

**MINUTES OF ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL  
MEETING HELD ON THURSDAY 1<sup>st</sup> NOVEMBER 2018 IN THE  
VILLAGE HALL, ASTON AT 7.30 PM**

**1. Members**                    **John Ordish (Chairman)**  
**Present :**                    **Ben Lings**  
                                     **Gill Ball**  
                                     **Jane West**  
                                     **Paul Sparrowhawk**  
                                     **Russell La Forte**

**In Attendance:**        Elaine Anstee - Clerk  
                                     Cllr Hilary Fenton – WODC  
                                     Cllr Steve Good – WODC

**2. Apologies from Members:** An apology was received from P West.

**3. Minutes of the previous meeting** of the Parish Council on 4<sup>th</sup> October 2018 were agreed as a true record and it was RESOLVED as proposed by Paul Sparrowhawk and seconded by Jane West that the Chairman sign them.

**4. Parish Councillors - Disclosure of interests on agenda items** – There were no declarations of interest.

**5. Meeting Open for Public Representation**  
There were no public representations.

**6. WODC/OCC Matters**

Cllr S Goode (WODC) updated the council correspondence received in relation to the discharge of sewage and waste water from the Marsh Furlough (17/01782/RES) development. The consensus was that it was still not clear whether permission had been granted for the discharge into the existing system. The clerk was actioned with writing to both district councillor's reiterating the council's concerns and requesting a clear answer.

**7. Matters Arising from Previous Meetings**

*a) Remembrance Sunday service at Aston War Memorial (Sunday 11 November – 2.45pm at War Memorial and 3pm at St James Church)*  
Russell La Forte will lay the wreath which will be supplied by the RBL and the donation of £150 will be made by cheque to the Royal British Legion.

*b) Defibrillator/CPR Training*

Council requested that the clerk contact the Cote Fellowship Centre for availability to come back to the December meeting.

*c) Community First Responders/Co-Responders*

The Council welcomed the fact that a resident of Aston had come forward to offer to become a 'responder'. The clerk was asked to contact the resident and report back to Council on progress.

d) *Storage of Parish Council minutes and key statutory records*

The council discussed the retention of the parish council records held by the history group. The options discussed were:

- To send the minute books to St Luke's OCC archive for retention on behalf of the Parish Council and the history group keep the rest of the records.
- The history group to retain the minute books and documents with a letter of agreement between the two organisations detailing retention and access arrangements.
- To copy the minute books and records for the History group and send the originals to St Luke's

It was also pointed out that the history group may not have sufficient space to store the documents indefinitely and neither organisation had the resources to copy everything.

It was RESOLVED that as proposed by R LaForte and seconded by J West that council adopt option 2 with a letter to be drawn up by the clerk.

e) *Oxfordshire County Council Trees of Remembrance Project*

The community trust has agreed to find a suitable place for the tree to be planted with the council expressing preference for an oak tree.

f) *Anti-Social Behaviour*

There have been issues with cyclists riding their bikes at night without lights.

**8. Correspondence sent**

All business transacted by email.

**9. New Business**

a) *Repair/replacement of fencing on culvert at Great Brook bridge*

Council resolved that the clerk to write to OCC and J West to provide photographs demonstrating the issues with the damaged fencing and requesting action.

b) *CCTV notices at the Great Brook bridge*

Council resolved that the clerk to write to OCC and J West to provide photographs demonstrating the issues with the old and damaged notices asking for them to be replaced.

c) *Dredging of the Great Brook*

Council resolved that the clerk write to the Environment Agency asking for an update on the management and dredging of the Great Brook.

d) *Village shop*

Council discussed the independently issued questionnaire to which there has been a 10% response so far and the information they had been given. It was resolved to continue to monitor the situation but await feedback from the questionnaire before making any decision.

e) *Request from Resident*

There has been a request from a resident that the council approaches the Bampton 'newspaper caravan' proprietor in respect of supplying papers in Aston should the shop close however council felt it would be inappropriate for it to do so.

*f) Gigaclear Update*

Follow up on the repairs to the bund and hedge in Bull Street which is now being handled by officers from OCC. At this time Gigaclear is saying the damage was not caused by their contractors but by OCC and they have produced photos of OCC signs in the area. The council resolved that the clerk should write and chase again explaining clearly that the damage was caused when Gigaclear's contractor cleared the waste dumped there during its works. The council was very disappointed with the response received so far.

**10. PLANNING**

There were no new planning applications requiring a response.

**11. Community Trust**

Nothing to report from the last meeting.

**12. Parish Infrastructure**

*a) Village maintenance*

To identify any current maintenance work required. Budget for 2018/19: £1,500; committed expenditure to date: £750 (3 x weed sprays). The hedges around the 30 mile an hour signs have now been cut back by Phil West and Russell La Forte.

*b) Sycamore Tree at Vicarage Close*

Email from the Arboricultural Officer for Cherwell and West Oxford circulated on 16 Oct 2018 advising of the removal of the sycamore at Vicarage Close. The removal of this tree has been discussed before by the parish council in 2012 when it made representation to OCC to keep it. At that time it was not considered dangerous and as it is a conservation area it enhanced the environment. Council resolved that the clerk write to the residents of Vicarage Close advising them of the recommendation that the Arboricultural Officer has made to remove the tree and replace it.

*c) Passing Places – Bull Street to the Great Brook plus*

John Ordish and Jane West originally met with Matthew Timms, a Highways and Drainage Officer from OCC on 23<sup>rd</sup> August. He left them with a tin of paint to mark-up potential passing places if agreed by the Parish Council. This was agreed at the meeting on 6<sup>th</sup> September 2018. A map of the locations was sent to Matthew Timms in September and the response so far is acknowledgement of receipt.

*d) Cleaning of bus shelters*

DF Williams have had a letter confirming the acceptance of the quote for a period of Oct 18 to Sep 19 and cleaned the bus shelters on the 18 October 2018.

*e) Maintenance of drainage ditches in the parish*

As raised at the August meeting. The Parish Council does not have a database of the riparian land owners of the land bordering the ditches in the parish. The previous Clerk had produced a map in 2007 of who owned the land and ditches in the parish which now needs to be reviewed. John Ordish advised that the ditch running from Bull Street to the Jubilee seat had been identified as the Environment Agency. Council resolved that the clerk write to the Environment Agency asking for confirmation of their ownership and request that the ditch to be dredged.

**13. FINANCE**

a) *Account Balances* – see Clerk’s Briefing Notes - noted

b) *Change of bank signatories – Unity Trust current account*  
This has now been completed.

c) *Voices Grant Request*  
This is in the budget for 2018/19 and the application is in the Clerk’s briefing notes.  
It was resolved as P Sparrowhawk proposed and J West seconded to give Voices a grant of £1000.

d) *Draft Budget for 2019/20*  
Council discussed the budget and potential projects for the next budget cycle. The clerk was asked to provide further clarification on the impact of a 2% increase in the precept for the December meeting.

e) *Investment - Main deposit account*  
The Parish Council’s main deposit account is Nationwide. The interest on the Nationwide account is currently 0.65%. The Clerk has done some initial investigations into other options as detailed in the Clerk’s briefing notes which were discussed. The clerk was asked to provide further details in relation to FCSA and the CCLA for an informed choice to be made.

f) *October invoices presented for approval and payment*

		Statute
Clerk’s salary - E Anstee £249.16, working from home allowance of £10.00	259.16	LGA 1972, s112
Clerk’s expenses – 201 sheets x 7p	14.07	LGA 1972 s111
WODC – Dog Bin emptying – 01/11/18	22.70	HA 1980, s116
WODC – Grass cutting 29/08/2018	406.73	HA 1980, s116
Harris Stone – Cleaning and Lettering of War memorial	2988.00	
D Johnson – Inv 1889 – 2 mows of playing field (Total 13 invoiced year to date).	170.00	LG(MP)A 1976, s19
Royal British Legion – donation (Cheque)	150.00	LGA 1972 S137
<b>Total</b>	<b>£3840.66</b>	

It was RESOLVED to make the above payments – proposed by Jane West and seconded by John Ordish.

**14. Parish Councillors’ reports from meetings attended since last meeting**

Nothing to report.

**15. Matters arising since publication of agenda/**

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

**16. Date of next meeting: Thursday 6<sup>th</sup> December 2018, 7.30pm**

Monthly meeting of Parish Council

Meeting closed at 9.05pm

Signed.....Dated.....