

**MINUTES OF ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL
MEETING HELD ON THURSDAY 5th DECEMBER 2019 IN THE
VILLAGE HALL, ASTON AT 7.30 PM**

1. Members **John Ordish (Deputy Chairman)**

Present: **Gill Ball**
 Ben Lings
 Phil West
 Paul Sparrowhawk

In Attendance: Elaine Anstee – Clerk

- 2. Apologies from Members:** There were apologies from Jane West and Russell La Forte.
- 3. Minutes of the previous meeting** of the Parish Council on 7th November 2019 were agreed as a true record and it was RESOLVED as proposed by Paul Sparrowhawk and seconded by Gill Ball, with all in agreement that the Chairman signs them.
- 4. Parish Councillors - Disclosure of interests on agenda items** – There were declarations of interest from John Ordish in relation to the History Group application and Phil West in relation to the cleaning of the bus shelters...
- 5. Meeting Open for Public Representation** – there were no representations.
- 6. WODC/OCC Matters** – there were no reports.
- 7. Matters Arising from Previous Meetings**

a) Recommended Actions Following WODC Planning Training for Parishes

The clerk has contacted WODC officers for more detail on how to access S106 funding and confirmation if any has been received by WODC from Mears Homes. P West and the clerk met with the OCC Highways officer on 14 November and concentrated on the entrances/exits from Bampton, Aston Mile and Cote roads discussing the following:

1. Re instating the painted 30mph hours signs and putting in new ones at the entrances they are currently not situated.
2. Gates on the road edges at all entrances with the 'Aston' sign on and 'Please drive carefully' to highlight them. This is being done at several local villages and the recommended supplier is Glasdon who supplies a variety of sizes/shapes in recycled plastic which are long wearing. OCC will install is parish council purchases. This would also be 'nice' to do for Cote though S106 is not available for this. Cost £365.00 plus VAT More info at <https://uk.glasdon.com/road-safety/gateway/glasdon-gateway>.
3. Automating the existing school 20 mph lights which are currently not used.
4. Humps/Bumps - cushion type - not a popular option as they are expensive and require ongoing maintenance.

5. A crossing place/small chicane on the Aston side of the village hall - this will be expensive and will require a consultation (fees £1800) but this is managed by OCC and it will also need to go through committee at OCC.

6. Zebra crossing at school – OCC officer thought this was already agreed and will chase up to find out the position. A pelican (traffic lights) crossing is £60k - £70k so not really an appropriate option.

7. The OCC officer also indicated that there is currently some matched funding for traffic calming which would make the current £13k into £26k which would give us a bit more flexibility.

It was agreed to request costings and further information from OCC in regards to items 1, 2, 3 and 5. The clerk was asked to get a Glasdon quote for white gates for the approaches to Aston and Cote as an initial idea of cost.

b) Bus Shelter at the end of Foxwood

'Externiture' have installed the bus shelter at the end of Saxel Close on 12 Nov 19.

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

The clerk has purchased two extra keys for the filing cabinets in the village hall which will be held by the Chairman. The purchasing of a laptop/PC for the parish council is currently being investigated with an indicative figure being included in the 2020/21 budget. This item to be deferred to the February meeting with costs to include a new domain name (Agenda Item 11c), councillor emails as well as software.

d) Resident Request – Dog Bin on Great Brook Road

The request for a new dog bin has been submitted to WODC and this has been passed to the relevant department. The clerk has requested an update.

e) North Street Farm Cottage

A letter has been sent to OCC who own the property and a response has yet to be received.

f) Anti-Social Behaviour - There have been no reports this month.

8. BUDGET 20/21

Council discussed the budget and potential projects for the next budget cycle. It was proposed that the Council had identified that with the reduction in Support Grant and increase in band D equivalent households keeping the existing precept would equate to a 10% increase or an extra £2,723. With this additional precept to be put towards the Aston History Book project, defibrillator in Cote and traffic calming project.

It was RESOLVED as P West proposed and P Sparrowhawk seconded the resolution, with all in agreement, that the budget, as presented be approved and that the council makes no increase to the Band D equivalent precept for 20/21.

9. New Business

a) Removal of Provision of Hard Copy Planning Documents – WODC

WODC are proposing to stop supplying hard copies of planning paperwork with effect from the 1 April 2020. If the parish council wishes to continue receiving hard copies then there will be a cost. Council discussed this and decided to trial the clerk sending the link to planning applications so that councillors could review documents for small applications online prior to the meeting. Larger or more complicated planning applications would be left to the clerk's discretion whether to request a printed version or to print on behalf of council. This to be review in summer 2020 once costs for requesting printed copies and reviewing online have been tested.

b) High Sheriff Awards 2019-20

The High Sheriff of Oxfordshire 2019-2020, has written to invite applications for a High Sheriff award. Some 20 such awards are planned for 2019/20 to recognise people in Oxfordshire who have made outstanding contributions to the communities in which they live and work. This was deferred to the January meeting to allow councillors more time to consider individuals they may wish to promote.

c) Parish Council Email/Domain address

Cllr B Lings noticed that a number of the other parish councils have .gov.uk domains and asked 'Would it be worth considering switching our website and contact email to a gov domain? For example: 'astoncote-pc.gov.uk'. It would help make our communication seem more 'official', and make it clearer that the website belongs to the parish council, not the village. The cost would be approximately £80 + VAT for the first 2 years and £40 + VAT for subsequent years. It was decided that this should be part of the overall review of IT under agenda item 7c.

d) Volunteer Link Up – Grant Request

Volunteer Link Up letter and financial report is on pages 17 to 18 of the clerk's briefing notes and there is £135 in the budget if the council decides to grant it. It was RESOLVED as proposed by P Sparrowhawk and seconded by P West with all in agreement to make a grant of £135 as budgeted.

e) Small Grant Application – Aston Brownies

An application for the small grant scheme has been received from the 1st Aston Brownies and the details are in the clerk's briefing notes on pages 19 to 22. This was deferred to the January meeting to allow the clerk to request more information.

10. Planning

New planning applications

Reference	19/02793/HHD
Alternative Reference	Not Available
Application Validated	Tue 18 Nov 2019
Address	Shire Barn, North Street, Aston, OX18 2DJ
Proposal	Construction of single and two storey extensions and the erection of outbuilding to form home office/ancillary accommodation (to allow the addition of rear window at ground floor, removal of two roof lights and add one roof light. Change stable door at front first floor to part glazed door).
Status	Under consideration
The council made no comment on this application.	

For reference only

Reference	19/02899/AGR
Alternative Reference	Not Available
Application Validated	Tue 19 Nov 2019
Address	Aston Mile Farm Aston Bampton Oxfordshire OX18 2EU
Proposal	Erection of agricultural building.
Status	Under consideration

Reference	19/02813/NMA
Alternative Reference	Not Available
Application Validated	Wed 06 Nov 2019
Address	Land at Cote House Barn Cote Bampton Oxfordshire
Proposal	Non material amendments to allow change to north wall including new openings (W2000/1322)
Status	Under consideration

Updates to previous planning applications

Reference	18/01135/CND
Alternative Reference	PP-06891262
Application Validated	Fri 13 Apr 2018
Address	Land East Of Saxel Close Aston Bampton Oxfordshire
Proposal	Discharge of conditions 7 (broadband), 8 (construction traffic management plan) and 11 (piling method statement) as in planning permission 17/02542/RES.
Status	Decided
Decision	Approve
Decision Issued Date	Tue 05 Nov 2019

11. Community Trust

John Ordish updated the council on the new key box, recycling bins and the proposed Music Festival in August 2020 which has now been agreed. The minutes are in the communication folder.

12. Parish Infrastructure

a) Village maintenance

CCTV notices at the Great Brook Bridge the clerk has been in contact with a local sign writer and is awaiting a quote.

It was RESOLVED with all in agreement as proposed by B Ling and seconded by P Sparrowhawk with all in agreement to assign a budget of £100 for the purchase of a Christmas Tree to be sited in the centre of Aston outside the Red Lion. It was also agreed that this should be included in future year budget discussions.

b) Cleaning of bus shelters

The clerk contacted three companies, DF Williams. Externiture and Future Cleaning Services, for quotes for cleaning of the bus shelters and at the time of issue of the agenda one quote had been received. The other two companies declined to quote. P West left the meeting for the discussion of this item because his company had submitted a quote. It was RESOLVED to accept the quote from DF Williams for a term of three years as proposed by B Ling and seconded by P Sparrowhawk with all in agreement.

13. FINANCE

a) Account Balances – noted

b) November invoices presented for approval and payment

Clerk's expenses –sheets 366 x 7p + £26.43 for paper + 8 * 0.45p mileage for Planning Training at WODC	55.65	LGA 1972 s111
WODC – Dog Bin emptying – Inv 33333334	23.35	Litter Act 1983
WODC – Grass cutting etc – Invs 33333782 33333942 33333684	1016.56	HA 1980, s116
HMRC – PAYE – Nov19	73.60	LGA 1972 s111
Wel Medical – Inv 1231429 – defibrillator light board	141.94	PCA 1957 ss1(1)
'externiture' – Bus Shelter Inv 6591	7167.36	PCA 1957 ss1(1)
A Ball – Defibrillator Pads	52.80	PCA 1957 ss1(1)
Sub Total	£8835.86	
Aston Brownies – TBC - Deferred	TBC	LGA 1972, s142
Volunteer Link Up	135.00	LGA 1972, s142
Total - TBR	£8,970.86	

It was RESOLVED as proposed by G Ball and seconded by p Sparrowhawk, with all in agreement, to make the above payments.

14. Parish Councillors' reports from meetings attended since last meeting

Ben Lings – RAF Brize Norton

John Ordish and Phil West – Flood Group Bampton

15. Matters which Councillors wish to raise for inclusion on next agenda

16. Date of next meeting: Thursday 2nd January 2020, 7.30pm

Meeting closed at 8.50pm

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