

**MINUTES OF ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL
MEETING HELD ON THURSDAY 6TH JULY 2017 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
Steve Good – West Oxfordshire District Councillor
Three members of the public

Members' Apologies: None

- 2. Minutes of previous meeting** – on 1 June 2017 were agreed as a correct record and signed by the Chairman.
Proposed by Paul Sparrowhawk, seconded by Jane West.

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

4. Public Representation

One of the members of the public present said that it is difficult to see the bus arriving when you are waiting at the bus stop at the end of Vicarage Close. She said that sometimes the bus has driven straight past the stop, apparently not noticing that there are passengers waiting. It was agreed that the Clerk would contact Stagecoach to ask that they ensure that the drivers slow down as they approach the stop in anticipation of needing to pick up passengers.

One of the members of the public present said that he would like the Parish Council to support the preservation of the sycamore trees at the entrance to Wheelwright Court on Ham Lane – the landowner has requested permission to fell them and the Tree Officer of West Oxfordshire District Council has placed a temporary Tree Protection Order (TPO) on them which will be discussed at the Lowlands Planning Committee meeting on 10 July. The member of the public said that he would like all the significant trees on Ham Lane to be protected with TPOs. Richard Haines told the member of the public that the Parish Council would be discussing the temporary TPO on the sycamore trees later in the meeting and would thereafter be responding to WODC direct. In terms of the appropriateness of a TPO being put on all the significant trees in Ham Lane, Richard Haines said that as the trees are in a Conservation Area, no work can be done on the larger trees unless the Tree Officer at WODC has first been informed. This gives the Tree Officer the opportunity to consider whether a TPO would be appropriate, as he has done in this case.

Steve Good told the Parish Council that the relocated dog bin on Ham Lane doesn't appear to be being emptied by WODC on its weekly round; he said that he has contacted WODC himself on this issue.

Public Representation (continued)

Paul Sparrowhawk said that the waste bin outside the garage isn't being emptied weekly. The Clerk was asked to inform WODC.

Some of the grass verges in Ham Lane aren't being cut as they used to be. The Clerk informed the meeting that the verges should be cut by WODC under the Parish Council's contract, and that she has already informed WODC of the missed areas and these will soon be attended to.

A third member of the public said that he was attending the meeting to listen to the discussion on the reserved matters planning application for the housing development on Cote Road. He said that he has sent a document to Richard Haines with his suggestions for how the application could be improved. Richard Haines told the member of the public that in advance of the meeting he had asked councillors to ensure that they had read the online comments to the application, including his comments. The member of the public said that he intended to put an update on the "What's On in Aston & Cote" Facebook page after the Parish Council meeting.

5. Change to Agenda Order

It was resolved to bring forward discussion of original Agenda Item 11 (Planning) to this point of the meeting. Proposed by Ben Lings, seconded by Paul Sparrowhawk.

6. PLANNING

New planning applications

17/01782/RES Land north of Cote Road, Aston
Proposed residential development for up to forty one dwellings,
landscaping, public open space and associated infrastructure
Linked to: 15/01550/OUT

Richard Haines reminded the meeting that this application already has outline planning permission, with development agreed in principle. It was resolved that the Parish Council would **object** to this application on the following grounds:

- Inadequate car parking. 24 of the parking spaces on the development are within garages. Research shows that only a minority of garage spaces are used for car parking. There are only 18 unallocated car parking spaces. On-street parking will be hazardous due to site layout (bends, proportion of highway edges leading immediately onto driveways/garage spaces). Measures are needed to prevent parking on public open spaces. Displaced parking would be a hazard on Cote Road, inconsiderate to existing residents on Foxwood and inappropriate in the privately owned village hall car park which is intended for users of the village hall;
- Inaccurate evidence. The front page of the Design & Access Statement includes an image of the site including the site extension made under a separate planning application (behind Foxwood Close) which has been refused. The Design & Access Statement includes reference to the (now discontinued) bus service 18 and overstates the frequency of bus service 19;
- Inadequate cycle storage. Whilst the Parish Council considers it unrealistic that people will be able to use bicycles as a means of transport for all but very local journeys, this is made more difficult as

PLANNING

New planning applications

17/01782/RES Land north of Cote Road, Aston (continued)

- there are only 9 cycle storage spaces for the 20 affordable housing units;
- Public Open Space. The Management Statement only covers 10 years; what will happen after this timeframe? There is still no clear indication of who will own the land and be responsible for its management and maintenance. The Management Statement specifies only two grass cuts per annum, which will make this space unusable for play and recreation as suggested in the Design & Access Statement;
 - Protection of Open Space. The large open space at the north of the site and the significant strip of open space on the eastern boundary need to be protected from vehicle incursion and car parking by a physical barrier such as bollards;
 - Lack of dog and litter bins. Required for the open space in particular;
 - Construction Traffic Management Plan. The Parish welcomes reference to the requirement for construction traffic to access the site from the B4449 through Cote, but considers that the wording of the Plan needs to be strengthened to make it clear that all construction traffic must be prohibited from driving through the centre of Aston and past the school, with clear signage required to enforce this;
 - Landscaping. Require the landscaping (trees, hedging, shrubs) including in the planning application to be enforced by a condition that it is planted before the houses are occupied and maintained as such thereafter, rather than just being an unenforceable “offer”;
 - Landscaping of eastern and western boundaries. The outline planning application showed the eastern boundary as planted with hedging, which is absent from this application. The Parish Council requests that the hedging is reinstated as part of the application and that in addition the boundary treatment for the western edge of the open space should be a mixed native hedge so that it is appropriately separated from the adjacent field;
 - Traffic Calming. Mentioned in the Design & Access Statement, but seems to consist solely of a proposed extension of the 30mph speed limit towards Cote and some (unspecified) “new signage”. Parish Council requires more consideration of specific traffic calming measures;
 - Materials Choice; one of the proposed materials is yellow brick, which is not commonly seen in Aston; the Parish Council does not support the proposed usage of this material;
 - Fibre Optic Broadband and Electric Car Charging Points. Need to be included from point of build;
 - Affordable Housing. In the response to the outline planning application the Parish Council requested that it is given the opportunity to have some input into the establishment of the criteria for the allocation of the affordable housing and that it is ensured that the allocations are done on the basis of local links – need to repeat this point now;

PLANNING

New planning applications

17/01782/RES Land north of Cote Road, Aston (continued)

- Sewerage. Thames Water said in its response to the outline planning application that there is an “inability of the existing waste water infrastructure to accommodate the needs of this application.” The condition around sewerage needs to be well worded and strongly enforced; this site cannot be connected to the mains sewer system until significant upgrading work has been completed, both in Aston and all the way to Bampton

17/01915/FUL Chimney Farm Barns, Chimney
Conversion of barn to two dwellings

It was resolved that the Parish Council would **object** to this application on the following grounds:

- The addition of two more permanent dwellings to this small hamlet is inappropriate due to the increase in the number of vehicle movements on the narrow single track to Chimney from Aston;
- Inadequate parking – the curtilages of the two properties are very small and only accommodate parking for two cars each. The application shows 7 bedrooms in the properties (combined); two spaces for each property are insufficient and there is no visitor parking;
- Query over whether the water supply for the hamlet will be detrimentally affected as Chimney is not connected to the mains water system.

17/01964/HHD 15 Waites Close, Aston
Erection of two storey extension

No objections, no comments.

17/01962/HHD 4 St James Court, North Street, Aston
Erection of covered garden terrace

No objections, but request that conditions are imposed that the proposed terrace is retained as specified and is prohibited from future conversion for residential occupation, and that it is ancillary to the main building.

51.04/T76 Proposal to fell six sycamore trees at entrance to Wheelwright court

Richard Haines reminded the Parish Council that when the planning application for this development was passed at the Lowlands Planning Committee, four of the committee members objected to the number of trees that were proposed for felling. These sycamore trees are some of the few trees remaining.

PLANNING

New planning applications

51.04/T76 Proposal to fell six sycamore trees at entrance to Wheelwright court
(continued)

The Tree Report used as evidence for the original planning application listed these trees as in “fair condition” with an expected life of 40 years.

The original application included a proposal to plant several new trees to mitigate the loss of the trees on the site, but these haven’t been planted, which increases the significance of these trees.

It was agreed that the trees provide a high amenity value and the Parish Council expressed support for the points made by the WODC Tree Officer under sections 6.4 and 6.5 of his report.

It was resolved that the Parish Council would **object** to the proposed felling of these trees and would support the confirmation of the temporary Tree Preservation Order.

It was further resolved to state in the Parish Council response that if the Lowlands Planning Committee is minded to permit removal of these trees, that the resident is required to replace them with new trees and to ensure that these are replaced and maintained into the future.

Planning applications approved

17/00411/FUL Land west of Bull House, Bull Lane, Aston
Erection of two dwellings with associated works
(revised layout)

Follow up to previous planning applications

14/01496/FUL Thistle Cottage, Ham Lane, Aston – visual splay/obstruction of
highways verge
This case is on the Enforcement Cases list for the Lowlands Planning Committee agenda for 10 July; with a note that WODC is seeking to resolve the issue by discussion rather than formal action.
It was resolved that the Parish Council would inform the WODC Planning department that this matter has been ongoing for over a year, with discussions not achieving resolution; the Parish Council requests that more proactive action is taken.

7. Matters Arising from Previous Meetings

a) New noticeboard for Southlands

The order has been sent to the contractor who has advised that the work should be completed in 4-5 weeks. The setting of the posts in concrete will need to be arranged for separately.

b) Annual Parish Meeting – 24 May 2017

The draft minutes have been completed and reviewed by councillors. The Clerk was asked to upload them on the Parish Council website.

Matters Arising from Previous Meetings (continued)

c) Parish Council small grants scheme

Amended documentation had been circulated in advance of the meeting. There were no further amendments proposed. The Clerk was asked to upload the information on the Parish Council website.

d) Maintenance of parish benches

The bench on the square has been sanded and repainted.

The plinth at Southlands is big enough to accommodate a bench identical to the one installed on the village hall patio. There was a discussion about adding a brass plaque to record the fact that the bench commemorates HM Queen Elizabeth II's Golden Jubilee.

A local contractor has suggested that plastic planking could be used to replace the wooden planks on the VE/VJ day bench. John Ordish volunteered to investigate the cost of this.

e) Anti Social Behaviour

Nothing noted.

8. New Business

a) Donation request from Friends of Historic Cote Chapel towards cost of grounds maintenance of Cote Chapel

It was resolved to provide the £300 donation requested. Proposed by John Ordish, seconded by Jane West.

b) Donation request Guideposts

It was resolved not to provide a donation; the Parish Council seeks to support organisations working more directly within the parish.

c) August meeting

It was resolved to hold a full meeting in August.

9. Community Trust

The minutes of the recent meeting were put in the folder.

The fete was a great success, with thanks to the organisers, and to Paul Sparrowhawk in particular.

10. Parish Infrastructure

a) Village maintenance

It was noted that the brambles from the hedge are starting to overgrow the path between Saxel Close and the village hall. John Ordish volunteered to cut these back. The footpath from Ham Lane to the bridge over the Great Brook is overgrown. The Clerk will inform the OCC Countryside Service.

Some of the blocks on the surrounding of the village square have become loose. The Clerk will report to OCC Highways.

b) Metal chicanes/barriers at footpath ends – Woodbridge Close, Cote Road, Bull Street

The rectification work has not yet been carried out – Clerk to chase Oxfordshire County Council.

Parish Infrastructure (continued)

- c) *Potential VAS for Bampton Road entrance to Aston*
 The Clerk outlined the quotation now received from OCC Highways - £765 for the pole, a minimum of £2,520 for the sign itself, £935 due to OCC Highways for minimum/emergency maintenance for 6 years, or £3455 for replacement for life. It was resolved that this would not represent value for money for what it would achieve, and the Parish Council resolved not to proceed with the proposal.
- d) *Consideration of grass cut for verge alongside footway between Cote and Aston*
 Richard Haines gave a verbal report on the current state of this verge which is becoming overgrown in parts. It was noted that the cutting of the verge is the responsibility of OCC Highways, but they now only cut verges once a year. The Clerk was asked to contact WODC (the Parish Council's grass contractor) to see if they could cut it. Phil West agreed to inspect the verge and provide a commercial quotation for the work from his company if they could help.

11. FINANCE

- a) *Account Balances* – noted.
- b) *Receipts & Payments account to 30 June 2017* – noted.
- c) *Bank Reconciliations at 30 June 2017* – noted.
- d) *Future precept plans*
 The information provided by the Clerk within the agenda was discussed. It was agreed to discuss further a proposal to include a public questionnaire in the September edition of Voices seeking the views of local taxpayers on the future precept at the August meeting.
- e) *June invoices presented for approval and payment*

		Statute
Clerk's salary and working from home allowance	381.00	LGA 1972, s112
Clerk's expenses – printing, 198 sheets x 7p	13.86	LGA 1972 s111
West Oxfordshire District Council – two cuts of verges and war memorial (four invoiced in year to date)	785.95	HA 1980, s116
West Oxfordshire District Council – emptying of dog bin in July	21.94	Litter Act 1983
Des Johnston – four cuts of playing field (7 invoiced in year to date)	288.00	LG(MP)A 1976, s19
AJ Mitchell (bus shelter clean)	27.00	LG(MP)A 1953, s4
Oxford City Council – weed spraying	262.20	LGA 1972 s137
John Ordish – Hammerite paint for bench	18.32	HA 1980
Friends of Historic Cote Chapel – donation for grass cutting	300.00	LGA 1972, s214
Total	2098.27	

It was resolved to make the above payments, proposed by Jane West, seconded by John Ordish.

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

Richard Haines informed the Parish Council that he had attended the RAF Brize Norton annual Formal Reception.

Signeddated.....