

**MINUTES OF ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL
MEETING HELD ON THURSDAY 4TH MAY 2017 IN THE
VILLAGE HALL, ASTON AT 7.30 PM**

- 1. Members Present:** Richard Haines (Chairman)
Jane Everex
Ben Lings
Paul Sparrowhawk
Jane West
Phil West

In Attendance: Helen Sandhu – Clerk

Members' Apologies: John Ordish

2. Annual Meeting of Parish Council

a) Election of Chairman

Richard Haines was proposed, seconded and unanimously re-elected as the Chairman of the Parish Council. Mr Haines signed the Acceptance of Office form.

b) Vice Chairperson

There were no nominations for the role of Vice Chairperson.

c) Parish Transport Representative (PTR)

It was resolved that the Parish Council would not appoint a member as a Transport Representative; a representative of the Parish Council will be nominated to attend PTR meetings organised by the County Council where there are specific issues of local relevance to be discussed.

d) Community Trust Representative

John Ordish was proposed, seconded and unanimously elected to continue in his role as the Parish Council's representative on the Committee of Aston & Cote Community Trust.

3. Minutes of previous meeting – on 6 April 2017 were agreed as a correct record and signed by the Chairman.

Proposed by Paul Sparrowhawk, seconded by Jane West.

4. Parish Councillors – Disclosure of interests on agenda items

None.

5. Public Representation

None.

6. Matters Arising from Previous Meetings

a) Potential relocation of dog bin on Ham Lane

Richard Haines is meeting with a representative from WODC on site on Monday 8 May.

Matters Arising from Previous Meetings (continued)

b) New noticeboard for Southlands

It was resolved to accept the quotation from R Keen in the sum of £1,350 to construct a new noticeboard using oak posts. It was resolved that metal sockets would not be required given that the posts will be hardwood. Proposed by Paul Sparrowhawk, seconded by Jane West.

c) Maintenance of parish benches

Oddjobs has confirmed that he is no longer taking on the type of work required. The Clerk has contacted an alternative local contractor and will obtain a quotation for the work from him.

d) Anti Social Behaviour

Some of the bolts on the bridge over the Great Brook were removed over the past month and have been replaced with anti-tamper bolts by the County Council. On the evening of 28 April/early morning of 29 April someone spread excrement on one of the steps of the same bridge. Phil West cleaned the bridge on the following day, and the councillors expressed their thanks to him. The Clerk was asked to inform PCSO Sandra Syphas in case she has not already been made aware.

7. New Business

a) Annual Parish Meeting – 24 May 2017

The running order was agreed:

Thames Valley Police – PCSO Sandra Syphas is intending to attend

Pat Chirgwin, Volunteer Link Up

Aston & Cote Community Trust – Carolyn Simmonds (to cover the proposals for the new playground in particular)

Richard Haines, Parish Council

West Oxfordshire District Council

Charles Mathew, Oxfordshire County Council

b) Insurance renewal

The report in the Clerk's Briefing Notes and the renewal quotations were considered. It was resolved to renew the Parish Council's insurance with Aon and to enter into a three year Long Term Agreement at a cost of £401.67 for the single 2016/17 year. Proposed by Phil West, seconded by Ben Lings.

c) Donation for grass cutting – request from St Mary's Church, Shifford

It was resolved to give a donation of £225.00. Proposed by Paul Sparrowhawk, seconded by Jane Everex.

d) Donation for playground maintenance – request from Aston & Cote Community Trust

It was resolved to give a donation of £630 – proposed by Ben Lings, seconded by Jane Everex. Richard Haines informed the Parish Council that the Community Trust had to arrange for a RoSPA inspection to be carried out on an "emergency" basis to meet the insurance requirements and that an additional cost had therefore been incurred. The Clerk was asked to express the Parish Council's disappointment at the additional unnecessary expenditure incurred which could have been avoided by better management.

8. PLANNING

New planning applications

- 17/01128/HHD The Old Dairy Barn, Cote
Erection of single storey extension
It was resolved not to object nor to comment.
- 17/01159/HHD 35 Woodbridge Close, Aston
Alterations and erection of single storey rear extension and front porch
It was resolved not to object nor to comment.

Planning applications approved

- 17/00395/HHD Ferndale, Back Lane, Aston
Conversion of existing garage to create additional living space and erection of detached double garage with workshop. Closure of existing and formation of new vehicular access in revised position
- 17/01043/HHD 55 Bull Street, Aston (Alma Villa)
Insertion of dormer window to serve existing bathroom

9. Community Trust

The bench donated by the Parish Council to commemorate the 90th Birthday of HM the Queen has been installed on the new patio – thanks to the volunteer installers. The minutes of the recent meeting were put in the folder.

10. Parish Infrastructure

a) *Village maintenance*

The Clerk informed the Parish Council that she had requested quotations for the weedspraying from both Ubico (the WODC commercial arm) and the commercial arm of Oxford City Council. No response has been received from Ubico, but a quotation from Oxford City Council in the sum of £218.50 + VAT and a recommendation for three treatments had been received. It was resolved that the Clerk would order the initial spray under her delegated expenditure powers.

b) *Metal chicanes/barriers at footpath ends – Woodbridge Close, Cote Road, Bull Street*

The Clerk shared the response from the County Council to the Parish Council's complaints about the quality of the work. The new barriers which have been fitted without elbows will have elbows installed. The County Council has advised that it is not usual practice to "saw cut" the edges of holes cut in tarmac and that the appearance of the new material should improve over time as it weathers.

11. FINANCE

a) *Account Balances* – Noted.

b) *Bank reconciliations at 31 March 2017* – Noted.

c) *Accounts for 2016/17*

It was resolved to accept and approve the accounts. The report prepared by the Clerk was discussed and it was resolved to request a price from Oxfordshire County Council for the potential installation of a VAS on the Bampton Road entrance to Aston.

FINANCE (continued)

d) April invoices presented for approval and payment

		Statute
Clerk's salary & working from home allowance	381.00	LGA 1972, s112
Clerk's expenses – printing – 151 sheets @ 7p	10.57	LGA 1972 s111
West Oxfordshire District Council – one cut of verges and war memorial (one invoiced in year to date)	392.98	HA 1980, s116
West Oxfordshire District Council – emptying of dog bin in May	21.94	Litter Act 1983
Des Johnston – 2 cuts of grass at playing field in April (3 invoiced in year to date)	144.00	LG(MP)A 1976, s19
Smith of Derby – three year service contract for St James' church clock	610.80	PCA 1957, ss2 & 6
St Mary's, Shifford – donation towards grass cutting	225.00	LGA 1972, s214
Aston & Cote Community Trust – donation towards playground maintenance	630.00	LG(MP)A 1976, s19
Aon UK – insurance for year from 1 June 2017	401.67	LGA 1972 s111
Total	£2,817.96	

It was resolved to make the above payments, proposed by Jane West, seconded by Phil West.

Signeddated.....