

**MINUTES OF ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL
MEETING HELD ON THURSDAY 4th April 2019 IN THE
VILLAGE HALL, ASTON AT 7.30 PM**

- 1. Members** **John Ordish (Chairman)**
Present: **Jane West**
 Gill Ball
 Ben Lings
 Paul Sparrowhawk
 Russell La Forte

In Attendance: Elaine Anstee – Clerk

- 2. Apologies from Members:** There were no apologies.
- 3. Minutes of the previous meeting** of the Parish Council on 7th March 2019 were agreed as a true record and it was RESOLVED as proposed by Russell La Forte and seconded by Paul Sparrowhawk that the Chairman signs them.
- 4. Parish Councillors - Disclosure of interests on agenda items** – John Ordish declared an interest as the Church Warden for St Mary’s Church, Shifford for agenda item 10(l)
- 5. Meeting Open for Public Representation** – There were no members of the public present.
- 6. WODC/OCC Matters**
Cllr Fenton reported that she had received complaints from residents about the obstruction of the pavement outside Mears Homes whilst the builders replaced the path.
- 7. Matters Arising from Previous Meetings**
- a) Repair/replacement of fencing on culvert at Great Brook bridge*
New photographs and commentary was emailed to OCC Highways and put on ‘fix my street’ by the clerk on 10 Jan 19. The response on the 10 Jan 19 was “Thank you for your report. This has been forwarded to the relevant team for repair State changed to: No further action”. Clerk to write to OCC Highways to express the parish council’s concerns and request that the fencing is replaced.
- b) CCTV notices at the Great Brook bridge*
New photographs and commentary was emailed to OCC Highways and put on ‘fix my street’ by the clerk on 10 Jan 19. See Agenda Item 7 point a) for commentary. The parish council will investigate doing this in house as PW has some signs so the clerk is researching costs of vinyl stickers.
- c) Red Lion Pub – Asset of Community Value*
The nomination form has been submitted to WODC to register the Red Lion Pub as a community asset for another 5 years – Noted.

d) Bus Shelter at the end of Foxwood

The clerk contacted OCC highways on the 4 January 2019 and had a telephone call with the relevant officer who is currently investigating the ownership of the land at the end of Saxel Close where the bus stop sign is as this was identified as the best potential location for the bus stop. A map (see Clerk's briefing notes) has been provided by OCC which shows that the boundary follows the line of the hedge beyond the bus stop and includes only part of the grass area on the corner.

It does mean that the parish council can use that part which is 'OCC' and install a shelter provided it is installed to the left of the red line. Ideally any shelter would have full ends to provide best protection from the elements, but in order to keep the footway unobstructed, it may only be possible to provide ¼ ends at best.

It was RESOLVED to purchase and install a shelter for the bus stop at the end of Saxel Close as proposed by P Sparrowhawk and seconded by R La Forte with all in agreement. The clerk was instructed to request preferred suppliers from OCC for quotes to carry out this work.

e) Annual Parish Meeting 2019

The date has been confirmed as Monday 20th May starting at 7.30pm and the clerk has invited the district councillors, OCC councillor, TVP Neighbourhood Team, Community Trust and D Tracy to talk about Community First Responders. The Allotment Trustees have agreed that the banner can be put up on the fence again this year. The clerk has requested that this be advertised in the Voices magazine May issue and council asked that questions for the meeting be sent to the clerk in advance to enable as full as response as possible. The meeting also decided to ensure that the Annual Parish Meeting is called before the Annual Parish Council Meeting so that in future years the current parish council chairman chairs the Annual Parish Meeting.

f) Half yearly review of external Parish Council assets

The review of the parish assets has been completed by the chairman and clerk on 7th March 2019. There are no major works required other than the replacement of the bench at the end of Southlands and the one at the far end of the recreation ground. The replacement benches have already been purchased so will be installed.

g) Annual Parish Council Meeting

This is the annual meeting of the parish council for the election of the Chairman for the next council year. This is normally done at the first meeting of the new council year which will be on Friday 3rd May 2019 at 7.30pm.

h) Anti-Social Behaviour

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

8. New Business

a) Councillors' Travelling Allowances Scheme

The council reviewed the scheme for 2019/20, whereby councillors can claim mileage payments of 45p per mile for eligible journeys. Scheme originally adopted on 8 March

2012. It was RESOLVED as proposed by B Lings to adopt this policy with a review date of the next new council in May 2022 which was seconded by J West with all in agreement.

b) Weed spraying

In 2018 the Parish Council contracted with Oxford City Council to carry out up to three weed sprays on the main through roads of Aston (Bampton Road, North Street to Back Lane junction, Cote Road to Foxwood junction, Bull Street to footpath to Saxel Close, the High Street and The Square) at a cost of £250 plus VAT per spray.

The Finance Regulations require the Parish Council to try to obtain 3 or more quotations for purchases costing £250 or more.

The council requested that three quotes be obtained and brought to the May meeting for decision.

c) Case # 291 Created: DS1 Electrics Failed, Aston Shifford Cote & Chimney PC

The defibrillator board at the village hall has a fault and will possibly need a new board. It was RESOLVED as proposed by B Lings and seconded by G Ball that this be funded from the Village Maintenance budget with all in agreement.

d) Donation for grass cutting – request from St Mary’s Church, Shifford

A donation of £180 being the costs for 2018 grass cutting was RESOLVED as proposed by B Lings and seconded by P Sparrowhawk with all in agreement.

e) Grant Application by Clean Slate

It was RESOLVED that a grant of £152 from the Small Grants budget as proposed by B Lings and seconded by J Ordish would be given once the clerk has confirmed that Clean Slate is registered with the charity commission. All were in agreement with the proposal.

9. Community Trust

J Ordish reported that the minutes for the last meeting of the Community Trust were in the Communications folder.

10. Parish Infrastructure

a) Village maintenance

The noticeboard at the end of Southlands was identified during the asset review as needing some remedial work which has been done. The glueing of the back panel in the Parish Council notice board will be done once the weather warms up.

b) Sycamore Tree at Vicarage Close

This will be suspended from the agenda until there is an update as no tree works can be carried out until October.

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 taped so now more passing place rather than box parking. J West to follow up on signage.

d) Maintenance of drainage ditches in the parish

The clerk is still working on the confirmations of who owns the responsibility for clearing each section of the ditches.

11. FINANCE

a) *Account Balances* – noted

b) *Annual review of Effectiveness of Internal Control/Financial Regulations*

This was reviewed section by section with amendments as follows:

SECTION	AMMENDMENT
Cash Book/Bank reconciliations	Point 4 amended to say: <i>The bank reconciliation is reported to the full Parish Council quarterly and minuted as such</i>
Financial Regulations	The second sentence amended to say: <i>The regulations are reviewed for continued relevance and amended where necessary by the Responsible Financial Officer with any proposed amendments subject to approval by the Parish Council annually</i>
Payment Controls	Point 5 amended to say: <i>Original invoices are provided to the two councillors signing the cheques/authorising BACS payments so payment account details can be confirmed</i>

It was RESOLVED to approve the Annual Review of Effectiveness of Internal Controls/Financial Regulations with the above amendments as proposed by B Lings and seconded by P Sparrowhawk with all in agreement.

c) *March invoices presented for approval and payment*

		Statute
Clerk's salary E Anstee £322.00, working from home allowance of £10.00	301.20	LGA 1972, s112
Clerk's expenses – 253 sheets x 7p	17.71	LGA 1972 s111
WODC – Dog Bin emptying – 01/04/19 Invoice 33291350	23.35	Litter Act 1983
HMRC – PAYE – Mar19	30.80	LGA 1972 s111
D Johnson – Grass cutting for recreation ground	85.00	LG(MP)A 1976, s19
Sub Total	£458.06	
Clean Slate Grant Application	152.00	S137 LGA 1972
St Mary's Church, Shifford – Grass cutting grant request for 2019	180.00	LGA 1972, s214

Total	£790.06
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It was RESOLVED as proposed by J West and seconded by P Sparrowhawk, with all in agreement, to make the above payments.

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

R LaForte - WODC and Town & Parish Council Meeting 7Mar19 – Full report at separate email (Town and Council Forum 7Mar19) refers.

B Lings - LCWG meeting at RAF Brize Norton on Tuesday 2Apr19

13. Confidential Item - Redacted

14. Matters arising since publication of agenda

Matters which Councillors wish to raise for inclusion on next/future agenda

- Defibrillator in Cote telephone box – May
- Strategic plan – After May meeting
- Community Emergency Plan - May

15. Date of next meeting:

Friday 3rd May 2019, 7.30pm

Annual Parish Meeting and Monthly meeting of Parish Council

Meeting closed at 9.30pm

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