

**MINUTES OF ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL  
MEETING HELD ON THURSDAY 7<sup>TH</sup> SEPTEMBER 2017 IN THE  
VILLAGE HALL, ASTON AT 7.30 PM**

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

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

**In Attendance:** Helen Sandhu – Clerk  
Hilary Fenton – West Oxfordshire District Councillor  
One member of the public

**Members’**

**Apologies:** None

**2. Minutes of previous meeting** – on 3 August 2017 were agreed as a correct record and signed by the Chairman.

Proposed by Paul Sparrowhawk, seconded by Jane Everex.

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

Phil West, as the applicant, the planning application for Paradise Farm, Bull Street, Aston.

**4. Public Representation**

The member of the public present raised various issues:

- Removal of a notice he had put on the noticeboard on Southlands. Richard Haines told the member of the public that as this is a public noticeboard, any notices put up can be removed by anyone.
- Hedges overgrowing the highway. Mr Haines told the member of the public that this is a matter for Oxfordshire County Council, as the Highway Authority, and any concerns about overgrown hedges should be directed to them.
- Parking on pavements. Richard Haines told the member of the public that this is a matter for Thames Valley Police. The Parish Council has raised concerns about people parking on pavements with Thames Valley Police, including at Inspector level, on several occasions in the past few years.
- Private waste bins obstructing the paths when left out for collection. Richard Haines told the member of the public that this issue should be addressed to West Oxfordshire District Council.
- Verges on Ham Lane. The member of the public asked the Parish Council how many times the verge should be cut under the Parish Council contract. He was advised that Oxfordshire County Council requires and provides funding for a minimum of two cuts, but the grounds maintenance contract allows for a basic 12 cuts, with two additional cuts if required. Typically there are fewer than 12 cuts required in a year.
- Ownership of left hand verges on Ham Lane. Mr Haines told the member of the public that the Parish Council does not know who owns/is responsible for these verges.

### **Public Representation (continued)**

- Weeds at entrance of Ham Lane. Mr Haines told the member of the public that if these weeds are growing on the highway, then this is a matter for Oxfordshire County Council.
- Parish Council involvement in details of land transfer of new properties at Wheelwright Court. The member of the public asked why the Parish Council did not raise questions about the highway boundary during the development process. Richard Haines told the member of the public that in fact the Parish Council had raised these concerns throughout the prolonged planning process, and that final resolution of the issue is now in the hands of Oxfordshire County Council as the Highway Authority and West Oxfordshire District Council as the Planning Authority.

The member of the public left the meeting.

### **5. WODC/OCC Matters**

Hilary Fenton told the Parish Council that she had recently attending a briefing on Civil Emergencies organised by West Oxfordshire District Council.

There was a discussion about the benefits and appropriateness of small councils developing their own Emergency Plan.

### **6. Matters Arising from Previous Meetings**

#### *a) Replacement Noticeboard*

It was resolved to approve a payment of £21.55 to the contractor for the purchase of postcrete which was beyond the scope of the original quotation.

Proposed by Jane West, seconded by Paul Sparrowhawk.

The Parish Council was informed that the bill for the replacement of the noticeboard had been settled since the August meeting, at the request of the contractor. The bill was in line with the quotation which had already been approved by the Parish Council.

#### *b) Maintenance of parish benches*

John Ordish provided the Clerk with the details of the recycled planks to be purchased for the VE/VJ bench. The Clerk will aim to order them before the next meeting.

The replacement Southlands bench is currently out of stock at the suppliers, but will come back in stock within a few weeks. The Clerk will place the order when the bench is available.

#### *c) Meeting with Robert Courts, MP*

The Clerk was asked to see if Mr Courts could change the time of the meeting due to a clash with the Ploughing Match. Current time to be retained if this is not possible.

It was agreed that the following issues would be discussed during the meeting: planning development, waste water infrastructure capacity; rural broadband; sustainability – rural infrastructure, including buses; highway maintenance concerns; A40 congestion.

#### *d) Anti Social Behaviour*

There has been some malicious damage at the village hall – the Police have been informed.

## 7. New Business

### a) *Parish "walk about" with Oxfordshire Highways*

It was agreed to request a meeting on either Monday 25<sup>th</sup> or Tuesday 26<sup>th</sup> September. Richard Haines, Phil West and John Ordish said that they would try to attend. It was agreed that the following locations should be covered: North Street (entrance to North Street Farm development; village square, Great Brook Road, surface peel on Bull Street near Cote turn; unnamed road between the Cote turn out of Bull Street and Cote.

### b) *Local Emergency Plans*

This had been discussed earlier in the meeting. It was agreed that the preparation of a Local Emergency Plan did not seem appropriate for our small parish. The Parish Council will continue to ensure that it provides information on possible emergency refuges in the parish (village hall and Fellowship Centre) when contacted by Oxfordshire County Council who maintains the register.

### c) *Trees overhanging highway in Ham Lane*

It was noted that concerns about these trees have been reported online to Oxfordshire Highways by an anonymous party. It was agreed therefore that the Parish Council does not need to take any further action.

### d) *Litter bin on Aston garage land*

It was agreed that this litter bin was not needed as there are other litter bins in the vicinity. It was further agreed that it will be removed and offered to the Community Trust for use at the village hall, if desired.

### e) *Donation request from Clean Slate, an Oxfordshire charity working with victims of abuse.*

It was resolved not to provide a donation due this charity as it does not work primarily in the parish.

## 8. PLANNING

### **New planning applications**

17/02403/HHD Ferndale, Back Lane, Aston  
Erection of natural stone boundary wall to replace timber fencing  
No comments nor objections.

17/02542/RES Land East of Saxel Close, Aston  
Residential development comprising 38 dwellings and associated garages  
Follow up detailed application to outline 13/1494/P/OP

It was resolved that the Parish Council would provide a detailed response covering the following issues:

- inadequate parking provision, particularly the visitor parking which is also poorly located – needs to be located near most intensely developed area;
- query inclusion of gated footpath to Cote Road outside unit 1 as this is likely to encourage more parking on Cote Road and or/at the village hall;
- need for the developer to specify that it will appoint and supervise the management company who would be responsible for the open

## **PLANNING (continued)**

### **New planning applications**

- space land and clarification on who will pay for the maintenance of the open space;
- requirement for open spaces to be protected from parking/vehicle incursion by bollards or similar;
- requirement for developer to prepare a Construction Management Plan which must prohibit travel through Aston past the school, and specify that all parking during construction will be on site, with no parking on Cote Road, Foxwood, Saxel Close, Bull Street or at the village hall;
- requirement for a condition to ensure that all soft landscaping included in the application is planted before the first dwelling is occupied, and maintained and/or replaced as originally planted for a minimum of 10 years;
- hedge boundaries which are in poor condition (north and west boundaries) to be replanted, with consideration of double planting on north boundary to absorb traffic noise on Cote Road;
- clarification of proposals for the treatment of southern area of site excluded from this application;
- outline planning application referred to zebra crossing on Cote Road near the school to be funded via a legal agreement; this is not included in this detailed application – request to ensure that the application is amended to include the zebra crossing;
- request for consideration of construction of footpath link to the footpath which runs along the west boundary of the site between Bull Street and 23/25 Saxel Close;
- request that application is amended to include provision of electric car charging points and installation of fibre-optic broadband to all dwellings;
- local residents to be given priority in allocation of affordable housing;
- despite the fact that the planning process for the site has already discharged the conditions previously applied in relation to the discharge of waste water, Parish Council response to express concern about the ability of the waste water infrastructure to accommodate this development.

17/02666/FUL

Land north of Paradise Farm, Bull Lane, Aston  
Erection of three dwellings with associated access road

Response: No objection, but the following comments/requests for conditions to be submitted:

- The Parish Council would like there to be a construction traffic management plan in place for the build, to include a prohibition on contractors' vehicles parking on Bull Lane and Bull Street ;
- Whilst the application does not require formal consultation with Thames Water on the capacity of the waste water system to cope with the new properties; the Parish Council continues to raise this issue. The local sewerage system regularly fails and has to be pumped out using sewerage vehicles. Thames Water carried out an assessment of the local sewerage system in 2015 which concluded that the local sewerage system is not able to cope with additional

## **PLANNING (continued)**

### **New planning applications**

properties being connected to it. The cumulative impact of new build properties will continue to exacerbate this problem.

### **Planning applications going to appeal**

16/03005/OUT Land North of Cote Road, Cote Road, Aston  
Outline planning permission for up to 30 residential dwellings and associated works  
The Inspector has now decided that a hearing will now be held to consider this appeal. The hearing will take place on 15 November at the WODC offices.  
The Clerk was asked to request more information on the hearing process, how long the hearing is likely to take, and the process for requesting to speak at the hearing.

### **Planning applications approved**

17/02062/HHD 10 Saxel Close, Aston  
Alterations and erection of single and first floor extensions

17/02131/HHD 4 Kingsway Cottages, Bampton Road, Aston  
Erection of rear conservatory

### **Planning applications refused**

17/01915/FUL Chimney Farm Barns, Chimney, Bampton  
Conversion of barn to two dwellings

### **Planning applications decided on appeal**

17/01128/HHD Old Dairy Barn, Cote  
Erection of single storey extension  
Appeal allowed.

16/03910/FUL Westfield House, Bampton Road, Aston  
Erection of three dwellings with associated works  
Appeal allowed.

### **Follow up to previous planning applications**

14/01496/FUL Thistle Cottage, Ham Lane, Aston – visual splay/obstruction of highways verge  
Response to Parish Council's letter to WODC expected in advance of the next meeting.

## **9. Parish Infrastructure**

### *a) Village maintenance*

The bin on the village square is broken. The Clerk will contact WODC to request a replacement.

The dog bin attached to the footpath sign on Bull Street (footpath to village hall) has been knocked down and removed. The Clerk said that she has informed WODC and asked them to replace the dog bin with one on a standalone post.

The second weed spray on the main roads through Aston has been completed.

### *b) Metal chicanes/barriers at footpath ends – Woodbridge Close, Cote Road, Bull Street "Elbows" on all barrier corners now installed, completing this work.*

**10. FINANCE**

a) *Account Balances* – noted.

b) *Annual Return for 2016/17*

The Clerk informed the Parish Council that the Audited Return has now been received from the external auditors, BDO Stoy Hayward LLP. The Audit Report is unqualified and no “Issues Arising” report has been issued. It was resolved to approve the audited return and to accept the audit certificate. Proposed by John Ordish, seconded by Paul Sparrowhawk.

c) *Future precept plans*

The draft survey had been circulated in the Clerk’s Briefing Notes. Some minor amendments were agreed. The survey will be circulated in the issue of Voices being distributed in mid September. Survey return deadline – Saturday 30<sup>th</sup> September, 12.00pm.

d) *August invoices presented for approval and payment*

		Statute
Clerk’s salary and working from home allowance	381.00	LGA 1972, s112
Clerk’s expenses – printing, 110 sheets x 7p	7.70	LGA 1972 s111
BDLO LLP – external audit 2016/17	240.00	LGA 1972 s111
Des Johnston – one cut of playing field	72.00	LG(MP)A 1976, s19
West Oxfordshire District Council – one cut of verges and war memorial in June (five invoiced in year to date)	392.98	HA 1980, s116
West Oxfordshire District Council – emptying of dog bin in September	21.94	Litter Act 1983
Reg Keen – cost of postcrete for Southlands noticeboard	21.55	
<b>Total</b>	<b>1,137.17</b>	

It was resolved to make the above payments, proposed by Jane West, seconded by John Ordish.

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