

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL



AGENDA

**The Annual Parish Council meeting followed by the monthly meeting of the Parish Council
will be held on**

Thursday 6th July 2023, at 7.30pm, in the Ordish Room, at the Village Hall.

Councillors: You are hereby summoned to attend the above meeting for the purpose of transacting the following business.

Members of the public who wish to attend the meeting are asked to let the clerk know in advance of the meeting at clerk@astonoxon-pc.gov.uk. Please note item 6 on the agenda about Public Representation.

EaAnstee

Elaine Anstee – Clerk

RECORDING OF MEETINGS

The law allows the council's public meetings to be recorded, which includes filming as well as audio-recording. Photography is also permitted.

As a matter of courtesy, if you intend to record any part of the proceedings, please let the Clerk know before the start of the meeting.

1. Present

2. Apologies from Members

3. Explanation from the Chair of the meeting about the protocol on the recording of meetings

4. To approve the minutes of the Parish Council meeting on 1st June 2023 – minutes previously circulated.

5. Parish Councillors - Disclosure of interests on agenda items

6. Meeting Open for Public Representation

This is the only part of the meeting where members of the public are permitted to speak, and it must be about an item on the agenda. The Parish Council's Standing Orders limit the time for this part of the meeting to ten minutes in total unless otherwise directed by the chairman of the meeting. The Standing Orders specify that each member of the public shall not speak for more than three minutes.

7. WODC/OCC Matters

A brief update from the relevant WODC or OCC Councillor.

8. Matters Arising from Previous Meetings

a) *Planning Appeal 22/00986/FUL and APP/D3125/W/23/3317512*

Briefing from the Chairman. Councillors have been briefed in full by email during this process.

Update from clerk on donations received for funding the appeal.

To resolve to confirm payment of £13,500 (incl VAT) to Landmark Chambers for representation at the Case Management Conference on 22 May 2023.

To resolve to pay any further invoices that have come in since publication of agenda in relation to the appeal.

b) *Traffic calming update and other traffic issues*

- 20 mph – Parish Council requests for changes
- The Square, Aston
- West and Wales gas upgrade to pipes – corner at end of Bull Street
- Bridges at Beddles Turn and over Great Brook
- Parking areas in Foxwood
- Resident request for chicane at Bampton entrance/exit to Aston on B4449

c) *Electronic Speed Signs*

The clerk has contacted OCC Highways officers to see if the two existing ones will be replaced as part of the 20-mph project and what influence the Parish Council has on the make and design.

d) *Footpaths/Treescaping*

Update from A Chapman.

e) *Grounds Maintenance contracts 2024 onwards*

Deferred to July meeting for Community Trust to confirm if they wish the Parish Council to continue the mowing of the Recreation Ground.

f) *Anti-Social Behaviour*

None at time of agenda.

9. Correspondence

Clerk's Briefing Notes on Page 2.

10. 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/>

Reference	23/01155/HHD
Alternative Reference	Not Available
Application Validated	Fri 16 Jun 2023
Address	16 Cote Road Aston Bampton Oxfordshire OX18 2DX
Proposal	Proposed single storey rear extension.
Status	Under consideration
Reference	23/01530/S73
Alternative Reference	Not Available
Application Validated	Mon 05 Jun 2023
Address	32 Saxel Close Aston Bampton Oxfordshire OX18 2EB
Proposal	Variation of condition 2 of permission 22/00113/HHD to allow six additional solar panels to roof.
Status	Under consideration

Update on Ongoing Planning Applications – For Information

- a) **North Farm**
- b) **Hawthorns** – Following the removal of the panel fence a rail and post fence has been installed. There is no gate to allow access for maintenance and the concrete plinth remains. The hedging has been planted.
- c) **Marsh Furlong** – No news on the adoption of the pumping station by Thames Water.
- d) **Terra** – moved to agenda item 8a.
- e) **Children's Home** – completion on target for end of October 2023.
- f) **St Joseph's Court** – Surface water and drainage. The clerk has had a response from Thames Water to the effect that one of the design teams have picked up the work on the pumping station issue at St Joseph's Court, but they are not aware of the surface water issue.

Update on Previous Planning Applications

Reference	23/00945/CLP
Alternative Reference	PP-11862617
Application Validated	Fri 05 May 2023
Address	Aston and Cote Church Of England School Cote Road Aston Bampton Oxfordshire OX18 2DU
Proposal	Certificate of Lawfulness (Construction of a single storey classroom extension along with Internal alterations to provide a group room and reception office, together with provision of a secure lobby with level access served by a ramp and external canopy. Provision of planting areas and minor alterations to hard landscaping to separate car parking from pedestrian use. Reopening of blocked up gateway to boundary wall on Cote Road. Replacement of boundary fencing facing allotments to the east side).
Status	Decided
Decision	Approve
Decision Issued Date	Thu 29 Jun 2023

11. New Business

a) Asset Review and War Memorial Reinstatement Valuation

The council asset list (not physical) is due for review and the War Memorial has not had a 'reinstatement valuation' since 2009. The clerk has been unable to identify who did the last revaluation but the cleaning work in 2018 was done By Harri-Stone Masonry Limited who are in Witney. For council to decide whether to approach them for a revaluation. Current reinstatement valuation is £56,317.10.

b) Cote Chapel

On the 6th July 2023 the clerk had a quick call with a representative from Tricolor Associates who are the consultants advising the Historic Chapels Trust on the disposal of the chapels as the trust is being dissolved. A verbal update.

c) Neighbourhood Plan

An overview from the CPRE and link to the guidance is on page 3 of the briefing notes.

d) Stop Botley West – CPRE call to Parish Councils

June newsletter with details emailed to councillors and some of this is on pages 4 and 5 of the briefing notes. This issue has been furthered highlighted by residents in the parish.

e) 2023 - Community Resilience Funding from SSEN

Details in the briefing notes on page 6. For discussion and decision on whether an application should be made.

12. Governance – Policies for Review

At the OALC chair's meeting in June 2023 a list of policies that a Parish Council should have, was circulated. In the briefing notes, page 6, the clerk has annotated the list with what the Parish Council has and those that the council may wish to add to the current portfolio.

13. Community Trust

The Parish Council received a complaint from a resident in relation to the use of the Recreation Ground by the football team. The email was shared with councillors and the chair of the Community Trust, who responded to the complaint.
Update on the MUGA and S106 requirement.

14. Parish Infrastructure

a) Village maintenance

To identify any current maintenance work required. Budget for 2023/24: £1,500.

15. FINANCE

a) *Account balances – see clerk’s briefing notes page 8 (For Information)*

b) *Review of the Year-to-Date Financial Report*
Report on page 9 of the Clerk’s briefing notes.

c) *CCLA Changes to Accounts.*

As of the agenda there has been no further information. The change is due to come into place on 17th July 2023.

d) *To RESOLVE to approve the following payments for the period July 23.*

	NET	VAT	Gross Amount
Clerk’s expenses 164 x 7p/Microsoft £49.08/Amazon £94.77/Print Ready £96.00	211.25	39.98	251.23
D Johnson – Grass cutting and WM Maintenance – Invoice - 2387	596.45		596.45
WODC – Weed spraying and Grounds Maintenance Inv 33525736	790.00	158.00	948.00
Community Heartbeat Trust Annual Support Y2 – Invoice 17074	165.00	33.00	198.00
Total to be decided and approved	£1,762.70	£230.98	£1,993.68
Total of previously decided	£0.00	0.00	£0.00
Already Paid under Minute Number			
<i>Landmark Business Account – Appeal attendance – already paid -</i>	11,275.00	1,175.00	13,500.00
Tpa – Transport report for TERRA appeal- already paid	3000.00	600.00	3600.00
Total of already paid	£14,275.00	£1,175.00	£17,100.00
Monthly Standing Orders/DDs			
Clerk’s Salary including WFH Allowance	412.41		412.41
HMRC PAYE	98.40		98.40
Total SDOs	£510.81	£0.00	£510.81
Total	£16,548.51	£2,005.98	£19,604.49

16. Confidential Item

17. Parish Councillors’ reports from meetings attended since last meeting.

27 June 2023 – Oxfordshire County Council Day – the clerk.

18. Matters arising since publication of agenda/

**Matters which Councillors may wish to raise for inclusion on next agenda.
(For discussion only)**

19. Date of next meeting: **Thursday 3rd August 2023, 7.30pm**
the monthly meeting of Parish Council