

**MINUTES OF ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL MEETING HELD ON
Thursday 2 May 2024 at the Village Hall, Aston, at 7.30pm**

Members Russell La Forte (Chair)
Present: J Ordish
B Lings
G Ball
P Sparrowhawk

In Attendance: Elaine Anstee – Clerk
Deborah Shenton - RFO

1. Apologies from Members: There were apologies from R Anstee.

2. Annual Parish Council Meeting

- Election of Chair – This item was chaired by R La Forte as the outgoing chair. He indicated his willingness to continue for another year. He was proposed by J Ordish, seconded by B Lings and unanimously so elected. R La Forte signed the Acceptance of Office form. R La Forte then continued as Chair of the meeting.
- Election of Vice Chair – It was decided, as no one wished to stand for this role, to continue as in 2022-23 with councillor's taking it in turns to chair a meeting where the chair is absent.
- Election of Transport Representative – it was RESOLVED as proposed by R La Forte, seconded by P Sparrowhawk, with all in agreement that G Ball continue in this role.
- Election of Community Trust Representative - it was RESOLVED as proposed by P Sparrowhawk, seconded by J Ordish, with all in agreement that R La Forte continue in this role with P Sparrowhawk to act as deputy.
- Election of Representative to the local committee of Cote Chapel - it was RESOLVED as proposed by R La Forte, seconded by P Sparrowhawk, with all in agreement that B Lings continue in this role.
- Election of Representative for the RAF Brize Norton Local Community Working Group meetings (currently 1 evening meeting per year and an invitation to an evening summer semi-formal event). It was RESOLVED as proposed by R La Forte, seconded by P Sparrowhawk, with all in agreement that B Lings continue in this role.
- Discussion and decision on who will submit PC news article to Voices (bi-monthly) – R La Forte to continue to write and submit the Voices article.
- Portfolio assignments – it was agreed to defer this until the August meeting when the new councillor should be in post.
- Annual Parish Council meeting concluded at 19.37 hours.

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3. **Minutes of the previous meetings** of the Parish Council on 4th April 2024 were agreed and it was RESOLVED as proposed by R La Forte, seconded by J Ordish, with all in agreement, that the meeting Chair signs them.
4. **Parish Councillors - Disclosure of interests on agenda items** – R La Forte declared a nonpecuniary interest in Agenda Item 13 as he is a trustee.
5. **Meeting Open for Public Participation – None**
6. **WODC/OCC Matters - None**
7. **Matters Arising from Previous Meetings**
 - a) *Quick updates:*
 - *Electronic Speed Signs* – request for replacement of the two existing and quote for new one for Bampton Road submitted.
 - *Cote Chapel* – No recent update so clerk to follow up and see where we are.
 - *Gate at St James Church* – The RFO is now working on this and is awaiting a response from a supplier.
 - *Footpaths/Treescapes* – Clerk asked to identify if the footpath between Bull Street and Saxel Close is on the official map so OCC/WODC can be identified with responsibility for enforcement of hedge maintenance.
 - *Thames Water* – awaiting report from flow monitors due end of April 2024/pumping station at back of Marsh Furlong and works at St Joseph’s Court (Aug 2024). Clerk to chase response to letter from residents of St Joseph Court to Thames Water about dates for works. Nothing has been forthcoming on Grampian condition for Brier Furlong and C Maynard is drafting a response.
 - b) *Traffic calming update and other traffic issues.*
An article was submitted to the Voices editorial team for the March edition elicited 26 responses from residents. Councillors to review the responses for the June meeting for a full discussion. Initial view is that there are equal numbers of residents for and against, plus there are some suggestions for other options. Council may choose to defer until the electronic speed signs replacement complete and the effect, if any, these have.
Clerk to chase up repair timeframes for potholes that have been marked up.
 - c) *Neighbourhood Plan*
No update.
 - d) *Anti-Social Behaviour*
None reported at time of agenda.

8. PLANNING

New planning applications –

Reference	24/00888/HHD
Alternative Reference	PP-12925592
Application Validated	Tue 23 Apr 2024
Address	Chestnut House Ham Lane Aston Oxfordshire OX18 2DE
Proposal	Alterations to include erection of single storey rear extension, conversion of existing garage to create additional living space with first floor extension above. New render to external facade and construction of detached double car port.
Status	Under consideration

No objection but advise that site lies in conservation area and the design should enhanced and fit with the area.

Update on Ongoing Planning Applications – For Information

- a) Brier Furlong – ongoing reporting of CTMP breaches and letter sent to WODC Enforcement. An officer from WODC has been in contact with clerk and asked for the Contracts Managers (Living Space) contact details which have been supplied. – new CTMP breach on 28.3.24.
Letter to planning sent on 17.3.24 to express concerns etc. WODC Cllr C Maynard will respond in his role of Cllr with responsibility for planning.
St James Court – residents have seen in the fields adjacent, contractors on site apparently measuring up. FOI request if there has been a pre app and the detail has been rebuffed and a request put in to monitoring officer for a review.
- b) Marsh Furlong – item 7 under Thames Water.
- c) St Joseph’s Court – item 7 under Thames Water.
- d) North Farm – latest information published in Voices and on website.
- e) Potential new development – B Lings declared an interest as he is on the self-build register. Concerns were raised that as WODC have not met their land supply commitments under the existing local plan that this would tie hands in the decision process. The site is outside the conservation area and concerns were raised that for self-build communities the aesthetics are poor. Bicester and another development were cited. On the positive side every stage has to go through planning so as statutory consultees the Parish Council will get sight of the planning applications and have their say. The Parish Council to draw on its learnings from last year’s planning appeal and provide evidence for the other statutory consultees, OCC Highways, OCC as the lead flood authority and WODC Heritage Officer (landscape and character) to enable them to make better use of information for their decision-making process. The Chair is still awaiting a response to the FOI request that was refused and will keep chasing.

Update on Previous Planning Applications - None

9. New Business

- a) *Data Logger and Flood Grant - OCC*
An ‘Expression of Interest’ was submitted to OCC on 27th April 2024 with regards flood/water level monitoring. This has been acknowledged and to be discussed once decision known.

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b) Life Education Grant Request

Life Education submitted a letter (the RFO has sourced the accounts) for a grant of £310 towards their work of providing health, well-being, and drug prevention education to the children at Aston and Cote Primary School on a planned visit in June 2024. It was RESOLVED as proposed by J Ordish, seconded by G Ball, to approve in principle the full grant of £310 payable to Life Education. Prior to payment confirmation to be sought from the school that this activity is planned.

c) Insurance Renewal for 24-25

To consider the insurance renewal for 1 June 2024. This is for year 2 of the current agreement with insurer Clear Councils (formerly BHIB Ltd). Details in the briefing notes on pages 28 to 33. For Resolution PS/BL

It was RESOLVED as proposed by P Sparrowhawk, seconded by B Lings, with all in agreement to accept the renewal quote of £484.67 from Clear Insurance Ltd (formerly BHIB Ltd) for the 2024-25 period.

d) Councillor Resignation and Co-Option for a new councillor.

Notice of vacancy posted on the website and noticeboards on the 30th April 2024. The Monitoring Officer at WODC has been informed. This notice is in force until 21st May 2024. If the requirements for an election for the post are not met by then a notice of co-option will be posted on 22nd May 2024. This will run until 19th June 2024.

10. Governance – Policies for Review - None

11. Community Trust

a) It was RESOLVED, as proposed by B Lings, seconded by J Ordish, to make the grant of £3,950 as requested by the Community Trust, being a 50% contribution to the repairs to the roof, soffits and fascias of the village hall.

R La Forte declared an interest as a trustee and did not vote.

b) Ongoing discussions about car parking have led to the requirement that ‘marshals’ be appointed by the football club and hirers where more vehicles are expected that there is official parking for. The football club is also encouraging car sharing. It was noted that if someone has parked legally and safely, wherever that be, there is no challenge to be made.

c) The football club are in discussion with the landowner about using the field behind the recreation ground. The clerk was asked to check if permission for change of use would have to be sought from the planning authority.

12. Parish Infrastructure

a) Village maintenance

To identify any current maintenance work required. Budget remaining for 2024-25 is £1500. The replacement of the road sign in Saxel Close is being actioned by Ubico Ltd. There was no planning request made to WODC for the sign’s removal. WODC/Ubico Ltd has asked about recouping the cost and the Parish Council confirmed that the cost should be recouped from the householder in line with normal procedures.

b) Cote Turn – waste bin – the clerk has chased this previously and will do so again.

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- c) Chimney (BBOWT car park refused) bin - clerk talking to OCC Highways to identify land to site the bin.

13. FINANCE

- a) *Receipts and Payments Account to 31 March 2024 –*
It was RESOLVED to receive and approve the accounts for the year ended 31 March 2024 as proposed by R La Forte and seconded by P Sparrowhawk, with all in agreement.
- b) *Bank Reconciliation as at 31 March 2024*
The bank reconciliation to the 31st March 2024 was reviewed and RESOLVED as proposed by J Ordish, seconded by P Sparrowhawk with all in agreement.
- c) *Section 1 – Annual Governance Statement for 2023-24*
The Council reviewed each of the internal control objectives and confirmed that the answer in each case was “Yes.” The completed document responses were RESOLVED as proposed by J Ordish, seconded by P Sparrowhawk, with all in agreement.
- d) *Section 2 – Accounting Statements for 2023-24*
The council reviewed the accounting statements for 2023-24. It was RESOLVED to approve the Section 2 Accounting Statements return covering the financial accounts as proposed by J Ordish and seconded by P Sparrowhawk with all in agreement.
- e) *Internal Audit for 2023-24*
This has been completed by N Hoskins and there are no matters to bring to the attention of the Parish Council.
- f) *Notice of Public Rights for 2023-24*
It was agreed that the dates of the public rights for 2023-24 will be 10th June to the 19th July 2024 being 30 working days and the notice to be issued on the 9th June 2023.
- g) *Review of the Year-to-Date Financial Report – noted.*

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- h) It was RESOLVED to approve the following payments for the period May 24 as proposed by R La Forte, seconded by B Lings, with all in agreement.

	NET	VAT	Gross
Clerk's expenses – Printing 310 @ 7ppp. Microsoft X 2 months £65.88 & 77.82	141.45	23.95	165.40
Newton Newton Flags Inv SI-3728	24.00	4.80	28.80
Aston & Cote Community Trust – Inv Nov 23-Mar24	157.50		157.50
Aston & Cote Community Trust – Matched funding grant application.	3,950.00		3,950.00
HMRC Underpayment for years 2022-23 & 2023-24	233.94		233.94
Clear Insurance Management Ltd - Insurance	484.67		484.67
D Johnson Inv 2450	170.00		170.00
WODC Grounds Maintenance Inv 33570491	369.01	73.80	442.81
Total to be decided and approved	£5,530.57	£102.55	£5,633.12
Monthly Standing Orders/DDs			
Clerk's Salary including WFH Allowance	210.05		210.05
RFO's Salary including WFH Allowance	185.75		185.75
HMRC PAYE	90.00		90.00
Total SDOs	£485.80	£0.00	£485.80
Total	£6,016.37	£102.55	£6,118.92

14. CONFIDENTIAL Item to be discussed in closed session.

No public present so no resolution to exclude the press and the public in accordance with the Public Bodies (Admission to Meetings) Act 1960 required.

It was RESOLVED as proposed by J Ordish, seconded by B Lings, with all in agreement so accept the amendments to the Clerk's contract cover a reduction in hours, line management of the RFO and related changes.

Clerk to bring a clean copy to the June meeting for signing.

15. Parish Councillors' and clerk's reports from meetings attended since last meeting.

The clerk gave a quick briefing on the SLCC Branch meeting for May.

16. Matters arising since publication of agenda/

Matters which Councillors may wish to raise for inclusion on next agenda.

(For discussion only)

History boards – the History group have commissioned a local person to produce the design. Defibrillator – Brier Furlong developer is providing one and the Parish Council needs to decide on location. G Ball to speak to the Pottery about siting it there. The school are asking OCC about siting there's on an external wall and the one at the garage needs replacing. For June agenda.

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17. Date of next meeting: revised to Tuesday 11th June 2024, 7.30pm

It was decided that due to clerk's and RFO annual leave and the availability of councillors the June meeting would move to Tuesday 11th June.

Meeting closed at 21.41pm.

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

DRAFT