

**MINUTES OF ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL
MEETING HELD ON THURSDAY 7th FEBRUARY 2019 IN THE
VILLAGE HALL, ASTON AT 7.30 PM**

- 1. Members** **John Ordish (Chairman)**
Present: **Ben Lings**
 Russell La Forte
 Gill Ball
 Phil West
 Paul Sparrowhawk

In Attendance: Elaine Anstee – Clerk

- 2. Apologies from Members:** An apology was received from J West.
- 3. Minutes of the previous meeting** of the Parish Council on 3rd January 2019 were agreed as a true record and it was RESOLVED as proposed by Russell La Forte and seconded by Phil West that the Chairman signs them.
- 4. Parish Councillors - Disclosure of interests on agenda items** – John Ordish declared an interest in relation to the Aston and Cote Minibus.
- 5. Meeting Open for Public Representation** – There were no members of the public present.
- 6. WODC/OCC Matters**
No reports.
- 7. Matters Arising from Previous Meetings**
- a) *Defibrillator/CPR Training*
13 people attended the session run at the Fellowship Centre by D Tracey at 7.30pm on 30 January 2019. The council discussed running another session in the summer of 2019 and additionally that the installation of defibrillator unit's be included in any new housing development planning requirements.
- b) *Community First Responders/Co-Responders*
G Ball agreed to compose an article for Voices to promote the role of Community First Responder and the value of community support groups to provide emergency care locally.
- c) *Repair/replacement of fencing on culvert at Great Brook bridge*
New photographs and commentary was emailed to OCC Highways and put on 'fix my street' by the clerk on 10 Jan 19. The response on the 10 Jan 19 was "Thank you for your report. This has been forwarded to the relevant team for repair State changed to: No further action". It was also noted that the fencing across at the ditch at the junction of the Bull Street to Great Brook road and Cote had been damaged and has now disappeared altogether. Clerk to arrange photographs and put on 'Fix my street'.

d) CCTV notices at the Great Brook bridge

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e) Dredging of the Great Brook

A response has now been received from the Technical Specialist for Asset Performance Upper Tribs of the Environment Agency (EA) – Thames confirming that the EA has a 5 year plan and where to get the detail of the plan. He also stated that 'The Great Brook has received routine maintenance in the 2018/19 maintenance programme and the field teams have been and undertaken maintenance on behalf of the riparian owners'. The parish council will continue to monitor this and keep it on the EA agenda.

f) High Sheriff Awards 2018/19

The nomination form was submitted on 10 January 2019.

g) Bus Shelter at the end of Foxwood

The clerk contact OCC highways on the 4 January 2019 and had a telephone call with the relevant officer who is currently investigating the ownership of the land at the end of Saxel Close where the bus stop sign is as this was identified as the best potential location for the bus stop. The clerk is awaiting further information from OCC.

h) Anti-Social Behaviour

There have been no incidences reported. However the parking on the pavement along Cote Road outside the Mears building site is an issue and the clerk was asked to contact the site manager to raise the issue.

8. New Business

a) Extension of time on grant to Aston and Cote Community Trust

This is now not required as the order has been placed for the play area and so the funding has now been released.

i) Proposed Planning Training for Parish Councils – WODC

It was decided that the council would register its interest in the proposed 'how Town and Parish Councils could best take advantage of the opportunities offered by way of engagement with the planning process.'

j) WODC and Town & Parish Council Meeting 7Mar19

WODC are running another meeting with the opportunity to talk to cabinet members, though questions are requested in advance. The meeting is at the WODC Committee Offices, Woodgreen in Witney and is from 6.45pm to 8.30pm. Russell La Forte agreed to attend on behalf of the parish council.

k) Annual Parish Meeting 2019

This is a meeting of the parish and not a Parish Council meeting. It is a legal requirement and must take place between 1 March and 1 June (inclusive). Council asked the clerk to find out if the village hall would be available on the 9th May 2019 and to consider this item again at the March meeting once the hall availability has been confirmed. There was also a discussion on who to invite to speak at the meeting with several suggestions made and the clerk was asked to make enquiries as to their availability.

l) To carry out the annual review of the Parish Council's risk assessment (not open spaces)

See report and related papers in the Clerk's Briefing Notes (Pages 4-14)
The meeting discussed the report page by page and then it was resolved as proposed by R La Forte and seconded by Paul Sparrowhawk with all in favour to accept the report.

m) Half yearly review of external Parish Council assets

This is a physical check of the assets which will be carried out by the chair and the clerk.

9. PLANNING

Reference	19/00060/FUL
Application Validated	Wed 19 Dec 2018
Address	Bull House Bull Lane Aston Bampton Oxfordshire OX18 2DN
Proposal	Erection of two car ports (Dwellings under construction 17/00411/FUL)
Status	Under consideration

Parish council response:

1. Concerns were raised in relation to safety as the cars for the Car Port (SA4) did not appear to have enough space to turn around so would have to reverse all the way out to Bull Lane.
2. The design of the car ports includes a 'hipped' roof and the council felt this was not in keeping with existing building as there are no 'hipped' roofs in the village.

Reference	19/00211/HHD
Alternative Reference	PP-07565819
Application Validated	Wed 23 Jan 2019
Address	25 Saxel Close Aston Bampton Oxfordshire OX18 2EB
Proposal	Erection of single storey front extension
Status	Under consideration

Parish council response: No comment

10. Community Trust

John Ordish reported that the Community Trust had placed the order for the new play area. The existing one will remain in place until the new one is opened, hopefully at the fete in June 2019. The old one will then be removed by a team of volunteers. The next project would be the extension of the current car park.

11. Parish Infrastructure

a) *Village maintenance*

The two notice boards are showing signs of the damp causing the pin sheets coming unstuck and will be examined when the asset check is done to decide on action required.

b) *Sycamore Tree at Vicarage Close*

There has been no further information on the proposed removal of this tree.

c) *Passing Places – Bull Street to the Great Brook plus*

These are currently being put in along the Bull Street to Great Brook road.

d) *Maintenance of drainage ditches in the parish*

As raised at the August meeting. The Parish Council does not have a database of the riparian land owners of the land bordering the ditches in the parish. The previous Clerk had produced a map in 2007 of who owned the land and ditches in the parish which now needs to be reviewed. This is an ongoing piece of work and riparian land owners have been identified for much of the Cote ditch and the Bull Street ditch. The clerk is putting together a revised map to detail the ownership.

12. FINANCE

a) *Account Balances – noted*

b) *Receipts & Payments Account for 9 months to 31 December 2018 – noted*

c) *Grant Funding Request – Volunteer Link Up*

A request for funding from Volunteer Link-Up (VLP) as detailed on pages 19-36 of the Clerk's briefing notes. The VLP lost its funding from OCC in 2017 and relies on donations with funding from Age UK to carry out its work. There is no specific amount requested. The council discussed the request but decided that it could give a grant on this occasion.

d) *Funding Request – Aston Parish Community Minibus (APCM)*

A request for funding had been received from the APCM team as detailed in the clerk's briefing notes on pages 37 to 39. They have had to spend £500 from the reserves on new brakes, major service and new battery. This was discussed in detail and it was proposed by Gill Ball that a grant of £1000 be given to cover the costs detail and 50% of the annual insurance/vehicle tax. This was seconded by Phil West with the RESOLUTION carried with one councillor against.

e) January invoices presented for approval and payment

		Statute
Clerk's salary E Anstee £322.00, working from home allowance of £10.00	301.20	LGA 1972, s112
Clerk's expenses – 384 sheets x 7p/mileage for training 23 @45p PM/£3	40.23	LGA 1972 s111
WODC – Dog Bin emptying – 01/02/19 Invoice 33276793	22.70	Litter Act 1983
WODC – Grass cutting 02/10/2018 – Invoice 33275624	662.55	HA 1980, s116
HMRC – PAYE – Jan 19	30.80	LGA 1972 s111
DF Williams – Bus Shelter Cleaning – Invoice 87836	139.20	HA 1980, s116
Aston and Cote Community Trust – Play area Grant (Cheque)	11,000.00	LG (MP) Act 1976
Aston Parish Community Minibus – Grant (Cheque)	1,000.00	LGA 1972, S137
Sub Total	£13196.68	

It was RESOLVED as proposed by Gill Ball and seconded by Phil West, with all in agreement, to make the above payments.

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

Nothing to report.

14. Matters arising since publication of agenda

Matters which Councillors wish to raise for inclusion on next agenda

- Grant Policy to be discussed and monthly statement to be included in the clerk's briefing notes.
- Standing Orders to review voting procedures.
- Strategic plan
- Community Emergency Plan
- The proposed planning application by OCC for building on North Street Farm.

15. Date of next meeting: **Thursday 7th March 2019, 7.30pm**
Monthly meeting of Parish Council

Meeting closed at 9.20pm

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