

ASTON ROWANT PARISH COUNCIL

MINUTES of a meeting of the above Council held on Wednesday, 12th September 2018 in Kingston Blount Village Hall.

PRESENT: Cllrs. M.Day (in the chair – see apologies), T.Hill, S.Sowerby and M.Wodzynski. 17 Parishioners also attended.

- 1) **APOLOGIES** –Cllrs P.Tinson & P. Hetherington – the meeting was chaired by Cllr.Day in their absences.
- 2) **DECLARATION OF INTEREST** – None.
- 3) **MINUTES** of the Parish Council Meeting held on 11th July 2018, were approved and signed, with two amendments (items 10 & 11 - the first sentence in each had been transposed). Amended minutes posted to web-site & noticeboards.
- 4) **MATTERS ARISING.**
 - i. Re Minute 15 iv – details obtained of person who destroyed the VAS at Aston Rowant and sent to OCC Highways to pursue for cost of replacement.
 - ii. Re: Minute 17i – email sent to Tetsworth Parish Clerk 19/July offering assistance re: proposed travellers camp public enquiry. The hearing has been postponed indefinitely.
- 5) **REPORTS FROM DISTRICT AND COUNTY COUNCILLORS** – No communication from our County Councillor. The District Councillor report for August/September was circulated to all councillors by email.
- 6) **OPEN FORUM.**
 - i. A question was raised regarding the Planning Appeal in respect of P18/S0001/FUL by SODC, and how the PC would be dealing with this. Notice of the appeal was received after agenda publication and the PC have not had time to discuss this yet, but Cllr. Day confirmed it would be dealt with as any other planning matter, with no comment made or published to our web-site until after our October meeting. It was confirmed that the PC could change their original recommendation if new information has been received that was not available at the time of the original application. Parishioners who commented on the original application will have also received a notification and should make their own written representation to the appeal. The full appeal documentation is available on the SODC Planning Portal.
 - ii. A question was raised about the redundant BT phone box in Aston Rowant, scheduled for removal in 2016 and still in situ. It is not a PC matter to follow this up and any concerned parishioner should raise the issue direct with BT.
- 7) **PLANNING**
 - i. **Applications as follows were confirmed/discussed:**

P18/S2285/FUL Demolition of part of the existing dwelling and the erection of a detached dwelling with parking and access, together with alterations to the existing access at Windrush, Chinnor Road, Aston Rowant, OX49 5SH. **NO OBJECTION, SHOULD BE APPROVED.**

P17/S4235/FUL Buildings adjoining Hill Cottage, High Street, Kingston Blount. Going to SODC Planning Committee on 26/Sept.
 - ii. **Decisions of S.O.D.C. as follows were noted:**

P18/S1546/FUL Amendment No 1 to plans for erection of garden wall & gates at Wych Elm, Chinnor Road, Aston Rowant. **GRANTED.**

P18/S2117/LDP. Certificate of Lawful Development/Listed Building Consent for proposed removal of existing flat-roof open porch above front entrance and construction of a new small porch with front door to match style of existing door and new window to side elevation to match existing windows at Chiltern Cottage, Pleck Lane, Kingston Blount. **GRANTED.**

P17/S3244/FUL. Demolition of existing timber stable used as storage and replacement with timber framed annex (as amended by plans received 31 July 2018) at Upper Chalford Cottage Chalford OX39 4NH. **GRANTED.**
 - iii. **Procedure for commenting on planning applications for proposed publication.** Deferred from July. The proposed document has been circulated to all councillors, and all those present agreed with the content. Cllr.Day to follow up with the Chairman & Vice-Chairman, for ratification at our October meeting and posting to our Web-site.

8) FINANCE

	£	p
i. The following payments were noted (Costs include VAT):		
Clerk June Salary		
HMRC/P.A.Y.E re: clerk July salary		
mh-p Internet (Making Web-Site GDPR Compliant)	84.00	
mh-p Internet (NP pages updated)	24.00	
Complete Weed Control	264.00	
MK Watts	462.85	
Robyn Leinster (Litter June)	38.24	
S.Johns	108.00	
T.Lambourne (Mileage/expenses Mar-Jun)	66.42	
T.Lambourne (McAfee Anti-virus)*	101.99	
M.Parry Computer Services	85.00	
mh-p Internet (Meetings page update)	42.00	
Inrear Services (PA system for Parish Poll meeting 1/May)	164.00	
Robyn Leinster (Litter May)	25.32	
* Cheque was issued for £109.99. Letter to Barclays to query, investigate and correct error.		
ii. Receipts as follows to be noted:		
Hillwerke Trust (2018 Grass Cutting Contribution)	750.00	
Walks Booklets	87.00	
Trust for Oxfordshire (Grant re: latest Centrewire invoices)	502.00	
iii. The following payments were approved (Costs include VAT):		
Clerk July & August Salary		
HMRC/P.A.Y.E re: clerk July & August salary		
Playsafety Ltd (RoSPA Play Area Annual Inspection Fee)	113.40	
Amazon UK (T.Lambourne) Printer Inks	60.16	
SODC, Dog-Bin emptying (Apr-June)	91.55	
Hillwerke Trust (4 x NP Meetings May – July)	55.25	
Robyn Leinster (Litter July & August)	56.97	
Centrewire Ltd (2 invoices, £416.40 and £186.00)	602.40	
SODC (Invoice for cost of Parish Poll)	1147.55	
Mark Thackeray (NP Plan, costs incurred)	163.95	
MK Watts (Grass-Cutting, August)	154.28	
Information Commissioner(Data Protection)	40.00	
mh-p Internet (Annual Plan Payment)	828.00	
George Stevens (August)	NOT ON AGENDA	320.00
DM Payroll Services	NOT ON AGENDA	40.50
iv. The current financial situation as at 31st August 2018:		
Barclays Bank – Community Account	32141.06	
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	(4465)	
Traffic Calming	(1840)	
Trees, Footpaths & Environment Reserve Fund	(2140)	
v. Budget 2018/9 v4 - Noted.		

9) HIGHWAYS: - Cllr. Day reported:

- i. OCC Highways have now put the second revised scheme to public consultation, which ended on 24/Aug, but we have not yet received notification of the outcome, or whether the scheme has been approved. Until then, we cannot begin to consider fund-raising, or seek contributions from developers undertaking recent, current or proposed developments
- ii. Potential adoption of "Mutton Lane" by OCC Highways. There is barely any budget currently for repair of pot-holes or road other infrastructure, so OCC Highways will not consider adoption of any road which is not of critical importance. As a minimum standard, adoption would probably involve widening the lane, which would not be popular or practical, but as Highways are not a Parish Council responsibility, any residents should approach OCC Highways directly to discuss if any further explanation is required.
- iii. No traffic related incidents to report in the past two months.

10) HILLWERKE TRUST – No formal report as the next meeting is not until 24/Sept, but Cllr. Sowerby advised that since July, a new Treasurer has been appointed. The future of Pleck Wood needs discussion as the previous trustee no longer lives in the village – this will be on the agenda for October, with the Chairman and Vice-Chairman present.

11) NEIGHBOURHOOD PLAN –

- i. Cllr. Sowerby reported that SODC promised at the July meeting to give their reaction to the draft NP in time to bring to the PC at this meeting, but there has been delayed until 21/Sept. The draft NP will be presented at October's meeting to take forward for public presentation and adoption. This will be the first time any documentation has been brought to the PC and Cllr. Sowerby will answer any queries which may arise. So the PC can fully consider the draft plan, which will still be confidential at that point, there will be **NO FURTHER PUBLIC PARTICIPATION** after the Open Forum part of October's meeting.
- ii. Continued comments have been made about the NP agendas and minutes not appearing on the web-site. The clerk will investigate via our Web-Host & report back as there have been issues regarding receipt from the correct source, and timings.

12) GRASS CUTTING & GENERAL PARISH MAINTENANCE: Little grass-cutting needed during the hot summer and the first invoice for a couple of months has been received for one cut at the end of August.

13) FOOTPATHS AND AMENITIES GROUP (FAAG) – Cllr. Hetherington's report was circulated to all councillors by email and will be attached to these minutes. Cllr. Hill advised that Woodway Farm are short of full-time staff at this time of year and they have no capacity to undertake the preparation work on the permissive footpath to Crowell following harvest. The ground is prepared and ready and she will liaise with Cllr. Hetherington to ask George Stevens if he can assist. Offers of assistance cannot be considered due to the machinery required and insurance/liability implications.

14) PLAY AREA – Analysis of the annual RoSPA inspection report showed no serious areas for concern, other than a few minor points to note which may need attention in future. Fortnightly playground inspections keep on top of any immediate issues very effectively.

15) CORRESPONDENCE –

- i. Email from mh-p Internet reminding us we are eligible for a web-site "refresh". Noted. Clerk & Chairman to liaise.
- ii. Notification from OCC Highways re: public consultation on proposed chicanes. Noted, see item 9i.
- iii. Email from OCC/Woodland Trust re: commemorative saplings for 100y WW1 Armistice celebration. Noted.
- iv. Chiltern Society Autumn Magazine. Noted.
- v. Letter from JCPC re: Neighbourhood Plan. Referred to NP Committee & SODC for reply.

16) OTHER MATTERS & WRITTEN REPORTS –

- i. 2019 Elections. Deferred once more for Chairman to be present and take forward.
- ii. Casual Vacancy following resignation of Cllr. French – this will be advertised on our noticeboards, web-site and KBAR Facebook site on the weekend following September's meeting.
- iii. Salt Bins & 2018/9 requirements – general agreement to purchase more after needing to do so last winter, and now Cllr. Hill has offered storage at Woodway Farm. There are 5 Salt bins in Kingston Blount, and one more needs to be sourced for Aston Rowant which only has one bin currently, as the village roads were treacherous during the bad weather last winter. The clerk to liaise with OCC.

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

18) DATE OF NEXT MEETING – Wednesday 10th October 2018 in Kingston Blount Village hall at 7.30pm.