

**MINUTES OF ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL  
MEETING HELD ON THURSDAY 4<sup>th</sup> OCTOBER 2018 IN THE  
VILLAGE HALL, ASTON AT 7.30 PM**

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

**In Attendance:** Elaine Anstee - Clerk  
Cllr Charles Matthews – OCC  
Cllr Steve Good – WODC

- 2. Apologies from Members:** None.

- 3. Minutes of the previous meeting** of the Parish Council on 6<sup>th</sup> September 2018 were agreed as a true record and it was RESOLVED as proposed by Paul Sparrowhawk and seconded by Phil West that the Chairman sign them.

- 4. Parish Councillors - Disclosure of interests on agenda items** – Phil West declared an interest in agenda item 13(C).

- 5. Meeting Open for Public Representation**

There were no public representations.

- 6. WODC/OCC Matters**

Cllr Matthews (OCC) updated the council on the appointment of the new chief executive for OCC and Cherwell District Council with effect from 1<sup>st</sup> October 2018. He also said that OCC is looking to develop a new management system via an IT system to deliver a more coherent and quicker response to its stakeholders/users.

Cllr Good (WODC) confirmed that the Local Plan was officially signed off by WODC on 27<sup>th</sup> September 2018. He also updated the meeting on the successful 'Water Day' held on 4<sup>th</sup> October which John Ordish also attended. This day was mainly focused on the response to the Windrush against Sewage Pollution (WASP) action group. The meeting had been requested by the WODC scrutiny committee and brought together all the parties involved including Thames Water. The intention is to take the information gleaned from this meeting and work on it. There is also the intention to have another meeting in 12 months' time to assess the progress made.

- 7. Matters Arising from Previous Meetings**

*a) War memorial cleaning and re-lettering*

The war memorial has been cleaned and repainted.

*b) Defibrillator/CPR Training*

20 people attended the training which was very well received. Council agreed to run another session in an evening in January 2019.

**Matters Arising from Previous Meetings (continued)**

- c) *Community First Responders/Co-Responders*  
Community First Responders/Co-Responders are volunteers who receive training from the ambulance service to assist the ambulance service when people are facing a medical emergency. The most local First Responder to our parish lives in Carterton (information obtained from South Central Ambulance Service in August 2018). Gill Ball has been in touch with David England who is going to help her compose an article for the Voices magazine. The clerk was asked to contact Bampton PC to ask if they had looked into this for their parish.
- d) *West Oxfordshire District Council Local Plan to 2031*  
The Plan has been formally adopted by WODC on 27 September 2018. The Plan is now a valid document and its policies will be used to decide planning applications. Cllr S Good (WODC) confirmed that the new Local Plan could not be used as a basis to challenge already approved developments.  
Further information can be found at: <https://www.westoxon.gov.uk/localplan2031>
- e) *Storage of Parish Council minutes and key statutory records*  
John Ordish provided council with a full list of what the History group holds and asked that all councillors looked at the list and annotated their thoughts on what should be kept by the History group. This will then be discussed in full at the November meeting.
- f) *Oxfordshire County Council Trees of Remembrance Project*  
The Community Trust will discuss at their October meeting whether they would be prepared to provide a site for a tree. The clerk informed the meeting that a tree had been reserved for the parish subject to finding a suitable site.
- g) *Anti-Social Behaviour*  
Councillors reported that there had been a hay rick fire down Ham Lane and excrement smeared over the bridge across the Great Brook. The culprits have not been formally identified.

**8. Correspondence sent**

All business transacted by email.

**9. New Business**

- h) *Updated Oxford-Cambridge Expressway*  
Noted.
- i) *Oxfordshire County Council's Thriving Communities*  
OCC is running another round of events for Town and Parish councillors to meet with county councillors and officers to discuss issues that are important in their communities. The nearest one to this parish is to be held in the Corn Exchange in Witney on 29<sup>th</sup> October 2018 from 1 – 4pm. Councillors will let the clerk know if they can attend.
- j) *Remembrance Sunday service at Aston War Memorial (Sunday 11 November – 2.45pm at War Memorial and 3pm at St James Church)*  
Russell La Forte will attend and lay the wreath on behalf of the Parish Council.

**New Business (continued)**

- k) *Royal British Legion Poppy Appeal – Parish Council donation*  
Council RESOLVED to give a donation of £150 as budgeted and this is funded under the Parish Council's limited financial powers granted by LGA 1972 s137.  
Proposed by Paul Sparrowhawk and seconded by Gill Ball
- l) *Invitation to the Citizens Advice West Oxfordshire AGM*  
The AGM is on the 9<sup>th</sup> October at 7.30pm in the Corn Exchange in Witney and Cllr S Good will be attending.
- m) *Village shop*  
The meeting discussed the concerns relating to the potential loss of this valuable community asset but needed more information to discuss further. This to be put on the agenda for November meeting.

**10. PLANNING**

There had been no updates from WODC at the time of the meeting.

**11. Community Trust**

Nothing to report from the last meeting.

**12. Parish Infrastructure**

- a) *Village maintenance*  
The hedges around the 30 mile an hour signs are now covering them so as agreed at the September meeting John Ordish did a walk around and produced a map detailing the areas where the signs were and needed hedge cutting back from obscuring them. Phil West and Russell La Forte agreed to carry out the work.
- b) *Passing Places – Bull Street to the Great Brook plus*  
John Ordish and Jane West originally met with Matthew Timms, a Highways and Drainage Officer from OCC on 23<sup>rd</sup> August. He left them with a tin of paint to mark-up potential passing places if agreed by the Parish Council. As agreed at the meeting on 6<sup>th</sup> September 2018 they have now completed this work and John has sent a map of the locations to Matthew Timms. He provided copy of the map for councillors to look at.
- c) *Cleaning of bus shelters*  
Phil West left the meeting for this item as he had declared an interest.  
A quote had been received from DF Williams but no one else had come forward. The quote was discussed and it was proposed to offer the bus shelter cleaning to DF Williams for a term of 1 year and review in September 2019. It was **RESOLVED** to accept the quote as proposed by Ben Lings and seconded by John Ordish.  
Clerk to write to DF Williams.
- d) *Maintenance of drainage ditches in the parish*  
As raised at the August meeting. The Parish Council does not have a database of the riparian land owners of the land bordering the ditches in the parish. The previous Clerk had produced a map in 2007 of who owned the land and ditches in the parish which now needs to be reviewed and John Ordish had offered to look at it. John Ordish attended the Water Day at WODC on 4<sup>th</sup> October 2018 as a fact finding activity relating to the rivers and pollution. This still needs further work so be deferred to November meeting.

**13. FINANCE**

- a) *Account Balances* – included in Clerk’s Briefing Notes – noted.
- b) *Change of bank signatories – Unity Trust current account*  
The forms have been sent off and the clerk awaits confirmation of the changes.
- c) *Change of bank signatories – Santander deposit account*  
The clerk has requested the forms to amend the bank signatories.
- d) *Main deposit account*  
The Parish Council’s main deposit account is Nationwide. The interest on the Nationwide account is currently 0.65%. The Clerk has done some initial investigations into a better interest rate and will bring that to the November meeting with the budget.
- e) *September invoices presented for approval and payment*

		Statute
Clerk’s salary - H Sandhu £71.46, working from home allowance of £10.00	71.46	LGA 1972, s112
Clerk’s expenses – 118 sheets x 7p	8.26	LGA 1972 s111
Clerk’s salary – E Anstee £249.16, working from home allowance - £10	259.16	LGA 1972 s111
Des Johnston – 2 cuts of playing field in September (11 invoiced in year to date)	170.00	LG(MP)A 1976, s19
WODC – Dog Bin emptying - 02/09/18	22.70	HA 1980, s116
WODC – Dog Bin Emptying – 01/10/18	22.70	HA 1980, s116
<b>Total</b>	<b>£384.28</b>	

It was resolved to make the above payments – proposed by Jane West and seconded by John Ordish.

**14. Parish Councillors’ reports from meetings attended since last meeting**

Ben Lings reported on the meeting he attended at the RAF Brize Norton on 11th September 2018. The main focus was ‘noise’ and the fact that the NASM ‘Noise Plan’ for the airfield is out of date and needs to be reviewed. Additionally there is to be a change in the restricted flying area which has to be done in conjunction with Oxford Airport.

**15. Matters arising since publication of agenda/**

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

Councillors asked for the following to be on the agenda for November:

- a) Fencing on/opposite the Great Brook bridge
- b) CCTV notices at the Great Brook bridge
- c) The Great Brook was last dredged in 2007 – clerk to research correspondence to find who did it last time and how to approach them to have it done.

**16. Date of next meeting:**

**Thursday 1st November 2018, 7.30pm**

Monthly meeting of Parish Council

Meeting closed at 8.40pm

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