

ASTON ROWANT PARISH COUNCIL

MINUTES of a meeting of the above Council held on Wednesday, 15th March 2017.

PRESENT: Cllrs. M. Day, A.Green, L.French, T. Hill, P. Hetherington & P.Tinson (In the Chair). **APOLOGIES:** D/Cllr Lynn Lloyd. The meeting opened with a minute silence in remembrance of Cllr. G.Crossley who sadly passed away on 28th February. A memorial and celebration of his life and contribution to both villages will be held in May.

- 1) **DECLARATION OF INTEREST** – None.
- 2) **MINUTES of the meeting held on 8th February 2017, were approved and signed.**
- 3) **MATTERS ARISING:** – Cllr. Green raised a matter re: point 13, Grass-Cutting. The file has yet to formally handed over to Cllr. Hill & was done at this meeting. As Cllr. Crossley was the liaison officer, the Hillwerke Trust need to ensure that the Kingston Blount playing field will be cut soon. Additionally, a replacement keyholder for the Village Hall would need to be addressed urgently. Confirmation was still needed concerning the clearance of the drain sump on the B4009 and the vacancy on the Play Area rota. The Chairman and Clerk to follow up respectively.
- 4) **REPORTS FROM DISTRICT AND COUNTY COUNCILLORS** - The District Councillors report is attached to these minutes.
- 5) **OPEN FORUM** – One member of the public attended. A discussion was had regarding the Spring Deep Clean of the villages, including a street sweeper, now that SODC no longer organise. This will need to be done through BIFFA.
- 6) **PLANNING**
 - i. **Applications as follows were confirmed/discussed:**
 - P16/S0894/FUL-60** Resubmitted plans from Aston Rowant Cricket Club -- new replacement pavilion building, new storage containers, new main car park and disabled car park, new and replacement outdoor cricket nets, resurfacing of existing car park, relocation of existing two flag poles, score box and installation of two new electronic scoreboards (as amended to omit the overflow parking provision on pitch 2 and to omit the indoor cricket nets, and to alter the design and siting of the pavilion and the internal access and parking provision). This is now the third application, and the PC acknowledged that the plans have been scaled down from previous applications in response to concerns. Two public meetings had been held to view the new plans. At these, parishioners had raised a few questions which could not be answered from the available planning documents. Many original concerns remain and the application still represents over-development of a rural area, are out of keeping with requirements of a village cricket club and could potentially lead to more of a business venture than is being detailed at present. Cllr. Green wished to record his support for ARCCs efforts to build the new pavilion and felt more parishioners supported this revised application, whilst he also expressed some concerns about the size and position of the building and the road on the wrong side of the field. A vote was taken as follows: FOR – Cllrs. Green and Hill, AGAINST: Cllrs. Day, French and Hetherington The application **should be refused** and Cllr. Day will convey this to SODC. It is desirable to engage with the Cricket Club but was noted that this had to be within the constraints of the planning process/regulations.
 - P17/S0145/FUL** Chiltern View Farmhouse, Kingston Stert, OX39 4NL. Demolition of existing barn used for office and storage at present and construction of new “Granny” annexe with home office and storage over. **Should be Approved** (already granted, see point 6ii below).
 - P17/S0494/HH.** The Park Cottage, Chinnor Road, Aston Rowant. Erection of two-storey side and front extensions and single-storey rear extension. **Should be approved** (after concerns re: neighbours had been satisfied).
 - P17/S0577/HH 2** The Rise, Kingston Blount. Erection of a replacement front porch. **Should be approved.**
 - P17/S0574/RM.** Land to the East of Crowell Road in Chinnor – 120 new houses by Bellway Homes. The PC had been invited to comment having responded to the initial application. Concerns were again raised regarding impact of increased traffic and possible future through road/by-pass of Chinnor village via Old Kiln Lakes development. Cllr. Day to respond, raising the possibility of funds for traffic-calming measures to offset increased traffic.
 - ii. **Decisions of S.O.D.C. as follows were noted:**
 - P17/S0145/FUL** Chiltern View Farmhouse, Kingston Stert, OX39 4NL. Demolition of existing barn used for office and storage at present and construction of new “Granny” annexe with home office and storage over. **GRANTED.**
 - P16/S4104/HH** Removal of roof canopy and construction of new porch at 1A Icknield Close, Kingston Blount, OX39 4RS. **GRANTED.**

P16/S3391/HH Erection of a 3-bay car port and change existing double garage into games room (as amended by plans received 3 January 2017 adding dormers to the garage conversion, and re-siting garage a few metres further to the north east and amending location plan). GRANTED.

P/S4065/FUL Retention of existing roof tiles for flats 1–6 and houses 3-4, Bakers Piece, Kingston Blount. REFUSED.

7) FINANCE

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| i. The following payments were noted (Costs include VAT): | | |
| Clerk January Salary | | |
| HMRC/P.A.Y.E re: clerk January salary | | |
| S. Johns (Training Session with clerk) | | |
| T. Lambourne, expenses (Postage & Mileage Nov-Feb) | 76.58 | |
| Low Carbon Products Ltd (Bench at Fiveways) | 461.40 | |
| OALC (Clerk: Training Course – Introduction to Local Council Finance) | 78.00 | |
| SODC (Dog Bin Emptying 1/Oct-31/Dec) | 87.91 | |
| T. Lambourne (Amazon) Printer Inks | 51.98 | |
| Robyn Leinster (Litter Picker), January | 31.65 | |
| Mh-p Internet Ltd (P. Council Hosting 1/4/17-31/3/18) | 108.00 | |
| ii. Receipts as follows to be noted: | | |
| Walks Booklets (£27) & OALC Refund of course fee (£42) | 69.00 | |
| Donation towards cost of seat at Fiveways | 250.00 | |
| iii. The following payments were approved (Costs include VAT): | | |
| Clerk February Salary | | |
| HMRC/P.A.Y.E re: clerk February salary | | |
| S. Johns (Final Training Session with clerk) | | |
| Oxfordshire Association of Local Councils 2017-8 Subscription | 148.67 | |
| WEL Medical Ltd (Replacement Electrode Pads for Defibrillator) | 44.88 | |
| Parish Online Annual Subscription | 33.60 | |
| Robyn Leinster (Litter Picker), February | 25.32 | |
| Naturescape British Wildflowers | 12.88 | |
| T. Lambourne (stationery) | 14.98 | |
| iv. The current financial situation as at 28th February 2017: | | |
| Barclays Bank – Community Account | 14427.15 | |
| Barclays Bank – Business Saver Account | 1090.47 | |
| National Savings | 11224.62 | |
| Village Hall Reserve fund | (690) | |
| Play Area Reserve Fund | (5636) | |
| Parish Notes Reserve Fund | (1000) | |
| Trees, Footpaths & Environment Reserve Fund | (7069) | |
| v. Budget 2016/2017 v10 – Noted. | | |
| vi. Renewal of Payroll Services Contract. Approved at £81pa. payable in August 2017 and February 2018. | | |

8) HIGHWAYS: -

- i. *Traffic Calming – Cllr. Day reported a quote of £5,000 for the design work and safety audit on the proposals detailed in Feb. minutes, at the end of which there will be a detailed design for approval and budget allocation by OCC. The work would not need to be done by OCC engineers, but they have been the cheapest at the design stage.*
- ii. *Email received regarding several near misses with vehicles on Kingston Hill Road while on horseback, enquiring into the possibility of a warning road sign (like that by Woodway Farm in Aston Rowant). The PC is not responsible for road signage, being a matter for OCC Highways Dept. The clerk will ask OCC if it would be possible to supply warning signs, and respond to the query.*
- iii. *Other measures to reduce speed – approval given for the clerk to obtain 200 wheelie bin stickers for those households prepared to display them in both villages. This will be advertised on KBAR and in the parish notes for collection from the clerk if interested.*

9) HILLWERKE TRUST – No report.

- 10) NEIGHBOURHOOD PLAN** – *The latest meeting was held on Tuesday 14th March, but still no members of the public were present. Cllr. Green reported considerable progress now being made on completion of necessary paperwork, despite no official target from SODC on the number of houses needed within the parish. The Apr/May Parish Notes will contain a feedback form for parishioner’s comments on the vision, values and objectives of the committee. Basic timeline is to submit the full plan to SODC by June 2018 with a referendum in Autumn of 2018. The committee will make a presentation to the Annual Parish Meeting in April outlining this, publicised on the KBAR Facebook page and in the next edition of the Parish Notes. It is imperative that the dedicated section of the ARPC web-site is in place to update on progress and the chairman and clerk confirmed this would be initiated this month. The committee will be setting aside a week in June 2017 as “Neighbourhood Plan Week” and the entire community will be invited to nominate land within the parish for potential development (they do not have to own the land concerned). Comments can be made in advance for inclusion in the final report for anyone away during that week. By September it is planned that the committee will have assimilated all the data and begin to formulate the plan to SODC as detailed above.*
- 11) KINGSTON BLOUNT PLAYGROUND** – *The Clerk reported that the vacancy on the rota had not yet been publicised, but a notice will be placed on KBAR Facebook page, and only put in the Jun/Jul Parish Notes if no response is received.*
- 12) ASTON ROWANT SCHOOL** – *March 2017 Newsletter has been received from the Head Teacher and is attached.*
- 13) GRASS CUTTING & GENERAL PARISH MAINTENANCE** – *See point 3.*
- 14) ASTON ROWANT CRICKET CLUB (ARCC)** – *No report received.*
- 15) FOOTPATHS AND AMENITIES GROUP (FAAG):** - Report from Cllr. P. Hetherington:
- i. *Damage reported to the signpost at the junction of Sewells Lane (footpath to Sydenham) and the Lower Icknield Way. Historically, the PC paid for the initial installation, but OCC have offered to pay for repair/replacement and Cllr. Hetherington will write to confirm and thank them.*
 - ii. *The Hillwerke Trust have now put in an application for funds to upgrade of the Moors Footpath via a grant from the Weston Foundation. Private donations are still being sought from local businesses using the path such as Woodway Farm, Aston Stud or Kingston House Estate.*
 - iii. *Cllr. Green reported that the lanes footpaths through the centre of Kingston Blount were very muddy and in view of their heavy usage as shortcuts through the village, asked if FAAG could make this their next improvement project.*
 - iv. *It was also reported that a tree was down across the footpath at the end of the Millennium Wood and out into the fields, but no one could confirm whose responsibility this is. Cllr. Hill undertook to investigate & follow through.*
- 16) OTHER MATTERS & WRITTEN REPORTS** – *The chairman advised the need to replace Cllr. Crossley in due course. It was hoped we could co-opt a new councillor rather than go through another election. Advice to be sought from SODC.*
- 17) CLERK’S REPORT: –**
- i. *Access can now be made to the Bank online to avoid delays in receipt of the statement. Councillors agreed to the possibility of making payments to regular payees online in future, requiring all 3 signatories to register for use.*
 - ii. *Speed awareness Wheelie-Bin stickers to be ordered as detailed in point 8iii above.*
 - iii. *Unable to change mandate/address on NS&I investment until existing signatories can confirm. No one is sure who they are, possibly ex-councillors Gibbons and Green (Alex). Further investigation/confirmation required.*
- 18) CORRESPONDENCE: –**
- Further email received from party interested in purchase of the Cherry Tree enquiring as to the “Asset of Community Value” status which runs until 2019. The clerk to contact SODC to ascertain if this can be lifted early if the pub is not being sold as a going concern.*
- 19) WEBSITE** – *The chairman and clerk met to discuss which areas need updating or can be removed. Our current contract with mh-p runs until October and as they are Parish and Town council web-site specialists, it was felt that we would probably take up their offer of a web-site “refresh” as opposed to seeking an alternative, but there was some opposition to signing up for a further 5-year period. Further discussion is needed as to what exactly we require from our web-site and maybe a face-to-face meeting with mh-p is required. One correction is needed to minute No.19 of January’s meeting – mh-p have pointed out that whilst there is a small (recoverable) charge for Neighbourhood Planning, most updates to the website are included in the basic package. There is also a correction required to the date of the May meeting as the publicised date of 15th May is a Monday and it should be Wednesday 10th May.*
- 20) OTHER URGENT MATTERS at the discretion of the Chairman** – *None.*
- 21) DATE OF NEXT MEETING** – **Wednesday 12th April 2017 at Kingston Blount Village Hall at 7.30pm.**
- CHAIRMAN**