



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 20th MAY 2019 IN THE VILLAGE HALL.**

Present:

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

Public – 2 Members

1. Election of Chair for 2019/2020 and declaration of office - **Joanna Hart was unanimously voted into office.** Declaration of Office form completed.
2. Election of Vice-Chair for 2019/2020 and declaration of office – **Jane Imbush was unanimously voted into office.** Declaration of Office form completed.
3. Apologies for absence: David Brimacombe (DB), Jane Murphy (SODC), Simon Clarke (OCC)
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. All Councillors have submitted their Expenses. There remain 2 vacancies. Clerk to review the advert in the Village News.
5. Declaration of any relevant interests – none.
6. Approval of 2018/19 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**
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. **Put on the next agenda for approval.**
 - 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. JH and SY are signatories for online transactions. Proposed adding NH and JI. **Approved.**
- 15. Parish council insurance to agree to accept Zurich insurance quote (on going 5 year commitment) of £1524.56. **Approved**
- 16. Appointment of Steve Morant as internal auditor. **Approved**
- 17. Review of Fixed Asset Register. **To be reviewed next month.**
- 18. Full Year accounts to March 2019 **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.**
- 23. Review Emergency Plan. JK to update and to be approved at the next meeting.
- 24. Review Defibrillator processes. Discussed PC taking on ownership of the Debrillator at the pub, to include checking. **To be put on the June agenda.**
- 25. War Memorial Committee (PC are formal custodians of the War Memorial). **To be approved at the next meeting.**
- 26. Community Led Plan (CLP):
 - i. To review progress of the Community Led Plan Project Teams in the context of the overall CLP. **June 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. **To be appointed at the next meeting.**
- 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. **JH appointed.**

30. Agreed dates of meetings for the 2019/20 municipal year (generally the 3rd Monday of the month, except, no meeting in August and the December meeting is the 2nd 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

Meeting finished at 8.30 pm

SIGNED AS ACCURATE

NAME.....

DATE.....

ASTON TIRROLD AND ASTON UPTHORPE PARISH COUNCIL
Annual Parish Meeting 20th May 2019
Chair's Report for 2018 -2019

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). There was one additional meeting in August to discuss the proposed development at Lower Ham (formerly Upthorpe Farm).

COUNCILLORS

During the year, Andy McLellan stepped down from the PC, we thank him for his contribution, particularly on the Housing & Development Community Led Plan (CLP) Group. During the year we welcomed David Brimacombe, Jane Imbush and Nicole West to the PC. The remaining Councillors, Joanna Hart (Chair), Simon Young, Justin Keeble, Nigel Hawkey and Jane Knight have continued to serve throughout the year. There are currently two vacant positions on the PC. The PC would like to thank Denes Marffy, the Parish Clerk, for his continued support to the PC, timely monitoring of 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 9 applications, raised objections to 4 applications and offered 'No objections' on a further 7 applications. Councillors represented the concerns raised at three SODC Planning Committees during the year: two relating to Lower Ham (P17/S3714/FUL) and one to a new house next to Ashbrook (P18/S4099/FUL), in both cases Planning Permission was granted.

The most significant planning application during the year was the proposed additional development at Lower Ham. At the Extraordinary Meeting in August, villagers expressed their concerns about the proposed development as presented to them by the agent in July and it was agreed that the PC should seek external advice to assist the PC in its response. This advice informed the PC response to the

planning application received in December 2018 (P18/S4124/O), which was refused planning permission in May 2019. The PC would like to thank the Housing and Development CLP Group for all its hard work, particularly relating to the Lower Ham applications. 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 with Astonbury, 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, as well as providing much needed energy to the development plans for the recreation ground, without new volunteers these 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 (£2,200) for the maintenance of the burial ground, Astons webteam (£400), Village Hall to cover Post Office costs (£500) and Village Hall (£3,200) for refurbishments.

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 Upton 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.
- 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 Justin Keeble (Roads and Footpaths) for organising OCC funding a salt spreader and a Winter Resilience Team to use it during the wintery weather. The PC would like to remind villagers to use Fixmystreet.com to report any potholes.
- 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 bringing the pub back to life and anchoring it firmly back into the social fabric of the villages, 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.

Joanna Hart
Chair
Aston Tirrold Aston Upthorpe Parish Council