

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

AGENDA

The monthly meeting of the Parish Council will be held on
Thursday 3rd October 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.

E Anstee

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** - 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 5th September 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) *Community Emergency Planning (CEP)*
To update and review the document provided by the chairman at the September meeting inserted after pages 26-43 of the clerk's briefing notes.

b) Matthew Homes Development

The clerk visited the site on two occasions in September to follow up on the metal plate intruding onto the highway and lorries travelling through the village. The metal plate has been properly installed now and the site manager has assured the clerk that the brick lorries will be directed away from the village.

c) Recommended Actions Following WODC Planning Training for Parishes

The clerk contacted WODC for clarity on the S106 due to the parish from Matthews and Mears Homes. Receipt of the enquiry has been acknowledged but no further response received as yet.

d) Bus Shelter at the end of Foxwood

'externiture' have the bus shelter in production and OCC have confirmed receipt of the funding to proceed with moving the electronic 30mpn sign by the end of October 2019. The grant application to the Councillor Priority Fund for £350.00 was submitted to Cllr C Matthews on 16 September. OCC has confirmed receipt of the funds and the work has been programmed in the next 4 weeks.

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

Business continuity has been added to the risk assessment and will be reviewed in March 2020. The clerk has prepared a briefing paper on page 44 of the briefing notes.

f) Resident Request – Dog Bin on Great Brook Road

The request for a new dog bin has been submitted to WODC.

g) Resident Request – Large Wooden Noticeboard

The resident has asked for the parish council's official position on dog walking/fouling at the recreation ground.

h) 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) Model Financial Regulations

Revised model financial regulations based on the 2019 NALC were issued to all councillors on the 20th September 19 by email for review. They are also in the briefing notes on pages 10 to 25. For review and resolution.

b) Funding following Criminal Seizures

The fund has closed for applications in 2019 and there is a briefing document in the Communication folder detail how to apply to the fund. The fundamental point is that a good working relationship with the local policing team is encouraged. Information on page 3 of the briefing notes.

c) Oxfordshire Cotswolds Garden Village Area Action Plan Consultation

As part of the preparation of the Oxfordshire Cotswolds Garden Village AAP, the District Council is consulting on a 'preferred options' consultation paper for an 8-week period from 16 August 2019 until 11 October 2019.

This consultation response form has been put together to assist those who wish to respond to the consultation but it is optional and does not have to be completed. The Council will accept any form of written response (by post, email or online) and the response form is simply intended to assist those who wish to use it. The link was emailed to all councillors on the 23 September as the document being discussed is 118 pages long. Also the responses already received are interesting and available to read online. The response form is on pages 4-7 of the briefing notes.

11. PLANNING

New planning applications

Updates to previous planning applications

Reference	19/02491/CND
Alternative Reference	PP-08103713
Application Validated	Wed 04 Sep 2019
Address	Land East Of Saxel Close Aston Bampton Oxfordshire
Proposal	Discharge of condition 3 to allow the use of alternative facing brick, namely 'The Bespoke Brick Co' Butt Stock brick in place of 'Ibstock' Leicester Multi Cream Stock facing brick previously approved under 18/00924/CND (all other materials and details previously approved to remain unchanged).
Status	Under consideration

Reference	19/02076/HHD
Alternative Reference	PP-08020984
Application Validated	Mon 22 Jul 2019
Address	11 Cote Road Aston Bampton Oxfordshire OX18 2DU
Proposal	Erection of two storey side extension with attached single storey utility room and garage.
Status	Decided
Decision	Approve
Decision Issued Date	Mon 16 Sep 2019

Reference **19/02067/HHD**
Alternative Reference Not Available
Application Validated Tue 09 Jul 2019
Address 43 Saxel Close Aston Bampton Oxfordshire OX18 2EB
Proposal Erection of a porch to front elevation.
Status Decided
Decision Approve
Decision Issued Date Wed 04 Sep 2019

Reference **19/01951/CLE**
Alternative Reference Not Available
Application Validated Mon 08 Jul 2019
Address Manor Farmhouse Woodbridge Close Aston OX18 2DB
Proposal Certificate of Lawfulness (to allow the development of works approved under 16/02344/FUL to be noted as extant due to work commencing by way of a material operation).
Status Decided
Decision Approve
Decision Issued Date Mon 09 Sep 2019

12. Community Trust

13. Parish Infrastructure

a) Village maintenance

To identify any current maintenance work required. Budget for 2019/20: £1,500. CCTV notices at the Great Brook Bridge to be updated. A vinyl A4 sticker to put on the existing metal plate would cost from £3.99 to £9.99. Also there has been another request for a traffic sign to be uncovered from a hedge. This is an ongoing theme so maybe worth looking at for the budget next year.

b) Asset Register – Half Year Review

The asset register was undertaken by J Ordish on the 15 September and the report is in the clerk's briefing notes on page 8. All assets were accounted for and in good repair with two comments made. One was that the Cote Bus shelter needs cleaning out and the bench at the war memorial needs repainting.

14. FINANCE

a) Account Balances – see Clerk's Briefing Notes Page 9. (for information)

b) Bank Reconciliation as at 30 September 2019 - see Clerk's Briefing Notes Page 44 (For reference and signing.)

c) *Annual Return for 2018/19*

The Audited Return has now been received from the external auditors, Moore. The Audit Report is unqualified and no “Issues Arising” report has been issued. The Parish Council now needs to formally approve and accept the audit certificate and the annual return.

d) *Budget 2020-2021 – Projects*

At the November parish council meeting the clerk will present the first draft of the budget for 2020-21 so it would be ideal to have some thoughts for projects next year such as a defibrillator in the phone box at Cote, upgrading the map in the Cote telephone box, Aston Stores grant support, as a few ideas.

e) *September 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 452 x 7p	31.64	LGA 1972 s111
WODC – Dog Bin emptying – Inv 33320935	23.35	Litter Act 1983
HMRC – PAYE – Sep19	73.60	LGA 1972 s111
D Johnson – Grass Cutting – Inv 1972	185	HA 1980, s116
Moore (External Audit) – Inv 220837	240.00	LGA 1972, s112
Sub Total	£1043.19	
Total - TBR	£1043.19	

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

16. Matters arising since publication of agenda/

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

17. Date of next meeting:

Thursday 7th November 2019, 7.30pm
Monthly meeting of Parish Council