

**MINUTES OF ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL  
MEETING HELD ON THURSDAY 7<sup>TH</sup> MAY 2015 IN THE  
MEETING ROOM, VILLAGE HALL, ASTON AT 7.30 PM**

**1. Members**                    **Richard Haines (Chairman)**

**Present:**                    **Ben Lings**  
                                     **John Ordish**  
                                     **Paul Sparrowhawk**  
                                     **Jane West**  
                                     **Phil West**

**In Attendance:**    Helen Sandhu – Clerk  
                                     1 member of the public

**Apologies:**                Jane Everex

**2. Annual Meeting of Parish Council**

*a) Election of Chairman*

Richard Haines was proposed, seconded and unanimously re-elected as the Chairman of the Parish Council.

*b) Vice Chairperson*

There were no nominations for the role of Vice Chairperson.

*c) Parish Transport Representative (PTR)*

It was resolved that the Parish Council would not appoint a member as a Transport Representative; a representative of the Parish Council will be nominated to attend PTR meetings organised by the County Council where there are specific issues of local relevance to be discussed.

*d) Community Trust Representative*

John Ordish was proposed, seconded and unanimously elected to continue in his role as the Parish Council's representative on the Committee of Aston & Cote Community Trust.

**3. Meeting open for public debate**

The member of the public present indicated that he is the owner of The Old Chapel and had attended the meeting to answer any questions the Parish Council may have in relation to the planning application for the property. He explained that the application is for minor changes, most of which are internal, and that the detailed proposals had been drawn up following discussion with the listed building officer at the District Council. The member of the public said that the listed building officer had told him that he would not be objecting to the application, although the final decision rests with the planning officer.

Richard Haines said that he had looked at the application on the District Council website, and that a neighbour had raised an objection in relation to the proposed roof lantern.

The member of the public present said that the flat roof and roof lantern had been incorporated into the design at the suggestion of the listed building officer.

The member of the public left the meeting.

4. **Minutes of previous meeting** – on 9 April 2015 were agreed as a correct record and signed by the Chairman.

Proposed by Paul Sparrowhawk, seconded by Phil West.

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

None.

6. **Matters Arising from Previous Meetings**

- a) *Central Aston post box*

The Clerk informed the Parish Council that she had obtained an update from Royal Mail advising that the land searches are complete and that the relevant information has been sent to their contractor; the date of the work has not yet been confirmed.

- b) *Annual Parish Meeting – 19 May 2015*

Charles Mathew and Hilary Fenton/Steve Good have been invited to speak.

PC Martyn McHale and PCSO Sandra Syphas have confirmed their attendance (subject to operational issues).

Richard Haines will open the meeting, give the PC presentation and will chair the questions at the end.

The new banner had been purchased at a cost of £70.53 + VAT and is in place on the allotment fence in Aston.

- c) *The Red Lion, Aston – sale moratorium*

At the Parish Council's request, the District Council has informed Enterprise Inns that the six month moratorium has been triggered. Enterprise Inns has written to the Parish Council to acknowledge this and to advise that they will continue to market the property as a going concern.

It was noted that it is understood that bids to buy the pub as a going concern have been submitted to Enterprise Inns, including from a local resident and from a buyer who may be interested in converting the pub to a restaurant.

The Clerk said that she would contact the officer at the District Council to ask whether there are any restrictions on what the pub could be converted to if it is sold as a going concern.

- d) *Anti social behaviour*

There have been thefts from vans in nearby villages and a large metal theft from a commercial premises in Eynsham.

Richard Haines said that he has been approached by residents who are concerned about the state of the land at the junction of Bull Street and Southlands which is being used by builders working at a nearby property to store materials and a skip. There are concerns that the way the materials are being stored could present a health and safety risk. John Ordish agreed to speak to the builder to request that the skip is emptied and that the area is tidied up and made safe.

7. **New Business**

- a) *West Oxfordshire Local Plan & Draft Community Infrastructure Levy*

Having considered the information provided by CPRE, it was resolved that the Parish Council would respond that members do not consider the plan sound due to the volume of housing proposed over the timeframe of the plan – the plan is unsustainable because the infrastructure will not support the volume of housing proposed.

**New Business (continued)**

*b) Invitation to nominate name for new residential court at Thistle Cottage*

It was resolved that the Parish Council would suggest that "Wheelwright" should be incorporated into the name, given that the cottages were built for the workers at the local wheelwright. The Clerk was also asked to request that the term used for the site be traditional in nature (for example Place or Close), rather than something such as "Mews" which was considered to be inappropriate for the location.

*c) Insurance renewal*

The report in the Clerk's Briefing Notes and the renewal quotations were considered. It was resolved to renew the Parish Council's insurance with Aon, at a cost of £434.03 for the year.

*d) LCR magazine subscription renewal*

It was resolved to renew the Parish Council's subscription to the LCR magazine at a cost of £17 for the year.

**8. Community Trust**

John Ordish informed the Parish Council that he had not been able to attend the last meeting of the committee of Aston & Cote Community Trust, but that he would obtain a copy of the minutes of the meeting and put it in the folder for councillors' information.

**9. Parish Infrastructure**

*a) Village maintenance*

John Ordish said that a resident of the Close on Cote Road had expressed concern about potholes in the road near his property. The Clerk will report them to Highways via the online reporting system. The Clerk was also asked to check and report the potholes at the turn to Cote from the road beyond Bull Street.

*b) Weed-spraying in Aston*

Phil West has been in contact with Chris Smith (the former Lengthsman) who has provided a quotation for weedspraying the roads throughout Aston for £190 per occasion. Phil confirmed that this would include both the kerbs and the rear edges of the footway where this abuts a wall/other hard edge. It was resolved to order this work (single treatment).

*c) Vegetation overhanging speed indicator device at entrance to Saxel Close*

The Parish Council has been contacted by OCC Highways with a request that the Parish Council arranges for this vegetation to be cut back. A member of the public has informed OCC Highways of this problem, and whilst OCC accepts that it is either their or the landowner's responsibility, they have asked the Parish Council to help as the County Council does not have funds for the work. It was agreed that the Parish Council would ask a volunteer if they could do this work.

*d) Remedial work on culvert on Great Brook Road*

OCC had previously advised that the road would be closed for 5 days from 13 April to complete the work, however this has been delayed until a second technical check on the pipe and backfill has been carried out. Once this has been completed a new closure will be arranged. OCC hope that the work will be completed in the next few weeks.

**Parish Infrastructure (continued)**

e) *Newbridge*

Six of the drivers who were observed crossing Newbridge in breach of the weight limit during a community inspection exercise in July 2014 have now been prosecuted, with one further case pending.

**1. PLANNING**

**New Planning applications**

15/01139/LBC & The Old Chapel, North Street, Aston

15/01136/HHD Alterations to porch, raise height of boundary wall and construct flat roof over courtyard incorporating roof lantern

The applicant had attended the earlier part of the meeting and had explained his proposals to the Parish Council.

It was resolved that the Parish Council would not comment on the application.

**Planning applications – updates to previous applications**

**14/01496/FUL Thistle Cottage, Ham Lane, Aston**

Erection of 7 dwellings and associated works

Builders Ede has supplied a copy of their proposed Construction Management Plan, which they have submitted to WODC for approval.

**14/02062/FUL North Street Farm, North Street, Aston**

Residential development

The officer at Oxfordshire Highways responsible for granting hoarding licences attended on site in April and instructed the developer to move part of the fence in order to improve highway safety, and this has been implemented by the developer.

**10. Finance**

a) *Account Balances – circulated in the Clerk's Briefing Notes*

Balance on Current Account at 30 April 2015 £19,134.23

Balance on Deposit Account at 30 April 2015 £16,786.09

b) *Bank reconciliation to 31 March 2015*

Circulated in the Clerk's Briefing Notes – noted.

c) *Receipts & Payments Account for year ended 31 March 2015*

Circulated in the Clerk's Briefing Notes – received and approved – proposed by John Ordish, seconded by Jane West.

d) *Accounts for year ended 31 March 2015 – Section 1 of the Annual Return*

Circulated in the Clerk's Briefing Notes.

It was resolved to approve the return covering the financial accounts in Section 1 of the Local Councils Annual Return to the external auditors appointed by the Audit Commission. Proposed by Jane West, seconded by Paul Sparrowhawk.

**Finance (continued)**

e) *Annual Governance Statement – Section 2 of the Annual Return*

The Statement for completion by the Parish Council and a report thereon by the Clerk had been circulated in the Clerk’s Briefing Notes. The Council reviewed the statements to be made and confirmed that the answer in each case was “Yes.” Proposed by John Ordish, seconded by Paul Sparrowhawk.

f) *April invoices presented for approval and payment*

		Statute
Clerk’s salary and working from home allowance	364.20	LGA 1972, s112
Clerk’s expenses – printing – 115 sheets @ 5p	5.75	LGA 1972 s111
Margaret Johnson – stationery & copying	20.81	LGA 1972 s111
Creative Solutions (new APM banner)	84.64	LGA 1972 s111
KJR Electrical – wire and install supply for defibrillator at village hall	212.93	PHA 1936 s234
West Oxfordshire District Council – recharge of cost of elections in May 2014	82.96	LGA 1972 s111
West Oxfordshire District Council – emptying of dog bin in May (3% increase on prior year rate)	21.04	Litter Act 1983
Insurance (depending on decision made)	434.03	LGA 1972 s111
NALC (LCR magazine)	17.00	LGA 1972 s111
Des Johnston (2 cuts of playing field, 2 in season to date)	112.00	LG(MP)A 1976, s19
<b>Total</b>	<b>£1.335.36</b>	

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

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

The Clerk told the Parish Council that after the agenda for this meeting had been published she had seen a yellow planning notice at the boundary of an agricultural field on Bampton Road just beyond the entrance to the village (15/01467/PN56). She will contact the planning officer for further information, and the application will be discussed at the next Parish Council meeting.

**12. Date of next meetings: Tuesday 19<sup>th</sup> May 2015, 7.45pm**

Annual Parish Meeting

**Thursday 4<sup>th</sup> June 2015, 7.30pm**

Monthly Parish Council Meeting

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