

**MINUTES OF ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL
MEETING HELD ON THURSDAY 1ST MARCH 2018 IN THE
VILLAGE HALL, ASTON AT 7.30 PM**

- 1. Members Present:** Richard Haines (Chairman)
Jane Everex
Ben Lings, arriving during item 5
John Ordish
Paul Sparrowhawk
Phil West

In Attendance: Helen Sandhu – Clerk
Charles Mathew, Oxfordshire County Councillor
Two members of the public

Members' Apologies: Jane West

- 2. Minutes of previous meeting** – on 1 February 2018 were agreed as a correct record and signed by the Chairman.
Proposed by Paul Sparrowhawk, seconded by John Ordish.

3. Parish Councillors – Disclosure of interests on agenda items

John Ordish, as the Treasurer of St James' Community Church Council, the grant request from St James' Church discussed at Item 8b.

4. Public Representation

The members of the public told the Parish Council that they had attended the meeting to ask for support for their planning application for the land south of Elmside, Greenacres Lane. They said that they have lived in Aston for 25 years and are currently living on Cote Road but need a larger property which will accommodate extended family. They explained that the property has been designed to look like a barn conversion. The only overlooking window will be obscured. They are intending to put in planting to provide some screening of the property.

They confirmed that they have right of access onto Greenacres Lane as this is owned by a family member.

5. PLANNING

New planning applications

18/00278/HHD South View Cottage, Back Lane, Aston
To convert the existing integral garage into living space
It was resolved that the Parish Council would not object to, nor comment on, this application.

18/00340/HHD 4 Chimney Farm Cottages, Chimney
18/00341/LBC Alterations and erection of single and two storey extensions
It was resolved that the Parish Council would not object to, nor comment on, this application.

PLANNING (continued)

New planning applications

Ben Lings arrived at the meeting.

- 18/00446/FUL Land south of Elmside, Greenacres Lane, Aston
Erection of dwelling with associated works
Response: No objection, but the following comments/requests for conditions to be submitted:
- Construction traffic to be prohibited from passing Aston & Cote Primary School on Cote Road and from parking on Back Lane during the build process;
 - 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 properties being connected to it. The cumulative impact of new build properties will continue to exacerbate this problem.

Planning applications approved

- 17/02542/RES Land east of Saxel Close, Aston
Residential development comprising 38 dwellings and associated garages
- 17/02772/FUL Cote Farm Barn, Cote
Close existing and relocate vehicular access (amended plans)
- 17/03740/FUL Aston Repair Depot, The Square, Aston
Erection of two dwellings, formation of vehicular access and associated parking
- 17/04094/HHD 6 Bull Street, Aston
Single storey side extension
- 17/04098/HHD 42 Bull Street, Aston
Single storey pitched roof extension to garage

Planning applications withdrawn

- 18/00050/FUL Westfield House, Bampton Road, Aston
Change of use from day nursery to dwelling including minor internal alterations

6. OCC Matters

Charles Mathew provided an update on the work of the County Council. Some of the county councillors are in the process of visiting other councils around the country to examine their governance as part of a review to see whether the current Oxfordshire County Council cabinet system would be better replaced by going back to the former committee system.

OCC Matters (continued)

Mr Mathew went on to talk about his concerns about the way the Oxfordshire Growth Board is constituted; the Board is made up of the six Oxfordshire council leaders and representatives from the Local Enterprise Partnership (LEP). The LEP members are not democratically elected and therefore don't have any accountability to the public, but the LEP and the Growth Board are controlling the decisions about Oxfordshire's growth.

Mr Mathew said that he is still pressing the County Council and the LEP to consider alternative transport mechanisms that will address the issue of congestion on the A40.

Mr Mathew told the Parish Council that he is pushing the County Council to take enforcement action on the lorries from the AW Cleaver site at Dix Pit which have been using the B4449 without permission for twelve years.

The six Oxfordshire councils have agreed a Growth Deal with the Government which will provide £210m for infrastructure, including £60m for affordable housing. In order to secure the funding the councils will need to agree a joint spatial plan within the next 18 months. There will also be a requirement to build a further 100,000 homes over the time frame of the plan (in addition to the development targets contained within the individual council Local Plans).

The Government has agreed that the requirement for councils to demonstrate that they have a five year land bank within their housing plans will be reduced to three years with effect from 1 April 2018. This will help the councils resist speculative development.

Mr Mathew ended by telling the Parish Council that a committee is being formed to co-ordinate plans to mark the centenary of the end of World War One across the Lower Windrush area, and he encouraged the Council to consider joining. Mr Mathew was asked to request that Graham Shelton, who will be leading the committee, keeps the Parish Council informed about its meeting dates.

7. Matters Arising from Previous Meetings

a) Progress on working towards compliance with the new General Data Protection Regulations (GDPR)

The Clerk told the Parish Council that she attended the OALC training course on 14 February. She told the Parish Council that there are several tasks that the Parish Council will need to complete and new procedures that will need to be adopted; a more detailed report will be brought to a subsequent meeting.

b) Appointment of Trustee to the Bampton Exhibition Foundation

Information on the vacancy will be included in the March edition of Voices; the closing date for applications is 30th March.

c) Annual Parish Meeting 2018

It was resolved to hold the meeting on Monday 23rd April.

The invitees to speak were confirmed as: David Hawkins from the Bampton Exhibition Foundation, the Community Trust regarding the playground project, Nick Angus from Aston youth football, in addition to the regular items from the Parish Council, District Council and County Council.

Matters Arising from Previous Meetings (continued)

d) Half yearly review of external Parish Council assets

John Ordish was thanked for carrying out the review. It was noted that the chains at the war memorial need to be cleaned off and painted – the Clerk told the Council that she has already asked Ubico to do this and will chase. No further work to the external assets are required beyond that already planned.

e) Anti Social Behaviour

Over the last month there was an incident where a car drove up Cote Road at speed in the early hours of the morning, mounting the pavement and leaving skid marks on the road and pavement – the Police have already been informed.

8. New Business

a) Date of Parish Council meeting (including Annual Parish Council meeting) in May

With the Parish Council election due to take place on Thursday 3rd May, it was resolved to change the date of the monthly (and annual) Parish Council meeting to Thursday 10th May.

b) To consider a request for a donation towards the maintenance of the churchyard at St James' Church for 2017

It was resolved to provide a donation of £720.00, proposed by Paul Sparrowhawk, seconded by Jane Everex.

c) Future expected grant application from Aston & Cote Community Trust for proposed new playground

The terms and conditions to apply to any future offer of funding were agreed as follows:

- any funding application must be made formally in writing by an approved member of the Committee;
- information on the overall short and longer term plans for the village hall site, to first be provided by the Community Trust, including the layout of the sports pitches; position of the playground spaces; parking (to include potential future parking expansion); position of the future multi-use games court;
- proposals on how additional parking will be accommodated on the site, particularly as some parking space will be lost when the playground is built, and given that the creation of additional sports space following the relocation of the playground will increase the amount of parking required at the site;
- any funding that the Parish Council would offer to the Community Trust would not be released until the Community Trust would be in a position to formally confirm that all the funds required to complete the project are either in the Trust's bank account, or are formally committed to by other funders;
- any funding commitment that the Parish Council would make during the 2018/19 financial year would be valid to 31 March 2019 and should the Community Trust not be able to complete the project before that date, then the funding commitment would be reviewed, with the Parish Council either withdrawing it or confirming an extension, subject to further communication with the Community Trust;

It was agreed that the Clerk would write to Steve Neal, secretary of the Community Trust, outlining the above.

New Business (continued)

d) Consideration of potential names for new housing developments in Aston

Richard Haines told the Parish Council that the tithe maps indicate that the field relating to the second development behind Foxwood Close (granted at appeal but potentially subject to a judicial review) was once named Brier Furlong, and it was agreed that this would be suitable to suggest as the name for that development.

There was some discussion about a suitable name for the site adjacent to the Village Hall, and this will be subject to further consideration at a later meeting.

e) Review of Parish Council small grant scheme terms and conditions

The Clerk had included a proposed revised terms and conditions document in the Briefing Notes. It was resolved to adopt this document, subject to the correction of an identified error on page 5.

It was agreed that the scheme will be launched on 1st July 2018 for applications in the 2018/19 financial year.

Charles Mathew told the meeting that he is being allocated County Council funds amounting to £1,500 to distribute to organisations and charities in his ward; he is not yet clear on what the final terms and conditions will be.

f) Annual renewal of registration with Information Commissioner (ICO)

It was resolved to renew this registration at a cost of £35.00 – proposed by Ben Lings, seconded by John Ordish.

g) West Oxfordshire District Consultation on Further Main Modifications to the Submission Draft of West Oxfordshire Local Plan (2011 to 2031)

It was resolved that the Parish Council would not respond to this consultation.

h) To consider a request from CPRE to support their call for a Public Inquiry on the proposed Oxford-Cambridge Expressway & Growth Corridor

It was resolved that the Clerk would write to Robert Courts MP, Charles Mathew, Hilary Fenton and Steve Good expressing the Parish Council's objection to the lack of consultation on the choice of the route for the growth corridor, and seeking their support in ensuring that there is a consultation on the options, in the interests of democracy and accountability in decision making that will affect the whole of the county.

i) London Oxford Airport consultation on proposed changes to the Airspace around the airport based at Kidlington

It was resolved that the Parish Council would not respond to this consultation.

9. Community Trust

The minutes of the recent meeting were put in the folder for circulation to the councillors.

10. Parish Infrastructure

a) Village maintenance

It was agreed that the chains at the war memorial need to be cleaned and painted – the Clerk told the Parish Council that she had already requested that Ubico carry out this work and will chase again. It was also agreed that Ubico should be asked to prune and shape the yew trees at the war memorial.

b) Replacement of post adjacent to war memorial path

The post was installed on 21st February as planned.

Parish Infrastructure (continued)

c) Highways matters still being pursued

- Completion of entrances to North Street Farm development – still not completed. Charles Mathew asked that the Clerk forward the emails that she had exchanged with the County Council officer on this issue.

11. FINANCE

a) *Account Balances* – included in Clerk’s Briefing Notes - noted.

b) Annual review of Effectiveness of Internal Control/Financial Regulations

In order to assist the Parish Council with their annual review of the effectiveness of the internal control system the Clerk had circulated the Parish Council’s Statement of Internal Control in the Clerk’s Briefing Notes.

The Parish Council resolved to readopt this Statement and members confirmed that they are satisfied with the internal control procedures being followed – proposed by John Ordish, seconded by Phil West.

c) February invoices presented for approval and payment

		Statute
Clerk’s salary and working from home allowance	381.00	LGA 1972, s112
Clerk’s expenses – 163 sheets x 7p	11.41	LGA 1972 s111
West Oxfordshire District Council – one cut of verges and war memorial in September & one in October (nine invoiced in year to date)	785.96	HA 1980, s116
ICO annual renewal (Data Protection)	35.00	LGA 1972 s111
MTS Fencing – installation of new post on war memorial green	155.00	LGA 1972 s137
West Oxfordshire District Council – emptying of dog bin in March	21.94	Litter Act 1983
St James’ Church – donation for grounds maintenance	720.00	LGA 1972, s214
Total	2,110.31	

It was resolved to make the above payments, proposed by Paul Sparrowhawk, seconded by John Ordish.

12. Matters arising since publication of agenda/

Matters which Councillors wish to raise for inclusion on next agenda (for discussion only)

The Clerk was asked to contact the Planning Officer responsible for the development adjacent to Foxwood to ask how the developer is able to start the building work when Thames Water has not carried out infrastructure improvements to the waste water system, which was a requirement of the planning approval.

Bob Jones is organising a community litter blitz over 9-20 April 2018.

The Clerk was asked to include the marking of the centenary of the end of the First World War on the agenda for the next meeting.

Signeddated.....