

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

**1. Members Russell La Forte (Chairman)**

**Present:** John Ordish  
Gill Ball  
Ben Lings  
Jane West  
Paul Sparrowhawk

**In Attendance:** Elaine Anstee – Clerk  
Cllr C Matthews (OCC)  
Cllr H Fenton (WODC)  
5 members of the public

**2. Apologies from Members:** There were apologies from Phil West.

**3. Minutes of the previous meeting** of the Parish Council on 3rd October 2019 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** – The members of the public present expressed their concerns with the amount of artificial lighting at the newly built Ashcroft House in Cote. Currently apart from some PIR security lights the village is unlit and the residents would like it to stay that way. Cllr Fenton will look into any way that concerns can be raised with the developer as ‘lighting issues’ are not in the planning conditions.

**6. Agenda Item 11 – Planning Application 19/02588/HHD**

It was agreed to bring forward this agenda item to allow members of the public present who had made representation in relation to the application hear the council debate.

Reference	19/02588/HHD
Alternative Reference	PP-08137607
Application Validated	Thu 10 Oct 2019
Address	Ashcroft House Cote Bampton Oxfordshire OX18 2EG
Proposal	Construction of garden outbuilding.
Status	Under consideration

It was resolved that no objection could be made but that council could ask that conditions relating to lighting of the shed and that it could not in the future be converted to residential could be requested. Council also asked that WODC confirmed that this request in no way changes Section 11 of the original planning conditions.

## 7. WODC/OCC Matters

Councillor C Matthews gave an update on the funding will for the planned works on the A40. He also explained the two options HF1 and HF2 in relation to the A34 and A40 developments that will be part of the growth board's responsibilities. He also explained that OCC has stated that it will be running carbon neutral by 2030.

## 8. Matters Arising from Previous Meetings

### a) *Community Emergency Plan (CEP)*

The CEP has been sent to OCC and a copy will be held in the parish council's cupboard at the village hall with the event log. The chair and clerk will put together the emergency kit.

### b) *Matthew Homes Development*

On Friday 11<sup>th</sup> October the chairman and clerk met with the Site Manager and Matthew Homes Representative to express concerns following the tarmacking of the area identified on the flood risk map. They were given assurances that this was only for the duration of the site build and will be returned to 'green' once the development is complete. The tarmac area is expected to be removed in Sep 20 and the area is designated as 'public open space' in the development plan (it will not be built upon). Gary gave 3 assurances about water mitigation measures in the meantime: drill drainage holes, dig land drain and provide assistance (plant machinery etc) in the event of localised flooding in the area.

### c) *Recommended Actions Following WODC Planning Training for Parishes*

The clerk emailed all councillors on 5<sup>th</sup> October the list provided by WODC planning of the S106 funds due from both Matthews Homes and Mears Homes. The S106 monies have to be requested from the WODC and to do so the parish needs to demonstrate that the plans are in place to spend this money. The council discussed the funds and the purposes for which they have been assigned. It was decided to ask the Community Trust to decide if they were able to put a business plan and tenders for the all-weather sports court as this will be on the trust's land. Secondly for the clerk to contact OCC Highways to arrange a visit to discuss Traffic Calming and put together a plan for submission to WODC to access the S106 as a test on how the process works.

### d) *Bus Shelter at the end of Foxwood*

'externiture' have the bus shelter in production and the base has been put in. The actual bus shelter is due for installation on 12 November and the 30 mph sign has been moved.

*e) Prepared for the Worst – Article in the Clerks and Councils Direct Magazine*

The clerk has purchased two extra keys for the filing cabinets in the village hall which will be held by the Chairman. The purchasing of a laptop/PC for the parish council is currently being investigated with an indicative figure being included in the 2020/21 budget.

*f) Resident Request – Dog Bin on Great Brook Road*

The request for a new dog bin has been submitted to WODC and this has been passed to the relevant department.

*g) Anti-Social Behaviour*

There was a theft at the Mears Homes site during the week of the 5<sup>th</sup> to the 11<sup>th</sup> October.

**9. New Business**

*a) Royal British Legion Poppy Appeal – Parish Council donation*

To decide on the donation to the Appeal to be given by the Parish Council (which will also cover the cost of the wreath):

Total donation in budget: £150; donation paid in 2018/19: £150

This donation has to be funded under the Parish Council's limited financial powers granted by LGA 1972 s137. It was RESOLVED to make the donation of £150 as proposed by Gill Ball and seconded by John Ordish with all in agreement.

*b) Remembrance Sunday service at Aston War Memorial (Sunday 10 November – 2.45pm at War Memorial and 3pm at St James Church)*

All councillors are invited to attend and the chairman has agreed to represent the Parish Council at this service and lay the wreath.

*c) Cod Father Chip Van*

The clerk was contacted by the Cod Father Chip Van owners who had received several requests from Aston Residents to come to the village on a regular basis. They requested the permission of the parish council however it is not the responsibility of the parish council to grant such permission. The clerk understands that they are going to start coming from 28<sup>th</sup> November and park outside the church on Cote Road.

*d) Home Office – County Lines awareness-raising campaign*

An email issued by the Home office to relaunch its campaign to raise awareness of how gangs use children and vulnerable people to move drugs and money.

*e) Council motion request re national community energy campaign*

A request has been received from 'Power for People' for the council to pass a motion to support the Local Electricity Bill. The council felt it did not have sufficient knowledge at this time to make an informed decision



### 13. FINANCE

a) *Account Balances* – noted

b) *The General Power of Competence*

It was proposed by Cllr R La Forte, seconded by Cllr G Ball and RESOLVED by a unanimous vote to confirm that Aston, Cote, Shifford and Chimney parish council is eligible to use the General Power of Competence as the Parish Clerk is qualified and the and more than two thirds of the council was elected at a non-contested election on 3 May 2018.

c) *Draft Budget for 2019/20*

The draft budget as drawn up by the clerk was discussed and an agreement in principle not to raise the precept for 2020-21 unless a significant project was identified. The clerk was asked to bring this back to the December meeting. It was noted that the grass cutting contract for the recreation ground was due to expire so it was proposed by Cllr J Ordish to extend the contract by one year to bring it in line with the rest of the ground maintenance contract, this was seconded by Paul Sparrowhawk and RESOLVED by a unanimous vote. The clerk is to contact the current supplier to confirm the extension. It was also noted that new defibrillator pads had been obtained for the garage defibrillator by Andy Ball for which the parish council would like to express its thanks.

d) *Budget 2020-2021 – Projects*

Some thoughts for projects next year such as a defibrillator in the phone box at Cote, upgrading the map in the Cote telephone box, traffic calming and a VE 75 anniversary bench. The Aston History Group has put in a business plan (Briefing Notes page 19) for funding in 2020 towards the book it is producing. These projects to be costed for the December meeting.

e) *Planning – How Local Councils Fit into the Planning System, Effective responses to planning applications*

It was agreed that the clerk attend this training which is being provided by OALC on the 21 November 19 at the WODC offices. The cost is £45 plus VAT.

*f) October 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 292 x 7p + £1.39 for filing cabinet keys	21.83	LGA 1972 s111
WODC – Dog Bin emptying – Inv 33330495	23.35	Litter Act 1983
WODC – Grass cutting etc – Invs 33329378 & 33329224	1547.04	HA 1980, s116
HMRC – PAYE – Oct19	73.60	LGA 1972 s111
D Johnson – Grass Cutting – Inv 1981	170.00	HA 1980, s116
D Johnson – Weed Spraying – Inv 1980	199.00	HA 1980, s116
DF Williams – Bus Shelter Cleaning – Inv 93109	147.41	HA 1980, s116
OALC – Planning Training – Inv W-912	54.00	LGA 1972 s111
<b>Sub Total</b>	<b>£2540.83</b>	
Royal British Legion Donation an Wreath	150.00	LGA 1972 S137

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

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

Cllr R La Forte attended the West Oxfordshire Town and Parish Forum on 10 Oct 19 and West Oxfordshire Water Day Meeting, 22 Oct 19. Cllr J Ordish attended the PPG meeting at Bampton Surgery and provided the minutes for the communications folder.

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

**16. Date of next meeting: Thursday 5th December 2019, 7.30pm**

Meeting closed at 9.30pm

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