

## ASTON ROWANT PARISH COUNCIL

**MINUTES of a meeting of the above Council held on Wednesday, 13th June 2018 in Aston Rowant Church.**

**PRESENT:** Cllrs. M. Day, T. Hill, L. French, P. Tinson (Chair). 8 Parishioners also attended.

- 1) **APOLOGIES** – Cllr M.Wodzynski, Cllrs P.Hetherington & S.Sowerby (both at SODC Planning Committee re: Hill Cottage (P17/S4288/FUL) and D/Cllrs L.Lloyd & I.White.
- 2) **DECLARATION OF INTEREST** – None.
- 3) **ELECTION OF VICE-CHAIRMAN** – Deferred from May meeting. Although absent, Cllr Hetherington had confirmed he is willing to stand again as Vice-Chair. Proposed by the Chairman, seconded by Cllr.French, passed unanimously.
- 4) **MINUTES of the Parish Council Meeting held on 9th May 2018, were approved and signed.**
- 5) **MATTERS ARISING.**
  - i. Re: minute 5 – the redundant phone box in Kingston Blount being used as a new defibrillator point. The PC did not request the retention of the box following a letter from BT in Jun/July last year, so unlikely we could now request that it stay. As before, it is noted that the box is still in-situ, so the Clerk will revisit this.
  - ii. Re: minute 19 - Compromise Statement between ARKB Action Group and the PC. The statement was put to councillors to be agreed and was reflective of the way the situation evolved to the satisfaction of all parties. The PC has committed to improve communications with parishioners (see minute 10) and the Chairman confirmed that councillors are happy with the statement. We can all move together to continue to serve our villages to best effect.
- 6) **REPORTS FROM DISTRICT AND COUNTY COUNCILLORS** – No communication from either District or County Councillors.
- 7) **OPEN FORUM** –
  - i. A question was asked regarding the cost of the recent Parish Poll following the debate last month (minute10vi) - how the cost was to be borne and why the ARKB Action should not pay, having requested the poll. It was explained that it is a parishioner or group of parishioners democratic right to request a poll under Schedule 12, Section 18(4) of the Local Government Act 1972, and legally the cost must be borne by the parish and cannot be passed on.
  - ii. A question was raised about the Parish Walks Publication which has now been advertised on our web-site, specifically how it is funded. While there may have been an initial cost to print the booklets when first published (many, many years ago), it is now entirely self-funding with subsequent production paid for from sale proceeds.
- 8) **APPOINTMENTS TO PARISH AND OTHER ORGANISATIONS:** - All appointments for Parish and other organisations to remain as before, except the Planning Committee where Cllr. Day has re-taken the reins and will mentor Cllrs Sowerby with a view to him assisting or taking over in due course. Additionally, Cllr. Hetherington stated last year that he would only be a temporary liaison for the Chinnor Village Centre, but in his absence no decision could be taken as to a replacement. The Chairman will discuss with Cllrs. Hetherington & Wodzynski with a view to reassignment of this role.
- 9) **MEETINGS – ADMISSION OF VISITORS, CONDUCT & PUBLIC PARTICIPATION (taken under Open Forum).** Recent events have attracted visitors to meetings and parishioners are taking more of an interest in local matters, but now is the time to set a few ground-rules regarding on-going engagement at meetings. Not wishing to stifle proper debate, we sought advice from the Oxfordshire Assoc. of Local Councils, our District Councillors, and other local Parishes Chairmen/Clerks to establish a ‘Standard Practice’ and fall into line with what occurs in other parishes. Public participation will henceforth be restricted to the Open Forum section and parishioners will be asked to identify any issue they wish to raise and invited to speak for a set time period, with a response given at the meeting, or a promise to discuss at a future meeting.
- 10) **COMMUNICATION WITH PARISHIONERS** – One thing learnt from recent events is that we need to improve the way we communicate with parishioners. In a 24/7 instant world our available means of communication fall short - the Parish Notes are published every two months, PC minutes one month in arrears (a legality, which cannot be altered), Facebook/KBAR, while more “instant” is flawed in that not all parishioners are on Facebook, and too many adverts mean people do not always see our posts. The web-site is also dated and needs a re-vamp (we are tied to our current package until October). One option is to establish a (GDPR compliant) database of parishioner email addresses to send regular updates and links to planning and other issues. The Clerk to investigate logistics, compliance and delivery options (Mail Chimp?) and report back. Offers of help to deliver leaflets door-to-door to advertise this came from the parishioners present.

## 11) PLANNING

- i. **Applications** as follows were confirmed/discussed:  
**P18/S1357/FUL** – Erection of three dwellings in the field behind Orchard House High Street Kingston Blount, with access off Old Croft Close, Kingston Blount. Contravenes several planning policies, H4 in particular re: loss of privacy to surrounding properties, poor access, etc. **SHOULD BE REFUSED**  
**P18/S1546/HH** – Erection of a Garden Wall & Gates at Wych Elm, Chinnor Road, Aston Rowant. Highway safety aspects (OCC Highways also against), wall significantly higher than surrounding properties, giving rise to reduced vision onto B4009. **SHOULD BE REFUSED**
- ii. **Decisions** of S.O.D.C. as follows were noted:  
**P18/S0477/LDP** – Certificate of Lawful Use or Development for the construction of proposed outbuilding incidental to existing property, accessed via existing entrance to provide garage, workshop/garden store, indoor pool/gym and changing and plant rooms at Queensgate, Butts Way AR. **REFUSED.**
- iii. **Update of planning applications P17/S4443/FUL (Cherry Tree Pub, KB) and P17/S4288/FUL (Hill Cottage, KB) following recent SODC Planning Committee hearings.** No news on Cherry Tree, Hill Cottage, being heard at SODC planning Committee tonight, no result known at time of writing.
- iv. **Update on SODC emerging Local Plan** (email circulated to councillors 25/May). **NOTED.**
- v. **Procedure for commenting on planning applications for publication.** Cllr Day passed round a few notes he had compiled on the subject. As not all councillors were present, these will be discussed at a future meeting and published once passed via SODC for approval.

## 12) FINANCE

- i. The following payments were noted (Costs include VAT):

	£	p
Clerk April Salary		
HMRC/P.A.Y.E re: clerk April salary		
Clerk Annual Home Working Allowance	200.00	
Robin Leinster (April Litter)	31.65	
Hillwerke Trust	42.50	
Chinnor Village Centre GRANT	555.00	
Chinnor United Benefice GRANT	896.00	
Thames valley Air Ambulance GRANT	110.00	
P.Tinson (Chairman Annual Allowance)	95.00	
Mark Jones (N.Plan Print Costs)	32.50	
- ii. Receipts as follows to be noted: None.
- iii. The following payments were approved (Costs include VAT):

Clerk May Salary		
HMRC/P.A.Y.E re: clerk May salary		
Vice-Chairman's Annual allowance	80.00	
Robyn Leinster (Litter May)	25.32	
Co Co Accounting (Internal Audit Fee)	108.00	
MK Watts (Grass Cutting for April)	308.56	
MK Watts (Grass Cutting for May)	308.56	
Chilterns Society (2018 membership/subscription)	30.00	
T.Lambourne – reimbursement for Microsoft 365 Office 2018 renewal	79.99	
Centrewire (£865.20), less credit £186.00	679.20	
Inrear Services (reissue of cheque 101705, incorrect payee)	164.00	
Mh-p Internet (Publications page re-build)	42.00	
- iv. The current financial situation as at 31st May 2018:

Barclays Bank – Community Account	34,976.00	
Barclays Bank – Business Saver Account	1091.20	
National Savings	11345.27	

Village Hall Reserve fund	(690)
Play Area Reserve Fund	(56)
Parish Notes Reserve Fund	(1000)
Neighbourhood Plan Reserve	(4617)
Traffic Calming	(3840)
Trees, Footpaths & Environment Reserve Fund	(5640)

- v. Budget 2018/9 v2 - Noted.
- vi. The Annual Governance Statement for Y/E 31/03/2018 was approved and signed by the Chairman & Clerk.
- vii. The Statement of Accounts for Y/E 31/03/2018 was discussed in detail and approved unanimously.

**13) HIGHWAYS:** - Cllr. Day reported.

- i. A further site visit by OCC engineers to the proposed new chicane by the Cricket Club took place recently as they needed to be satisfied on visibility into the dip at the Stert/K.Hill junction from approaching vehicles. It was decided the chicane should be closer to the village, and a new layout was tried on the day. The “build-outs” were the wrong way as the first one encountered when on entering the village should be on the same side of the road to avoid blocking traffic exiting the village. The double chicane is designed to allow traffic out of the village to have priority over that entering so disquiet about traffic backing-up into the village and across junctions was calmed also. There will now be a further consultation process, but as we have now had three engineers working on this and previous designs have been imperfect, we will only pay one fee, although we have not yet actually been billed for work thus far.
- ii. To continue to build a case for the need for traffic calming in the first place, any traffic incidents will now be recorded in the minutes. Two incidents in the past month: -
  - a) Wall struck by reversing articulated lorry at junction of B4009 (High Street) & Pleck Lane in Kinston Blount
  - b) Two vehicle accident at junction of B4009 (Chinnor Road) and Village Road in Aston Rowant, destroying a telegraph pole and the VAS situated by the entrance to Aston Rowant.

**14) HILLWERKE TRUST** – No report as Cllr. Sowerby absent.

**15) NEIGHBOURHOOD PLAN** – No report as Cllr Sowerby absent and no one else could attend the meeting on 12/June.

**16) GDPR** – No paperwork received from councillors or members of sub-committees following email from Clerk to complete and return. To be followed up as a matter of urgency before our July meeting.

**17) GRASS CUTTING & GENERAL PARISH MAINTENANCE:** First bi-annual weed spraying has occurred in recent weeks.

**18) PLAY AREA** – No formal report, other than to note annual RoSPA inspection scheduled for July.

**19) FOOTPATHS AND AMENITIES GROUP (FAAG)** – No report as Cllr. Hetherington absent. A question was asked regarding ownership of the footpath in Kingston Blount from Pleck Lane to the Old Shoulder of Mutton Pub (affected by the planning application for Orchard house, see minute 11i above) and whether the PC should look to establishing ownership as we have been maintaining the path and all the lanes within the centre of the village. The Clerk to liaise with the PCs solicitors and previous owners of Orchard House (known formerly as Red House).

**20) CLERKS REPORT** –

- i. Request received to consider asking Crowell to join Aston Rowant parish as a “linked” parish, subject to residents, SODC & ARPC councillors approval. It was agreed this would be beneficial in view of the proposed footpath to Crowell and increased links between all the B4009 villages (Chinnor aside). The Clerk to investigate via SODC/OALC and other bodies as to whether this is even possible, before commencing discussions with Crowell residents.
- ii. Review of Clerks hours and remuneration in view of the increasing volume and complexity of the work required currently, and possibly in future (re: minute points 10 & 20i above). To be discussed between councillors without Clerk present. Chairman to take forward.

**21) CORRESPONDENCE** –

- i. Lions Roar Magazine (RAF Benson). Noted.
- ii. Fly the Red Ensign For Royal Navy Day (3/Sept). Noted.

**22) OTHER MATTERS & WRITTEN REPORTS** – None.

**23) OTHER URGENT MATTERS at the discretion of the Chairman** – None.

**24) DATE OF NEXT MEETING** – Wednesday 10th July 2018 in Aston Rowant church at 7.30pm.