

**MINUTES OF ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL  
MEETING HELD ON THURSDAY 5<sup>th</sup> March 2020 IN THE  
VILLAGE HALL, ASTON AT 7.30 PM**

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

**In Attendance:** Elaine Anstee – Clerk  
Cllr H Fenton (WODC)  
Cllr C Matthews (OCC) arrived 8.30pm  
1 member of the public

- 2. Apologies from Members:** There were no apologies.
- 3.** The chairman took this opportunity to congratulate John Ordish on receiving an award from the High Sheriff for his community service. The chairman thanked him on behalf of the parish council and community for this work.
- 4. Minutes of the previous meeting** of the Parish Council on 6<sup>th</sup> February 2020 were agreed as a true record and it was RESOLVED as proposed by Paul Sparrowhawk and seconded by John Ordish, with all in agreement that the Chairman signs them.
- 5. Parish Councillors - Disclosure of interests on agenda items** – There were no declarations of interest.
- 6. Meeting Open for Public Representation** – concerns were raised about the condition of the road in Ham Lane and the hedges along North Street.
- 7. WODC/OCC Matters**  
Cllr Fenton was asked to escalate the ongoing issues with the state of the footpath and road outside the Matthews Homes site which is not demonstrating abidance to the traffic management plan. Secondly councillors are still concerned that building has gone ahead without the site entrance/road being put in and this is the first job normally done. The parish council understands that the S278 has still not actually been applied for from OCC to get agreement for this to be done. The second issue discussed was the permission to build another house on the Westfield site. The parish council has objected to each of these applications and was dismayed to see that it was third time lucky for the builder with WODC Lowlands Committee allowing it to go ahead.  
Cllr Matthews confirmed that OCC had approved the budget for the next fiscal year and that there had been no real information on the county property departments plans for North Street Farm Cottage.

## 8. Matters Arising from Previous Meetings

### a) *Traffic Calming Project for 2019/20*

The council discussed as follows:

- Gates on entrances to speed limits/villages – agreed that a site survey to establish exactly where, how many and design be delegated to Paul Sparrowhawk, Russell La Forte and The clerk. Clerk to arrange a suitable date and time.
- RESOLVED as proposed by Paul Sparrowhawk and seconded by John Ordish go forward with the project for the 20mph lights outside the Aston and Cote School in Aston. Funding from S106, Councillor's Priority Fund for 20-21 and parish council reserve.
- Clerk to request further clarification on the consultation costs for the proposed small chicane at the village hall and indicative costs for the actual works.

### b) *Review of Parish Council Technology Requirements*

This was deferred for the meeting in April.

### c) *Half yearly review of external Parish Council assets*

The inspection of the assets was completed by John Ordish on 3<sup>rd</sup> March 2020. The bench in Cote needs a coat of paint and the Golden Jubilee Bench QE11 is due for replacement.

### d) *Resident Request – Dog Bin on Great Brook Road*

This has been installed though not invoiced as of the meeting.

### e) *Anti-Social Behaviour*

During the month of February the wooden foot bridge across the Great Brook at the end of Ham Lane has been seriously damaged by individual(s) using a chainsaw.

## 9. New Business

### a) *Contract due for Renewal for 2021.*

The clerk was asked to send out the tender specification to Paul Sparrowhawk and Phil West for review as the first part of the process.

### b) *Litter Blitz 2020*

This is again being organised by Bob Jones who has contacted WODC and arranged for the necessary equipment. It will take place in the period 6 to 17 April 2020 covering the usual areas i.e. the "main" streets in Aston and Cote, and some of the main footpaths.

### c) *VE 75 Commemorative Bench – St James Church*

It was agreed within the 20/21 budget to fund a commemorative bench and with the agreement of St James Church to site this in the churchyard. It was RESOLVED as proposed by Russell La Forte and seconded by Gill Ball with all in agreement to order a Glasdon's – Larbreck Hardwood Seat.

d) *Insurance Renewal – 1 June 2020*

The clerk to source three quotes from BHIB Ltd, Aon and Zurich for the April meeting.

**10. Planning**

**New planning applications**

**Reference** 20/00372/HHD  
Alternative Reference PP-08487408  
Application Validated Mon 10 Feb 2020  
Address Orchard Cottage Cote Bampton Oxfordshire OX18 2EG  
Proposal Erection of single and two storey side extension.  
Status Under consideration  
Appeal Status Unknown  
Appeal Decision Not Available  
Parish Council response – no comment

**Reference** 20/00519/HHD  
Alternative Reference Not Available  
Application Validated Thu 27 Feb 2020  
Address 3 Home Farm Cottages Back Lane Aston Bampton OX18 2DQ  
Proposal Alterations and erection of single storey side and rear extension.  
Status Under consideration  
Appeal Status Unknown  
Appeal Decision Not Available  
Parish Council response – no comment

**Updates to previous planning applications**

**Reference** 20/00062/HHD  
Alternative Reference Not Available  
Application Validated Tue 14 Jan 2020  
Address 8 Saxel Close Aston Bampton Oxfordshire OX18 2EB  
Proposal Divide double garage into single garage and office space with new roof lights.  
Status Decided  
Decision Approve  
Decision Issued Date Fri 14 Feb 2020

<b>Reference</b>	<b>19/03376/FUL</b>
Alternative Reference	PP-08345534
Application Validated	Fri 06 Dec 2019
Address	Land Adjacent To Westfield House Bampton Road Aston Bampton
Proposal	Erection of dwelling with associated parking.
Status	Decided
Decision	Approve
Decision Issued Date	Tue 11 Feb 2020

### 11. Community Trust

The minutes for the Community Trust meeting were put into the Communication folder.

### 12. Parish Infrastructure

#### a) Village maintenance

Budget for 2019/20: £1,500 less the costs for the dog bin under agenda item 7c. CCTV notices at the Great Brook Bridge the clerk has been in contact with a local sign writer and is awaiting a quote. During the physical asset check painting of the bench at Cote was identified as being required so this is to be costed and programmed in.

### 13. FINANCE

#### a) Account Balances – noted

#### b) ICO Registration and annual fee.

The parish council is registered with the ICO as a data controller and as such has to pay the annual fee. It was resolved to action this as a DD under Section 6.3 of the Financial Regulations will become due on 15 March 2020. The cost is £40 but reduced to £35.00 for paying by direct debit – noted.

#### c) Annual review of Effectiveness of Internal Control/Financial Regulations

This was reviewed section by section with amendments as follows:

SECTION	AMMENDMENT
Legal Powers	A second bullet point was added 'General power of competence was adopted on 7 November 2019 under minute number 13b on page 1533.
S137	Removed as no longer applicable as GPC has been adopted

It was RESOLVED to approve the Annual Review of Effectiveness of Internal Controls/Financial Regulations with the above amendments as proposed by John Ordish and seconded by P Sparrowhawk with all in agreement.

*d) Clean Slate Grant Application*

It was RESOLVED as proposed by Jane West and seconded by John Ordish to grant £100 to Clean Slate.

*e) Annual renewal of membership of OALC*

It was RESOLVED as proposed by Jane West and seconded by Paul Sparrowhawk to renew the subscription to the Oxfordshire Association of Local Councils (OALC) at a cost of £253.49 plus VAT, all were in agreement.

*f) Renewal of membership of CPRE*

It was RESOLVED as proposed by Jane West and seconded by John Ordish to renew the membership of Campaign to Protect Rural England (CPRE) at a cost of £36 for the year, all were in agreement.

*g) February invoices presented for approval and payment*

	£	Statute
Clerk's salary E Anstee (Gross £368.20) net £294.60, working from home allowance of £10.00	304.60	LGA 1972, s112
Clerk's expenses – 231 sheets x 7p	16.17	LGA 1972 s111
HMRC – PAYE – Feb 20	73.60	LGA 1972 s111
WODC – Dog Bin emptying – Inv 33340722	23.35	Litter Act 1983
Smith's of Derby – Church Clock Service – Inv 113300	640.80	PCA 1957, ss2 & 6
ICO – DD on 15/03/2020	35.00	LGA 1972 s111
<b>Sub Total</b>	<b>£1,093.52</b>	
OALC Subscription 2020 – Inv A00052/2020	253.49	LGA 1972 s111
CPRE – Membership No 405671 - 20/21	36.00	GPC – Localism Act 2011
Clean Slate 2020 - Donation	100.00	GPC – Localism Act 2011

It was RESOLVED as proposed by Gill Ball and seconded by John Ordish, with all in agreement, to make the above payments.

**14. Confidential Item**

Clerk's salary review for 2020/21

The Clerk left the meeting

It was RESOLVED to increase the Clerk's pay following a successful appraisal and in line with the NALC/JPAG Guidance to LC2 Scale Point 21 from 1 April 2020. It was also RESOLVED to increase to clerk's working at home allowance. The Clerk rejoined the meeting.

**15. Parish Councillors' reports from meetings attended since last meeting**

Russell La Forte attended a table top exercise for the Bampton Parish Community Emergency Plan (CEP) and has asked Nathan Crockford to run a similar exercise for the CEP hereto which councillors including district and county will be invited.

**16. Matters which Councillors wish to raise for inclusion on next agenda**

Matthew Homes and the ongoing issues with mud on the pavements and roads, lorries going through Aston past the school and poor adherence to the traffic management plan.  
Aston Shop and what the parish council can do to support this – next meeting on 14<sup>th</sup> March 2020 in the Fellowship Centre.

Meeting with Robert Courts/Cllr C Matthews – 20<sup>th</sup> March JO and PW attending – the aim of this meeting to further escalate the ongoing

**17. Date of next meeting: Thursday 2<sup>nd</sup> April 2020, 7.30pm**

Meeting closed at 9.30pm

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

DRAFT