

**ASTON ROWANT PARISH COUNCIL (ARPC)**  
**MEETING: 9th January 2019 7:30PM**  
**KINGSTON BLOUNT VILLAGE HALL**

**PRESENT:** Cllrs. A.Bernstein, M.Day, P.Hetherington, T.Hill, S.Sowerby, P.Tinson (in the chair) & D/Cllr. L.Lloyd & 10 members of public (MOP).

	<b>Minutes</b>	<b>Actions</b>										
1	<b>APOLOGIES:</b> None. Cllr. Wodzynski has resigned. The Chairman wished to formally record thanks for his work.	Clerk: Write to Marcus & advise SODC.										
2	<b>DECLARATIONS OF INTEREST:</b> i. Cllr. Day declared an interest in item 7i. (P18/S3875/HH). ii. Cllr. Sowerby declared an interest on item 7i. (P18/S3813/FUL). iii. Cllr. Hetherington declared an interest in 16i.											
3	<b>MINUTES</b> - of the PC Meeting on 12th December 2018 approved & signed by Chairman.	Clerk: to publish.										
4	<b>MATTERS ARISING</b> - None											
5	<b>REPORTS FROM DISTRICT AND COUNTY COUNCILLORS</b> – No communication from our County or District Councillors. D/Cllr Lloyd confirmed the latter has been delayed but is currently being compiled and will follow.											
6	<b>OPEN FORUM</b> – Nothing raised.											
7	<b>PLANNING</b> i. <b>Applications as follows were confirmed/discussed:</b> <b>P18/S3813/FUL:</b> for erection of 4 dwellings & creation of new access at Orchard House High Street KB. <a href="http://www.southoxon.gov.uk/ccm/support/Main.jsp?MODULE=ApplicationDetails&amp;REF=P18/S3813/FUL#exactline">http://www.southoxon.gov.uk/ccm/support/Main.jsp?MODULE=ApplicationDetails&amp;REF=P18/S3813/FUL#exactline</a> Two public meetings held to gain local views. Concerns raised surrounding space, access (violation of footpath & width of access), effects on neighbouring properties (overlooking, loss of light, parking and waste bins in Old Croft Close) & loss of important local amenity.  <b>P18/S3875/HH:</b> for replacement roof (ridge height raised) with accommodation in roof with front and rear dormers at Selloana 1A Old Croft Close KB. <a href="http://www.southoxon.gov.uk/ccm/support/Main.jsp?MODULE=ApplicationDetails&amp;REF=P18/S3875/HH">http://www.southoxon.gov.uk/ccm/support/Main.jsp?MODULE=ApplicationDetails&amp;REF=P18/S3875/HH</a> SODC advised Listed Building guidelines re: overlooking (Old Croft) would not affect the application due to the distance between the properties. The raised roof-line is in keeping with others in the same road. Cllr Wodzynski's comment to be disregarded due to his resignation and all other Cllrs. happy with application, with proviso that clouded glass be used in upstairs windows. PC response – FULLY SUPPORT.  ii. <b>Decisions of S.O.D.C. as follows were noted:</b> None. iii. <b>Planning Procedure Document:</b> Following concerns raised by Cllr. Bernstein and advice received from OALC general agreement that the document needs some amends, which should be in place before May elections.	Cllr Day: collate responses for PC response by extended deadline 11/Jan.  Clerk: Post decisions to SODC portal.  iii. Cllrs. Tinson & Day to liaise with OALC & produce final document for approval in February.										
8	<b>1) FINANCE</b> i. The following payments were noted (Costs include VAT): <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"></td> <td style="text-align: right; width: 20%;">£ p</td> </tr> <tr> <td>Clerk November Salary</td> <td></td> </tr> <tr> <td>HMRC/P.A.Y.E re: Clerk November salary</td> <td></td> </tr> <tr> <td>BHIB (Annual Insurance Renewal)</td> <td style="text-align: right;">367.70</td> </tr> <tr> <td>Lepus Consulting</td> <td style="text-align: right;">7132.04</td> </tr> </table>		£ p	Clerk November Salary		HMRC/P.A.Y.E re: Clerk November salary		BHIB (Annual Insurance Renewal)	367.70	Lepus Consulting	7132.04	
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	<p>DM Payroll Services 40.50</p> <p>George Stevens 120.00</p> <p>ii. Receipts as follows to be noted:</p> <p>Hillwerke Trust (V.Hall rent) 20.00</p> <p>Walks Booklets 60.00</p> <p>iii. The following payments were approved (Costs include VAT):</p> <p>Clerk December Salary</p> <p>HMRC/P.A.Y.E re: Clerk December salary</p> <p>P.Hetherington (Xmas gift for Flower Tub man) 11.20</p> <p>Ridgeway Woodlands 570.00</p> <p>S.Sowerby NOT ON AGENDA 74.40</p> <p>Robyn Leinster NOT ON AGENDA 31.65</p> <p>iv. The current financial situation as at 31st December 2018:</p> <p>Barclays Bank – Community Account 34703.48</p> <p>Barclays Bank – Business Saver Account 1092.28</p> <p>National Savings 11345.27</p> <p><b>RESERVES</b></p> <p>Elections (400)</p> <p>Village Hall Reserve fund (690)</p> <p>Play Area Reserve Fund (56)</p> <p>Parish Notes Reserve Fund (1000)</p> <p>Neighbourhood Plan Reserve (4630)</p> <p>Traffic Calming (3840)</p> <p>Trees, Footpaths &amp; Environment Reserve Fund (5640)</p> <p>v. Budget 2018/9 v8 – Noted.</p> <p>vi. NOT ON AGENDA – The Clerk/RFO reported that Moore Stevens have agreed a refund of £50 + VAT in respect of their 2017/8 fee in view of delays and inaccuracies in the Annual Accounts and Governance Return (AGAR), and a VAT reclaim for 2018 has been made in the sum of £2,201.52 which should be received before financial Y/End.</p>	
9	<p><b>HIGHWAYS:</b> - Cllr. Day reported an email received advising that an invoice for the Traffic Calming consultation is being raised for £500, considerably less than the £2,500 advised, we await receipt. The organisers of the Kingston Blount Street Fayre are also holding funds set aside for T/C and it should also be possible to apply for Community Infrastructure Levy (CIL) funds for communities affected by the recent developments in Chinnor, for which we should be eligible due to increased traffic flow</p>	<p>Cllr. Day: to liaise with Street Fayre committee &amp; Clerk: to apply for CIL funds once full costs known.</p>
10	<p><b>HILLWERKE TRUST</b> – No report.</p>	
11	<p><b>NEIGHBOURHOOD PLAN</b> – Draft consultation document is ready to present, but goal posts have moved again following SODC Local Plan 2034 proposed within the last month which now says small villages are no longer expected to contribute to housing supply. It is proposed to stop the process for a couple of months, pending public response to the SODC plan. D/Cllr Lloyd advised that the Local Plan, if approved, will not be in place until 2020 earliest, and cautioned strongly against abandoning our plan as completion will give an extra level of protection in future planning issues. It was decided at the NP meeting on 8/Jan not to hold any more meetings until April 2019, unless pending development appeal results, or other factors, require some action.</p>	<p>Clerk: to post details of SODC Local Plan public meetings on web-site and KBAR.</p>
12	<p><b>GRASS CUTTING &amp; GENERAL PARISH MAINTENANCE:</b> Reply sent to SODC re: annual deep-clean, identifying 4 areas for attention and further email from SODC requesting map showing exact locations and photos of specified areas showing work needed.</p>	<p>Clerk: to reply with relevant information.</p>
13	<p><b>FOOTPATHS AND AMENITIES GROUP (FAAG):</b></p> <p>i. Poor turnout for Santa visiting villages in December, mainly due to Chinnor Village Centre’s decision to only visit a couple of central locations rather than go house-to-house. As a result, they didn’t raise as much money.</p> <p>ii. Rowan trees now planted down Stert Road &amp; paid for (see 8iii).</p>	<p>1. Cllr.Hetherington: to suggest reverting to previous format for 2019.</p>

	<p>iii. Parish Walk took place on 6/Jan – 27 walkers, but only 8 locals. Rest from Thame &amp; Wheatley Ramblers group.</p> <p>iv. Trust for Oxfordshire Environment grant application made to fund permissive footpath to Crowell, and hopefully ready to start in April 2019, subject to Thames Water fixing current leak from pipe running under the field (thought to be due to extra pressure in pipe as a result of increased requirement for all the Chinnor developments).</p> <p>v. Information sign for Fiveways now ordered, should be installed in time for the Duck Races in February.</p> <p>vi. Appeal for helpers for Duck Races on Sunday 10th February, very popular locally and up to 200 people expected.</p> <p>vii. Adoption of Cross-Village Lanes in Kingston Blount. Letter sent to Parish solicitors, but no response yet due to Annual Leave.</p>	<p>vi. Cllr. Hetherington: to arrange adverts in local magazines and radio, Clerk to post to web-site &amp; KBAR.</p> <p>vii. Cllr. Hetherington to follow-up as a matter of urgency.</p>
14	<b>ASTON ROWANT CRICKET CLUB – No report.</b>	
15	<b>PLAY AREA –</b> Good response to appeal for new inspectors – now more new inspectors than existing (ratio 2:1) - training need identified. Formal RoSPA training investigated - c.£1,200 – so we will try to buddy-up and have on-the-job training.	Clerk: to continue to organise 2019 rota & arrange appropriate training by existing inspectors
16	<p><b>CORRESPONDENCE –</b></p> <p>i Email regarding PC response to planning ref: P18/S3538/O (Planning in Principle). Discussion ensued as applicant was present, at which point Cllr Hetherington declared his interest (see Minute 2iii). The discussion highlighted the planning principles behind our decision in more detail and the applicants need to produce more detailed plans using the existing access instead of creating a new one.</p> <p>ii Email from Web-Master re: input/liaison required on web-site updates. Seeking named councillor for input to design process of their new web-site, and subsequent improvements to ours.</p> <p>iii Quote for replacement Parish Noticeboard at Kingston Stert. Only one company does single boards, but with the quote @ £1,200 + VAT it was decided after discussion to try and make a repair by engaging a local carpenter (to be made weather-proof with completely new door, latch &amp; glass front).</p> <p>iv Information from Web-Master &amp; Information Commissioner regarding a parish-wide alert/ mailing list. Issues surrounding GDPR &amp; privacy could be overcome, but discussion needed regarding content and suitability, plus ownership/responsibility.</p> <p>v Email re: grass verges in Pleck Lane. These have been ruined by workman's vehicles and while the work on a property immediately opposite the correspondent's house has now finished, it was decided that we should write to the householder to try and gain recompense from the builders for repairs.</p> <p>vi Nine emails and attachments from one single correspondent within an 8-day period during December, re: validity of NP. Ongoing discussions between NP Steering Group &amp; those Cllrs. on the NPSG as to suitable response.</p>	<p>i. Correspondence noted.</p> <p>ii. Cllr Bernstein to take forward.</p> <p>iii. Clerk to liaise with Cllr. Hill.</p> <p>iv. Clerk to liaise with Cllrs. Bernstein and Hill to investigate the setting up &amp; ongoing running of such a system.</p> <p>v. Clerk to write.</p> <p>vi. Chairman &amp; NPSG Chair to liaise and respond in due course.</p>
17	<b>OTHER URGENT MATTERS (at the discretion of the Chairman) – None.</b>	
18	<b>DATE OF NEXT MEETING –</b> Weds 13th February 2019 in Kingston Blount Village Hall, 7.30pm.	
19	<b>MEETING DATES FOR 2019: – confirmed as per agenda.</b>	Clerk: to arrange upload to web-site.