

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

1. Members Russell La Forte (Chairman)

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

In Attendance: Elaine Anstee – Clerk
Cllr C Matthews (OCC)
1 member of the public

2. Apologies from Members: There were apologies from John Ordish.

3. Minutes of the previous meeting of the Parish Council on 5th September 2019 were agreed as a true record and it was RESOLVED as proposed by Paul Sparrowhawk and seconded by Jane West, 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 was a request to report a pot hole/trip hazard in Ham Lane. The clerk will photograph and report via Fix My Street.

6. WODC/OCC Matters

Councillor C Matthews gave an update on the Oxfordshire Growth Board which is where the funding will come from to do the planned works on the A40 if central government gives the grant. He also explained the two options HF1 and HF2 in relation to the A34 and A40 developments that will be part of the growth board's responsibilities.

7. Agenda Item 10c – Oxfordshire Cotswolds Garden Village Area Action Plan Consultation
It was agreed to bring forward this agenda item to allow council to question Cllr Matthews if required. It was resolved to make a response specifically to respond to Section 10, Transport and Connectivity, as this will directly affect the residents of the parish.

8. Matters Arising from Previous Meetings

a) Community Emergency Plan (CEP)

The CEP was agreed and will be completed for the November meeting with a draft booklet to be issued to all residents. It was acknowledged that this is a working document that will require regular, ideally annual, review.

b) Matthew Homes Development

Both the chairman and clerk have visited the site to speak to the Site Manager about issues such as the leaking stand pipe in Bull Street, the metal plate intruding into the road at the site entrance on Cote Road and the reinstating of the footpath/grip at the Bull Street end of the site. These issues have all been addressed in a timely manner.

c) Recommended Actions Following WODC Planning Training for Parishes

According to the agreements for S106 funding there is funding for several different projects in the parish but there has been some confusion as these did not exactly line up with councillors understood had been agreed. The clerk has contacted WODC to confirm these amounts and asking how/when these monies can be accessed and awaits the response.

d) Bus Shelter at the end of Foxwood

'externiture' have the bus shelter in production and OCC have confirmed receipt of the funding to proceed with moving the electronic 30mpn sign by the end of October 2019. The grant application to the Councillor Priority Fund for £350.00 was submitted to Cllr C Matthews on 16 September. OCC has confirmed receipt of the funds and the work has been programmed in the next 4 weeks.

e) Prepared for the Worst – Article in the Clerks and Councils Direct Magazine

Business continuity has been added to the risk assessment and will be reviewed in March 2020. It was agreed that the chairman, deputy chair and resources councillor would each have a sealed envelope with the password for the encrypted back up of the council's data. There would also be a second set of keys for the filing cabinets to be held by the chairman. The clerk to complete this for the November meeting.

f) Resident Request – Dog Bin on Great Brook Road

The request for a new dog bin has been submitted to WODC.

g) Resident Request – Large Wooden Noticeboard

A resident has asked for the parish council's official position on dog walking/fouling at the recreation ground. The parish council considers the village hall and recreation ground to be vital to the well-being of the parish and that they must remain equally accessible and welcoming to all members of the community. However, it is incumbent upon everyone that uses the facilities that they do so responsibly and with due consideration to others. For example, antisocial behaviour, littering, uncleared dog fouling and vandalism are unacceptable. It was noted that the community trust who are the trustees for the recreation field and village hall have installed new notices re dog fouling and littering.

h) Anti-Social Behaviour

A car was stolen whilst parked in the square in Aston and later recovered by police in Bedford.

9. New Business

a) *Model Financial Regulations*

Revised model financial regulations based on the 2019 NALC were issued to all councillors on the 20th September 19 by email for review. They were discussed with amendments made to 1.71, 1.77 and 1.87 a) v and it was RESOLVED as proposed by Paul Sparrowhawk, seconded by Ben Lings, with all in agreement to adopt the revised financial regulations.

b) *Funding following Criminal Seizures*

The fund has closed for applications in 2019 and there is a briefing document in the Communication folder detail how to apply to the fund. The fundamental point is that a good working relationship with the local policing team is encouraged. There is a local police liaison visit to the village on 12 October 19 which would be an ideal starting point and the clerk was asked to invite the local PCSO to the next parish council meeting. A further point of contact could be the Neighbourhood Action Group in Eynsham.

c) *Oxfordshire Cotswolds Garden Village Area Action Plan Consultation*

Moved to Item 7.

10. Planning

New planning application

No new planning applications

Updates to previous planning applications

Reference 19/02491/CND

Reference 19/02076/HHD

Reference 19/02067/HHD

Reference 19/01951/CLE

11. Community Trust

No report.

12. Parish Infrastructure

a) *Village maintenance*

Jane West provided the wording for the existing, very faded, CCTV sign at the Great Brook Bridge and Phil West offered to provide contact details for someone who could produce a vinyl sticker to put on the existing plate. It was also note that the other signs at the end of the road and the wooden bridge had disappeared but should be replaced. Clerk to ascertain costs to do this and check if there are still posts that they can be fixed to. A complaint had

also been received that the No Through sign in Ham Lane was completely obliterated by the surrounding laurel hedge. The clerk was asked to look at this and photograph it so that cutting back of the laurel could be organised.

b) Asset Register – Half Year Review

The asset register check was undertaken by J Ordish on the 15 September and all assets were accounted for and in good repair with two comments made. One was that the Cote Bus shelter needs cleaning out and the bench at the war memorial needs repainting.

13. FINANCE

a) Account Balances – noted

b) Bank Reconciliation as at 30 September 2019

This was reviewed and signed by Cllr Ben Lings and the clerk.

c) Annual Return for 2018/19

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 P Sparrowhawk with all in agreement.

d) Budget 2020-2021 – Projects

At the November parish council meeting the clerk will present the first draft of the budget for 2020-21 and asked for suggestions for projects within the parish in preparation for the budget.

e) September 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 –sheets 452 x 7p	31.64	LGA 1972 s111
WODC – Dog Bin emptying – Inv 33320935	23.35	Litter Act 1983
HMRC – PAYE – Sep19	73.60	LGA 1972 s111
D Johnson – Grass Cutting – 2 cuts – Inv 1972	170.00	HA 1980, s116
Moore Ltd (External Audit) – Inv	240.00	LGA 1972, s111
Sub Total	£843.19	
Total	£843.19	

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

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

Cllr B Lings attended the RAF Brize Norton Station Commander's barbecue.

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

North Street Farm – what are OCC's plans for the farm.

16. Date of next meeting: Thursday 7th November 2019, 7.30pm

Meeting closed at 9.15pm

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

DRAFT