



ASTON TIRROLD & ASTON UPTHORPE
PARISH COUNCIL

**ANNUAL PARISH MEETING ASTON TIRROLD & ASTON UPTHORPE
MINUTES FOR THE ANNUAL PARISH MEETING HELD AT 7.40PM ON
WEDNESDAY 17th MAY 2023 AT THE VILLAGE HALL**

Present:

Jane Imbush (JI, Chair), Simon Young (SY Vice-Chair), Peter Butcher (PB), Joanna Hart (JH), Henry Weeks (HW), Jane Knight (JBK)
Parish Clerk: Sarah Brown (SB)

1. Election of Chair for 2022/2023 and declaration of office - **JI was unanimously voted to remain as chair.**
2. Election of Vice-Chair for 2022/2023 and declaration of office – **SY was unanimously voted to remain as vice-chair**
3. Apologies for absence: **Nigel Hawkey (NH), Neil Carter (NC)**
4. New Parish Councillors. **None.**
5. Declaration of any relevant interests – **None.**
6. Approval of 2022/23 report. **Approved**
7. Appointment of Clerk as the Responsible Finance Officer- **SB-Clerk**
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.**
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. **JKB- Roads, PB- Footpaths.**
13. Review of delegated powers:
 - i. PB has delegated powers regarding footpath maintenance of up to £500. **Approved.**
14. Review of banking arrangements and signatories. **JI, SY and JH are signatories. Approved.**

15. Parish council insurance to agree to accept Zurich insurance. **3-year contract for £1977.75 per year Approved.**
16. Appointment of Steve Morant as internal auditor. **Approved.**
17. Review of Fixed Asset Register. **Approved.**
18. Full Year accounts to March 2023 **Reviewed and Approved.**
19. Review subscriptions to other bodies:
 - i. **OALC- Approved.**
 - ii. **Friends of the Ridgeway- Approved.**
 - iii. **ICO-Approved**
20. Review policies & procedures: Code of Conduct; Equal Opportunities; Expenses; Grievance; Health and Safety; Recruitment, Donation, Advertising, Grant approval criteria.
21. Review Information Guide. **Approved**
22. Review Risk Register. **Approved**
23. Review Emergency Plan. **Approved**
24. Review Defibrillator processes. **Approved**
25. War Memorial Committee (PC are formal custodians of the War Memorial). Accept annual report from the committee. **Anna Dillon will send the report for approval.**
26. Community Led Plan (CLP):
 - i. To review progress of the Community Led Plan Project Teams in the context of the overall CLP.
 - ii. To appoint representative(s) to the Roads & Traffic CLP Group. **JBK to continue**
 - iii. To appoint representative(s) to the Housing & Development Group. **JI and SY to continue**
 - iv. To appoint representative(s) to the Environment Group. **HW, NC and PB to continue**
27. Appoint representative to Village Hall Committee. **JI**
28. Appoint representative to the Downlands Village Transport Group. **SY to continue**
29. Appoint a Data Protection Officer. **JI to continue**
30. Agree dates of meetings for the 2023/24 municipal year (generally the 3rd Wednesday of the month, except, no meeting in August and the December meeting is the 2nd Wednesday): **2023-** 21st June, 19th July, 20th September, 18th October, 15th November, 13th December, **2024-** 17th January, 21st February, 20th March

* NB this is the second Monday of the month as the third falls too close to Christmas

Meeting finished at 7.56 pm

SIGNED AS ACCURATE

NAME.....

DATE.....

ASTON TIRROLD AND ASTON UPTHORPE PARISH COUNCIL
Annual Parish Meeting May 17th 2023
Chair's Report for 2022-2023

Aston Tirrold and Aston Upthorpe Parish Council (PC) met on the third Monday or Wednesday of each month (with the exception of December where the meeting was in the second week) for eleven meetings during the year (no meeting in August).

COUNCILLORS

There have been no changes to councillors in year. They are as follows. Jane Imbush (chair) and councillors, Simon Young (vice chair), Joanna Hart, Nigel Hawkey, Jane Knight, Peter Butcher, Henry Weeks and Neil Carter. Nicole West stepped down from her role on the PC and I would like to take this opportunity to thank her for her support during her time on the PC.

The PC would like to express its sincere thanks to Sarah Brown, the Parish Clerk. Her support is invaluable to the PC, timely monitoring of the email account, attending to all reporting requirements and managing the finances.

PLANNING

The PC considered 22 Planning applications (some requiring multiple consideration) during the year recommending that SODC support 15, 2 no strong view, 5 unable to support. 1 application was heard at Committee.

The most significant application was the final phase of the residential development at Upthorpe Farm.

THE ASTONS RECREATION COMMITTEE (ARC)

There is a separate written report from ARC for their AGM in May. The PC would like to thank ARC for its continued excellent maintenance of the recreation ground and pavilion. It was wonderful to see the Astons Bonfire Night so well attended. The future looks bright for ARC but the PC hopes that more villagers will consider joining ARC to support the ongoing activities and fundraising. Their work and scheduled events would not be possible without support from villagers and new volunteers.

FINANCE

The PC finances remain healthy. The PC made the decision to try and keep a reserve in order to support The PC made the following grants in year: the webteam £150, Parochial Church Council (specifically for the burial ground) £2420, village hall £2500, post office £500 and £1000 to Aston outdoors for tree planting

THANKS

The PC would like to thank everyone that has volunteered in some way over the last year to the villages, as each and every contribution to the smooth running and support within the villages has helped ensure

that Aston Tirrold and Aston Upthorpe remain wonderful and vibrant places to live. 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 the Environment, Roads and Traffic and Housing and Development Groups. The PC looks forward to supporting any further proposals from these groups in the coming year.
- Tom Coates of Rustic Management for clearing the footpaths and assisting with tree planting.
- Jeremy Imbush 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 and the Aston's Facebook page led by Kathy Hawkey & Luci Didriksen-Penfold, both of which continue to be a great resource and support for all things village related.
- The pub reopened in the autumn to great fanfare and is a firm favourite with villagers and attracts diners from further afield.
- Astons Café: Many are involved in supporting this, but particular thanks to Margaret Morant and Louise Binder and it is good to see the café open on a weekly basis.

Jane Imbush

Chair

Aston Tirrold Aston Upthorpe Parish Council