

MINUTES OF ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL MEETING HELD ON THURSDAY 4th February 2021 via THE ONLINE PLATFORM, ZOOM, AT 7.30 pm

1. Members Russell La Forte (Chairman)

Present: Jane West
Ben Lings
Paul Sparrowhawk
Phil West

In Attendance: Elaine Anstee – Clerk
Cllr C Mathew (Joined at 8.10pm)

- 2. Apologies from Members:** There was an apology from J Ordish and G Ball.
- 3. Minutes of the previous meeting** of the Parish Council on 7th January 2021 were agreed as a true record and it was RESOLVED as proposed by R La Forte and seconded by P Sparrowhawk, with all in agreement that the Chairman signs them.
- 4. Parish Councillors - Disclosure of interests on agenda items** – There were no declarations of interest on agenda items.
- 5. Meeting Open for Public Representation** – There were no members of the public present.
- 6. WODC/OCC Matters**
Cllr C Mathew reported that he had sent a letter to the Oxford Times about the totally unacceptable levels of sewage being dumped in our rivers causing an appalling loss of flora and fauna. Secondly, he was fully aware of the issues facing Aston in respect of the flooding and sewers overflowing and had written directly to the Chief Executive of Thames Water. He has been a county councillor for 15 years and has been fighting this issue in the neighbouring parishes of Standlake and Sutton.

7. Matters Arising from Previous Meetings

a) Traffic Calming Update

- The Square, Aston – Plan based on the initial discussions has been delayed due to the pandemic but will be looked at in the Spring.
- On 30th Jan 2021, a walk round of the parish identified potential sites for gates and signage for Aston, Shifford, Chimney.
- Following on from requests to move the 30 mph signs on North Street in line with the housing there have been other areas such as Bull Street and Cote where this may be beneficial. This should be a single piece of work to put to OCC a coherent proposal to extend the 30 mph zones for the parish in line with the developments that have gone in. There may be a cost for consultation by OCC but that would be identified if the proposal is successful and the Parish Council would have to fund this. The clerk was asked to put a report together to go to OCC.
- The remaining funds for traffic calming are £10,184.00.

b) *Future of North Farm – Update by the Chair*

There was a brief update from the chair and there is another meeting with OCC is on the 9th February 2021.

c) *Land to the East of Back Lane*

OCC were due to provide an update in January 2021, but this has not been forthcoming. The clerk regularly requests an update and there has been no work on site.

d) *Anti-Social Behaviour*

Fouling due to dog mess not being cleared by those walking the said dogs has caused the Parish Council to receive two verbal and one emailed complaint. There are plenty of Dog Bins around the parish and it is now permitted that dog poo bags and their contents can be disposed of in normal waste collection bins. The Parish Council noted the effective action by a member of the parish you put flags along Bull Street to the Jubilee seat highlighted all the uncleared dog mess. Someone has now cleared all of this.

It was decided that though the Parish Council does not wish to litter the countryside with signage the clerk should look for signs about not dog fouling in the countryside to stick on the dog poo bins.

8. Planning

New planning applications

Documents emailed to councillors on the 29 January 2021 for perusal prior to the meeting also available at <https://www.westoxon.gov.uk/planning-and-building/planning-permission/view-planning-applications/>

Reference	21/00110/HHD
Alternative Reference	Not Available
Application Validated	Fri 11 Dec 2020
Address	1 Kingsway Cottages Bampton Road Aston OX18 2BT
Proposal	Removal of existing garage and the erection of a two-storey side extension
Status	Under consideration
No comment – previous approved application and revision – no objection	

Reference	20/03409/FUL
Alternative Reference	PP-09305071
Application Validated	Wed 16 Dec 2020
Address	Chimney Meadows Nature Reserve Chimney Bampton
Proposal	Construction of Shifford Weir Fish Bypass, comprising excavation of a new approx 450m long naturalised fish bypass channel, including one culvert under existing flood embankment, wooden handrails to edge of culvert, use of excavated materials to improve BBOWT access for future management of the reserve, together with temporary construction accesses and temporary construction compound on land near public highway in Duxford, and reinstatement of land following completion of the construction works.
Status	Under consideration
A comprehensive application and the Parish Council main concern being flooding but there is no increased risk to the parish. Small area in Duxford may have an increase in surface water flooding. No objection.	

Update on Previous Planning Applications – For Information

Reference **20/03177/FUL**
Alternative Reference PP-09229676
Application Validated Thu 19 Nov 2020
Address Aston Repair Depot the Square Aston Bampton OX18 2DL
Proposal Erection of two dwellings, formation of vehicular access and associated parking. Demolition of existing garage.
Status Decided
Decision Approve
Decision Issued Date Tue 19 Jan 2021

Reference **20/02792/FUL**
Alternative Reference PP-09160554
Application Validated Thu 15 Oct 2020
Address Land East of South Barn Cote Bampton Oxfordshire
Proposal Erection of a single stable adjacent to two existing stables.
Status Decided
Decision Approve
Decision Issued Date Tue 12 Jan 2021

Reference **20/02713/FUL**
Alternative Reference PP-08831380
Application Validated Wed 11 Nov 2020
Address Limes Barn High Street Aston Bampton Oxfordshire OX18 2BY
Proposal Change of Use from agricultural to garden. Erection of close board and post and rail fencing along property boundary (Retrospective)
Erection of covered storage space with clear polycarbonate sheeting.
Status Decided
Decision Approve
Decision Issued Date Wed 06 Jan 2021

Reference **20/02592/LBC**
Alternative Reference PP-09076126
Application Validated Tue 10 Nov 2020
Address Cote House Cote Bampton Oxfordshire OX18 2EG
Proposal Internal alterations to include the formation of a new opening between the study and kitchen and to increase the size of an existing opening within the utility room.
Status Decided
Decision Approve
Decision Issued Date Mon 11 Jan 2021

9. New Business

a) WODC Climate Action Day for Parish and Town Council's

The letter from WODC asking parishes if they would like to participate in a Climate Action Day. It was decided that it would be sensible to attend and see what is being talked about. P West and P Sparrowhawk to attend if available when the dates are issued.

b) To carry out the annual review of the Parish Council's risk assessment (not open spaces)

The parish council reviewed the risk assessment and made the following amendments:

- Change the Control Measure – Misappropriation of funds under Clerk from 'Bank Reconciliation checked to original documentation on a quarterly basis from Chairman' to 'Designated Councillor' to be consistent with Control measures under Financial.
- Under 'Financial' – 'actual cash balance reported to Councillors monthly' remove as no cash held by Parish Council.

The meeting discussed the report, and it was RESOLVED as proposed by J West and seconded by P West with all in favour to accept the report as amended.

c) Half yearly review of external Parish Council assets

This is a physical check of the assets and P Sparrowhawk offered to carry it out.

10. Community Trust

The Community Trust is currently looking into Grounds Maintenance contracts and use of the S106 funding that will be forth coming from the two housing developments in Aston.

11. Parish Infrastructure

a) Village maintenance

The bench purchased by the community and to be sited opposite Waites Close has been purchased, delivered and is due to be installed during February 2021. A plaque will be provided. Other points for investigation are the refurbishment of old directional sign in Cote opposite PD Hooks and to review the provision of a Lengthsman. Agenda points and reports on both requested for March 2021 monthly Parish Council meeting.

b) Grounds Maintenance Renewal 2021-2023 - CONFIDENTIAL

There were no members of the public present so discussed in open session. 4 tenders had been received from those invited to tender. One declined and the others did not respond. It was decided to split the offer with one company being awarded the contracts for verge cutting and weed killing and another the recreation grounds grass cutting and war memorial maintenance. It was RESOLVED as proposed by R La Forte and seconded by B Lings with all in agreement to accept the tender from Ubico Ltd for the Appendix A (verge cutting) and Appendix D (weed killing) for the period March 2021 to November 2023.

It was RESOLVED as proposed by R La Forte and seconded by B Lings with all in agreement to accept the tender from D Johnson for the Appendix B (Recreation Ground) and Appendix C (War Memorial Maintenance) for the period March 2021 to November 2023.

c) Allotments

At the time of the meeting the only trustee had resigned so the Allotment Trust has no trustees. Under the charity Commission document the Parish Council has two options which are to appoint 3 non allotment holders as trustees or take on responsibility for the allotments. The clerk was requested to put together a detailed report for the March 21 monthly Parish Council meeting.

d) *Defibrillator in Cote Telephone Box*

The defibrillator has been ordered and the invoice received. Once Community Heartbeat (CHT) have received payment, they will arrange delivery and installation. There is sufficient in the project budget for a second defibrillator to be purchased and located at Chimney. Initial thoughts are to site it by BBOWT gate either on a post or in a purpose-built housing. The clerk to contact CHT and discuss options.

12. FINANCE

a) *Account Balances – noted.*

b) *Clerk – Request for Training – SLCC Practitioner’s Conference Feb 2021.*

The clerk requested to attend the SLCC Practitioner’s Conference in February 2021. This will be a virtual conference and this time there are sessions on ‘Grants and Funding opportunities, Lost Rights of Way, Responsible Investment and the award ceremony for achieving the Level Foundation Degree in Community Governance. It was RESOLVED as proposed by J West and seconded by P West with all in agreement to approve this training request and payment of £75 plus VAT to the SLCC.

c) It was RESOLVED as proposed by P Sparrowhawk and seconded by J West with all in agreement to approve the following payments for the period February 2021.

	NET	VAT	Gross Amount
Clerk’s expenses – 237 sheets x 7p/ Zoom £14.39/ Microsoft Office Jan £36.48 + £31.92 (Upgrade to Business Basic)	85.58	13.80	99.38
WODC Dog Bin Emptying Inv 33392101	19.95	3.99	23.94
SLCC Practitioners Conference 23 to 25 February 2021 (Online)	75.00	15.00	90.00
Community Heartbeat Trust – Defibrillator – Inv 7629	2,590.00	518.00	3,108.00
Total to be decided and approved	£2,770.53	£550.79	£3,321.32
Monthly Standing Orders			
Clerk’s Salary	325.92		325.92
WODC Dog Bin emptying Inv 33394984	19.95	3.99	23.94
HMRC PAYE	76.80		76.80
Total SDOs	£422.67	£3.99	£426.66
Total	£3,193.20	£554.78	£3,747.98

Minutes of the Parish Council meeting held on Thursday 4th February 2021.

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: Thursday 4th March 2021, 7.30pm
Monthly meeting of Parish Council

Meeting closed at 8.52pm.

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