

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

1. Members Present: John Ordish (Chairman)
Gill Ball
Russell La Forte
Ben Lings
Paul Sparrowhawk
Jane West (arriving at Item 4)
Phil West

In Attendance: Helen Sandhu – Clerk
Hilary Fenton, West Oxfordshire District Councillor
One member of the public

Members' Apologies: None

2. Minutes of previous meeting – on 7th June 2018 were agreed as a true record and signed by the Chairman.
Proposed by Ben Lings, seconded by Paul Sparrowhawk.

3. Parish Councillors – Disclosure of interests on agenda items
None.

4. WODC Matters

Hilary Fenton told the Parish Council that the Inspector's final report on the Local Plan has been delayed until the end of July as the Inspector wants to wait for the decision on an EU Directive on air quality, which he wishes to incorporate into planning documents wherever possible.

Mrs Fenton said that she is waiting to receive more information from the WODC planning team concerning the sewerage agreements on the Matthew Homes site (between the village hall and Saxel Close). She said that the WODC councillors are becoming increasingly frustrated about the way in which applicants are being permitted to change their sewerage plans after their applications have been passed. The councillors are arranging to meet with the planning officers to discuss the process being followed when plans are considered and revised.

Mrs Fenton was told that the parish councillors share her concerns and frustration on the issue of sewerage agreements and asked Mrs Fenton to keep them informed about progress on reviewing this issue within the District Council.

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.

Ben Lings provided an update on the steps he had taken to ensure that the Parish Council website is compliant with the GDPR – the site now has an SSL certificate and he has activated the cookie pop-up so that users know that the site uses cookies.

The Clerk told the council that she is continuing to review potential cloud storage solutions. It was resolved to return to the discussion about councillors' email addresses at a future meeting.

Matters Arising from Previous Meetings (continued)

b) Anti Social Behaviour

None noted.

6. New Business

a) War memorial cleaning and re-lettering

The quotations were considered. It was resolved to accept the quotation from Harri-Stone Masonry Ltd, at a quoted price of £2,490.00 + VAT. Proposed by Paul Sparrowhawk, seconded by Phil West.

b) Request for donation to cover cost of grass cutting in 2017 - Cote Chapel

It was resolved to provide a donation of £300.00, being the amount set aside in the budget. Proposed by Ben Lings, seconded by Jane West.

c) 30mph speed limit zone in Cote

John Ordish explained that he had been approached by a local resident asking for the Parish Council to request an extension to the 30mph zone between Cote and Old Shifford, to include the properties at Cote Bungalow Farm. It was resolved that the Parish Council would submit this request to Oxfordshire Highways.

d) Grievance and Disciplinary Policies for employees

The policies included in the Clerk's Briefing Notes were discussed.

The Clerk was asked to include an additional step in the grievance policy to indicate that the Parish Council expects employees to seek to resolve grievances informally in the first instance.

The Clerk said that she would review how this provision is incorporated into the grievance policies used by other employers and would present a revised draft to the next meeting.

e) Code of Conduct Training

Russell La Forte agreed to attend the training session being run by the District Council on 19th July and Ben Lings said he would attend the session on 13th September. It is hoped that the new Clerk will also be able to attend the session on 13th September.

f) OALC Training Courses

John Ordish said that he would attend the Chairmanship Skills course on 18th July and Gill Ball, Russell La Forte and Phil West indicated that they would like to attend the Planning course on 15th November. The Clerk will make the bookings.

g) Change to planning legislation – Permission in Principle (PIP) and Technical Details Consent (TDC)

The information received from the District Council on these changes to planning legislation was noted. It was agreed that if the Parish Council needs to hold an additional meeting to consider planning applications received between the monthly meetings under this legislation, then this would be done as an additional full Parish Council meeting, with all members summoned to attend.

h) Parish Council Small Grants Scheme

The Clerk told the Parish Council that she has uploaded the Application Form and Guidance Notes for the 2018/19 scheme to the website. As agreed at the Parish Council meeting on 1st March 2018, the application period runs from 1st July to 23rd December 2018, with applications to be considered at the Parish Council meeting on 3rd January 2019.

New Business (continued)

i) *West Oxfordshire District Council Preliminary Consultation on the Oxfordshire Cotswolds Garden Village Area Action Plan (north of the A40 at Eynsham)*

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.

7. PLANNING

New planning applications

18/01682/FUL Willow Farm, Cote
Change of use and adaptation of redundant agricultural buildings to create a dwelling
It was resolved that the Parish Council would not object to, nor comment on, this application.

18/01759/HHD 44 Saxel Close, Aston
Erection of two storey side extension and single storey rear extension
It was resolved that the Parish Council would not object to, nor comment on, this application.

Planning applications approved

18/00877/FUL Ferndale, Back Lane, Aston
Conversion of roof space above garage into holiday let. Insertion of rooflights and new external staircase

18/01037/HHD 5 Manor Close, Aston
Erection of single storey garden room to side elevation

Follow up to previous planning applications

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

Condition 10 of the Outline planning permission for this development (15/01550/OUT) states:

Development shall not commence until a drainage strategy detailing any on and/or off site drainage works, has been submitted to and approved by, the local planning authority in consultation with the sewerage undertaker. No discharge of foul or surface water from the site shall be accepted into the public system until the drainage works referred to in the strategy have been completed".

REASON: The development may lead to sewage flooding; to ensure that sufficient capacity is made available to cope with the new development; and in order to avoid adverse environmental impact upon the community.

The Planning Officer has now confirmed that all of the planning conditions have been discharged. In relation to the drainage condition, the Parish Council has been provided with a copy of the consent provided by Thames Water to the developer. This consent is for the proposed connection(s) to the public sewer. However, the consent

PLANNING (continued)

specifically states that “this does not guarantee capacity exists without our network and is given for the legal right of communication with the public sewer only.” It was noted that the permissions granted by the documentation are not clear; it would appear that the developer has the right to build the sewer connection, but this does not necessarily give them the right to discharge into the sewer. The documentation does not provide any indication on what the developer may need to do to gain permission to discharge into the sewer. The Clerk told the Parish Council that she has requested urgent clarification from the Planning Officer.

It was agreed that the Parish Council is expecting support from Hilary Fenton and Steve Good as the parish’s District Councillors and members of the Planning Committee to expedite this issue. The Clerk was also asked to recontact the WODC planning team.

8. Community Trust

Paul Sparrowhawk reported on the recent meeting of the Community Trust. The Trust is looking for a new Treasurer and is in the process of applying for planning permission for the new playground.

9. Parish Infrastructure

a) Village maintenance

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

b) Overhanging hedge on boundary of Matthew Homes development site (between Saxel Close and village hall)

Following the Parish Council’s request and with the support of Charles Mathew, the County Council has now cut this hedge back to the fence line.

c) Construction traffic – Cote Road developments

Mears Homes site (adjacent to Foxwood)

The Traffic Management Plan specifies that all traffic going to the site should be via Standlake (not through Aston). The Clerk told the Parish Council that she had received two reports of construction traffic accessing the site by going past the school and has had several telephone and email conversations with the site manager. He is aware of the importance of the Traffic Management Plan being adhered to and has provided assurance that all efforts will be made to prevent suppliers from driving through the village. One large vehicle (presumably for the piling equipment) was routed through the village by the Police/Highways.

Matthew Homes site (adjacent to village hall)

The Traffic Management Plan which has been approved by Highways (with no consultation with the Parish Council) does not specify any traffic routing. The Clerk told the Parish Council that she has expressed the Parish Council’s frustration with this, and requested that it be revised to specify that all routing must be via Standlake and that there must be no waiting on Cote Road outside the agreed delivery times. The WODC planning officer has advised that the Plan has been agreed by OCC Highways (the relevant body) without these elements, but that she will correspond with the applicant to see whether they can be accommodated.

The Clerk told the Parish Council that she has also queried the apparent creation of an entrance on the Bull Street boundary. Russell La Forte said that a section of the hedge had been removed and the verge damaged by the contractors working on behalf of

Parish Infrastructure (continued)

Gigaclear who had used this location to store spoil. He also said that the verge must be reinstated as it helps to hold back surface water on the field at this location which is prone to flooding. The Clerk was asked to write to Gigaclear to request that they reinstate the hedge and verge.

d) Highways matters still being pursued – for information

- The most recent correspondence (1 June) from the Highways Officer responsible for enforcing this work stated “We are still progressing the agreement – the developers have requested alterations to the agreement that we are currently reviewing and will be issuing an updated draft to them shortly.”

10. FINANCE

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

b) *Bank Reconciliations at 30 June 2018* – included in Clerk’s Briefing Notes and reviewed and approved by John Ordish prior to the meeting – noted.

c) *Receipts & Payments Account to 30 June 2018* – included in Clerk’s Briefing Notes - noted.

d) June invoices presented for approval and payment

		Statute
Clerk’s salary and working from home allowance	396.40	LGA 1972, s112
Clerk’s expenses – 406 sheets x 7p, envelopes, stamps, tea bags and gift for internal auditor	53.83	LGA 1972 s111
Des Johnston – 3 cuts of playing field, 6 invoiced in year to date	255.00	LG(MP)A 1976, s19
WODC dog bin emptying for July 2018	22.70	Litter Act 1983
WODC – grounds maintenance in May, 2 cuts, 2 invoiced in year to date	1096.70	HA 1980, s116
Cote Chapel – grant for grass cutting	300.00	LGA 1972, s214
Total	2,124.63	

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

11. Matters arising since publication of agenda/

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

Gill Ball said that she is intending to attend the defibrillator training organised by Stanton Harcourt Parish Council. Mrs Ball asked whether the Parish Council could arrange for similar training to be provided in Aston. It was agreed that this would be included on the agenda of the August meeting.

12. 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 applications received for the post of Clerk to the Parish Council.

CONFIDENTIAL Personnel Matter – appointment of new Clerk (continued)

It was noted that two applications had been received, and it was resolved that both candidates would be interviewed. It was resolved that John Ordish, Gill Ball and Russell La Forte would conduct the interviews on either 12th or 13th July, and that the Parish Council would hold an additional meeting to make a final decision on which, if either, candidate to appoint. Councillors were asked to advise the Clerk if they would be available to attend a meeting on Tuesday 24th July.

Signeddated.....