



ASTON TIRROLD & ASTON UPTHORPE  
PARISH COUNCIL

**ANNUAL PARISH MEETING ASTON TIRROLD & ASTON UPTHORPE  
MINUTES FOR THE ANNUAL PARISH MEETING HELD AT 8.00PM ON  
MONDAY 15<sup>th</sup> JUNE VIRTUALLY VIA ZOOM DUE TO THE COVID 19 PANDEMIC.**

**Present:**

Jane Imbush (JI, Chair), Joanna Hart (JH.), Simon Young (SY), Justin Keeble (JK), Jane Knight (JBK), Nigel Hawkey (NH), Nicole West (NW), David Brimacombe (DB)  
Parish Clerk: Denes Marffy

**Public – 2 Members**

1. Election of Chair for 2020/2021 and declaration of office - **Jane Imbush was unanimously voted into office.** Declaration of Office form completed.
2. Election of Vice-Chair for 2020/2021 and declaration of office – **Simon Young was unanimously voted into office.** Declaration of Office form completed.
3. Apologies for absence: None
4. New Parish Councillors. There were no new Parish Councillors and as the PC can have up to 10 Councillors, all 8 Councillors were co-opted, rather than an election being held.
5. Declaration of any relevant interests – none.
6. Approval of 2019/20 report. **Approved. (See Below)**
7. Appointment of Clerk as the Responsible Finance Officer to the new parish council – **Denes Marffy was unanimously appointed.**
8. Approve Astons Parish Council E-mail policy and procedures and Astons Parish Council Privacy Notice. **Approved.**
9. Review and adoption of standing orders – **Approved but a procedure for holding Zoom meetings needs to be added.**
10. Review and adoption of financial regulations – **Approved**
11. Regarding the sub-committee: Astons Recreation Committee (ARC)
  - i. Review Terms of Reference. **Approved**
  - ii. Acceptance of AGM minutes. **Approved.**
  - iii. Appointment of two councilors to ARC. **Joanna Hart (JH) and Nigel Hawkey (NH). Approved.**
12. Appoint Roads & Footpaths Coordinator. **Justin Keeble (JK) Appointed**
13. Review of delegated powers:

- i. JK has delegated powers regarding footpath maintenance of up to £500. **Approved**
- 14. Review of banking arrangements and signatories. JI, JH, SY and NH are signatories. **Approved.**
- 15. Parish council insurance to agree to accept Zurich insurance quote (on going 5year commitment) of £1562.23. **Approved**
- 16. Appointment of Steve Morant as internal auditor. **Approved**
- 17. Review of Fixed Asset Register. **Approved**
- 18. Full Year accounts to March 2020 **reviewed and approved.**
- 19. Review subscriptions to other bodies:
  - i. OALC **Approved**
- 20. Review policies & procedures: Code of Conduct; Equal Opportunities; Expenses; Grievance; Health and Safety; Recruitment, Donation, Advertising, Grant approval criteria. **All Approved**
- 21. Review Information Guide. **Approved**
- 22. Review Risk Register. **To discuss at the next meeting re COVID 19.**
- 23. Review Emergency Plan. **JK to update and add procedure for pandemics.**
- 24. Review Defibrillator processes. **New vandal proof cabinet has been installed.**
- 25. War Memorial Committee (PC are formal custodians of the War Memorial). Accept annual report from the committee. **Approved**
- 26. Community Led Plan (CLP):
  - i. To review progress of the Community Led Plan Project Teams in the context of the overall CLP. **July agenda.**
  - ii. To appoint a Councillor to facilitate a meeting of representatives from the CLP groups twice per year. **DB appointed**
  - iii. To appoint representative(s) to the Roads & Traffic CLP Group. **SY and JBK appointed.**
  - iv. To appoint representative(s) to the Housing & Development Group. **JI appointed.**
  - v. To appoint representative(s) to the Environment Group. **DB appointed.**
- 27. Appoint representative to Village Hall Committee. **NW**
- 28. Appoint representative to the Downlands Village Transport Group. **SY appointed.**
- 29. Appoint a Data Protection Officer. **JI appointed.**
- 30. Agreed dates of meetings for the 2020/21 municipal year (generally the 3<sup>rd</sup> Monday of the month,

except, no meeting in August and the December meeting is the 2<sup>nd</sup> Monday): 17 June, 15 July, 16 September, 21 October, 18 November, 9 December\*, 20 January, 17 February, 16 March, 20 April

\* NB this is the second Monday of the month as the third falls too close to Christmas  
This may be reviewed as there is a proposal to change meetings to Tuesdays

Meeting finished at 8.20 pm

SIGNED AS ACCURATE

NAME.....

DATE.....

**ASTON TIRROLD AND ASTON UPTHORPE PARISH COUNCIL**  
**Annual Parish Meeting 15 June 2020**  
**Chair's Report for 2019-2020**

Aston Tirrold and Aston Upthorpe Parish Council (PC) met on the third Monday of the month for eleven meetings during the year (no meeting in August).

**COUNCILORS**

There has been no change to Councilors in the previous 12 months. The PC would like to Thank Joanna Hart for her outstanding contribution during her time as chair, a role she fulfilled for 6 years. Jane Imbush was elected Chair and assumed responsibility in October 2019. The remaining Councilors, Joanna Hart (vice chair) Simon Young, Justin Keeble, Nigel Hawkey, Jane Knight, David Brimacombe and Nicole West have continued to serve throughout the year.

The PC would like to thank Denes Marffy, the Parish Clerk, for his continued support to the PC, timely monitoring of the email account, attending to all reporting requirements and managing the finances.

**PLANNING**

The PC considered 20 Planning applications during the year recommending that SODC approve 6 applications, raised objections to 3 applications and offered 'No objections' on a further 11 applications. Councilors represented the concerns raised at three SODC Planning Committees during the year.

The most significant planning matter during the past 12 months has been that of Lower Ham (P18/S4124/O). SODC refused the planning application in May 2019. Subsequently, the applicant went to appeal (APP/Q3115/W/19/3234547). The PC secured the services of the same consultants who advised through the planning process with respect to the appeal, which was dismissed in November 2019. The PC would like to thank the Housing and Development Group for all its hard work, particularly relating to the Lower Ham appeal and wider issues relating to adoption (or not) if the SODC Local Plan. The additional perspectives that the group brings have been invaluable to the PC over the year.

## THE ASTONS' RECREATION COMMITTEE (ARC)

There is a separate written report from ARC post its AGM in May. The PC would like to thank ARC for its continued excellent maintenance of the recreation ground and pavilion, particularly its Chair, Jolyon Tidmarsh and Treasurer, Jo Walshe. Once again ARC had a successful year of fundraising including, Fireworks evening and Safari Supper, supporting not only the finances of ARC, but also the social fabric of the villages. A large number of the community were involved in these events and the PC would like to thank ARC and the volunteers that help, for all of the hard work that goes in to make these events so enjoyable and successful for everyone. The PC hopes that more villagers will consider joining ARC to support the ongoing activities and fundraising. Without new volunteers ARCs plans are unlikely to come to fruition.

## FINANCE

As the PC finances remain strong and the anticipated spending on Roads & Traffic projects has not been required yet, the PC decided not to increase the precept for the coming year. Last year the PC supported Parochial Church Council (£2200) for the maintenance of the burial ground, Astons webteam (£150), Village Hall to cover Post Office costs (£500), Village Hall (£2900) for refurbishments and finally the Aston History Group £1000. There were also grants kindly received from OCC for a new Defibrillator cabinet (£918) and a tree planting scheme (£1000). These grants will be sent in this financial year.

## COVID 19

Since early March 2020, the village has had the additional pressure of managing Coronavirus, Covid 19 which has changed our lives in such a dramatic fashion. A call for volunteers in March has led to over 95 village residents coming forward to support our most vulnerable households. To date, over 320 errands and offers of support have been completed and we have paired our most vulnerable families with a dedicated volunteer who has provided their support. Errands have included collecting prescriptions to undertaking regular shopping trips for our households who are isolating due to the virus as well as mowing the grass for people who have not been able to do it themselves. The support in a crisis has been nothing short of phenomenal.

## THANKS

The PC would like to thank everyone that has volunteered in some way over the last year to the villages, each and every contribution to the smooth running and support within the villages has helped ensure that Aston Tirrold and Aston Upthorpe remain wonderful places to live in. There are a few people that deserve particular mention for their efforts during the year:

- All those involved in CLP Groups taking forward the proposals from the Astons Community Led Plan, including: Environment, Roads and Traffic, Housing and Development Groups. The PC looks forward to supporting proposals from these groups in the coming year.
- Thanks to Simon Clarke from OCC for their support with the funding for the defibrillator cabinet and tree planting.
- The Downlands Village Transport Group (DVTG) for the weekly service to and from Wallingford, which the PC contributes to and to its Treasurer, Simon Young.
- Rustic Management for clearing the footpaths and
- Jeremy Imbush, who despite stepping down from ARC, continues to contribute to the maintenance of the recreation ground and his continuing role as Editor-in-Chief of the Astons News, essential reading for all villagers.
- The Online Team, led by Bruno Brunskill, for the website, Astons Online sessions at the village hall, eNews alerts and Twitter feed. The Astons Facebook page has been a welcome addition to assist with information sharing around the villages, particular thanks to Kathy Hawkey & Luci Didriksen-Penfold.

- Rebecca and Dave at the Fat Frog for the success in the pub and keeping it front and centre as part of the fabric of the village, not to mention the fantastic food.
- Astons Café: the team have been running this for many years providing a social opportunity as well as access to the visiting Post Office. Many are involved in supporting this, but particular thanks to Margaret Morant and Louise Binder.

Jane Imbush

Chair

Aston Tirrold Aston Upthorpe Parish Council