

**DRAFT MINUTES OF ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL  
MEETING HELD ON THURSDAY 2<sup>ND</sup> AUGUST 2018 IN THE  
VILLAGE HALL, ASTON AT 7.30 PM**

**1. Members Ben Lings (Acting Chairman)**

**Present:** Gill Ball  
Russell La Forte  
Jane West  
Phil West

**In Attendance:** Helen Sandhu – Clerk  
Mohammed Ali, Sales Representative for Gigaclear plc  
Two members of the public

**Members’  
Apologies:** John Ordish, Paul Sparrowhawk

**2. Election of Chairman for the meeting**

John Ordish, Parish Council Chairman, was absent from the meeting. It was proposed, seconded and duly resolved that Ben Lings would chair the meeting in Mr Ordish’s absence.

**3. Minutes of previous meeting** – on 24<sup>th</sup> July 2018 were agreed as a true record and signed by the Chairman of the meeting.  
Proposed by Jane West, seconded by Phil West.

**4. Parish Councillors – Disclosure of interests on agenda items**  
None.

**5. Meeting Open for Public Representation**

Mohammed Ali, Sales Representative from Gigaclear plc told the Parish Council that he had attended the meeting to talk to the Parish Council about the high speed fibre-to-the-premises broadband service being offered by Gigaclear plc to the local community, with the network now in place. Gigaclear plc is currently offering free installation. Mr Ali said that he and his colleagues would be going door-to-door in the community over the next two weeks to speak to residents about the services on offer. The Clerk agreed to provide Mr Ali with the contact details of the village hall bookings clerk and the editor of Voices.

One of the members of the public present expressed concern about the poor maintenance of the bus shelter in the High Street which hasn’t been cleaned for some time. The Clerk told the meeting that the shelter used to be cleaned four times a year by a local window cleaner, and that she was aware that the shelter hadn’t been cleaned for some time but was not sure why; several attempts have been made to contact the cleaner but without success. The Clerk said that she will include this issue as an agenda item for the September meeting; it may be necessary to find a new cleaner. The member of the public said that she was also concerned about the fact that the telephone box at the entrance to Ham Lane still hasn’t been removed despite the fact that the equipment was removed by BT some time ago. The Clerk said that BT obtained all the necessary permissions to remove the phone box at the beginning of 2017, but will not commit to when this will be done. The Clerk said that she would follow this issue up with BT.

## 6. Matters Arising from Previous Meetings

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

A report prepared by the Clerk had been circulated in the Clerk's Briefing Notes and the Clerk outlined its contents to the council. It was resolved to adopt the Data Security Policy included in the Briefing Notes; proposed by Gill Ball, seconded by Phil West. The Clerk told the Parish Council that the council has now considered and adopted all the required new policies pursuant to the new Data Protection regulations. The Parish Council will consider further whether to introduce new email addresses for councillors to use at a future meeting.

There was a discussion about the storage of historic minutes. The Clerk told the Parish Council that signed minutes from the most recent years are in the Parish Council's possession, but that older minutes are held by the History Group, with the Parish Council's permission (they remain the property of the Parish Council). The Clerk suggested that the Parish Council should have a discussion at a future meeting over where the signed minutes should be stored; the Parish Council is legally required to ensure that they are safely retained. She told the Parish Council that Oxfordshire County Council provides a formal official archiving service at the Oxford History Centre in Cowley, with the archives being accessible to all members of the public.

### b) *War memorial cleaning and re-lettering*

The order has been placed with Harri-Stone Masonry.

### c) *Grievance and Disciplinary Policies for employees*

The Clerk had prepared an amended Grievance Policy which had been circulated in the Briefing Notes. It was resolved to adopt the Grievance and Disciplinary Policies included in the Briefing Notes – proposed by Russell La Forte, seconded by Phil West.

### d) *Anti Social Behaviour*

It was reported that a house had been broken into in Back Lane, with car keys taken and two cars stolen on the evening of 1<sup>st</sup> August. The Police are aware.

## 7. New Business

### a) *Domain name expiry*

The Parish Council owns two domain names – www.astonoxon.com and www.astonoxon.co.uk. The website is linked to the .com domain name and the co.uk domain name is not actively used. The Clerk told the Parish Council that the ownership of the .co.uk domain name expires on 7 September 2018. It was resolved to renew the domain name ownership for a period of 5 years at a cost of £36.76 to prevent it from being acquired by a third party. Proposed by Ben Lings, seconded by Phil West.

### b) *Defibrillator training*

The Clerk told the Parish Council that she has contacted Dick Tracey, formerly employed by South East Ambulance Service as a paramedic, to ask if he would be able to provide this training and he has confirmed that this would be possible. It was resolved that the Parish Council would seek to run a session on a Saturday morning in September at the Fellowship Centre, subject to the venue being available on a date that Mr Tracey can provide the training. A further session could then be offered on a future date if the Parish Council thinks there would be sufficient interest.

Gill Ball asked whether the Parish Council was aware of whether there were any First Responders living locally. The Clerk said that she did not know but that she would send an enquiry to South Central Ambulance Service.

**New Business (continued)**

c) *WODC Consultation on an Issues Paper about the West Eynsham Strategic Development Area (SDA)*

This consultation relates to an area to the west of which has been identified in the Local Plan as a development area to provide 1,000 additional homes and a new primary school together with other local amenities.

It was resolved that the Parish Council would respond to express concerns about the traffic impact of the proposed development which will have a negative impact on the local economy, with the proposed park and ride site and creation of a limited bus lane on the A40 unlikely to provide sufficient mitigation. The Parish Council response will also stress the importance of making travel by means other than the private car (including cycling and public transport) more viable and attractive.

d) *RAF Brize Norton Local Consultation Working Group Meeting*

RAF Brize Norton has scheduled a meeting for 11<sup>th</sup> September; Ben Lings will attend as the Parish Council's representative.

e) *Revised National Planning Policy Framework (NPPF)*

The Government published the new NPPF on 24 July 2018. The NPPF sets out the Government's planning policies for England and how they should be applied – Local Plans must be drafted with reference to the NPPF.

**8. PLANNING**

**New planning applications**

- 18/01824/S73 Bull House, Bull Lane, Aston  
Non compliance with conditions 2, 6 and 10 of planning permission 17/00411/FUL to allow design changes  
It was resolved that the Parish Council would not object to, nor comment on, this application.
- 18/01923/HHD Springfield, 52 Bull Street, Aston  
Replacement of existing single storey side extension and alterations to raise eaves height above utility room  
It was resolved that the Parish Council would not object to, nor comment on, this application.
- 18/02282/FUL 1 Smiths Close, Aston  
Conversion of garage to create living space  
It was resolved that the Parish Council would not object to this application, but would request that a condition is attached to any permission restricting the accommodation to usage ancillary to the main house.

**Planning applications approved**

- 18/01367/S73 Westfield House, Bampton Road, Aston  
Non compliance with condition 2 of planning permission 16/03910/FUL to allow plots 1 and 2 to be repositioned
- 18/01368/FUL Westfield House, Bampton Road, Aston  
Conversion of Westfield House into two dwellings with associated parking

**PLANNING (continued)**

**Planning applications approved (continued)**

18/01472/HHD 4 Chimney Farm Cottages, Chimney  
& 18/01473/LBC Alterations and erection of single and two storey extensions

**Follow up to previous planning applications**

17/01782/RES Proposed residential development for forty one dwellings, landscaping, public open space and associated infrastructure

Issue: Discharge of waste water condition

The Clerk has repeated the request previously sent to the Planning team at WODC for more information and has also emailed the District Councillors to ask them if they have been able to provide any further information, but has received no response.

**9. Parish Infrastructure**

a) *Village maintenance*

Nothing noted which was not covered by the subsequent agenda items.

b) *Request for extension of 30mph zone on minor road towards Shifford*

This request has been submitted – response awaited.

c) *Grips cut in verges in the parish, particularly on single track roads*

Oxfordshire Highways has had grips cut on several local roads in recent weeks, including on the single track roads between Aston and Chimney. A Parish Councillor has expressed concern that these grips could present a hazard to drivers on the single track roads, making it difficult for vehicles to pass, particularly as there are no formal passing places. The Clerk has asked the County Council for more information on how they will deal with the problems caused by the grips.

The discussion extended to the clearance and maintenance of the roadside ditches, with a question being asked about how the Parish Council can identify the landowners responsible for specific ditches. The Clerk said that she would ensure that this issue is included on the agenda of the September meeting to facilitate further discussion.

d) *Emptying of dog waste and litter bins*

It was observed that the problems previously reported with bins overflowing had largely been resolved.

e) *Damaged wall at Smiths Close (Bull Street boundary)*

John Ordish has expressed concern about the crack that has appeared in this wall. It is not evident who owns the wall (it is behind the Smiths Close garage block). The Clerk was asked to report it as an issue on the Oxfordshire Highways Fix my Street website.

f) *Highways matters still being pursued – for information*

- Completion of entrances to North Street Farm development  
The issue at this location which was affecting the public (the poor road surface on the main highway where these unfinished entrances join) has been addressed, with Oxfordshire Highways recently having resurfaced the most damaged section.

**10. FINANCE**

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

b) *July invoices presented for approval and payment*

		Statute
Clerk’s salary and working from home allowance	396.40	LGA 1972, s112
Clerk’s expenses – 268 sheets x 7p & encrypted memory stick £21.21	39.97	LGA 1972 s111
WODC dog bin emptying for August 2018	22.70	Litter Act 1983
WODC grounds maintenance – two cuts in April – 4 invoiced in year to date	813.46	HA 1980, s116
OALC – Chairmanship Skills course & 3 x places on Planning Course	240.00	LGA 1972 s111
<b>Total</b>	<b>1,512.53</b>	

It was resolved to make the above payments – proposed by Jane West, seconded by Gill Ball.

**11. CONFIDENTIAL Personnel Matter – appointment of new Clerk**

It was resolved that, in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960, the press and public would be excluded from the remainder of the meeting to enable discussion of the appointment of the new Clerk to the Parish Council.

The Clerk told the Parish Council that Elaine Anstee has accepted the offer of employment as the new Clerk and Responsible Financial Officer, with her employment to commence on 6<sup>th</sup> September and handover from the current Clerk to take place before then. The Clerk reminded the Parish Council that one (satisfactory) reference has been received, with the second one outstanding, and the appointment remains subject to the receipt of a second satisfactory reference.

Signed .....dated.....