

**MINUTES OF ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL
MEETING HELD ON THURSDAY 5th SEPTEMBER 2019 IN THE
VILLAGE HALL, ASTON AT 7.30 PM**

1. Members Russell La Forte (Chairman)

Present: Phil West
John Ordish
Ben Lings
Jane West
Paul Sparrowhawk

In Attendance: Elaine Anstee – Clerk
Cllr C Matthews (OCC)
Cllr H Fenton (WODC)

- 2. Apologies from Members:** There were apologies from Gill Ball.
- 3. Minutes of the previous meeting** of the Parish Council on 1st August 2019 were agreed as a true record and it was RESOLVED as proposed by Paul Sparrowhawk and seconded by Jane West, with all in agreement that the Chairman signs them.
- 4. Parish Councillors - Disclosure of interests on agenda items** – R La Forte and J Ordish declared an interest in Agenda Item 10b as they are both instrumental in the History Group.
- 5. Meeting Open for Public Representation** – There were no public present
- 6. WODC/OCC Matters**

Councillor Fenton had nothing to report.

Councillor C Matthews fed back on the latest developments with the gravel extraction as the closet site to the parish near Brighthampton has now been removed from the plan. Secondly the City Council/County Council are continuing with plans for a car free zone in Oxford city centre. Any comments or observations please send direct to Cllr Matthews.

7. Matters Arising from Previous Meetings

a) Repair/replacement of fencing on culvert at Great Brook bridge

A new metal fence has been installed by OCC however the CCTV notices have not been updated but this could be done by the parish council so J West will take photos for the wording.

b) Community Emergency Planning(CEP)

The chairman resubmitted the draft CEP which he had further updated and asked that all councillors' review ready to finalise at the October meeting.

c) Matthew Homes Development

There is a meeting with the Matthew Home's representatives and councillors at 10am on 2nd August. This was a successful meeting and councillors were advised that the groundworks are due to be finished by October 2019 when the site will be handed over to Matthews Homes.

d) Recommended Actions Following WODC Planning Training for Parishes

According to the agreements for S106 funding there is funding for several different projects in the parish but some confusion as these did not exactly line up with councillors understanding. The clerk has contacted WODC to confirm these amounts and asking how/when these monies can be accessed and awaits the response.

e) Portfolio Responsibilities

The proposed format for portfolio responsibilities based on the WODC model was discussed with the following responsibilities being decided:

Chairman R La Forte – Policy and Governance

Deputy Chairman J Ordish – Policy and Governance

Resources – B Lings and G Ball

Environment – P Sparrowhawk and P West

Health & Leisure – P Sparrowhawk and J West

Communities – G Ball and B Ling

Strategic Planning – R La Forte and J Ordish

f) Bus Shelter at the end of Foxwood

'externiture' have agreed to honour the quote for 3 months whilst we wait for OCC to move the electronic 30 mph sign. The parish council will have to fund the move of the electronic 30 mph sign at a cost of £638 plus VAT. Cllr Matthews offered to match fund the cost of moving the sign from his OCC Councillor Fund. R La Forte proposed that the parish council fund the move of the 30 mph sign with the match funding from Cllr Matthews, this was seconded by J Ordish and RESOLVED with all in agreement. The clerk to complete the application and forward to Cllr Matthew.

It was further RESOLVED as proposed by J West and seconded by J Ordish, to accept the quote from 'externiture', order and install the bus shelter, with all in agreement.

g) Aston Stores – Community Group

It was noted that the shop is up for sale or rent and an interest has been registered by the local community group but as yet they have no funding. There is a meeting planned for September but no confirmed date.

h) Anti-Social Behaviour

There have been no reported incidents in the parish.

8. New Business

a) Website – Accessibility Statement

The council discussed the briefing document and the current website provision. B Lings to contact the web site supplier to request details on what they are doing in relation to Website Accessibility before any further action is taken. The council has until September 2020 to ensure they are compliant.

b) Small Grant Application – History Group

The history group has put in a small grant application for funding towards the Aston History Book Project. R La Forte and J Ordish left the room whilst this was discussed. This was discussed and all agreed it was a worthwhile project. Cllr Matthews asked that the council send on the application form for his OCC Fund as he would support this to the value of £500. It was RESOLVED as proposed by B Ling that a grant of £500 be given to the History Group book project which was seconded by J West with all in agreement. It was further recommended that the History Group put together a request for further funding for 20-21 budget for consideration in November 2019.

c) Prepared for the Worst – Article in the Clerks and Councils Direct Magazine

Risk management and business continuity should be a requirement of the smallest organisation and this includes parish councils. R La Forte proposed in principle that the council should have its own computer as a matter of good practice and ensuring business continuity, this was seconded by J Ordish with all in attendance in agreement. Following the discussion B Lings was asked to put together a proposal for sourcing a laptop/computer for the parish council. The clerk was asked to investigate business continuity insurance or more specifically covering the clerk in the event of a long term absence.

d) SSEN Workshop

No one was available to attend this event.

e) CAB AGM

No one was available to attend this event.

f) WODC Town and Parish Council – Forum on 10th October 2019

This is a follow up meeting to the one held in March and will be at 6.30pm at the Marlborough School in Woodstock. R La Forte and J Ordish expressed their wish to attend this and the clerk to RSVP on their behalf,

g) Salt Bins and Salt

No required.

h) DEDDINGTON DEPOT OPEN DAY - 5TH OCTOBER 2019

No one was available to attend this event.

i) Resident Request – Dog Bin on Great Brook Road

There has been a request to consider installing a dog bin on the Great Brook Rd next to the wooden bridge. The representation is that now that the Ham Lane bin has been moved, it's a very long way to carry a full poo bag up Ham Lane and across the field and the bridges to the next bin. Ideally two bins, one by the main bridge too. The monthly cost to the parish council is £19.46 (plus VAT) for the existing 14 bins, waste and dog, to be emptied. So there would be an estimated cost of 2.78 (plus VAT) for emptying if WODC are prepared to install and empty two more bins. The council asked that the clerk contact WODC and ask for a dog bin to be installed at the wooden bridge on the Great Brook Road.

j) Resident Request – Large Wooden Noticeboard

The council stated that this was a matter for the Community Trust.

9. Planning

New planning applications

Reference	19/02076/HHD
Alternative Reference	PP-08020984
Application Validated	Mon 22 Jul 2019
Address	11 Cote Road Aston Bampton Oxfordshire OX18 2DU
Proposal	Erection of two storey side extension with attached single storey utility room and garage.
Status	Under consideration
The parish council made no comment on this application.	

Updates to previous planning applications

Reference	19/01951/CLE
Reference	19/01881/CND
Reference	19/01883/HHD
Reference	19/01532/FUL

10. Community Trust

No report.

11. Parish Infrastructure

a) Village maintenance

Budget for 2019/20: £1,500. Nothing to report.

b) Asset Register – Half Year Review

The asset register is in the clerk’s briefing notes and is due for its 6 month review in September. This has traditionally been done by a councillor and reported back to council at the October meeting. J Ordish volunteered to carry out the asset check and this was agreed.

c) Maintenance of drainage ditches in the parish

The clerk has written to the riparian owner of the Bull Street ditch asking for a plan of when works to clear the ditch will be carried out.

12. FINANCE

a) Account Balances – noted

b) August 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 –sheets 519 x 7p + £89 SLCC Membership	125.33	LGA 1972 s111
WODC – Dog Bin emptying – Inv 33314820	23.35	Litter Act 1983
HMRC – PAYE – Aug19	73.60	LGA 1972 s111
D Johnson – Grass Cutting – 3 cuts – Inv 1963	255.00	HA 1980, s116
D Johnson – Grass Cutting Playing Field 1 Cuts – 17/07/19 – Inv 1954	85.00	HA 1980, s116
		LGA 1972, S111
Sub Total	£866.88	
Aston History Group – Small Grant Application	500.00	S137, LGA 1972
Total	£1366.88	

It was RESOLVED as proposed by P Sparrowhawk and seconded by Jane West, with all in agreement, to make the above payments.

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

14. Date of next meeting: Thursday 3rd October 2019, 7.30pm

Meeting closed at 9.12pm

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