

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

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

**In Attendance:** Elaine Anstee – Clerk  
Helen Sandhu – Retiring Clerk  
Two members of the public

- 2. Members' Apologies:** Russell La Forte,

- 3. Minutes of previous meeting** – on 2<sup>nd</sup> August 2018 were agreed as a true record and signed by the Chairman of the meeting. Proposed by Jane West, seconded by Phil West.

The Chairman took this opportunity to formally thank Helen Sandhu for 11 years' service as the parish Clerk which was supported by all those present.

- 4. Parish Councillors – Disclosure of interests on agenda items**  
None.

**5. Meeting Open for Public Representation**

Both the members of the public present expressed concern about the quantity and sighting of grips that have been dug out by OCC contractors along the road from Bull Street to the bridge at the Great Brook. Additionally one member of the public also expressed their deep concern and frustration at the poor state of repair of the road to Chimney from the Great Brook Road. There are many significant potholes and is hazardous for walkers, cyclists and drivers. They have reported this several times via 'Fix My Street'.

**6. WODC/OCC Matters**

Cllr H Fenton confirmed that the Local Plan is to be adopted by WODC at a meeting on 27<sup>th</sup> September 2018. Gladman have given up on the application for building to the back of Foxwood. She was asked by council to chase up WODC officers for an ongoing request about the 'Thames Water' letter relating to the existing development of Marsh Furlong as there had been no response despite several requests.

**7. Matters Arising from Previous Meetings**

*a) War memorial cleaning and re-lettering*

Harri-Stone Masonry are due to carry out the work during the early part of September and the Clerk to chase for a definite date.

*b) Defibrillator/CPR Training*

Dick Tracey, former South Central Ambulance Service paramedic has agreed to run a course on Saturday 15<sup>th</sup> September at the Fellowship Centre. The cost of the hall hire is £11.00. The clerk will put a poster on the village noticeboard and advertise via the website/twitter.

c) *Anti Social Behaviour*

It was reported that a house had been broken into in Cote, with car keys taken and cars stolen one evening last week. The Police are aware.

**8. Correspondence sent**

All business transacted by email

**9. New Business**

a) *Community First Responders/Co-Responders*

Community First Responders/Co\*Responders are volunteers who receive training from the ambulance service to assist the ambulance service when people are facing a medical emergency. The nearest First Responder to the parish lives in Carterton. The parish council discussed how to encourage someone more local to take on this role and resolved to ask Dick Tracey for some information to put an article in Voices and perhaps speak at the 2019 Annual Parish meeting. Proposed by Gill Ball, seconded by Phil West.

b) *WODC Local Plan to 2031*

The Plan has now been approved by the Inspector provided that a number of Main Modifications are made to it, and will be laid before WODC for formal adoption in September 2018. The Plan will then be a valid document and its policies will be used to decide planning applications.

Further information can be found at: <https://www.westoxon.gov.uk/localplan2031>.

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

As a first step towards a formal agreement with the History Group in relation to the storage and retention of parish council historic records John Ordish proposed that he would organise the provision of a detail record of what is held by the History Group. Proposed by Jane West, seconded by Paul Sparrowhawk

d) *Oxfordshire County Council Trees of Remembrance Project*

It was decided to provisionally accept the offer, subject to agreement with the Community Trust and contact the Community Trust to ask them to include it for discussion on their next agenda.

e) *Eynsham Parish Council Traffic Advisory Committee*

The Council decided unanimously not to send a representative to this meeting on 22 January 2019.

f) *Oxfordshire County Council consultation on Issues and Options for the Oxfordshire Minerals and Waste Local Plan: Part 2 – Site Allocations*

The Council decided to reiterate the response already submitted under previous consultations.

Proposed by Phil West and Seconded by Paul Sparrowhawk

**10. PLANNING**

**New planning applications**

18/01855/HHD Well Cottage, 49 Cote Road, Aston

Erection of a first floor and single storey rear extensions. Replace existing flat roof to rear with pitched and insertion of Velux windows

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

**Planning applications approved**

18/01682/FUL Willow Farm, Cote  
Change of use and adaptation of redundant agricultural buildings to create a dwelling

18/01759/HHD 44 Saxel Close, Aston  
Erection of two storey side extension and single storey rear extension

**Planning applications approved (continued)**

18/01824/S73 Bull House, Bull Lane, Aston  
Non-compliance with conditions 2, 6 and 10 of planning permission 17/00411/FUL to allow design changes

18/01923/HHD Springfield, 52 Bull Street, Aston  
Replacement of existing single storey side extension and alterations to raise eaves height above utility room

**Re-determination of application previously subject to an appeal**

16/03005/OUT Land north of Cote Road, Aston ("Gladman 2" – land to rear of Foxwood)

This planning application has now been cancelled.

**Planning applications decided at appeal**

17/01915/FUL Chimney Farm Barns, Chimney  
Conversion of barn to two dwellings  
Appeal (and cost application) dismissed

**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  
Despite repeated chasing, the Clerk has still not received any further information from the District Council. Councillor's asked this to remain on the agenda for October's meeting.

**11. Community Trust**

Nothing to report from the last meeting.

**12. Parish Infrastructure**

*a) Village maintenance*

It was noted that the hedges in several places in the parish are obscuring the 30 mile an hour and other signs. John Ordish and Paul Sparrowhawk offered to do a walk around to identify exactly what needs doing and report back to the October meeting.

*b) Grips cut in verges in the parish, particularly on single track roads*

John Ordish and Jane West reported to the council on the meeting they had with Matthew Timms from OCC Highways on the 23 August 2018. He had left them with a

spray can to mark out passing places along the road from Aston to Great Brook/Chimney and along the Great Brook if council decided that was what was needed.

Council resolved that John Ordish and Jane West would mark out the passing places. Proposed by Ben Lings and Seconded by Jane West

- c) *Request for extension of 30mph zone on minor road towards Shifford*  
This request has been submitted and will potentially cost several thousands of pounds and a survey. The survey will cost £100 and OCC will use the traffic numbers from this to decide if the change would be recommended. Council decided this was not financially viable and John Ordish would speak to the resident who had requested the change.
- d) *Damaged wall at Smiths Close (Bull Street boundary)*  
It has not been possible to identify the owner of the wall and the Clerk has reported it as an issue on the Oxfordshire Highways Fix my Street website.
- e) *BT phone kiosk on High Street, adjacent to entrance to Ham Lane*  
Following the August meeting when a member of the public attended to express concern about the kiosk, the Clerk contacted BT who have advised:  
“The removal is part of a major long term UK wide programme which commenced in late 2016 and envisaged to take place over a period of around 2-3 years. Unfortunately, we cannot say when the removal will take place, as our contractors work geographically around the country and are responsible for the logistics of what is a very large and complex project. The telephone has been removed in many cases, including this one, in readiness and the aim is to complete most of the kiosk removals nationally in the current financial year (up to April 2019).”
- f) *Cleaning of bus shelters*  
The Council asked Phil West to give a quote for cleaning the bus shelters on a quarterly basis and another councillor also offered to ask their window cleaner for a quote. This issue to be discussed again at the October meeting.
- g) *Maintenance of drainage ditches in the parish*  
The Parish Council does not have a database of the riparian land owners of the land bordering the ditches in the parish. Council discussed what role the Parish Council could have in seeking improvement to the maintenance of the ditches in the parish and how this could be affected and to start the Chairman would review the flood plan produced in 2007.

### **13. FINANCE**

- a) *Account Balances* – included in Clerk’s Briefing Notes - noted.
- b) *Annual Return for 2017/18*  
The Audited Return has now been received from the external auditors, Moore Stephens. The Audit Report is unqualified and no “Issues Arising” report has been issued. The Parish Council formally approved and accepted the audit certificate and the annual return which will also be published on the website.  
Proposed by John Ordish and Seconded by Gill Ball
- c) *Change of bank signatories – Unity Trust current account*  
Unity Trust has confirmed that they have processed the signatory changes (adding Ben Lings and removing Richard Haines). The signatories now need to be changed again

to add Elaine Anstee and remove Helen Sandhu. Council resolved to change the signatures and the relevant paperwork was signed.

*d) Change of bank signatories – Santander deposit account*

The signatories need to be changed to add Elaine Anstee and Ben Lings and remove Helen Sandhu and Richard Haines.

*e) Main deposit account*

The Parish Council's main deposit account is Nationwide. The interest on the Nationwide account is currently 0.65%. There are business accounts paying a higher rate of interest. The Clerk will research these and present a recommendation to move the funds to a new bank account at the next meeting. In the meantime, the Clerk did not propose that the signatories are changed (instructions require two signatories and the account cannot be accessed online so this does not present a financial risk).

*f) August invoices presented for approval and payment*

		Statute
Clerk's salary - H Sandhu £386.40, working from home allowance of £10.00	396.40	LGA 1972, s112
Clerk's expenses – 165 sheets x 7p & renewal of astonoxon.co.uk domain name (£44.11) & confidential shredding (£7.20)	62.86	LGA 1972 s111
Moore Stephens – annual external audit fee	240.00	LGA 1972 s111
Des Johnston – 1 cut of playing field in July & 2 in August (9 invoiced in year to date)	255.00	LG(MP)A 1976, s19
WODC grounds maintenance — 1 cut of grass in July 2018 - 5 invoiced in year to date	406.73	HA 1980, s116
Aston & Cote Community Church – hire of Fellowship Centre for defibrillator & CPR training on 15 <sup>th</sup> September	11.00	Public Health Act 1936, s234
<b>Total</b>	<b>£1,371.99</b>	

It was resolved to make the above payments – proposed by Jane West, seconded by Gill Ball.

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

There was nothing reported.

**15. Matters arising since publication of agenda/**

**Matters which Councillors wish to raise for inclusion on next agenda (for discussion only)**

Remembrance Sunday and the purchase of the wreath to be included on the next agenda.

**16. Date of next meeting:**

**Thursday 4<sup>th</sup> October 2018, 7.30pm**  
Monthly meeting of Parish Council

Minutes of the Parish Council Meeting held on Thursday 6<sup>th</sup> September 2018

Signed .....dated.....