

**MINUTES OF ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL MEETING HELD ON  
Thursday 7 July 2022 at the Village Hall, Aston, AT 7.30 pm**

**Members** John Ordish (Meeting Chairman)

**Present:** Paul Sparrowhawk  
Ben Lings  
Alex Chapman  
Gill Ball

**In Attendance:** Elaine Anstee – Clerk  
Russell La Forte (Chairman) – via TEAMS  
Dan Levy – (OCC)  
Charlie Maynard - WODC  
3 members of the public

1. It was RESOLVED as proposed by P Sparrowhawk and seconded by A Chapman with all in agreement that J Ordish chair the meeting.
2. **Apologies from Members:** There were no apologies from councillors. The Chairman, R La Forte was present via TEAMS so not voting.
3. **Minutes of the previous meeting** of the Parish Council on 19th May 2022 were agreed as a true record and it was RESOLVED as proposed by P Sparrowhawk and seconded by G Ball, with all in agreement, that the meeting Chairman signs them.

**4. Allocation of Roles**

*a) Election of Vice Chairperson*

There were no nominations or volunteers for the role of Vice Chairman. It was RESOLVED as proposed by P Sparrowhawk and seconded by A Chapman, with all in agreement, to elect a meeting chairman as required rather than have a Vice Chairman.

*b) Parish Transport Representative (PTR)*

G Ball volunteered to be the Parish Transport Representative and was so designated as proposed by J Ordish, seconded by A Chapman, with all in agreement.

*c) Community Trust Representative*

R La Forte was proposed B Lings, seconded by G Ball, and unanimously elected to this role as the Parish Council's representative on the Committee of Aston & Cote Community Trust.

*d) Contact Person for Cote Chapel Committee*

Ben Lings was proposed by P Sparrowhawk, seconded by A Chapman, and unanimously elected to continue to act as the contact between the Parish Council and the Cote Chapel Committee.

- e) *RAF Brize Norton Local Community Working Group Representative*  
Ben Lings was proposed by G Ball, seconded by J Ordish, and unanimously elected to act as the Parish Council's representative on the RAF Brize Norton Local Community Working Group.
- f) *Writer of Parish Council news item for Voices*  
R La Forte to continue to write the Parish Council news articles for Voices, working together with the Clerk.
- g) *Portfolio Assignments*  
A general discussion initially allocated the following positions:  
Chairman – R La Forte and J Ordish  
Resources – B Lings  
Environment – P Sparrowhawk and A Chapman  
Health and Leisure – Paul Sparrowhawk  
Communities – G Ball and B Lings  
Strategic Planning – Russell La Forte and J Ordish

The final designations to be completed once the 7<sup>th</sup> councillor has been co-opted. To be included on the agenda for the 4<sup>th</sup> August 2022.

**5. Parish Councillors - Disclosure of interests on agenda items**

R La Forte declared a non-pecuniary interest for the Community Trust item as he is a trustee.

**6. Meeting Open for Public Participation**

A member of the public raised a comment on Facebook about defibrillators in the parish and a lack of training. The clerk was asked to put a map on the website and noticeboards of the location of the defibrillators. Training has been run previously by the Parish Council and there are plans to run more in the Autumn.

**7. WODC/OCC Matters**

OCC and WODC Reports attached at the end of the minutes.

**8. Matters Arising from Previous Meetings**

*a) North Farm Update*

OCC are still awaiting the response from WODC as the planning authority to their pre application. J Ordish also asked if there was any update on the site being used for Ukrainian refuges and D Levy (OCC) will follow up on this.

*b) Traffic Calming Update*

No further update than the Parish Council is on the list.

c) *HM Queen Elizabeth II Platinum Jubilee 2022*

At the May meeting it was decided to plant 7 trees, one for each decade of HM Queen Elisabeth's reign. The Community Trust has agreed for an area by the bridge into the field behind the recreation field to be used for the planting of the 7 trees. The area will be landscaped as part of this project. The Parish Council RESOLVED as proposed by B Lings, seconded by G Ball, with all in agreement to the purchase of 7 trees, native species, between £50 and £100 each and to the project being a joint one with the Community Trust. The funding to come from the General Maintenance budget. The clerk to research suppliers and the project planting plan to aim for November 2022. It was suggested that it would be a nice idea to plant a tree on the retirement of a Parish Councillor as a normal activity. For this year that would mean 2 trees. This was agreed in principle and the clerk to research locations in the parish that would be suitable.

The council took this opportunity to extend its thanks to P West for his commitment and dedication as a Parish Councillor following his retirement from the council.

d) *Defibrillators*

New box for Village Hall defibrillator cabinet has delivered and installation is being arranged. Chimney defibrillator paid for and awaiting delivery.

e) *Parish Council Logo*

There have been no submissions and R La Forte to take forward.

f) *Anti-Social Behaviour*

P Sparrowhawk informed the meeting that non-Aston children have been coming into the village on the Henry Box School bus and then targeting an elderly couple in their home. The children have been moving things around in the garden and accessing the house. This has been reported to the police though the response was not swift.

## 9. Planning

### New planning applications

Documents emailed to councillors for perusal prior to the meeting and available at:

<https://www.westoxon.gov.uk/planning-and-building/planning-permission/view-planning-applications/>

<b>Reference</b>	<b>22/01402/HHD</b>
Alternative Reference	PP-11265685
Application Validated	Wed 01 Jun 2022
Address	Wishing Well House Bull Street Aston OX18 2DT
Proposal	Construction of external stairs and installation of door with glass panels to access first floor home gym above existing garage.
Status	Under consideration

No objection but concerns were raised about invasion of privacy for neighbours from the external staircase and the potential future conversion to a separate residence.

**Reference** **22/01595/HHD**  
Alternative Reference PP-11307602  
Application Validated Wed 22 Jun 2022  
Address 6 Cote Road Aston Bampton Oxfordshire OX18 2DX  
Proposal Remove existing conservatory and erect single storey rear extension. Extend existing garages and create first floor bedroom with ensuite and storage space above.  
Status Under consideration  
No objection.

**Reference** **22/01340/HHD**  
Alternative Reference PP-11255201  
Application Validated Mon 16 May 2022  
Address 28 Marsh Furlong Aston Bampton Oxfordshire OX18 2FN  
Proposal Erection of single storey rear extension to existing garage to form garden room.  
Status Under consideration  
No objection though the parish Council would be interested to know if the developer had put time restrictions on development of these properties.

#### **Update on Previous Planning Applications – For Information**

**Reference** **22/01231/CLP**  
Alternative Reference PP-11231341  
Application Validated Tue 03 May 2022  
Address 47 Saxel Close Aston Bampton Oxfordshire OX18 2EB  
Proposal Certificate of Lawfulness (erection of single storey rear extension).  
Status Decided  
Decision Approve  
Decision Issued Date Thu 09 Jun 2022

**Reference** **22/00938/HHD**  
Alternative Reference PP-11162853  
Application Validated Mon 11 Apr 2022  
Address The Old Coach House Bull Lane Aston OX18 2DT  
Proposal Demolish existing prefab garage, erection of detached pitched roof garage and garden room  
Status Decided  
Decision Approve  
Decision Issued Date Mon 06 Jun 2022

## 10. New Business

a) *NALC Dementia Survey*

The survey referred to The Dementia-Communities guide which the Parish Council has not read or used. The Clerk to send a copy of the guide to councillors and complete the survey as discussed.

b) *Cote Chapel Grass Cutting Grant Request*

This item was deferred to the August meeting as the accounts had not been received.

c) *OALC Fraud in Parish Councils*

The meeting discussed the OALC guide document and the Parish Council's own internal controls document, last approved in March 2022. It was RESOLVED as proposed by G Ball, seconded by P Sparrowhawk, with all in agreement to adopt the Certificate of Internal Controls (page 10 of the Briefing Notes) to be completed with the quarterly check of the Bank Reconciliation.

## 11. Governance – Policies for Review

a) *Code of Conduct 2022*

It was RESOLVED as proposed by B Lings, seconded by A Chapman, with all in agreement to adopt the Member Code of Conduct 2022 as provided by the WODC Monitoring Officer and adopted by West Oxfordshire District Council and Oxfordshire County Council.

b) *General Power of Competence*

The Parish Council qualified for the *General Power of Competence* in November 2019. Under the legislation '*The council must resolve at a meeting that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk. The resolution can be passed at any meeting of the council, but a further resolution must be passed at every subsequent "relevant annual meeting" for the council to be able to continue to exercise the power. A "relevant annual meeting" is the annual meeting that takes place in a year of ordinary elections, once every four years.*'

It was RESOLVED as proposed by B Lings, seconded by G Ball, with all in agreement that the Parish Council met the criteria eligibility relating to the electoral mandate and relevant training of the clerk to adopt the General Power of Competence.

## 12. Community Trust

R La Forte updated the meeting with the new Community Trust chairman's name and that the revised constitution is in process.

### 13. Parish Infrastructure

a) *Village maintenance*

To identify any current maintenance work required. Remaining budget for 2022/23: £1,500. The road sweeper visited Aston on the 29<sup>th</sup> June 2022 and swept areas including, Bull Street, the High Street and Cote Road.

The grass in Foxwood, which Cottsway has decided following a review, not to be its responsibility to cut but OCC's, is being challenged by the Parish Council. The clerk has found a minute from March 2007 where a Housing Officer at Cottsway confirmed their responsibility for the maintenance of these areas. The clerk is to write to Cottsway again with this information.

### 14. FINANCE

a) *Account Balances – noted*

It was noted that the CCLA investment account interest had now increased and even surpassed pre Covid rates with the monthly receipt for July being £35.28.

b) *Review of the Year-to-Date Financial Report*

Noted

c) *Change of Signatories*

It was RESOLVED as proposed by P Sparrowhawk, seconded by B Lings, with all in agreement that J West and P West be removed from the Unity Trust account and R La Forte and G Ball be added.

It was RESOLVED as proposed by P Sparrowhawk, seconded by B Lings, with all in agreement that J West and P West be removed from the CCLA account, and R La Forte and G Ball be added.

d) *Revised Budget for 2022-23*

The revised budget for 2022/23 was discussed showing the reserves figures below:

Working day to day balance	11,325
Contingency reserve	5,000
North Farm Reserve	3,800
War Memorial Reserve	2,000
Office Equipment Reserve	2,000
Defibrillator Reserve	0
Recreation reserve	33,476
Traffic Calming Reserve	7,901
	<u>65,502</u>

The revised budget shows an overspend of £9k however there are already savings against this as the Cote Noticeboard, including installation will cost £910 saving £90 against budget. The Chimney defibrillator will cost £2235 and with the £2k to be transferred to the reserve will show as saving against the budget of £1,870.

Forecast overspend as at 30.6.2022 = £7,188 and this includes the 'Contingency' of £5,000.

Minutes of the Parish Council meeting held on Thursday 7 July 2022.

- e) It was RESOLVED as proposed by P Sparrowhawk and seconded by B Lings with all in agreement to approve the following payments for the period June and July 2022.

July	NET	VAT	Gross Amount
Clerk's expenses 478 x 7p/Microsoft Office £30.43	63.89	6.09	69.98
Des Johnson Inv 2286 – Cote Noticeboard and War Memorial and Inv 2275	606.70		606.70
DF Williams Invoice 109905 – Bus shelter cleaning	145.38	29.08	174.46
WODC Dog Bin Emptying – Invoice 33472839	20.17	4.03	24.20
<b>Total to be decided and approved</b>	<b>£836.14</b>	<b>£39.20</b>	<b>£875.34</b>
<b>Monthly Standing Orders</b>			
Clerk's Salary including WFH Allowance	387.16		387.16
WODC Dog Bin emptying Inv – Cancelled			
HMRC PAYE	92.20		92.20
<b>Total SDOs</b>	<b>£479.36</b>	<b>£0.00</b>	<b>£479.36</b>
<b>Total</b>	<b>£1,315.50</b>	<b>£39.20</b>	<b>£1,354.70</b>

June - Retrospective	NET	VAT	Gross Amount
Clerk's expenses 378 x 7p/Microsoft Office £30.43	62.46	7.20	69.66
BHIB Insurance Invoice 643536	341.40	40.97	382.37
WODC Inv 33467575/33460542/33470155/34470692/34453000	416.14	83.21	499.35
Community Heartbeat Trust Inv 12749	2390.00	478.00	2,868.00
Community Trust Grant 21-22	750.00		750.00
<b>Total to be decided and approved</b>	<b>£3,960.00</b>	<b>£609.38</b>	<b>£4,569.38</b>
<b>Monthly Standing Orders</b>			
Clerk's Salary including WFH Allowance	387.16		387.16
WODC Dog Bin emptying Inv – Cancelled			
HMRC PAYE	92.20		92.20
<b>Total SDOs</b>	<b>£479.36</b>	<b>£0.00</b>	<b>£479.36</b>
<b>Total</b>	<b>£4,439.36</b>	<b>£609.38</b>	<b>£5,048.74</b>

**15. Co-Option – 1 Vacancy**

It was RESOLVED as proposed to co-opt R Anstee as proposed by P Sparrowhawk, seconded by G Ball, with all in agreement.

The clerk to write to him and the monitoring officer at WODC to confirm the appointment.

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

Clerk - UK Shared Prosperity Fund – West Oxfordshire consultation webinar.

Clerk – OALC AGM – 4th July 2022.

P Sparrowhawk – Bampton Flood group – Great Brook due to have debris removed but no dredging. Minutes circulated by email. Next meeting on 6<sup>th</sup> October 2022.

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

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

Clerk to get a photographer for the meeting on 4<sup>th</sup> August 2022 to take picture of Council for Voices.

Planning discussion re Terra and Children's Home for 13<sup>th</sup> July 2022 and then next agenda.

**18. Date of next meeting:**

**Thursday 4<sup>th</sup> August 2022 at 7.30pm** –Monthly meeting of Parish Council

Meeting closed at 21.25pm.

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