

**MINUTES OF ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL
MEETING HELD ON THURSDAY 7TH DECEMBER 2017 IN THE
VILLAGE HALL, ASTON AT 7.30 PM**

- 1. Members Present:** Richard Haines (Chairman)
Jane Everex
Ben Lings
John Ordish (arriving at Item 6)
Paul Sparrowhawk
Jane West
Phil West

In Attendance: Helen Sandhu – Clerk
One member of the public (leaving at Item 6)

Members' Apologies: None

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

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

4. Meeting Open for Public Representation

The member of the public present spoke about the planning application for Old Dairy Barn Cote, as the applicant. The property currently has approval for a single storey rear extension; this new application is to add a basement (with a larger footprint) under the planned single storey extension. The member of the public addressed the issues raised by the comment from a neighbour which is on the WODC website, one of which queries the building's foundations. The member of the public pointed out that the rear wall was rebuilt during the barn conversion, and so it does have foundations to modern standards. Advice has been sought from a structural engineer and a planning consultant to ensure that the basement could be constructed safely.

Richard Haines asked whether there would be an internal stairwell in addition to the external stairwell proposed. The member of the public confirmed that there are two stairwells planned; one internal and one external. She advised that the external stairwell has been included as they have been told that it is required for fire regulation purposes. The impact of the external stairwell will be minimised with surrounding planting.

5. Proposal for Change in Agenda Order

Richard Haines proposed that the order of the agenda be changed, with Planning Matters to be considered as item 6. This was seconded by Jane West and the proposal was passed.

John Ordish arrived at the meeting.

6. PLANNING

New planning applications

- 17/03699/HHD Old Dairy Barn, Cote
Erection of single storey extension with basement
It was resolved that the Parish Council would not object to nor comment on this application.
- 17/03433/FUL Chimney Farmhouse, Chimney, Bampton
Conversion of existing outbuilding to annexe and erection of detached garage
It was resolved that the Parish Council would not object to the application but would request that the following conditions be attached to any approval:
- new accommodation created to be ancillary to the main house and not for separate occupation;
 - garaging to be prohibited from future conversion to residential use
- 17/03660/FUL Land at Livestock Buildings, south of Bampton Road, Aston
Change of use of land to domestic to allow the siting of a “log cabin style” static caravan
- It was resolved that the Parish Council would object to this application.
Reasons:
The field is outside the built envelope of the village. The siting of a caravan on the field does not constitute infill or rounding-off, as required in the current Local Plan, and is therefore contrary to Policy H7. The building would not be sited close to an existing building/group of buildings and therefore conversion of the site to residential cannot be deemed to be a logical extension to the existing built envelope, contrary to Policy OS2 of the Emerging Local Plan 2031. The building would be sited in open countryside and there is no indication that it would be a dwelling required for a farm worker or other rural worker, and so there is no justification for erecting a dwelling on a greenfield (currently agricultural) site, contrary to Policy H4.
- 17/03843/FUL South View Cottage, Back Lane, Aston
Change of use from holiday let to residential dwelling.
It was resolved that the Parish Council would not object to nor comment on this application.

Planning applications approved

- 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
- 17/02666/FUL Land North of Paradise Farm, Bull Lane, Aston
Erection of three dwellings with associated access road
- 17/03158/HHD Pinto House, 3 The Paddocks, Aston
Erection of single storey timber framed orangery

PLANNING (continued)

Planning applications approved (continued)

17/03236/S73 Land North of Back Lane, Aston
Non compliance with condition 2 of planning permission 16/03960/FUL to allow changes to floor plans and elevations for plot 2

Planning applications going to appeal

16/03005/OUT Land North of Cote Road, Cote Road, Aston
Erection of up to 30 residential dwellings

Richard Haines attended the hearing on 15th November to represent the Parish Council. The notes he had prepared from the meeting had already been circulated. Mr Haines said that the early part of the meeting had focused on discussions of the status of the Local Plan and whether the District Council can demonstrate a five year land supply. There had been a site visit in the afternoon which Mr Haines had attended when the Inspector was assessing the impact of the development on St James Court and other views towards and in Aston. The Inspector's decision is expected before Christmas.

7. Matters Arising from Previous Meetings

a) Maintenance of parish benches

The recycled planks to replace the slats on the VE/VJ bench have been delivered. The work will be completed in due course, subject to weather conditions and the availability of the volunteers.

b) Anti Social Behaviour

There has been some more flytipping on the Great Brook Road. Jane West volunteered to report this to the District Council.

8. New Business

a) Retender of grass cutting contract (verges and war memorial) from 2018

The tenders were opened. In the light of the quoted increase for 2018 it was agreed that the Clerk should try to identify other companies who may be able to provide a quotation for the work. The Clerk was asked to query the proposed increase with the contractor who had submitted the quotation.

b) Retender of grass cutting contract (playing field) from 2018

The tenders were opened. The Clerk was asked to query the proposed increase with the current contractor. Subject to this, it was resolved to accept the offer to complete the contract provided by Des Johnston – proposed by Paul Sparrowhawk, seconded by John Ordish. Mr Johnston to be asked to provide a copy of his current public liability insurance.

c) Donation request from Aston Parish Community Minibus

John Ordish declared an interest in this item, as a trustee and Chairman of the charity.

It was resolved to give a donation of £1,000. Proposed by Jane West, seconded by Jane Everex.

New Business (continued)

d) Renewal of Clerk's Membership of SLCC for 2018

It was resolved to renew this membership at a cost of £100. Proposed by John Ordish, seconded by Ben Lings.

e) Application for listing of Aston War Memorial

Historic England has notified the Parish Council that they intend to apply for the memorial to be listed, as part of the project to list an additional 2,500 war memorials during the centenary of the First World War (2014 to 2018).

It was resolved not to object to this proposal.

f) Request for Parish Council to suggest a new street name for the Cote Road development adjacent to Foxwood

Richard Haines informed the Parish Council that he had consulted with the History Group for suggestions. The old tithe maps show that this field was historically referred to as Marsh Furlong. It was therefore resolved to suggest Marsh Furlong as the name for the development, and that if Furlong is not a suitable road name, something incorporating the word Marsh, such as Marsh Close.

g) Invitation for the Parish Council to adopt (and therefore own and maintain) the open space land on the new development adjacent to Foxwood

The item was discussed at some length and was then put to the vote. The majority of the Parish Council voted not to accept the invitation to assume ownership and responsibility for the land. The developer will be advised that the land will need to be owned and maintained by a Management Organisation, to be appointed by the developer.

h) Invitation to nominate people to receive a High Sheriff's Award for the year 2017/18

It was resolved that the Parish Council would not submit any nominations this year. It was noted that nominations can be made by any organisation/private individual.

i) Change to Data Protection Regulations – Introduction of GDPR (General Data Protection Regulations) in May 2018

The Clerk provided some preliminary information on this new legislation which will affect all data controllers, including local councils. She informed the Parish Council that the ICO is preparing sector specific advice and that advice will also be provided by the NALC and SLCC in due course.

It was resolved that the Clerk should attend the course to be run by the OALC in February 2018 at a cost of £40.

j) West Oxfordshire District Council Local Plan Examination – consultation on further evidence submitted by West Oxfordshire District Council

It was noted that the further evidence does not affect the parish of Aston, Cote, Shifford & Chimney directly. It was resolved that the Parish Council would not provide a response to this consultation.

9. Community Trust

John Ordish informed the Parish Council that the Community Trust is in the process of preparing paperwork to support a funding application to the Parish Council for the new playground.

Phil West told Mr Ordish that he has collected the litter bin which it is proposed to donate to the Community Trust, however it is in poor condition and he suggested that Mr Ordish examine it before deciding whether it will be of use to the Community Trust.

10. Parish Infrastructure

a) *Village maintenance*

It was agreed that a final cut of the verges for the year would be beneficial. The Clerk informed the Parish Council that she has already requested that the contractor carries out a final cut but has received no response – Clerk to chase.

b) *Footway Aston to Cote – siding out*

The Clerk informed the Parish Council that the siding out which had recently been completed in Eynsham had been carried out by the County Council, with no prior request from Eynsham Parish Council. The Clerk advised that she had requested that siding out be carried out on the footway between Aston and Cote on the online Fix my Street website. The County Council response is “This report has been closed. However the issue has been passed to the relevant team for consideration under the Minor Civils budget. I am unable to say when/if this work will be carried out. State changed to: No further action.” It was agreed that this issue would be relooked at in spring; if the County Council has not completed it, the Parish Council will then consider whether to arrange for this work to be done direct.

c) *Replacement of post adjacent to war memorial path*

The original contractor (MTS Fencing) has provided a quotation to replace this post in the sum of £155. It was resolved to accept this quotation; proposed by Paul Sparrowhawk, seconded by John Ordish.

d) *Highways matters still being pursued*

- Completion of entrances to North Street Farm development. The Clerk now has a named OCC contact and will follow this up with them.
- Delamination of road surface near turn to Cote from Bull Street – repairs now completed

11. FINANCE

a) *Account Balances* – noted.

b) *Budget for 2018/19*

The report included in the Clerk’s Briefing Notes was discussed. The Clerk told the Parish Council that the District Council requires submission of the precept request by 15 January 2018 and so the precept does not need to be finalised until the January meeting.

It was agreed that the budget should include an estimate for cleaning and repainting the war memorial in 2018/19.

It was resolved to consider a third draft of the budget at the January meeting.

FINANCE (continued)

c) *November invoices presented for approval and payment*

		Statute
Clerk's salary and working from home allowance	381.00	LGA 1972, s112
Clerk's expenses – printing 216 sheets x 7p, 12 x 2 nd class stamps	21.84	LGA 1972 s111
Oxford City Council – weedspray in November (third and final)	262.20	LGA 1972 s137
Aston Parish Community Minibus - donation	1000.00	LGRA 1997, s27
SLCC – annual membership	100.00	LGA 1972 s111
Total	£1765.04	

It was resolved to make the above payments, proposed by John Ordish, seconded by Paul Sparrowhawk.

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

The Clerk informed the Parish Council that she had attended the WODC Parish Council Liaison meeting on 22 November 2017. The issues discussed included: the WODC budget for 2018/19 (planned council tax increase of £5 per property), the launch of Publica, the Broadband project and the new waste collection service.

Signeddated.....