

**MINUTES OF ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL
MEETING HELD ON THURSDAY 6th February 2020 IN THE
VILLAGE HALL, ASTON AT 7.30 PM**

- 1. Members**
Present: Russell La Forte (Chairman)
John Ordish (Deputy Chairman) Arrived at 7.45pm
Gill Ball
Ben Lings
Phil West
Jane West
Paul Sparrowhawk

In Attendance: Elaine Anstee – Clerk
Cllr H Fenton
- 2. Apologies from Members:** There were no apologies.
- 3. Minutes of the previous meeting** of the Parish Council on 2nd January 2020 and 20th January 2020 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** – There were no declarations of interest.
- 5. Meeting Open for Public Representation** – there were no representations.
- 6. WODC/OCC Matters**
There were no reports.
- 7. Matters Arising from Previous Meetings**
 - a) Recommended Actions Following WODC Planning Training for Parishes*
The clerk updated the meeting on the S106 for traffic calming and how it can be applied for. WODC have now invoiced Mears Homes for the S106 funding which was payable on the commencement of building. The S106 for the Matthews Homes site is not due until the 10th dwelling is sold.
 - b) Traffic Calming Project for 2019/20*
The costings provided by OCC in relation to the replacement of the Patrol Crossing wigwags and installation of automated 20 mile per hour lights were noted and agreed in principle. The clerk was requested to put together a full traffic calming project outline with quotes for the March meeting.
 - c) Resident Request – Dog Bin on Great Brook Road*
The quote of £233.83 from Ubico to purchase and install a dog bin was accepted and it was RESOLVED as proposed by Ben Lings and seconded by John Ordish with all in agreement to action this.

d) North Street Farm Cottage

In November 2019 a letter was sent to OCC who own the property and a response has been received confirming that it has been identified as a potential development site. Russell La Forte was to follow-up with Councillor Mathew (OCC) to determine next steps on this matter.

e) Anti-Social Behaviour – 2 houses were broken into with jewellery and cars stolen. The cars have been recovered.

8. New Business

a) Small Grant Application – Aston Brownies

An application for the small grant scheme has been received from the 1st Aston Brownies and it was RESOLVED as proposed by John Ordish and seconded by Russell La Forte to grant £360.00 towards the rent for the Fellowship Centre for the Brownies.

b) Oxfordshire County Council Mineral and Waste Site Drafts Plan Consultation

OCC has just published the Draft Sites Plan, and are now commencing the consultation period from Wednesday 22nd January 2020 to Wednesday 4th March 2020. Full details of the consultation are available at <https://www2.oxfordshire.gov.uk/cms/content/new-minerals-and-waste-local-plan>. The clerk was directed to complete the consultation focussing on the traffic aspect.

c) Membership of Community First Oxfordshire (CFO) 2020/21.

It was RESOLVED as proposed by John Ordish and seconded by Russell La Forte to renew the parish council's CFO for 2020/21 at a cost of £70. Clerk to determine with CFO their previous/ current support to the Parish - and their intent regarding support for new development therein. CFO would also be invited to the Annual Parish Meeting.

d) Review of Parish Council Technology Requirements

Following the request by council to research the options for sourcing a laptop/pc for the parish council the clerk has sourced a second hand, factory reset, laptop for no cost as a short term solution whilst further research is carried out. In order to get the laptop working the clerk has also purchased Norton Standard Antivirus license for 1 Year (£15.93 plus Vat) and Microsoft 8.1 (14.84 plus Vat).

e) Keep Britain Tidy 2020

This year the Keep Britain Tidy campaign will be running from 20th March to 13th April.

f) *To carry out the annual review of the Parish Council's risk assessment (not open spaces)*

The parish council reviewed the risk assessment and made the following amendments:

- Councillors – not declaring an interest as necessary – Amend Standing Orders to say 'any declaration of interest means that the councillor must leave the room whilst that agenda item is discussed'.
- The updating of the Parish Plan under 'Public Involvement' has not been done since 2001 so this to be reviewed separately to the annual review.
- Under 'Records' a new risk of the potential for loss of information due to the computer being personally owned by the parish clerk.
- Under the 'Financial' business area there is currently no mention of an annual Investment Review or statement – this would be good practice and to be adopted for the 2020-21 financial year.
- Under 'Legal Statutory Powers' – add adoption of General Power of Competence in November 2019

The meeting discussed the report page by page and then it was resolved as proposed by Ben Lings and seconded by Paul Sparrowhawk with all in favour to accept the report as amended.

g) *Half yearly review of external Parish Council assets*

This is a physical check of the assets which will be carried out by John Ordish.

9. Planning

New planning applications

Reference

20/00067/HHD

Alternative Reference

PP-08409393

Application Validated

Thu 09 Jan 2020

Address

Cote Farm Barn Cote Bampton Oxfordshire OX18 2EG

Proposal

Alterations and erection of extensions.

Status

Under consideration

Parish Council response – no comment.

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

Under consideration

Parish Council response – no comment.

Updates to previous planning applications

Reference	19/02793/HHD
Alternative Reference	PP-08202965
Application Validated	Mon 18 Nov 2019
Address	Shire Barn North Street Aston Bampton Oxfordshire OX18 2DJ
Proposal	Construction of single and two storey extensions and the erection of outbuilding to form home office/ancillary accommodation (to allow the addition of rear window at ground floor, removal of two roof lights and add one roof light. Change stable door at front first floor to part glazed door).
Status	Decided
Decision	Approve
Decision Issued Date	Thu 09 Jan 2020

10. Community Trust

The minutes for the Community Trust meeting were put into the Communication folder. The committee did not want to have a key box on the external of the hall due to the possibility of it being broken into.

11. 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. Other items that were discussed:

- Gates or something similar to delineate entrance to village hall – it was suggested that two bollards would be suitable but that it was the responsibility of the Community Trust to decide what is needed.
- Mirror on opposite side of road to the entrance/exit to Back Lane on North Street – the first issue is who owns the land and fence on which a mirror could be sited.

b) *St James Clock Service Agreement*

It was proposed by Paul Sparrowhawk and seconded by John Ordish to accept the quote from Smiths of Derby for the maintenance of the clock in St James church tower for three years. It was RESOLVED with all in agreement.

12. FINANCE

a) *Account Balances* – noted

b) *Bank Reconciliation as at 31st December 2019*

This was reviewed and signed.

c) Clerk Training and Travel Request

It was RESOLVED as proposed by Ben Lings and seconded by Russell La Forte with all in agreement to fund the training and mileage request from the clerk in respect of a Webinar on Climate Change and travel for Community Governance Course on 5/6Feb of 60 miles @ 45p per mile.

d) January 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 444 x 7p/Travel = £27/Training = £45/Computer Software = £36.92	140.00	LGA 1972 s111
HMRC – PAYE – Jan20	73.60	LGA 1972 s111
WODC – Dog Bin emptying – Inv 3333907X	23.35	Litter Act 1983
Sub Total	£541.55	
Community First Oxfordshire Membership	70.00	LGA 1972, s142
Aston Brownies – TBC	360.00	LGA 1972, s142
Total	£971.55	

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

13. Exclusion of Press and Public

This item was deferred to the March meeting.

14. Consultations completed

NALC – Feedback on Practitioners Guide on Accountability and Good Governance (10 mins)
CFO - Oxfordshire Rural Services Survey (30 mins)
WODC – 2019/20 Parish Survey (15mins)

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

Gill Ball reported on her attendance at the Eynsham community resilience group meeting on 6th January 2020.
Russell La Forte – table top exercise for CEP in Bampton on 11Jan20 and Russell La Forte would approach OCC to facilitate a similar exercise in Aston.

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

17. Date of next meeting: Thursday 5th March 2020, 7.30pm

Meeting closed at 9.22pm

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