

**MINUTES OF ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL
MEETING HELD ON THURSDAY 7th March 2019 IN THE
VILLAGE HALL, ASTON AT 7.30 PM**

- 1. Members Present:** Ben Ling (Acting Chairman)
Jane West
Gill Ball
Phil West
Paul Sparrowhawk

In Attendance: Elaine Anstee – Clerk

- 2. Apologies from Members:** An apology was received from Russell La Forte and John Ordish.
- 3. Minutes of the previous meeting** of the Parish Council on 7th February 2019 were agreed as a true record and it was RESOLVED as proposed by Jane West and seconded by Paul Sparrowhawk that the Chairman signs them.
- 4. Parish Councillors - Disclosure of interests on agenda items** – There were no declarations
- 5. Meeting Open for Public Representation** – There were no members of the public present.
- 6. WODC/OCC Matters**
Cllr Matthews reported he has been sending through TTROs for several local areas including Rose Revived/Buckland Marsh/Hardwick to Stanton Road and the Clerk is posting them in order on the website. He also said that he has won a battle with the waive on the gravel core extraction plans as this is between now and 2031 50% in west and 50% south. Already have 95 allocated with planning in West – mainly Gill Mill. Lastly flood areas plans are back on the agenda for the EA with plans for emergency flood spaces which may affect the parish.
- 7. Matters Arising from Previous Meetings**
- a) *Community First Responders/Co-Responders*
G Ball has done a small article for the next edition of Voices due out in March. The clerk was asked to promote via website.
- b) *Repair/replacement of fencing on culvert at Great Brook bridge*
New photographs and commentary was emailed to OCC Highways and put on ‘fix my street’ by the clerk on 10 Jan 19. The response on the 10 Jan 19 was “Thank you for your report. This has been forwarded to the relevant team for repair State changed to: No further action”.

c) *CCTV notices at the Great Brook bridge*

New photographs and commentary was emailed to OCC Highways and put on 'fix my street' by the clerk on 10 Jan 19. See Agenda Item 8 point c) for commentary. Look at doing them ourselves – PW has some signs so look at costs of vinyl stickers. Council discussed putting up notices as P West had some suitable signs with post fixings.

d) *High Sheriff Awards 2018/19*

It was noted that the nomination form was submitted on 10 January 2019 and correspondence has been received to say that the application was unsuccessful on this occasion.

e) *Anti Social Behaviour*

There have been no reported incidents in the parish this month.

8. New Business

a) *Town and Parish Council Survey*

At Oxfordshire County Council, they are looking to refresh and broaden their approach to community-led highway services through the Oxfordshire Together (OXTOG) initiative. They are keen to understand and explore how they can work with and empower communities to have greater control and influences over the work within their area and explore what may be possible for local communities to do, or do more of directly - only if desired. To ensure that OXTOG meets community needs, they need to better understand what communities are most interested in influencing, being involved with or directly doing. This is not about undertaking work that OCC deliver, but about how communities can add to and undertake more, on top of what OCC provide. They have created a short online survey for parish council's to have their say. Council worked through the survey commenting that vegetation clearance was already done in the parish on behalf of OCC.

b) *BBC Radio – West Oxfordshire 2 Minute Takeovers*

Full details of the email from the BBC are in the Clerk's briefing notes (Page 5) but in essence this is a new initiative aimed at the under 50's to produce a 2 minutes audio piece on a hobby, feature or music that the local BBC Radio can then broadcast. The promotion of this has been aimed at parish councils for discussion. Council requested that the clerk forward the information to local organisations and the school.

c) *Red Lion Pub – Asset of Community Value*

A letter has been received from WODC stating that the 5 year term of the registration of the Red Lion pub as a community asset will end on 9 April 19. The letter is in the clerk's briefing notes on page 7. Council discussed why it had originally been registered as an asset of community and noted that WODC as the local planning authority would require extensive proof for the pub to be taken out of use. It was RESOLVED to reregister the pub as a community asset which proposed by G Ball and seconded by J West with all in agreement.

d) *Keep Britain Tidy - Great British Spring Clean 22 March - 23 April 2019*

Keep Britain Tidy is asking for help to make history and make the Great British Spring Clean 2019 the country's biggest-ever, mass-action environmental campaign. They want to inspire 500,000 people to join forces to clear litter, including single-use plastic, from our streets, parks and beaches, recycling as much as possible. In order to do this they are asking Town and Parish Council's to help clean up this country. Mr Jones has advised that he is organising a litter pick during the period 08- 18 April 2019. It will cover the usual areas, the "main" streets in Aston and Cote and may again cover some of the "minor" roads as well. He has notified WODC, and arranged for the necessary equipment to be provided. Council asked the clerk to formally thank Mr Jones and promote the 'Spring Clean 2019' via website and twitter.

9. PLANNING

New planning applications

Reference	19/00321/HHD
Alternative Reference	PP-07592591
Application Validated	Mon 11 Feb 2019
Address	Carmargue House North Street Aston Bampton Oxfordshire OX18 2DJ
Proposal	Proposed alteration and conversion of a single garage to sitting room
Status	Under consideration

The parish council made No comment on this application.

Reference	19/00428/FUL
Application Verified	Tuesday 26 Feb 2019
Address	Westfield House, Bampton Road, Aston
Proposal	Erection of detached dwelling and carport
Status	Under consideration

The parish council objected to this application for the following reasons:

- 1. The scale of development as this would be taking this development back to the original under 16/01423/FUL which was refused.**
- 2. This would seriously affect the character of the area and the parish council has requested on previous applications for this development that the 'parkland' aspects of the ground be retained. This development being in a conservation area and the council also expressed their concern about the panel fencing along the boundary which changes the 'parkland' aspect.**

Reference	19/00611/HHD
Proposal	Erection of front porch and single storey extension to rear of garage.
Address	Palomino Cottage North Street Aston
Registered	14th February 2019

The parish council made **No comment on this application.**

Updates to previous planning applications

Reference	19/00060/FUL
Alternative Reference	Not Available
Application Validated	Wed 19 Dec 2018
Address	Bull House Bull Lane Aston Bampton Oxfordshire OX18
Proposal	Erection of two car ports.
Decision	Approve

Decision Issued Date	Thu 14 Feb 2019
Reference	18/03576/FUL
Alternative Reference	PP-07485498
Application Validated	Wed 12 Dec 2018
Address	Land South Of Elmside Greenacres Lane Aston Bampton
Proposal	Erection of dwelling with associated works.
Status	Withdrawn
Decision	Application Withdrawn
Decision Issued Date	Mon 11 Feb 2019

Reference	18/03520/FUL
Alternative Reference	PP-07464161
Application Validated	Wed 05 Dec 2018
Address	Berkshire Buckinghamshire And Oxfordshire Wildlife Trust Chimney Meadows Nature Reserve Chimney Bampton Oxfordshire OX18 2EH
Proposal	Erection of a small observatory / bird hide.
Status	Decided
Decision	Approve
Decision Issued Date	Thu 07 Feb 2019

Reference	18/03461/CND
Alternative Reference	Not Available
Application Validated	Wed 28 Nov 2018
Address	Willow Farm Cote Bampton Oxfordshire OX18 2EG
Proposal	Discharge of conditions 4 (Materials) 7 (Bat boxes) 8 (Landscape) 9 (Boundary) 10 (Drainage) of planning permission 18/01682/FUL
Status	Decided
Decision	Approve
Decision Issued Date	Thu 07 Feb 2019

Reference	18/01845/CND
Alternative Reference	PP-07058104
Application Validated	Wed 04 Jul 2018
Address	Land East Of Saxel Close Aston Bampton Oxfordshire
Proposal	Discharge of conditions 2 (details of appearance, layout and scale) and 8 (detailed method statement) on planning permission 16/03309/S73.
Status	Decided
Decision	Approve
Decision Issued Date	Wed 06 Feb 2019

10. Community Trust

No report.

11. Parish Infrastructure

a) *Village maintenance*

Both the notice boards in Aston require some basic maintenance to fix the pin boards to the structure so Council are asked to allocate a budget. It was RESOLVED that any small disbursement could be made from the maintenance budget as proposed by J West and seconded P Sparrowhawk with all in agreement

b) *Sycamore Tree at Vicarage Close*

There has been no further information on the proposed removal of this tree.

c) *Passing Places – Bull Street to the Great Brook*

These have been put in along the Bull Street to Great Brook road but are rather short and J West has already contacted Matthew Timms, OCC Highways, who has been out to check the work. He has agreed that the passing places need to be redone correctly and will be planning this work. J West has also contacted him about signage of the passing places and will be following up on the issues with the broken fencing around the culverts. The passing places along the Great Brook Road will not be done in this financial year but are planned for 2019-20.

e) *Annual Parish Meeting 2019*

This is a meeting of the parish and not a Parish Council meeting. It is a legal requirement and must take place between 1 March and 1 June (inclusive). Council had asked the clerk to find out if the village hall would be available on the 9th May 2019 which was not available so other dates were considered. It was decided to have the meeting on 20th May 19.

12. FINANCE

a) *Account Balances* – noted

b) *Internal Auditor 2019*

Mr N Hoskins has agreed to act as the internal auditor for 2018-19 – noted.

c) *Grant Balances and Background – noted.*

d) *ICO Registration and annual fee.*

The parish council is registered with the ICO as a data controller and as such has to pay the annual fee. This is a payment that could be done by direct debit and the council has the ability to authorise DD under section 6.3 of the Financial Regulations which state ‘All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council’. It was RESOLVED as proposed by G Ball and seconded by J West with all in agreement that for 2019/20 the annual payment be made by cheque for £40.00 and then reviewed for future year as a direct debit.

e) *February invoices presented for approval and payment*

		Statute
Clerk's salary E Anstee £322.00, working from home allowance of £10.00	301.20	LGA 1972, s112
Clerk's expenses – 305 sheets x 7p/Paper £26.25	47.60	LGA 1972 s111
WODC – Dog Bin emptying – 01/03/19 Invoice 33279249	22.70	Litter Act 1983
HMRC – PAYE – Feb19	30.80	LGA 1972 s111
ICO Annual Fee	40.00	LGA 1972 s111
SLCC – Practitioner's Conference (amended to include VAT)	126.00	LGA 1972 s111
OALC Subscription 2019-20 Inv A00052/2019	242.58	LGA 1972 s111
Community First Oxfordshire Membership Apr19 to Mar20	70.00	LGA 1972, s137
Total	£880.88	

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

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

Nothing to report.

14. Matters arising since publication of agenda

Matters which Councillors wish to raise for inclusion on next agenda

- Strategic plan – After May meeting
- Community Emergency Plan

15. Date of next meeting:

Thursday 4th April 2019, 7.30pm
Monthly meeting of Parish Council

Meeting closed at 8.50pm

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