

**MINUTES OF ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL
MEETING HELD ON THURSDAY 5TH APRIL 2018 IN THE
VILLAGE HALL, ASTON AT 7.30 PM**

1. Members Present: Richard Haines (Chairman)
Jane Everex
Ben Lings
John Ordish
Paul Sparrowhawk
Jane West
Phil West

In Attendance: Helen Sandhu – Clerk
Charles Mathew, Oxfordshire County Councillor
Steve Good, West Oxfordshire District Councillor

Members' Apologies: None

2. Minutes of previous meeting – on 1 March 2018 were agreed as a true record and signed by the Chairman.
Proposed by Paul Sparrowhawk, seconded by Jane Everex.

3. Parish Councillors – Disclosure of interests on agenda items
John Ordish, as a Church Warden, the grant request from St Mary's Church Shifford discussed at Item 6b.
John Ordish, as a Trustee, the grant request from Aston & Cote Community Trust discussed at Item 6c.

4. OCC Matters

Charles Mathew told the Parish Council that he is continuing to speak to the Oxfordshire Growth Board about the issues posed by congestion on the A40, suggesting that the Board reviews alternative potential solutions as he does not believe that the proposed bus lane will produce sufficient improvement nor represent value for money.

Councillors are continuing to look into whether the current Oxfordshire County Council cabinet system would be better replaced by going back to the former committee system or a hybrid of the two systems.

Oxfordshire County councillors were recently given a presentation on the proposed Oxford to Cambridge Expressway; this did not reveal any new information but Mr Mathew said that the councillors did express the need for there to be a public consultation before a route is chosen.

Mr Mathew suggested that the Parish Council should consider writing to Ian Hudspeth, Leader of the County Council and Yvonne Constance, Cabinet Member for the Environment, if the council has concerns about the condition of the roads. It was resolved that the Parish Council would write as suggested.

5. 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 that the Clerk should write to the individuals whose personal details are shown on the website to obtain their formal consent to their details being included.

It was resolved that the Local Businesses page of the website would be deleted.

The issue of whether the Clerk can act as the Data Protection Officer was discussed and the information presented by the Clerk considered. It was resolved that, subject to any further legal guidance from the Information Commissioner, the Parish Council is happy in principle for the Clerk to act as Aston, Cote, Shifford & Chimney Parish Council's Data Protection Officer.

Ben Lings pointed out that the website saves completed contact forms which the system also sends automatically to the Parish Council email address. The Clerk said that she will ensure that she deletes the saved forms from the Weebly system.

b) *Appointment of Trustee to the Bampton Exhibition Foundation*

The Clerk informed the Parish Council that she had not received any applications for the vacant trustee position.

Richard Haines told the Parish Council that Andrew Long had told him that he would be prepared to act as the trustee if there are no other applicants.

It was resolved that the Clerk would write to Mr Long to request that he confirm that he is happy to be a trustee, and subject to this, the Parish Council will then appoint him to this position.

c) *Consideration of potential names for new housing developments in Aston*

It was resolved that the Parish Council would suggest the name Brier Furlong (this being the spelling shown on the tithe map) for the proposed development behind Foxwood Close (which currently has outline planning permission but which might be subject to a Judicial Review) when/if the final planning application is received for consultation.

d) *Oxford-Cambridge Expressway & Growth Corridor*

The Clerk advised that following the March meeting she had written to Robert Courts MP, Charles Mathew, Hilary Fenton and Steve Good expressing concern about the lack of consultation on the route options for the corridor, seeking their support to ensure that there will be democracy and accountability in the decision making.

Robert Courts has replied to advise that he is a member of the All-Party Parliamentary Group for the Oxford-Cambridge Corridor and that after initial consultation with designated stakeholders, there will be a public consultation on the proposals.

Steve Good has emailed to express his support and Charles Mathew has emailed to acknowledge the letter.

The responses from Robert Courts and Steve Good were put in the folder for circulation.

e) *Anti Social Behaviour*

It was reported that a car was recently driven across the playing field when the ground was soft. The Community Trust is seeing what action can be taken to prevent this from happening. The PCSO has advised that there have been two break-ins at the building site on Cote Road; the developers are now taking action to improve security at the site. A car was vandalised (scratched along one full side) when parked on Bull Street near the entrance to Manor Close; the owner has reported the incident to the Police.

New Business

a) *Annual Parish Meeting 2018 – Monday 23 April*

The running order for the meeting was agreed:

- Welcome
- Approval of last year's minutes
- Bampton Exhibition Foundation
- Aston & Cote Community Trust (playground project)
- Aston Youth Football
- Parish Council
- West Oxfordshire District Council
- Oxfordshire County Council
- Questions

b) *Donation for grass cutting – request from St Mary's Church, Shifford*

It was resolved to give a donation of £300.00. Proposed by Jane West, seconded by Ben Lings.

c) *Donation for playground maintenance – request from Aston & Cote Community Trust*

It was resolved to give a donation of £816.80. Proposed by Paul Sparrowhawk, seconded by Jane Everex.

d) *Oxfordshire County Council consultation on proposed extension of 30mph zone on Cote Road from current position at entrance of the Village Hall by approximately 140m eastwards towards Cote*

It was resolved that the Parish Council would respond in support of this proposal.

e) *Annual renewal of membership of OALC*

It was resolved to renew the Parish Council's membership of the Oxfordshire Association of Local Councils at a cost of £198.41 + VAT. Proposed by Jane West, seconded by John Ordish.

f) *Annual renew of membership of Community First Oxfordshire*

It was resolved that the Council, in accordance with its powers under sections 137 and 139 of the Local Government Act 1972, would renew its membership of Community First Oxfordshire at a cost of £70.00 for 2018/19. This is, in the opinion of the Council, in the interests of the inhabitants of the Parish and will benefit them in a manner commensurate with the expenditure. Proposed by John Ordish, seconded by Ben Lings.

g) *Renewal of membership of CPRE*

It was resolved that the Council, in accordance with its powers under sections 137 and 139 of the Local Government Act 1972, would renew its membership of Campaign to Protect Rural England at a cost of £36 for 2018/19. This is, in the opinion of the Council, in the interests of the inhabitants of the Parish and will benefit them in a manner commensurate with the expenditure. Proposed by Jane West, seconded by Paul Sparrowhawk.

h) *Councillors' Travelling Allowances Scheme*

A report on the renewal of the scheme had been circulated in the Clerk's Briefing Notes.

It was resolved to readopt the scheme – proposed by John Ordish, seconded by Ben Lings.

New Business (continued)

i) Application for listing of Aston War Memorial

The report prepared by Historic England which will be sent to the Secretary of State for Digital, Culture, Media and Sport for decision on whether to include the memorial on the National Heritage List for England was considered. It was agreed that the report is an accurate assessment of the war memorial.

j) War memorial cleaning and re-lettering – consideration of application for grant funding from War Memorials Trust (WMT)

The Clerk advised that the grant information published by WMT suggests that the cleaning and re-lettering may not be eligible for grant funding. It was resolved that the Clerk would complete the pre-application form for grant funding for submission to WMT.

k) Commemoration of the end of the First World War

The minutes of a Lower Windrush Meeting held on 15 March were put in the folder for circulation.

The Parish Council is intending to have the memorial cleaned and the lettering redone in advance of the anniversary of the cessation of hostilities. Various local groups, including the History Group, are likely to be planning to mark the date in different ways.

The Clerk informed the Parish Council that she has received a request from St James' Church for the council to consider sponsoring a Perspex figure as part of the "There But Not There" event the church is planning – this will be on the agenda for the May meeting.

6. PLANNING

New planning applications

18/00541/HHD Farm View, North Street, Aston
Replacement of existing side single-storey extension with a two storey extension
It was resolved that the Parish Council would not object to, nor comment on, this application.

18/00608/HHD Walnut Tree Cottage, Cote
First floor extension over existing garage to create a home office
It was resolved that the Parish Council would not object to, nor comment on, this application.

Planning applications approved

18/00278/HHD South View Cottage, Back Lane, Aston
To convert the existing integral garage into living space

17/04058/FUL Land North of Cote Road, Cote Road, Aston
Alterations to extend highway access from the proposed road on land North of Cote Road onto the adjacent western field. Erection of single field gate.

PLANNING (continued)

Follow up to previous planning applications

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

The Clerk advised that she has contacted the planning officer responsible for this development to query how development has been able to start despite the foul drainage condition attached to the outline planning permission not having been discharged. Response awaited.

7. Community Trust

An update on the playground project was put in the folder. John Ordish said he had been asked to clarify when the appropriate time for the Community Trust to submit a grant request would be. It was noted that the Parish Council would be expecting to see the issues raised in the letter sent to the Secretary of the Trust in March addressed first. Mr Ordish said that some of these issues may have been addressed within the new update. He agreed to send a copy of the update to the Clerk so that she can review it against the issues raised and provide further guidance at the May meeting.

8. Parish Infrastructure

a) Village maintenance

It was noted that Ubico has done the work to the chains around the war memorial as requested, but has also stained or painted the posts, which was not requested. It was agreed that Ubico will be asked to reinstate the posts to their previous condition (untreated).

The Clerk was asked to write to Matthew Homes, as the owner of the field between Saxel Close and the Village Hall, to request that they cut back the overhanging brambles from the boundary hedge. Letter to be copied to Oxfordshire Highways and Charles Mathew. The Clerk noted that Oxfordshire Highways informed the Parish Council that they would be writing to this landowner in September 2017 requesting that this work be carried out, but no work has been done. The Clerk contacted Oxfordshire Highways in February 2018 to advise them of this and request follow up action, but no response was received.

b) Weed spraying

It was resolved to request quotations from three contractors (Oxford City Council, Ubico and Des Johnston) for 2/3 weed sprays in the parish during 2018. It was resolved that the areas would include the main roads through the village of Aston, the entrance to Ham Lane, Southlands, Saxel Close, Woodbridge Close, Foxwood, Foxwood Close, the footpath between Woodbridge Close and Cote Road, and the bus shelter and crossroads in Cote.

c) Highways matters still being pursued

- Completion of entrances to North Street Farm development
Recent correspondence with the Highways Officer responsible for enforcing this records that "there have been delays in the legal proceedings due to ownership issues that have meant the works are not yet able to be finished. We are still working towards getting the necessary legal agreement in place and I approved the revised draft agreement last week. The works will be carried out in the near future."

9. FINANCE

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

b) *March invoices presented for approval and payment*

		Statute
Clerk’s salary and working from home allowance	381.00	LGA 1972, s112
Clerk’s expenses – 303 sheets x 7p, envelopes £10.28	31.49	LGA 1972 s111
St Mary’s Church – donation for grounds maintenance	300.00	LGA 1972, s214
Community First Oxfordshire – annual membership fee	70.00	LGA 1972 s137
OALC – annual subscription	238.09	LGA 1972 s111
CPRE – annual membership fee	36.00	LGA 1972 s137
Aston & Cote Community Trust – donation for playground maintenance	816.80	
Total	1,873.38	

It was resolved to make the above payments, proposed by Paul Sparrowhawk, seconded by Jane West.

10. Matters arising since publication of agenda/

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

It was noted that this is the last full meeting that Richard Haines and Jane Everex will attend as councillors. The Parish Councillors and Clerk expressed their thanks and appreciation to Mr Haines and Mrs Everex for their service to the council and the community.

Richard Haines reminded the Clerk that the council will need to nominate someone to write the council article for Voices after he ceases to be a councillor. Jane Everex said that the council will also need to decide whether to nominate someone to join the Cote Chapel Committee after she ceases to be a councillor.

Signeddated.....