

**MINUTES OF ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL
MEETING HELD ON THURSDAY 6TH NOVEMBER 2014 IN THE
MEETING ROOM, VILLAGE HALL, ASTON AT 7.30 PM**

1. Members Richard Haines (Chairman)

Present: Jane Everex
Ben Lings
Paul Sparrowhawk
Jane West
Phil West

In Attendance: Helen Sandhu – Clerk
Hilary Fenton, West Oxfordshire District Councillor
Daniel Long, representing Aston & Cote Community Trust
Daniel Hickman, advisor to Aston & Cote Community Trust
(both to the end of item 3)
1 member of the public

Apologies: John Ordish

2. Amendments to Standing Orders

Richard Haines proposed the following additions to the Standing Orders for the Parish Council:

- 3i Where a member of the public has been invited to the meeting to give a presentation for information only to the parish council, the period of time designated for the presentation shall not exceed 10 minutes, of which a maximum of 7 minutes shall be for the presentation and the remainder for councillors to ask questions of clarification.
- 3j At the discretion of the Chairman, the county councillor or district councillors who represent the parish and are attending the meeting may be invited by the Chairman to share knowledge relevant to any agenda item during the discussion by the parish councillors of that agenda item.

The motions were seconded by Jane West and the Parish Council voted to adopt the proposed additions.

3. Presentation by Daniel Long and Daniel Hickman on behalf of the Aston & Cote Community Trust about the proposed enhancements to the sports and recreation facilities at Aston recreation ground

Daniel Hickman outlined the proposals for the building of a new sports pavilion, referring to the report previously prepared for Aston & Cote Community Trust and copied to the Parish Council. He told the Parish Council that Daniel Hickman had calculated an estimated cost for building the pavilion of £255,000. This does not include the cost of the related works to build a new car park, move the younger children's play area and carry out work to the sports field. It also does not include the cost of the construction of a multi-use games area, although a location for this is included in the plans.

Following the presentation, the councillors asked several questions, to which Mr Long responded. Mr Haines thanked Mr Long and Mr Hickman for attending the meeting, and they then left.

- 4. Minutes of previous meeting** – on 2 October 2014 were agreed as a correct record and signed by the Chairman.

Proposed by Paul Sparrowhawk, seconded by Jane West.

Richard Haines thanked Jane West for chairing the meeting in his absence.

- 5. Parish Councillors – Disclosure of interests on agenda items**

None.

- 6. OCC/WODC Items**

Hilary Fenton told the Parish Council that she is requesting that the planning application for Chimney Farm Barns is decided by the Lowlands Planning Sub-Committee rather than under officer-delegated powers.

Richard Haines asked Mrs Fenton whether the District Council can now demonstrate a five year land supply. Mrs Fenton affirmed that this is the case, following the approval of the Carterton East development.

- 7. Matters Arising from Previous Meetings**

- a) *Second community defibrillator*

Richard Haines told the Parish Council that the electrician has estimated that it will cost between £150 and £200 + VAT for the installation of the defibrillator (to include drilling the hole required for the cable, fixing the box to the wall and the necessary electrical work). The Parish Council has previously agreed to meet this cost. John Ordish is waiting for the electrician to confirm a date when he can carry out the work.

- b) *Central Aston post box*

C/f – no updates yet from Royal Mail.

- c) *100th birthday of Aston resident*

John Ordish represented the Parish Council and had advised that it was an excellent event, well attended by people of all ages from the parish.

- d) *Anti Social Behaviour*

Richard Haines told the Parish Council that over the course of the past month he was approached by two local residents concerned about a group of people that they had observed using metal detectors on the fields up Ham Lane. Mr Haines investigated and identified that the people had the landowners' permission to look for "treasure", and that there are controls over what happens with any artefacts that they discover.

It was reported that there have been further incidences of young people under the age of 16 driving motorised vehicles on the public highway in Aston. The Clerk has contacted the Police, who request that anyone who witnesses this activity reports it to the Police immediately on the non-emergency number. If police officers observe the young people committing this offence, they will impound their vehicles.

- 8. New Business**

- a) *Remembrance Sunday service at Aston War Memorial*

Richard Haines will represent the Parish Council.

New Business (continued)

b) Royal British Legion Poppy Appeal – Parish Council donation

It was resolved that the Council, in accordance with its powers under sections 137 and 139 of the Local Government Act 1972, would give a donation of £150 to Royal British Legion. 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 Jane Everex.

c) Sports facilities in Aston – role of Parish Council

A report by the Clerk had been circulated in the Briefing Notes.

There was some discussion on whether John Ordish acts as the official Parish Council representative on the committee of the Community Trust. It was agreed that the Parish Council would want formal representation on the committee in order to be able to fully engage in the proposed development of the sports facilities.

It was agreed that the Parish Council would want to be provided with a full costing of the whole project (not just the estimated cost of building the pavilion) in order to assess the project and the Parish Council's role in it, further.

The Parish Council discussed some of the issues which would need to be considered further before deciding what role the Council could play in the project, and what funds it could provide.

Richard Haines provided the Clerk with a copy of a document detailing the issues he would like the Parish Council to discuss further, and agreed to circulate this to the other councillors by email.

It was agreed that there would be further discussion, and consideration of the idea of creating a designated recreation reserve, at the December meeting.

d) Retender of grass cutting contract for parish verges and war memorial garden from 2015

It was resolved that tender requests would be sent to four potential contractors, with the new contract to cover three years from 2015 to 2017. It was agreed that the contractors would be asked to indicate what equipment they would use to carry out the contract.

e) County Council consultation on changes to Mobile Library Service

The County Council is proposing to only stop at one location in Aston instead of three as at present. Richard Haines said he had asked the Kingsgate manager whether this would present an issue for the people living there (as the mobile library will no longer stop at Kingsgate), and he had been told that this would not be a concern. It was resolved that the Parish Council would not respond to the consultation.

f) Date of January meeting

It was agreed to change the date of this meeting to 8th January (the second Thursday in the month).

9. Community Trust

John Ordish had provided a written report – the unauthorised occupants of the field have now left and the area they were occupying has been cleared and cleaned. The Community Trust thanks the Parish Council for the donation towards the costs of the new pump. The October meeting minutes were placed in the folder for circulation.

10. Parish Infrastructure

a) *“Walkabout” with Oxfordshire Highways*

Three of the issues identified in advance by the Parish Council were referred to the Bridges department at OCC. They had provided emailed information as follows:

- Unfinished culvert and railing replacement on Great Brook Road (Great Brook Midmost Culvert). The work had been assessed by OCC as unsatisfactory. Skanska (the contractor) are to arrange remedial repairs – OCC will follow up the status of this work.
- Railings around new culvert at Chimney Bridge – the ones on the LHS as you exit Aston have been replaced with metal. The wooden ones on the RHS will remain and Highways consider that they are suitable for the purpose and in keeping with the adjacent fencing.
- Damaged bridge railings at the culvert on the junction of the Cote mile/road to Yelford – an order has been placed for the replacement railings, with the timing of the work dependent on the availability of the traffic management required.

The other main area looked at was the block work and kerbing around the war memorial (minuted below).

b) *Block work and kerbing around the war memorial*

Highways has confirmed that they will continue to maintain the area and repair any necessary defects in the cheapest method currently available (this will typically be replacing damaged blocks with tarmac).

The Parish Council considered whether to pay the County Council to redo the damaged side so that it is reinstated to the original design. There is no guarantee that the problems will not recur. In the light of this, and the fact that the work has already been redone before and still failed, the Parish Council resolved not to reinstate the area. Richard Haines will communicate this decision to parishioners in a future edition of Voices.

c) *Replacement of remaining wooden posts on war memorial green*

The Parish Council's research has not revealed any specific reason why the “odd” 7th post (between the path and the war memorial) was installed. It was resolved to accept the quotation from MTS Fencing to replace the other 6. Proposed by Paul Sparrowhawk, seconded by Phil West.

d) *Bids for highways maintenance budget controlled by Charles Mathew*

The Council noted, with thanks, that Charles Mathew had agreed to provide funding of £2,900 towards the cost of works on the surroundings of the war memorial if the Parish Council proceeded with the order. Given that the Parish Council has now resolved not to proceed with this work, the Clerk was asked to contact Mr Mathew to express the Council's thanks and to ask whether he could provide some funds towards the cost of replacing the posts on the war memorial green.

e) *Repositioning of bench on war memorial green*

In hand – c/f.

f) *Minor Highways Maintenance Agency Agreement*

It was resolved that the Parish Council would accept the agreement provided by the County Council – proposed by Paul Sparrowhawk and seconded by Jane West. The authority to sign the agreement was delegated to the Clerk.

11. PLANNING

New planning applications

- 14/1409/P/S73 Cote Farm Barn, Cote
Non compliance with condition 2 of planning permission W2000/1322
No comments.
- 14/01538/S73 Chimney Farm Barns, Chimney
Variation of condition 4 of planning permission W2001/0924 to allow unrestricted use of the barn for C3 (dwelling) use
It was resolved that the Parish Council would object to this application for the following reasons:
- Non compliance with Policy H2 d) unacceptable impact on living conditions for existing residents
 - Non compliance with Policy H2 e) creation of unsafe conditions for the movement of people and vehicles
 - Non compliance with Policy H10 – sustainability objectives
 - The applicant's case appears to be based on their opinion that WODC cannot demonstrate a five year land supply, which WODC is now satisfied it can – therefore the policies of the 2011 plan remain as valid as they were when the last appeal for an identical application was dismissed in 2011.
 - Adverse impacts of granting this application would outweigh the benefits, giving grounds for refusal of this application under NPPF
 - The Parish Council requests that the application is decided by the Lowlands Planning Committee rather than under delegated powers

12. Finance

- a) *Account Balances – circulated in the Clerk's Briefing Notes*
- | | |
|---|------------|
| Balance on Current Account at 31 October 2014 | £11,131.03 |
| Balance on Deposit Account at 31 October 2014 | £16,748.47 |
- b) *Bank reconciliations at 30 September 2014*
Circulated in the Clerk's Briefing Notes – noted.
- c) *Receipts & payments account to 30 September 2014*
Circulated in the Clerk's Briefing Notes – noted.
- d) *Budget for 2015/16*
The first draft of the budget included in the Clerk's Briefing Notes was discussed. There was a discussion about the principle of creating a designated recreation reserve for funding improvements to the recreation facilities within the parish and a proposal that the precept be increased in order to build a total reserve of £32,000 by the end of the financial year 2017/18.
A second draft of the budget will be considered at the December meeting.

Finance (continued)

e) October invoices presented for approval and payment

		Statute
Clerk's salary & working from home allowance	355.80	LGA 1972, s112
Clerk's expenses – printing – 151 sheets @ 5p	7.55	LGA 1972 s111
J Ordish – expenditure from Chairman's allowance – flowers for 100 th birthday of Aston resident	19.40	LGA 1972 s15(5)
Margaret Johnson Ltd – stationery & copying	4.03	LGA 1972 s111
West Oxfordshire District Council – emptying of dog bin in November	20.40	Litter Act 1983
Des Johnston – 4 cuts of playing field in September & October (14 invoiced in year)	224.00	LG(MP)A 1976, s19
Royal British Legion Poppy Appeal - donation	150.00	LGA 1972 s137
WODC – three cuts of verges and war memorial in August & September (12 invoiced in year to date)	1093.71	HA 1980, s116
Total	£1,874.89	

It was resolved to make the above payments, proposed by Paul Sparrowhawk, seconded by Jane West. The cheques were signed by Richard Haines and Jane West.

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

Richard Haines attended the OALC Chairmanship course on 15 October 2014.

Richard Haines attended the RAF Brize Norton Local Council Working Group consultation meeting on 13 October 2014. He put a written précis of the meeting in the folder for councillors' information.

Richard Haines attended the drop-in organised by Charles Mathew to assess interest in the creation of a Lower Evenlode & Windrush Neighbourhood Plan on 4 November 2014.

14. Items for next meeting

Representatives from Builders Ede will attend to present their revised planning application for Thistle Cottage.

15. Date of next meetings: **Thursday 4 December 2014, 7.30pm**
Monthly Parish Council Meeting

Thursday 8 January 2015, 7.30pm
Monthly Parish Council Meeting
(NB: this is the second Thursday in the month)

Signeddated.....