

**MINUTES OF ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL  
MEETING HELD ON THURSDAY 7<sup>TH</sup> JUNE 2018 IN THE  
VILLAGE HALL, ASTON AT 7.30 PM**

**1. Members Present:** Ben Lings (Acting Chairman)  
Paul Sparrowhawk  
Phil West

**In Attendance:** Helen Sandhu – Clerk  
Charles Mathew, Oxfordshire County Councillor

**Members' Apologies:** John Ordish, Jane West

**2. Election of Chairman for the meeting**

Ben Lings was proposed, seconded and duly elected to chair the meeting.

**3. Election of Chairman for the year to April 2019**

John Ordish had expressed his willingness to act as the Chairman for the year to the end of March 2019 and was duly proposed, seconded and elected.

**4. Minutes of previous meeting** – on 10<sup>th</sup> May 2018 were agreed as a true record and signed by the Acting Chairman.

Proposed by Paul Sparrowhawk, seconded by Phil West.

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

None.

**6. Public Representation**

Prior to the meeting John Ordish had informed the Clerk that a resident of Cote Road near Foxwood had complained about damage to his hedge possibly being caused by the grass contractor. The Clerk had been out to inspect and advised the Parish Council that there is a footpath between the grass and the hedge, so it would be extremely unlikely for the grass contractor to be causing any damage to the hedge. It was agreed that no further action needed to be taken; John Ordish will inform the resident.

**7. OCC Matters**

Charles Mathew told the Parish Council that Oxfordshire County Council has recently agreed to explore the possibility of entering into some partnership working with Cherwell District Council. A joint executive has been formed and it is hoped that the partnership will save money for both parties. Mr Mathew went on to say that the consultants employed to review the County Council's management system have now presented their report. Mr Mathew said that he is encouraged that there is recognition that changes need to be made. Phil West told Mr Mathew that he has been contacted by two local residents who say that they have maintained the grass verges outside their properties for twenty years and have recently received a letter from Oxfordshire Highways instructing them to remove stones that they had placed on the verges. Mr Mathew told Mr West that if the residents wish Mr Mathew to take the matter further, they should be advised to contact him direct. Ben Lings asked Mr Mathew whether he was aware of the recent school transport issues at Henry Box and whether he knew more about the issue. Mr Mathew said that he had not been made aware of this but would make enquiries at County Hall.

## 8. 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.

It was resolved to adopt the Privacy Notice (Staff, Councillors and Role Holders) and Data Retention Policy as presented in the Briefing Notes.

It was noted that the Data Protection Act recently passed by the Government to incorporate the GDPR into UK law has exempted local councils from the requirement to appoint a Data Protection Officer. It was resolved that the Parish Council would not voluntarily appoint a Data Protection Officer, given the low level of personal data processing carried out by the Parish Council.

The Clerk told the Parish Council that more work is required on the issue of Data Security. It is recommended that websites which contain a function for data to be transferred between a user and the website (such as the Contact Forms on the Parish Council website) should have an SSL certificate, which the Parish Council website doesn't currently have. Ben Lings agreed to take the measures needed to put this certificate in place.

The GDPR regulations state that consent for the use of cookies on a website must be given and not assumed, and that as part of this, a visual pop up or similar must be presented to the website user as soon as possible when they land on a website. This must inform them that cookies are in use and also inform them what a cookie is and what function it performs. Weebly has confirmed that the website does use cookies. The Parish Council website does not currently have a cookie information pop-up, but this functionality can be enabled. Ben Lings agreed to look into this further.

There was a discussion about whether parish councillors should be asked to use a separate email address for their parish council activities, as recommended by the ICO. Ben Lings agreed to look into this further.

### b) *War Memorial cleaning and re-lettering – application for grant funding from War Memorials Trust (WMT)*

The Clerk told the Parish Council that WMT has turned down the funding application on the grounds that the work proposed does not meet the requirements for funding.

### c) *Anti Social Behaviour*

None noted.

## 9. New Business

### a) *Co-option to fill vacancies for two councillors*

The applications for co-option were considered. It was resolved to co-opt Russell La Forte and Gill Ball to fill the two seats left vacant after the May election.

### b) *Resignation of Clerk – Contract and Job Description for new Clerk*

The proposed Contract and Job Description presented by the Clerk in the Briefing Notes were agreed.

It was resolved that applications would be requested in the form of CV and covering letter and that the application deadline would be 29<sup>th</sup> June, with interviews in mid-July and a suggested start date of end August/beginning of September, by mutual agreement. It was further resolved that the salary range offered would be £10.00 to £13.00 per hour, dependent on qualifications and experience.

**New Business (continued)**

*c) War memorial cleaning and re-lettering*

The Clerk has sent quotation requests to three stone-masons.

*d) Revision to Standing Orders*

The Clerk told the Parish Council that the NALC has updated the Model Standing Orders. A report thereon was included in the Clerk's Briefing Notes and a full copy of the proposed revised Standing Orders had been circulated by email. It was resolved to adopt the revised Standing Orders as presented.

*e) Cote Chapel Committee*

At the May meeting it had been agreed that Ben Lings would replace Jane Everex on the local management committee of Cote Chapel. The Clerk told the Parish Council that she had contacted the Chairman of the committee who has advised that the relationship between Parish Council and the committee is not formal, and therefore whilst the link with the council is important, this does not mean that the council can necessarily nominate someone new to join the committee. The Chairman has further advised that Historic Chapels Trust is in the process of forming a partnership with the Churches Conservation Trust, and this may lead to a restructuring of the arrangements for the management of Cote Chapel. He has therefore suggested that it would be sensible to wait until this is clear before a decision is made by them on whether Mr Lings should join the committee.

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

The Chairman of the local committee has requested a donation of £325.00 to cover the cost of the grass cutting in 2017 but has not yet supplied copy invoices. It was resolved to wait to consider this request until copy invoices have been received.

*g) Aston War Memorial – Historic England application for listing*

The Secretary of State for Digital, Culture, Media and Sport has decided to add Aston War Memorial to the List of Buildings of Special Architectural or Historic Interest. The memorial is now listed at Grade II. This means that any proposed work which would alter the structure or setting of the memorial would first need to be approved by the District Council. The Clerk has obtained confirmation from West Oxfordshire District Council that the proposed maintenance work will not require prior-approval.

*h) Donation Request from Clean Slate*

It was resolved not to provide a donation to this charity as it is not sufficiently local.

**10. PLANNING**

**New planning applications**

18/01367/S73

Westfield House, Bampton Road, Aston

Non compliance with condition 2 of planning permission 16/03910/FUL to allow plots 1 and 2 to be repositioned

It was resolved that the Parish Council would not object to, nor comment on, this application.

**PLANNING (continued)**

**New planning applications**

- 18/01368/FUL Westfield House, Bampton Road, Aston  
Conversion of Westfield House into two dwellings with associated parking  
It was resolved that the Parish Council would not object to this application, but would request that the blue plaque which is proposed to be moved is quickly reinstalled in a prominent position on the front of the property.
- 18/01472/HHD 4 Chimney Farm Cottages, Chimney  
& 18/01473/LBC Alterations and erection of single and two storey extensions  
It was resolved that the Parish Council would not object to, nor comment on, this application.

**Planning applications refused**

- 18/00446/FUL Land south of Elmside, Greenacres Lane, Aston  
Erection of dwelling with associated works

**Planning applications going to appeal**

- 17/01915/FUL Chimney Farm Barns, Chimney  
Conversion of barn to two dwellings  
The Clerk was asked to send the letter of objection the Parish Council had submitted to the District Council for the original application to the Appeal Inspector.

**Follow up to previous planning applications**

- 17/01782/RES Proposed residential development for forty one dwellings, landscaping, public open space and associated infrastructure  
The Clerk advised that, despite further chasing, she still has not received a response from the Planning Officer responsible for this application. The parish councillors asked the Clerk to submit a complaint to Phil Shaw, with a copy to be sent to Hilary Fenton and Steve Good.
- 16/03005/OUT Land North of Cote Road, Cote Road, Aston  
Outline planning permission for up to 30 residential dwellings (including up to 50% affordable housing) and associated works  
This application was originally refused by WODC and then granted at appeal in December 2017. WODC requested a Judicial Review of the appeal decision on the basis that insufficient weight had been placed on the relevance of the site being in a Conservation Area, and that Judicial Review has been successful.  
This means that the appeal is once again undetermined. The applicant can now either choose to go through the appeal process again or cease to pursue the application.

## 11. Community Trust

The thank you letter received from the Community Trust for the Parish Council's pledge of funding for the playground project was put in the folder.

## 12. Parish Infrastructure

### a) *Village maintenance*

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

### b) *Weed spraying*

The Clerk advised that Des Johnston does not hold the level of public liability insurance required by the County Council for work on the highway and that the order for the weedspraying has therefore been placed with Oxford Direct Services (commercial arm of Oxford City Council). The first spray is planned for Tuesday 12<sup>th</sup> June.

### c) *Condition of the highways – call to Oxfordshire County Council to take action*

Following the May meeting, the Clerk had sent a follow-up email to Yvonne Constance, Cabinet Member for the Environment, as requested. Ms Constance has forwarded information from the Area Manager for Highways who advises that the local roads are inspected on a three monthly cycle and were last inspected on 13<sup>th</sup> April, when 20 defects on the B4449 were logged for repair.

Councillors noted the letter received from Ian Hudspeth, Leader of the County Council, which had been included in the Clerk's Briefing Notes.

### d) *Disposal of bench on corner of Bull Street/Southlands*

Phil West agreed to dispose of the bench once it has been removed. Efforts will be made to remove the commemorative plaque in the hope that it can be attached to the new bench. If this is not possible, it was agreed that the Parish Council will try to obtain a new plaque in a similar design.

### e) *Cote telephone box*

A resident in Cote has recently repainted the box. He advises that in his opinion, the next time maintenance is required, the box should be stripped back to improve the surface condition.

The Clerk was requested to write a letter of thanks.

### f) *Resident request for replacement of dog waste bin at entrance to Church Lane*

It was agreed that the Parish Council would ask West Oxfordshire District Council to replace this bin.

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

The Clerk told the Parish Council that she has sent photographs of the overhanging hedge to the Group Manager for the area at Highways and he has agreed that although the County Council is not responsible for the hedge, arrangements will be made for it to be cut back to the fence line within 2/3 weeks.

**Parish Infrastructure (continued)**

*h) Hedges/trees overhanging footpath between Bull Street and Saxel Close*

The Clerk said that three local residents have contacted the Parish Council about the obstruction of the footpath between Bull Street and Saxel Close by the hedges and trees which are the responsibility of the adjacent householders. The Clerk told the Parish Council that she has reported them to Oxfordshire Highways via the Fix My Street website. Ubico has also missed the grass verge alongside this footpath (end nearest Bull Street) from the cuts carried out this season and the Clerk has requested that this is attended to as soon as possible.

*i) Highways matters still being pursued – for information*

- Completion of entrances to North Street Farm development  
The most recent correspondence (8 May) from the Highways Officer responsible for enforcing this work stated “We have resolved the ownership issues that I previously mentioned and the legal agreement is now progressing.”

**13. FINANCE**

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

*b) Change of Bank Signatories*

It was resolved to add Ben Lings as a signatory to the Unity Trust bank account, and the required form was completed.

He will be added as a signatory to the two deposit accounts at the same time as the new Clerk is added.

*c) Closure of unused Santander current account*

It was resolved to close this account.

*d) May invoices presented for approval and payment*

		Statute
Clerk’s salary and working from home allowance	396.40	LGA 1972, s112
Clerk’s expenses – 361 sheets x 7p	25.27	LGA 1972 s111
WODC dog bin emptying for June 2018	22.70	Litter Act 1983
Des Johnston – two cuts of playing field in – three invoiced in year to date	170.00	LG(MP)A 1976, s19
<b>Total</b>	<b>614.37</b>	

It was resolved to make the above payments, proposed by Ben Lings, seconded by Phil West.

Signed .....dated.....