

**MINUTES OF ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL
MEETING HELD ON THURSDAY 4th June 2020 via THE ONLINE PLATFORM, ZOOM, AT 7.30 PM**

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

In Attendance: Elaine Anstee – Clerk

- 2. Apologies from Members:** There was an apology from G Ball.
- 3. Minutes of the previous meeting** of the Parish Council on 7th May 2020 were agreed as a true record and it was RESOLVED as proposed by Paul Sparrowhawk and seconded by Ben Lings, with all in agreement that the Chairman signs them.
- 4. Parish Councillors - Disclosure of interests on agenda items** – J Ordish declared an interest in Agenda Items 11 b), c) and d) as church warden and committee member.
- 5. Meeting Open for Public Representation** – There were no members of the public present.
- 6. WODC/OCC Matters**
There were no reports from OCC and WODC councillors.
- 7. Matters Arising from Previous Meetings**
- a) *Grounds Maintenance Contract Renewals*
It was proposed by R La Forte and seconded by J Ordish with all in agreement to extend the current Ground Maintenance contractions for one season in light of the current situation with COVID 19. The contracts to be tendered with new specifications and 4 options in 2021 for the 2022 to 2024 seasons as proposed by P Sparrowhawk and Phil West.
- b) *Insurance Renewal for 2020/21 – For Information*
This was delegated to the Chairman, Vice Chairman and clerk for decision at the meeting on 7th May 2020. It has been decided to renew the insurance with BHIB ltd for a three year term at £343.48 per annum. This was the cheapest quote and met the requirements for insurance of the parish council and its assets.
- c) *Anti-Social Behaviour*
There had been no reports of anti-social behaviour however there are continuing complaints from the residents living adjacent to the Matthews Homes site especially concerning dust, foot path across the front of the site and non -adherence to the traffic management plan in respect to start times and vehicular movement early in the mornings. The planning enforcement officer from WODC has a meeting arranged for 11th June with representatives from Matthews Homes and they have now got the relevant permissions to

put the proper entrance in. The parish clerk was tasked to request an explicit statement on if the traffic management plan hours were to change under the government's recent change to guidance in light of COVID 19.

8. Planning

No New planning applications

Update on Previous Planning Applications

Reference **20/00864/HHD**

Alternative Reference PP-08617484

Application Validated Fri 27 Mar 2020

Address 30 Marsh Furlong Aston Bampton Oxfordshire OX18 2FN

Proposal Works to include single storey extension to garage with conversion of garage to create extra living space.

Status Decided

Decision Approve

Decision Issued Date Wed 27 May 2020

Reference **20/00838/HHD**

Alternative Reference PP-08597703

Application Validated Wed 25 Mar 2020

Address 17 Saxel Close Aston Bampton Oxfordshire OX18 2EB

Proposal Removal of conservatory and erection of single storey rear extension.

Status Decided

Decision Approve

Decision Issued Date Thu 21 May 2020

Reference **20/00466/HHD**

Alternative Reference PP-08510210

Application Validated Wed 11 Mar 2020

Address 4 Chimney Farm Cottages Chimney Bampton Oxfordshire OX18 2EH

Proposal Erection of a three bay garage with ancillary space above, new site entrance and associated parking.

Status Decided

Decision Refuse

Decision Issued Date Thu 14 May 2020

9. New Business

a) Cote Chapel Grass Cutting Grant Request

It was proposed by R La Forte and seconded by J Ordish with all in agreement to grant the budgeted amount of £300 for 2018 season and £300 for the 2019 season. The Cote Chapel management committee to be asked to put a submission in for the 2021-22 budget for a revision to the budgeted amount in light of the increase in costs.

d) *St James Church Grass Cutting Request*

It was proposed by R La Forte and seconded by J West with all in agreement to grant the budgeted amount of £700 for 2020 season.

e) *St Mary's Shifford Grass Cutting Grant Request*

It was proposed by R La Forte and seconded by P Sparrowhawk with all in agreement to grant the budgeted amount of £700 for 2020 season.

f) *Aston Parish Community Minibus Grant Request*

It was proposed by R La Forte and seconded by B Lings with all in agreement to grant the budgeted amount of £750 for 2020 towards the costs associated with the running of the minibus.

g) *Community Response for COVID 19*

The clerk gave a verbal update on the current activities of the volunteers collecting prescriptions and shopping with in the parish. The regular updates from WODC are proving very useful for keeping the clerk and councillors informed of what is happening in the wider arena of the district.

10. Community Trust

The minutes of the Community Trust meeting held on the e4th May had been circulated via email to all councillors prior to the meeting. The village hall remains closed and has no reopening time yet. Astonbury has been deferred to August 2021 and the village fete is currently cancelled. Dog walking at the recreation ground and the failure by some owners to clear up after their dogs has been discussed again by the Community Trust. R La Forte asked that this be an agenda item for the July parish council meeting.

11. Parish Infrastructure

a) *Village maintenance*

B Lings asked about cycle parking at the village hall and was advised that the Community Trust had plans to install cycle racks that had already been supplied by P West. R La Forte asked that the defibrillator installation, as budgeted for in the 20/21 budget, in the Cote phone box be put into action and the clerk contact D Tracey in the first instance for guidance on how to proceed.

12. FINANCE

a) *Account Balances–noted*

b) *Regular Payments*

It was RESOLVED as proposed by R La Forte and seconded by B Lings with all in agreement to set up standing orders as detailed in the table below:

Clerk's Salary including working from home allowance	£318.48	LGA 1972, s112
HMRC – Clerk's Income Tax	£75.00	LGA 1972 s111
WODC – Dog Bin Emptying	£23.94	Litter Act 1983
Total	£417.42	

These payments to be set up for a 12 month period and reviewed annually.

- c) It was RESOLVED as proposed by B Lings and seconded by J Ordish with all in agreement to make the following payments:

	VAT	Gross Amount
Clerk's salary E Anstee (Gross £375.48) net £300.48, working from home allowance of £18.00		£318.48
Clerk's expenses – 221 sheets x 7p/ Zoom £14.39/Freeola Domain Renewal £14.75	£4.86	£44.61
HMRC – PAYE – May 20		£75.00
WODC – Dog Bin emptying – Invoice 33359401	£3.99	£23.94
Des Johnson – Inv 2035 – Recreation Ground grass cutting May 2020		£170.00
BHIB Ltd – Invoice LCO00491-372107	£36.84	£343.82
Glasdon Inv SI795686	£189.19	£1,135.14
Sub Total	£238.88	£2,110.99
<i>St Mary's Shifford Grass Cutting Grant</i>		<i>£300.00</i>
<i>St James Church Grass Cutting Grant</i>		<i>£700.00</i>
<i>Cote Chapel Grass Cutting Grant</i>		<i>£600.00</i>
<i>Aston Parish Community Minibus Grant</i>		<i>£750.00</i>
Total to be decided and approved	£238.88	£4,460.99

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

R La Forte updated the meeting about the request from the Environment Agency (EA) to the Aston History Group for history of the Great Brook and its original purpose. It is understood that nature lobby groups are making it difficult for the EA to maintain the Great Brook for its core purpose of draining the land and reducing flooding.

14. Matters arising since publication of agenda/

Matters which Councillors may wish to raise for inclusion on next agenda (for discussion only)

15. Date of next meeting: Thursday 2nd July 2020, 7.30pm
Monthly meeting of Parish Council

Meeting closed at 8.15pm

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