phil West**  
                                     **Gill Ball**  
                                     **Ben Lings**  
                                     **Paul Sparrowhawk**  
                                     **Russell La Forte (Arrived at 8pm)**  
  
**In Attendance:**        Elaine Anstee – Clerk
- 2. Apologies from Members:** There were apologies from Jane West.
- 3.** It was RESOLVED as proposed by John Ordish and seconded by Gill Ball, with all in agreement, to defer agenda item 4, Annual Parish Council Meeting, to the end of the meeting when all councillors would be present. John Ordish to remain as chair for the parish council meeting.
- 4. Minutes of the previous meeting** of the Parish Council on 4<sup>th</sup> April 2019 were agreed as a true record and it was RESOLVED as proposed by Paul Sparrowhawk and seconded by Ben Lings, with all in agreement that the Chairman signs them.
- 5. Parish Councillors - Disclosure of interests on agenda items** – There were no declarations of interest.
- 6. Meeting Open for Public Representation** – There were no members of the public present.
- 7. Matters Arising from Previous Meetings**
  - a) Repair/replacement of fencing on culvert at Great Brook bridge*  
The clerk reported that having sent a letter sent to the OCC Principal Officer - Quality Assurance (north) (by email) an update had been received and the culvert fencing will be replaced by more robust metal fencing in the coming weeks.
  - b) Red Lion Pub – Asset of Community Value*  
The nomination form has been returned with an updated nomination form and a request for current evidence as to why the Red Lion meets the definition of an Asset of Community Value. Russell La Forte will speak to the landlord of the Red Lion about this and the opportunities under the OCC/ Pub is the Hub scheme so this item to remain on the agenda for June meeting.
  - c) Bus Shelter at the end of Foxwood*  
The clerk has been in discussion with ‘externiture’, who are OCC recommended bus shelter supplier. They have looked at the area suggested and said that, due to the speed-sign on the pole at the bus stop, a shelter cannot be installed because it will obscure it. The clerk has gone back to OCC for further advice on moving the speed sign up the pole. The council noted this but felt that as the bus stopping at the bus stop would obscure the sign this was not a reasonable argument for not installing the bus stop. The clerk was asked to contact ‘externiture’ and explain this point as well as asking them to go ahead with a quote for the bus shelter and installation.

d) *Annual Parish Meeting 2019*

This will be on Monday 20<sup>th</sup> May starting at 7.30pm and the clerk has received confirmation that the following are attending and will make a short presentation:

WODC Councillor S Good

Dick Tracey and David England – Community First Responders

Paul Farrow on behalf of the Community Trust

Others who have been contacted but have not responded as yet are the Thames Valley Police Neighbourhood team.

The agenda was agreed a detailed in the briefing notes.

e) *Grants Issued in April 2019.*

Both St Mary's Shifford and Clean Slate have written to express their thanks for the grants issued in April 2019.

f) *Anti-Social Behaviour*

There have been no reported incidents in the parish so far this month.

## 8. New Business

a) *Oxfordshire Association of Local Councils (OALC) – Nomination Request*

There were no councillor's able to volunteer for this role.

b) *SNN201951 – New Development – Land East of Saxel Close (by email) 23 April 19*

WODC has received an application to address a new development on Land East of Saxel close, planning application 13/1494/P/OP. The field where this development is to be done is called 'Pound Field' on the old maps. The council decided to suggest that the road along the front be a continuation of Cote Road, with the suggestions for the other three roads being Pound Field View, Pound Field Lane and Pound Field Close.

c) *Community Emergency Planning Survey 2019*

The OCC Emergency Planning officer has sent out the annual Community Emergency Planning Survey for 2019 and the Parish GDPR consent form for completion and return with the Survey. The council requested that the clerk complete the return with updated contact details.

## 9. Planning

### New planning applications

<b>Reference</b>	<b>19/01033/LBC</b>
Alternative Reference	PP-07708611
Application Validated	Thu 04 Apr 2019
Address	4 Chimney Farm Cottages Chimney Bampton OX18 2EH
Proposal	Amendments to 18/01473/LBC to reflect minor variations to roof height, window size and position.
Status	Under consideration

<b>Reference</b>	<b>19/01032/HHD</b>
Alternative Reference	PP-07708611
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Status	Under consideration

The council made no comment on the above planning applications.

#### **Updates to previous planning applications**

<b>Reference</b>	<b>19/01114/PN56</b> – Council requested more information on this application due to enquiries from residents.
<b>Reference</b>	<b>19/00997/CND</b>
<b>Reference</b>	<b>19/01102/CND</b>
<b>Reference</b>	<b>19/00611/HHD</b>
<b>Reference</b>	<b>19/00321/HHD</b>
<b>Reference</b>	<b>18/03350/FUL</b>

#### **10. Community Trust**

J Ordish reported that the minutes for the last meeting of the Community Trust were in the Communications folder. The work on the new play area at the village hall is due to start week ending 10 May 19.

#### **11. Parish Infrastructure**

*a) Village maintenance*

It was noted that the signage around the village is looking tired and worn in places so a review to be done by the clerk and J Ordish to identify any works that need to be carried out.

*b) Weed Spraying*

The council discussed the 2 quotations received and unanimously RESOLVED as proposed by John Ordish and seconded by Gill Ball, to offer the contract to D Johnson who came in the cheapest and is a local contractor.

*c) Passing Places – Bull Street to the Great Brook plus the Great Brook Road*

The passing places from Bull Street to the Great Brook Bridge have been tapered so now more passing place rather than box parking. There has been no update on signage for the passing places.

*d) Maintenance of drainage ditches in the parish*

The clerk is continues working on the confirmations of who owns the responsibility for clearing each section of the ditches. The Bampton Drainage Board has been contacted via John Welch and Stammers for maps and information they may have for this piece of work.

## 12. FINANCE

a) *Account Balances* – noted

b) *Insurance Renewal*

It was RESOLVED as proposed by Paul Sparrowhawk and seconded by Gill Ball with all in agreement to renew the insurance with BHIB Ltd.

c) *Receipts & Payments Account to 31 March 2019*

It was unanimously RESOLVED to receive and approve the accounts for the year ended 31 March 2019 as proposed by B Lings and seconded by Paul Sparrowhawk.

d) *Bank Reconciliations at 31 March 2019*

The bank reconciliations were reviewed and approved by John Ordish on 26 April 2019.

e) *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.

f) *Accounts for year ended 31 March 2018 – Section 2 of the Annual Return*

Circulated in the Clerk's Briefing Notes.

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 J Ordish and seconded by G Ball.

g) *Internal audit for 2018/19*

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.

h) *April invoices presented for approval and payment*

		Statute
Clerk's salary E Anstee (Gross £368.20) net £294.60, working from home allowance of £10.00	304.60	LGA 1972, s112
Clerk's expenses – 412 sheetsx7p/Postage 10.02/Banner £43.81	82.67	LGA 1972 s111
WODC – Dog Bin emptying – 01/05/19 Invoice 33302801	23.35	Litter Act 1983
HMRC – PAYE – Apr19	73.60	LGA 1972 s111
D Johnson – Inv 1931	170.00	HA 1980, s116
<b>Sub Total</b>	<b>654.22</b>	
BHIB Ltd – annual insurance premium	343.47	LGA 1972 s111
<b>Total</b>	<b>£997.69</b>	

It was RESOLVED as proposed by P West and seconded by P Sparrowhawk, with all in agreement, to make the above payments.

**13. Annual Meeting of Parish Council (Deferred from Agenda Item 4)**

*a) Election of Chairperson*

This item was chaired by John Ordish, outgoing Chairman.

There were no expressions of interest to act as Chairperson throughout the new council year.

Russell La Forte indicated his willingness to act as Chairman the year. He was proposed by

Paul Sparrowhawk, seconded by Phil West and unanimously so elected.

Mr La Forte signed the Acceptance of Office form.

Mr La Forte then replaced Mr Ordish as Chairman of the meeting. Mr Ordish remains as a councillor on the parish council.

Mr La Forte asked for the Parish Council's thanks to John Ordish for his service on the as Chairman for Parish Council to be put on record.

Mr Ordish expressed his thanks to councillors and the clerk for their support in his year as chairman.

*b) Vice Chairperson*

There were no nominations for the role of Vice Chairperson and it was agreed that in the event of the chairman absence another councillor would step up as chair.

*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.

*d) Community Trust Representative*

John Ordish was proposed, seconded and unanimously elected to continue in his role as the Parish Council's representative on the Committee of Aston & Cote Community Trust.

*e) Contact Person for Cote Chapel Committee*

Ben Lings was proposed, seconded 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, seconded 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*

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

**14. Date of next meeting: Thursday 6<sup>th</sup> June 2019, 7.30pm**

Meeting closed at 8.55pm

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