

**MINUTES OF ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL MEETING HELD ON
Thursday 4 August 2022 at the Village Hall, Aston, AT 7.30 pm**

Members Russell La Forte (Chairman)
Present: Paul Sparrowhawk
John Ordish
Alex Chapman
Robert Anstee

In Attendance: Elaine Anstee – Clerk
Dan Levy – (OCC)
Lysette Nicholls - WODC
7 members of the public

1. **Apologies from Members:** There were apologies from G Ball and B Lings.
2. **Minutes of the previous meeting** of the Parish Council on 7th July 2022 were agreed as a true record and it was RESOLVED as proposed by P Sparrowhawk and seconded by A Chapman, with all in agreement, that the Chairman signs them.
3. **Parish Councillors - Disclosure of interests on agenda items**
R La Forte declared a non-pecuniary interest for the Community Trust item as he is a trustee.
4. **Portfolio Assignments**
It was RESOLVED as proposed by R La Forte, seconded by J Ordish, with all in the agreement that the final designations for portfolio assignments were Alex Chapman on Resources and R Anstee on Health and Leisure.
5. **Meeting Open for Public Participation** – No comments
6. **WODC/OCC Matters**
L Nicholls (WODC) advised that there is to be a meeting on the 7th September 2022 with Thames Water and WODC to discuss the water (lack of) issue on 18th July 2022, in the parish and Thames Waters inadequate response. This is part of a wider issue as there were other parishes suffering the same issue. This was the period when the temperature was in the high 30s and the UK Government and Thames Water were advising people to stay hydrated. Terra Planning application not going to WODC Lowlands Planning committee in August. Dan Levy (OCC) report attached at the end of the minutes.
7. **Matters Arising from Previous Meetings**
 - a) *Traffic Calming Update*
The proposed 20mph for Aston, Bampton and Cote have been advertised by OCC for consultation which closes on the 19th August 2022.

b) HM Queen Elizabeth II Platinum Jubilee 2022

The Chairman advised the meeting that there has been a quote of £84.95 per tree from JPS in Bampton. Bampton Garden Plants have also been approached for prices and advice. The prime time for planting is October/November. The Community Trust are taking the lead on this with the parish council supplying the trees.

c) Defibrillators

New box for Village Hall defibrillator cabinet has delivered and installed. The Chimney defibrillator has been installed and registered.

d) Parish Council Logo

There has been one submission which all present agreed fitted the brief. The order of the words needs amendment.

e) Cote Chapel Grass Cutting Grant Request

It was RESOLVED as proposed by J Ordish, and seconded by P Sparrowhawk, with all in agreement to grant £500 for the grass cutting at Cote Chapel in Cote. The clerk to request audited accounts.

f) Anti-Social Behaviour

There have been many reports of vandalism by a group of young people in Aston. The PCSO, Helen Keen, arranged a meeting for the 29th July 2022 at 6pm in the village hall which was attended by the clerk and G Ball plus several members of the parish. The advice from the police is that any incidents or concerns need to be reported via 101 or through the TVP website. The police need the official statistics to give them evidence that can be actioned.

8. Planning

New planning applications

Documents emailed to councillors for perusal prior to the meeting and available at:

<https://www.westoxon.gov.uk/planning-and-building/planning-permission/view-planning-applications/>

Reference	22/01781/HHD
Alternative Reference	PP-11345612
Application Validated	Thu 23 Jun 2022
Address	The Thatched Cottage North Street Aston Bampton Oxfordshire OX18 2DJ
Proposal	Form an art studio instead of a sunroom (amendment to previously approved 09/0298/P/FP)
Status	Under consideration
No objection and usual comments.	

Update on Ongoing Planning Applications – For Information

- a) North Farm – meeting with Bluestone Planning Ltd on 5th August 2022.
- b) Hawthorns – The original ground works contractor has not completed work satisfactorily so new contractor on site. Handover to management company and OCC Highways may be end of August 2022. The clerk has chased the WODC Planning/Enforcement officer for a response on the board fencing and replacement hedging. The footpath from Saxel Close to Bull Street and onto Hawthorns has been sited slightly differently to the original plans at the request of residents.
- c) Marsh Furlough – Pumping station at the back of the development still has not been handed over to Thames Water. The dog bin promised by the developer on the planning application for the public open space at the has not been installed and the hedge to the left of the exit on to Cote Road has not been cut due to resistance for the farmer. The clerk to write to Sovereign on these matters.
- d) Terra – already covered on agenda item 6.
- e) Children’s Home – site meeting on 10th August 2022 to discuss transport plan, materials and drainage. R La Forte and J Ordish to attend.

Update on Previous Planning Applications – For Information

Reference	22/01402/HHD
Alternative Reference	PP-11265685
Application Validated	Wed 01 Jun 2022
Address	Wishing Well House Bull Street Aston OX18 2DT
Proposal	Construction of external stairs and installation of door with glass panels to access first floor home gym above existing garage.
Status	Decided
Decision	Approve
Decision Issued Date	Wed 20 Jul 2022

Reference	22/01340/HHD
Alternative Reference	PP-11255201
Application Validated	Mon 16 May 2022
Address	28 Marsh Furlong Aston Bampton Oxfordshire OX18 2FN
Proposal	Erection of single storey rear extension to existing garage to form garden room.
Status	Decided
Decision	Approve
Decision Issued Date	Tue 12 Jul 2022

9. New Business

a) *Water Issues on Monday 18th July 2022*

Background in WODC councillor report. For the Parish Council consideration to actions at the time and plans to put in place for the future as part of the Community Emergency Plan.

b) *Treescaping Report*

The report had been circulated to councillors prior to the meeting. There is a lot of useful information and detail in the document. The councillors with the environmental portfolio to review and report to council in September.

10. Governance – Policies for Review

a) *Aston, Cote, Shifford and Chimney Parish Council Standing Orders*

The council reviewed the proposed Standing Orders drawn from the latest model policy from NALC published in April 2022.

It was RESOLVED, as proposed by J Ordish, seconded by P Sparrowhawk, with all in agreement to adopt the revised Standing Orders subject to the amendments listed below:

- Rules of Debate – Para T – ‘shall not exceed five minutes’
- Meetings Generally – ‘The minimum three clear days’ public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice’
- Meetings Generally - Remove paragraph about person speaking having to stand.
- Ordinary Council Meetings – include X to XXI
- Extraordinary Meetings – agreed changes to wording in sections a, b and c. Section d – keep the existing number of days, seven, and councillors at two.
- Previous Resolutions – Section a - number of councillors to be three.
- Motions that Require Written Notice – adopt as written
- Code of Conduct – Section E – A decision as to whether to grant a dispensation shall be made by a meeting of the Council and that decision is final.
- Code of Conduct Complaints – adopt new wording.
- Proper Officer – withdrawal of motion – five days written notice.
- Financial Controls and Procurement – adopt revised wording.
- Handling Staff Matters – all to be handled by the Council
- Responsibilities to Provide Information – remove section b.
- Execution and Sealing of Legal Deeds – remove section about the seal and keep the section relating to two councillors signing.
- Standing Orders Generally – a motion – written notice by at least three councillors.

11. Community Trust

A letter has been received confirming the Community Trust's intention to use the money raised by the parish Council for the MUGA. The tender for a consultant to support the project management is being processed. Constitution under discussion with Charity Commission.

12. Parish Infrastructure

a) Village maintenance

- Grass in Foxwood – OCC has confirmed that these areas are theirs and they will confirm any grant funding available for the Parish Council to take this on as part of the existing agreement.

It was RESOLVED as proposed by J Ordish, seconded by R La Forte, with all in agreement, to add the grass areas under 19a and 19b, Foxwood, Aston, on the OCC Highways maps to the Parish Council grass cutting specification.

- Clerk asked to get the nettles cleared from the footpath off Cote Road, opposite the school, which goes through to Woodbridge.

13. FINANCE

a) Account Balances – noted

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

c) SLCC Membership 2022-23

It was RESOLVED as proposed by R La Forte and seconded by A Chapman, with all in agreement, to pay £112 for the clerk's membership to SLCC for 21-22 and this to be funded from the training budget of £500.00.

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

	NET	VAT	Gross Amount
Clerk's expenses 212 x 7p/Microsoft Office £38.36/Flowers £15 and Key £10/Board Magnets £8.59	66.14	6.09	72.23
OALC Invoice W-2180 Parks and Play Training	110.00	22.00	132.00
D Johnson – Inv 2297	230.00		230.00
WODC Dog Bin Emptying – 33475821	20.17	4.03	24.20
WODC Grounds Maintenance Inv 33474913	670.93	134.19	805.12
K Robey – Replacement of Cabinet for VH Defib-Invoice 4252	75.00	15.00	90.00
SLCC – Membership Inv MEM240319-1	112.00		112.00
I Dunstan – Chimney Defib Install	65.00		65.00
Cote Chapel Grass Cutting Grant 2022	500.00		500.00
Total to be decided and approved	£1,849.24	£181.31	£2,030.55
Monthly Standing Orders			
Clerk's Salary including WFH Allowance	387.16		387.16
WODC Dog Bin emptying Inv – Cancelled			
HMRC PAYE	92.20		92.20
Total SDOs	£479.36	£0.00	£479.36
Total	£2,328.60	£181.31	£2,509.91

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

None

15. Matters arising since publication of agenda/

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

16. Date of next meeting:

Thursday 1st September 2022 at 7.30pm –Monthly meeting of Parish Council

Meeting closed at 21.16pm.

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

Appendix 1

County Councillor Report, August 2022

Aston

20mph timetable published: I'm delighted to see so many villages in the Eynsham Division get 20mph limits just 18 months after they were promised in the 2021 elections.

Trailblazers in Adult Social Care: OCC has been selected to be one of a handful of trailblazing councils to implement adult social care reforms early. Changes include a £86,000 lifetime care costs cap and more generous means testing. Being a trail blazer will allow OCC to influence the scheme and provide feedback to government. We have expressed a concern that there is insufficient funding to make this scheme work as intended.

Cheaper park & ride tickets: From the end of September, £4 tickets will be available combining parking and bus charges into a single ticket. The tickets will be £4 for a single passenger, and £5 for multiple passengers (e.g., families). The scheme represents a significant OCC investment of £105,000 in supporting families and reducing traffic. I have pointed out that, when the new Eynsham Park and Ride is built, it won't be able to be included in the scheme, as it would make parking and riding cheaper than just riding. And would encourage people to drive further towards the city. There is plenty of time to fix this anomaly.

Cost of living: A Lib Dem motion at OCC to declare an emergency was not debated due to a lack of time, and a walkout by opposition councillors, but OCC is already identifying means to support residents. The same is true of WODC.

Transport and connectivity plan (LTCP) adopted: The County's new LTCP was adopted by the council. It formalises the hierarchy of users with public transport and active travel at the top. The Council has also committed to Vision Zero, to eliminate road deaths. And we will move to a new HGV strategy with area weight limits, to reduce HGV incursion into villages and residential areas.

Aston developments. There has been some discussion over HGV access to the Back Lane Children's home during construction. The contractors' initial plans would cause unnecessary disruption in the village, and I am working with the Parish Council to get them amended.

As ever, I can be contacted by email or phone at any time.

Regards

Dan