

**MINUTES OF ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL
MEETING HELD ON THURSDAY 6th DECEMBER 2018 IN THE
VILLAGE HALL, ASTON AT 7.30 PM**

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

In Attendance: Elaine Anstee - Clerk
 Cllr Steve Good – WODC (Left at 7.30pm)

- 2. Apologies from Members:** An apology was received from R La Forte.
- 3. Minutes of the previous meeting** of the Parish Council on 1st November 2018 were agreed as a true record and it was RESOLVED as proposed by Jane West and seconded by Phil West that the Chairman signs them.
- 4. Parish Councillors - Disclosure of interests on agenda items** – John Ordish declared an interest in relation to Planning Application 18/02896/FUL as he is on the committee for the Aston Community Trust.
- 5. Meeting Open for Public Representation**
The fact that the village shop has reopened under new management was welcomed and a request to encourage everyone to use was made.
- 6. WODC/OCC Matters**
Cllr S Goode (WODC) reminded the meeting of the message from WODC to recycle as much food as possible and advised the meeting of a statistic on the accuracy of bin collections which is 99.38% achieved.
- 7. Matters Arising from Previous Meetings**
- a) Defibrillator/CPR Training*
The council suggested that the clerk provisionally book the 30 January 2019 providing the trainer is available.
- b) Community First Responders/Co-Responders*
The council will look to put an article in the January edition of the Voices Magazine to advertise the proposed defibrillator/CPR training and to promote the role of Community First Responder.

c) *Storage of Parish Council minutes and key statutory records*

The clerk had produced a draft letter of agreement to which the amendment suggested by R La Forte 'Aston History Group is to take all reasonable measures to ensure the safe custody of said records' was resolved to be added.

It was RESOLVED that as proposed by J Ordish and seconded by P West that council agree the amended letter to be signed by both the chair of the Aston History Group and Parish Council.

d) *Oxfordshire County Council Trees of Remembrance Project*

The community trust has agreed a suitable place for the trees to be planted in the corner of the playing field. J Ordish will collect from the clerk on behalf of the Aston Community Trust and arrange planting.

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

Letter sent on 8 November 18 by email and no response yet. J West reported that there had been further damage caused to the fencing and it was discussed whether to put on Fix My Street.

f) *CCTV notices at the Great Brook bridge*

Letter sent on 8 November 18 by email and no response yet.

g) *Dredging of the Great Brook*

Letter sent on 8 November 18 by email and response has been received on 5 Dec 18. J Ordish reported that he had attended a Flood Group Meeting in Bampton on where he was advised that there had been 5 ditches due for dredging in 2018 but only one has been done though this one was not identified. He was given a website to look at for identifying ownership of ditches and the programmes of clearance. He will pass this to the clerk to research.

h) *Village shop*

The shop has closed and reopened under new ownership.

i) *Gigaclear Update*

On 13 November 18 an email apology was received from Gigaclear with a commitment to replace the hedge and reinstate the bund though there has been no confirmation of when this work will be done. The clerk was asked to email again for a date of completion.

j) *Anti-Social Behaviour*

There have been issues with cyclists riding their bikes at night without lights.

8. Correspondence sent

Letters had been sent to the residents of Vicarage Close, Aston about the recommended removal of the tree. All other business transacted by email.

9. New Business

a) *Resident Enquiry about leaf clearance*

A resident had contacted the council requesting action on the clearance of leaves from the pavement and road in Bull Street. Council asked the clerk to contact WODC and ask for the road sweeper to clear the leaves.

b) Resident Request for Replacement Dog Bin in Church Lane

This has come up before and a request was submitted to WODC on 30 June 18 by the parish clerk for the bin to be replaced. The clerk has followed up this request and asked for an update from WODC.

c) LCR Winter Survey/Small councils merging

NALC had requested that parish councils 'Share your opinions on... small councils merging' which was discussed and the clerk was asked to respond 'No' the survey questions.

d) High Sheriff Awards 2018/19

The parish council has been asked if they wish to nominate anyone for the High Sheriff's awards based on the detailed information is in the clerk's briefing notes. The council initially identified three people and asked that this be brought back to the meeting on 3 Jan 19.

10. PLANNING

APPLICATION NO: 18/02896/FUL

PROPOSAL: Construction of new children's playground.

Town and Country Planning Act

LOCATION: The Village Hall Cote Road Aston

APPLICANT: Dr Paul Farrow

REGISTERED: 30th October 2018

It was resolved that the Parish Council would not object to, nor comment on, this application.

APPLICATION NO: 18/03052/HHD

PROPOSAL: Single storey side extension

Town and Country Planning Act

LOCATION: 39 Saxel Close Aston Bampton

APPLICANT: Mr and Mrs P O'Brien

REGISTERED: 18th October 2018

It was resolved that the Parish Council would not object to, nor comment on, this application.

APPLICATION NO: 18/02947/HHD

PROPOSAL: Replacement of existing septic tank with a sewage treatment plant

Town and Country Planning Act

LOCATION: 4 Chimney Farm Cottages Chimney Bampton

APPLICANT:

REGISTERED: 13th November 2018

It was resolved that the Parish Council would not object to, nor comment on, this application.

APPLICATION NO: 18/03102/HND

PROPOSAL: Erection of single and two storey extensions and erection of outbuilding to form home office/ancillary accommodation

Town and Country Planning Act

LOCATION: Shire Barn North Street Aston Bampton Oxfordshire OX18 2DJ

APPLICANT: Mr and Mrs Cannell

REGISTERED: 19th November 2018

It was resolved that the Parish Council would not object to this application, but would request that a condition is attached to any permission restricting the accommodation to usage ancillary to the main house.

Follow up to previous planning applications

- 17/01782/RES Proposed residential development for forty one dwellings, landscaping, public open space and associated infrastructure
Issue: Discharge of waste water condition
Council requested the clerk write to Cllr S Goode explaining that they wished to be assured that Condition 10 (Drainage Strategy) had been achieved and that the Council would like to see the Drainage Strategy.

11. Community Trust

John Ordish reported that the trees of remembrance will be planted in the corner of the playing field.

12. Parish Infrastructure

a) Village maintenance

To identify any current maintenance work required. Budget for 2018/19: £1,500; committed expenditure to date: £750 (3 x weed sprays). There are no current works outstanding or identified to be done.

b) Sycamore Tree at Vicarage Close

Email from the Arboricultural Officer for Cherwell and West Oxford circulated on 16 Oct 2018 advising of the removal of the sycamore at Vicarage Close. The removal of this tree has been discussed before by the parish council in 2012 when it made representation to OCC to keep it. At that time it was not considered dangerous and as it is a conservation area it enhanced the environment. The clerk had written to the residents of Vicarage Close and received three responses all of which were positive about the recommendation to remove the tree. Council requested that the clerk contact the Arboriculturist for an update on when this work maybe done.

c) 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 23rd August. He left them with a tin of paint to mark-up potential passing places if agreed by the Parish Council. This was agreed at the meeting on 6th September 2018. A map of the locations was sent to Matthew Timms in September and there was response to acknowledgement receipt. It has been observed that the marks have been reinstated by Highways with additional markings so this implies that the work will be done at some point.

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. John Ordish advised that the ditch running from Bull Street to the Jubilee seat had been identified as the Environment Agency (EA). Council resolved at the November meeting that the clerk write to the EA asking for confirmation of their ownership and request that the ditch to be dredged. The EA has responded on the 5 Dec 18 and stated that this ditch is the responsibility of the Riparian land owner. Further work to identify the riparian land owner will have to be done so this matter to be taken forward to the January 19 meeting.

13. FINANCE

a) *Account Balances* – see Clerk’s Briefing Notes - noted

b) *CAB Grant Request*

This is in the budget for 2018/19 and the application is in the Clerk’s briefing notes. It was RESOLVED as proposed by J West and seconded by G Ball, with all in agreement, to grant £150.00 to the CAB West Oxfordshire.

c) *Draft Budget for 2019/20*

Council discussed the budget and potential projects for the next budget cycle. Council identified that with the reduction in Support Grant and band D equivalent households keeping the existing precept would equate to a 1% reduction.

It was RESOLVED as P Sparrowhawk proposed and J West seconded the resolution, with all in agreement, that the budget, as presented be, approved and that the council increase the precept by 2% to cover the loss and to allow it to put further funding into the Traffic Calming reserve.

d) *Investment - 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 other options as detailed in the Clerk’s briefing notes which were discussed. The clerk provided further details in relation to FCSA and the CCLA for an informed choice to be made. It was RESOLVED as J West proposed and G Ball seconded that the reserves be moved to the CCLA and this was agreed by all present.

e) *Clerk – Request for Training Course*

The clerk requested to attend the Understanding Internal Audit course on Thursday 10th January at Warwick Hall, Burford run by the OALC (£90 plus VAT) and the SLCC Practitioner’s Conference in February 2019 (Day rate £105.00).

It was RESOLVED as J Ordish proposed and G Ball seconded, with all in agreement, that these courses be funded for the clerk with funding to be vired from the Chairman’s unspent allowance to support the training budget.

f) *November invoices presented for approval and payment*

		Statute
Clerk’s salary - E Anstee £322.00, working from home allowance of £10.00	332.00	LGA 1972, s112
Clerk’s expenses – 164 sheets x 7p Mileage for attendance at ORG 30/10/18 = 33miles@45p	26.33	LGA 1972 s111
WODC – Dog Bin emptying – 01/12/18 Invoice 33271670	22.70	HA 1980, s116
WODC – Dog Bin emptying – 01/02/16 Invoice 33115139	21.04	HA 1980, s116
WODC – Grounds Maintenance – 16/09/16 Invoice 33157792	645.98	HA 1980, s116
Oxford Direct Services Ltd – Weed spraying 2018 – Invoice 53028934/6	900.00	LG(MP)A 1976, s19
DF Williams – Bus Shelter Cleaning	139.20	HA 1980, s116
CAB Donation 2018	150.00	LGA 1972 S137
VOICES Donation 2018	1000.00	LGA 1972 S137
Total	£3214.05	

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

14. Parish Councillors' reports from meetings attended since last meeting

John Ordish reported to council on the visit to RAF Brize Norton on 5 December 2018 and the overriding concern that was discussed being noise. It was explained to those present that the RAF is fully aware of the noise issue and does work hard to minimise disruption but as the largest RAF base its operations come first.

15. Matters arising since publication of agenda/

Matters which Councillors wish to raise for inclusion on next agenda

Nothing was raised.

16. Confidential Item – Clerk's 3 Month Review (Clerk left the meeting at 8.40pm)

Council discussed and agreed to confirm the clerk's appointment at the end of a successful probation.

Clerk invited back into the room at 8.47pm and was congratulated on successful completion of probation period.

17. Date of next meeting:

Thursday 3rd January 2019, 7.30pm

Monthly meeting of Parish Council

Meeting closed at 8.50pm

Signed.....J Ordish.....Dated.....3/1/19.....