

**MINUTES OF ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL MEETING HELD ON  
Thursday 4 January 2024 at the Village Hall, Aston, at 7.30pm**

**Members** R La Forte (Chair)

**Present:** J Ordish  
G Ball  
B Lings  
P Sparrowhawk  
A Chapman

**In Attendance:** Elaine Anstee – Clerk  
6 members of the public  
Cllr Dan Levy (OCC)  
Cllr L Nicolls (WODC)  
Cllr C Maynard (WODC)

1. **Apologies from Members:** There were apologies from R Anstee.
2. **Minutes of the previous meeting** of the Parish Council on 7<sup>th</sup> December 2023 were agreed it was RESOLVED as proposed by R La Forte, seconded by A Chapman, with all in agreement, that the Chair signs them.
3. **Parish Councillors - Disclosure of interests on agenda items** – R La Forte declared a nonpecuniary interest in Agenda Item 12 as he is a trustee.
4. **Meeting Open for Public Participation** – None
5. **WODC/OCC Matters**

OCC Cllr D Levy – The county budget has been drafted and though a gap in funding had been expected it is worse than expected.

WODC Cllr C Maynard – updated the meeting with his new role as Executive member for planning at WODC. He will be working directly with the planning officers at WODC. He has now been made aware that Condition 4 (Thames Water) sign off for the new TERRA development was made by a temporary member of staff and not checked by a senior person at the planning authority. The only way to challenge is a judicial review which would be very expensive and unlikely to succeed. Moving forward we need to keep working with and challenging Thames Water to get remedial and proactive action to rectify the issues. Flow monitors to help identify broken pipes have been requested for Aston and Cote. He will continue to work with the Parish Council, planning team and Thames Water on behalf of and with the parish.
6. **Matters Arising from Previous Meetings**
  - a) *Quick updates:*
    - *Neighbourhood Plan* – no update.
    - *Electronic Speed Signs* – no update from OCC on appointment of contractor.
    - *Cote Chapel* – No update.
    - *Gate at St James Church* – Coronation Commemoration the clerk has approached a fourth company.

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- *Traffic calming update and other traffic issues* – walk round with OCC officer planned for 13<sup>th</sup> December 2023 has had to be delayed and will now be on 17<sup>th</sup> January 2024.

*b) Footpaths/Treescapes*

No update.

*c) Anti-Social Behaviour*

No reports.

## 7. Planning

### New planning applications - None

#### Update on Ongoing Planning Applications – For Information

- Terra – Archaeological survey done though results not yet know. 1st occupation due June 24. Conditions 4 and 15, both relating to foul water have been signed off but are not met. Clerk setting up meeting with the project manager at Thames Water who will be leading the ‘programme of works’. The Chair is still awaiting the letter from the chief planning officer as discussed and promised following the meeting at WODC at the beginning of December.
- North Farm – Meeting with Bluestone is to be finalised but there has been assurance that the work done by the parish will be underpinning the project.
- Marsh Furlong – the water pumping station transfer to Thames Water is under discussion.
- Children’s Home – Back Lane approaching the children’s home entrance has been badly damaged by the vehicles accessing the site. Remedial work has only been carried out in the area around the entrance. Clerk to put on Fix My Street, with photographs. This item to be removed from ‘Ongoing Planning Applications for future agendas.
- St Joseph’s Court – Surface water and drainage. Clerk spoke to the Thames Water project manager in late December and will be arranging a meeting (online or in person to be confirmed) in the New Year.

#### Update on Previous Planning Applications

<b>Reference</b>	<b>23/03276/CND</b>
Alternative Reference	PP-12661715
Application Validated	Tue 12 Dec 2023
Address	Land North of Foxwood Close Aston Oxfordshire
Proposal	Discharge of conditions 3 (schedule of materials) 6 (desk study) 10 (details of solar panels and air source heat pumps) 11 (landscape scheme) 14 (Landscape and Ecological Management Plan) and 19 (scheme to provide biodiversity net gain enhancement measures) of Planning Permission 22/00986/FUL.
Status	Under consideration

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## 8. New Business

### a) Asset Register 2024

It was RESOLVED, as proposed by J Ordish, seconded by G Ball, to approve the asset register as presented with disposals totalling £589.66 (litter bins and shredder) and additions totalling £9,879 (defibrillators, Cote noticeboard and clerk laptop).

### b) Oxfordshire Councils Charter Event – 6 February 2024

The clerk will attend this event on behalf of the Parish Council.

## 9. Governance – Policies for Review – None

## 10. Community Trust

- MUGA – Planning application due to be resubmitted now the PEA report is in.

## 11. Parish Infrastructure

### a) Village maintenance

Items identified for action:

- Sweep and remove gravel on footpath along North Street
- Cleaning/clearing of entrance gates and street signs
- Request replacement of road signs for Woodbridge Close, Southlands and Saxel Close
- Clerk to prepare a specification for general maintenance across the parish.

## 12. FINANCE

a) Account balances – noted.

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

c) It was RESOLVED to approve the following payments for the period January 24 as proposed by J Ordish, seconded by P Sparrowhawk, with all in agreement.

	NET	VAT	Gross Amount
Clerk's expenses 112 x 7p/Microsoft £50.16	49.64	8.36	58.00
The Nursery, Cote – Christmas Tree	100.00		100.00
<b>Total to be decided and approved</b>	<b>£149.64</b>	<b>£8.36</b>	<b>£158.00</b>
Clerk – payrise 23-24 back dated to 1 Apr 23	301.79		301.79
HMRC – for clerk's payrise 23-24	75.60		75.60
<b>Total of already approved/paid</b>	<b>£377.39</b>	<b>£0.00</b>	<b>£377.39</b>
<b>Monthly Standing Orders/DDs</b>			
Clerk's Salary including WFH Allowance	412.41		412.41
HMRC PAYE	98.40		98.40
<b>Total SDOs</b>	<b>£510.81</b>	<b>£0.00</b>	<b>£510.81</b>
<b>Total</b>	<b>£1,037.84</b>	<b>£8.36</b>	<b>£1,046.20</b>

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**13. CONFIDENTIAL – Recruitment of RFO**

Interview to be held on the 11<sup>th</sup> January 2024 followed by an extra Parish Council meeting to discuss and decide on appointment of RFO.

**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.**

**(For discussion only)**

- Dog Bin – Cote turning
- Ask BBOWT about putting a bin in the car park
- B Lings – apology for meeting on 1<sup>st</sup> February

**16. Date of next meeting: Thursday 11<sup>th</sup> January 2024, 7.30pm**

Being a confidential meeting for RFO discussion.

Meeting closed at 21.00pm.

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