

**MINUTES OF ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL MEETING HELD ON THURSDAY 5<sup>th</sup> NOVEMBER 2020 via THE ONLINE PLATFORM, ZOOM, AT 7.30 pm**

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

**In Attendance:** Elaine Anstee – Clerk  
Cllr C Mathew  
L Lane (BBOWT)

- 2. Apologies from Members:** There were no apologies.
- 3. Minutes of the previous meeting** of the Parish Council on 30<sup>th</sup> October 2020 were agreed as a true record and it was RESOLVED as proposed by P Sparrowhawk and seconded by J West, with all in agreement that the Chairman signs them.
- 4. Parish Councillors - Disclosure of interests on agenda items** – There were no declarations of interest on agenda items.
- 5. Meeting Open for Public Representation** – The meeting was given a short presentation from L Lane (BBOWT) on the proposed work at Chimney Meadows. The majority of this work is planned south of the Thames at Duxford but there will be a small amount on the north side. The focus is improving the fish migration routes and creating flood plain habitats on 44 hectares at Duxford. The Parish Council's main concerns were additional flooding in the parish which does not seem to be the case. Council also expressed its concerns about increased visitor numbers impacting on Chimney.
- 6. WODC/OCC Matters**  
Cllr C Mathew reported that a motion to get a feasibility study of a relief road to the A40 across Duke's cut had been approved after 15 months of lobbying.
- 7. Matters Arising from Previous Meetings**
- a) Traffic Calming Update*
- The gates and signage ordered from Glasdon's have arrived and are being stored by the clerk. The invoice is for £3303.64 including VAT is on the payment schedule. The installation by OCC is planned for between 17<sup>th</sup> and 24<sup>th</sup> November 2020.
  - The Square, Aston – OCC Councillor is to set up a meeting with OCC Officers to discuss possible traffic management measures.

b) *Prepared for the Worst – Technology Review*

The new domain name [astonoxonpc.gov.uk](https://astonoxonpc.gov.uk) is now live and Office 365 business has been purchased. All councillors will be assigned a gov.uk email address which can be linked to their personal email.

c) *Future of North Farm – Update by the Chair*

A revised letter to Bluestone Planning Ltd/OCC was discussed and with one amendment on page 2/para 3 to change ‘will’ to ‘would’ it was RESOLVED as proposed by J Ordish and seconded by G Ball with all in agreement to send the letter.

There has been a good response in the first week of the initial parish consultation for ideas about the use of North Farm and these will be part of the ongoing investigations. The letter to Bluestone Planning Ltd/OCC was sent in tandem with the consultation.

d) *Land to the East of Back Lane*

The clerk had requested an update but not received on as at date of meeting. A full update has been requested for the December meeting.

e) *Anti-Social Behaviour*

There has been more fly tipping along the road to Chimney and the Great Brook Road. WODC are reacting quickly to these reports and clearing it as quickly as they can especially if reported through Fix My Street or on the WODC website. The clerk has sourced two generic signs to attach to the direction signs at each end of the Great Brook Road at a cost of £24.07 inclusive of VAT.

Concerns were again raised about the amount of construction traffic coming through Cote and Aston past the school and going to Bampton Meadows. The traffic management plan only requires construction traffic to ‘aim’ to use the recommended route.

## 8. Planning

Documents emailed to councillors on the 30<sup>th</sup> October 2020 for perusal prior to the meeting also available at <https://www.westoxon.gov.uk/planning-and-building/planning-permission/view-planning-applications/>

<b>Reference</b>	<b>20/02240/HHD</b>
Alternative Reference	PP-08993077
Application Validated	Mon 28 Sep 2020
Address	Thistle Cottage 4 Wheelwright Court Ham Lane Aston OX18 2DE
Proposal	Erection of two storey rear extension.
Status	Under consideration
No comment	

## Update on Previous Planning Applications

<b>Reference</b>	<b>20/02560/HHD</b>
Alternative Reference	Not Available
Application Validated	Wed 26 Aug 2020
Address	23 Cote Road Aston Bampton Oxfordshire OX18 2DU
Proposal	Erection of two storey rear and single storey side extensions
Status	Decided
Decision	Approve
Decision Issued Date	Thu 29 Oct 2020

### 9. New Business

*a) Royal British Legion (RBL) Poppy Appeal – Parish Council donation*

The Parish Council's thanks were extended to R Jones for ordering the wreath for Remembrance Service and delivering it to the clerk. to the clerk by R Jones. It was RESOLVED as proposed by J West and seconded by P Sparrowhawk with all in agreement to grant a donation of £150 to the RBL.

*b) Remembrance Sunday service at Aston War Memorial (Sunday 8 November – 2.45pm at War Memorial for a short, spoken service led by the Vicar of St James Church)*

The chairman agreed to represent the Parish Council at this service and lay the wreath. The service is not being advertised due to the current COVID 19 situation and those attending must abide by social distancing guidelines (Ref the UK Government and PH England).

*c) Christmas Tree*

It was RESOLVED as proposed by J Ordish and seconded by G Ball with all in agreement to purchase a Christmas Tree to be sited outside the Red Lion pub with a budget of £75.00 from the Maintenance Budget.

*d) Voices – Grant Application 2020/21*

It was RESOLVED as proposed by J Ordish and seconded by G Ball with all in agreement to grant £1000.00 to the Voice in recognition of the invaluable service this provides to the parish.

### 10. Community Trust

The village hall has been closed again due to the new COVID 19 lockdown. At the AGM two new trustees were appointed being R La Forte and M Smith.

### 11. Parish Infrastructure

*a) Village maintenance*

Mud and leaves in gutter outside the Limes on the High Street, Bull Street and North Street need the road sweeper to go round. The clerk to put in a request and if notified of when they will come will advise via website/astonoxon so cars can be moved if possible.

*b) Grounds Maintenance Contracts*

Following discussion on the revised contracts it was agreed that P West and P Sparrowhawk would work with the clerk to complete the Grounds Maintenance Contract and issue for tender. The final decision on which tender to be accepted will be brought back to the Monthly Parish Council meeting following the receipt of tenders.

*c) Allotments*

The clerk has provided copies of the most recent governance documents for the allotments dated 1972 to the trustees. It is detailed in these documents that the Parish Council is responsible for appointing the trustees. This seems to have stopped happening in the late 1970s/80s. It was decided that the clerk should approach the SLCC Helpline for advice before any further action is taken.

*d) Defibrillator in Cote Telephone Box*

The cost of the new electricity supply for this project is £4,990.96 from SSE and they are the only supplier for this area. The Parish Council e £3,500 for this project. The defibrillator package would be about £1,800.00.

The clerks submitted funding requests to Tesco Bags of Fun, AEDonate and Cottsway but there has been no response yet and many of the normal funders such as the BHF have closed their grants because of the COVID 19 pandemic. Cllr C Mathew offered funding through the Cllr Priority Fund of up to £1,000 once an application had been received and passed.

Under 11a it had been discussed what to do with unspent funds for Village Maintenance and up to a £1,000 could be vired from this budget line to the project. This would leave a shortfall of £1,300.

The clerk was requested to get a definitive quote from SSE and look at other budget lines where a potential under spend exists that could be vired to support this project.

## **12. FINANCE**

*a) Account Balances – for information.*

*b) Draft Budget 2021-2022*

The draft budget as drawn up by the clerk was discussed and an agreement in principle not to raise the precept for 2021-22 unless a significant project was identified. The clerk was asked to bring this back to the December meeting once the Band D equivalent has been advised by WODC.

*c) Budget 2021-2022 – Projects*

There was a discussion about the potential project for which included Aston Stores grant support, increase in the Cote Chapel grass cutting grant, to set up a Reserve for maintenance of the war memorial and the area around it, a noticeboard in Cote by the bench, History boards around the parish, as a few ideas. The clerk is to put indicative figures in the budget for the December meeting.

- d) It was RESOLVED as proposed by P West and seconded by J Ordish with all in agreement to approve the following payments for the period November 20.

	NET	VAT	Gross Amount
Clerk's expenses – 300 sheets x 7p/ Zoom £14.39/Freeola Domain Name = £107.99/	140.89	2.40	143.29
Des Johnson – Recreation Ground Grass Cutting – Inv TBC	85.00		85.00
Glasdon	2753.04	550.60	3303.64
OCC – Additional Payment on 3920419250	500.00		500.00
British Legion – Wreath for Remembrance and grant	150.00		150.00
VOICES Grant 20/21	1000.00		1000.00
<b>Total to be decided and approved</b>	<b>£4,628.93</b>	<b>£553.00</b>	<b>£5,181.93</b>
<b>Monthly Standing Orders</b>			
Clerk's Salary	325.92		325.92
WODC Dog Bin emptying Inv	19.95	3.99	23.94
HMRC PAYE	76.80		76.80
<b>Total SDOs</b>	<b>£422.67</b>	<b>£3.99</b>	<b>£426.66</b>
<b>Total</b>	<b>£5051.60</b>	<b>£556.99</b>	<b>£5,608.59</b>

**13. Parish Councillors' reports from meetings attended since last meeting - None**

**14. Matters arising since publication of agenda/  
Matters which Councillors may wish to raise for inclusion on next agenda**

At the Westfield House site opposite the pottery a shingle driveway has been put in and it is envisaged that the shingle will pop out on to main road to Bampton which will potentially cause complaints. This was on the approved plans from WODC.

Light still out on the way to village hall to be reported on Fix my Street.

The drop curve in front of Marsh Furlough should have a matching one on the opposite side of the road. PS asked that the clerk forward the plans for the site so he could review them.

**15. Date of next meeting: Thursday 3<sup>rd</sup> December 2020, 7.30pm**  
Monthly meeting of Parish Council

Meeting closed at 9.30pm

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