

# ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

## AGENDA

The monthly meeting of the Parish Council will be held on  
Thursday 1<sup>st</sup> August 2019, at 7.30pm in the meeting room at the Village Hall.  
You are herewith summoned to attend the above meeting.  
The business will be as detailed below.

*EAnstee*

Elaine Anstee – Clerk

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### 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.

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1. **Present**
2. **Apologies from Members** – John Ordish
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 4<sup>th</sup> July 2019 – 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. The Parish Council's Standing Orders limit the time for this part of the meeting to 10 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**
8. **Matters Arising from Previous Meetings**
  - a) *Repair/replacement of fencing on culvert at Great Brook bridge and CCTV notices at the Great Brook bridge.*

The clerk has received email confirmation that this work will be completed by the end of August 2019.

*b) Community Emergency Planning (CEP)*

Russell La Forte attended the meeting on 13th June giving information and awareness on Community Resilience for Parishes and the benefits/development of Community Emergency Plans. Council agreed in principle for a CEP to be developed, and the chairman agreed to prepare a draft for consideration.

*c) Matthew Homes Development*

There is a meeting with the Matthew Homes representative and councillors at 10am on 2<sup>nd</sup> August to discuss the issues raised by residents and this will be reported back to council at the September meeting.

*d) Anti-Social Behaviour*

There have been no reported incidents in the parish so far this month.

**9. Correspondence sent**

See Clerk's Briefing Notes

**10. New Business**

*a) Database of Groups/Organisations*

In the clerk's briefing notes on page 3 is a working list of the organisations that the council receives communications from and some of which the council is a member. For discussion and possible allocation of roles.

*b) Recommended Actions Following WODC Planning Training for Parishes*

See clerk's briefing notes, page 5. For discussion and decision.

*c) Portfolio Responsibilities*

The proposed format for portfolio responsibilities based on the WODC model is in the Clerk's briefing notes on page 4. For discussion and resolution.

*d) Formal consultation on the Oxfordshire County Council proposed Permit Scheme.*

This is an 84 page document with an online survey into the proposed working permits for highways working. The consultation ends on 23<sup>rd</sup> August 2019 and brief details of the consultation are on page 6 of the clerk's briefing notes. For council to decide on whether they wish to respond and if so how.

*e) Experimental Traffic Regulation Order on the A436 Adlestrop Railway Bridge to Stow-on-the-Wold.*

Gloucestershire County Council's is looking for support for a possible Experimental Traffic Regulation Order (ETRO) which would introduce a 7.5 tonne weight restriction on the A436 Adlestrop railway bridge. Full details in the clerk's briefing notes on page 7.

f) *Tree work – Vicarage Close, Aston*

The following response has been received from the WODC arboriculture officer 'After speaking with the county's Principal Arboricultural Officer, we have come to a management agreement for the large sycamore tree in Vicarage Close, Aston. The tree is currently cable braced and has been reduced in the past. We intend to install a new cable brace and reduce the tree back to its previous reduction points. This will likely form part of an ongoing regular maintenance plan for the tree, which will likely be undertaken every 4 years or so. The cable brace will be inspected on a more regular basis to ensure it is still functional.' For information.

g) *Voices Grant Request 19-20*

The treasurer for Voices has written to request a grant of £1000 towards the publication costs of Voices for 2019-20. The funding for Voices comes from benefactors and advertising and sadly with the passing of a long standing benefactor has this year has lost a significant funding donation. The editorial team continue to work hard to raise funds and will continue to do so. Additionally this year as the new houses come on line the team will have to increase its print funds thereby adding to the cost of production. This grant is already in the budget for 2019-20. For decision and resolution.

h) *St James Church – Maintenance of Churchyard – 2019*

The treasurer has written to request a grant towards the maintenance of the churchyard at St James' in Aston. In 2018 the church spent £616 on maintenance of the churchyard. This season the grass cutting has gone up from £80 to £88 per cut. This is a regular annual application with £700 in the 2019-20 budget. For decision and resolution.

i) *Oxfordshire Association for the Blind Fundraising Appeal*

This is a general appeal for support for the work undertaken at the Oxfordshire Association for the Blind with full details on page 8 of the clerk's briefing notes. The council has not budgeted to support this request so it would come from the small grants allocation. For decision and resolution.

## 11. PLANNING

### New planning applications

<b>Reference</b>	<b>19/01883/HHD</b>
Alternative Reference	PP-07964135
Application Validated	Fri 28 Jun 2019
Address	Shire Barn North Street Aston Bampton Oxfordshire OX18 2DJ
Proposal	Infill of existing covered porch with masonry and glazing to form enlarged entrance hall.
Status	Under consideration

**Reference** **19/02067/HHD**  
Application Validated Tue 09 Jul 2019  
Address 43 Saxel Close Aston Bampton Oxfordshire OX18 2EB  
Proposal Erection of a porch to front elevation.  
Status Under consideration

**Reference** **19/01878/FUL**  
Alternative Reference PP-07965770  
Application Validated Mon 22 Jul 2019  
Address Chimney Farm Barns Chimney Bampton Oxfordshire OX18 2EH  
Proposal Building operations and introduction of windows and door openings to facilitate the residential use of the modern farm building at Chimney Farm Barns following the change of use from storage (use class B8) to a self-contained residential dwelling (use class C3) by prior notification 19/01114/PN56.  
Status Under consideration

#### **Updates to previous planning applications**

**Reference** **19/01881/CND**  
Alternative Reference PP-07931196  
Application Validated Tue 02 Jul 2019  
Address Land East Of Saxel Close Aston Bampton Oxfordshire  
Proposal Discharge of Condition 8 (Construction Traffic Management Plan) of planning permission 17/02542/RES  
Status Awaiting decision  
(Note: OCC consultee comment was that this is the same as originally agreed)

**Reference** **19/01150/S73**  
Alternative Reference PP-07640649  
Application Validated Mon 15 Apr 2019  
Address Land North Of Cote Road Cote Road Aston Bampton Oxfordshire  
Proposal Non compliance with condition 2 of planning permission 17/01782/RES to allow changes to garage and parking for plots 30/31.  
Status Decided  
Decision Approve  
Decision Issued Date Mon 15 Jul 2019

**Reference** **18/02809/CND**  
Application Validated Mon 15 Oct 2018  
Address Westfield House Bampton Road Aston Bampton OX18 2BU  
Proposal Discharge of conditions 4 (Landscape), 5 (Trees), and 7 (Access) of permission 18/01368/FUL  
Status Decided  
Decision Approve  
Decision Issued Date Thu 04 Jul 2019

## 12. Community Trust

## 13. Parish Infrastructure

### a) *Village maintenance*

To identify any current maintenance work required. Budget for 2019/20: £1,500.  
The report from J Ordish is included in the clerk's briefing notes on page ?

### b) *Maintenance of drainage ditches in the parish*

The clerk has written to the owner of the Bull Street ditch as requested at the July meeting to ask what plans are for clearance of the ditch this autumn.

## 14. FINANCE

### a) *Account Balances* – see Clerk's Briefing Notes Page 10 (for information)

### b) *Clerk – Request for Training Course and SLCC Membership*

The clerk would like to attend the SLCC Practitioner's conference in February 2020 as part of their professional development. The cost of the two day course is £339 plus VAT which the clerk will pay but would council consider making a contribution to the cost or the travel costs. Secondly the SLCC membership is due for renewal on 1 September 2019 at a cost of £89 which the clerk would ask to be covered by the council from the training budget of £200.00. Clerk's briefing notes page 11. For decision.

### c) *ICO Data Protection Fee*

The ICO Data Protection fee is a cost that the council has to pay annually because as a corporate body the council processes personal data. The cost to pay per year is £40 is paid by cheque or BACS however is paid by direct debit the cost is £35 per annum. Clerk's briefing notes page 12 - to discuss and resolve if to pay by direct debit from 2020.

### d) *July 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 – 259 sheets x 7p + £2.51 postage	20.64	LGA 1972 s111
WODC – Dog Bin emptying –18/07/19 Invoice 33311776	23.35	Litter Act 1983
HMRC – PAYE – July19	73.60	LGA 1972 s111
DF Williams – Bus Shelter Cleaning – 22/06/19 – Inv 91216	147.41	HA 1980, s116
D Johnson – Weedspraying – Inv 1953	199.00	HA 1980, s116
D Johnson – Grass Cutting Playing Field 2 Cuts – Inv 1954	170.00	HA 1980, s116
Service Charge - Bank	18.00	LGA 1972, S111
<b>Sub Total</b>	<b>£956.60</b>	
Voices – Grant request - TBR	1000.00	S137, LGA 1972
St James Church – Churchyard Maintenance Grant - TBR	700.00	S137, LGA 1972
<b>Total</b>	<b>£2656.60</b>	

**15. CONFIDENTIAL ITEMS to be discussed in closed session**  
**To resolve to exclude the press and the public in accordance with the Public Bodies (Admission to Meetings) Act 1960.**

**16. REDACTED**

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

**18. Matters arising since publication of agenda/  
Matters which Councillors may wish to raise for inclusion on next agenda  
(for discussion only)**  
Climate Change

**19. Date of next meeting:** **Thursday 5 September 2019, 7.30pm**  
Monthly meeting of Parish Council