

**MINUTES OF THE MEETING OF ASTON TIRROLD AND ASTON UPTHORPE PARISH
COUNCIL
HELD ON MONDAY 19th JUNE 2017 IN THE VILLAGE HALL**

12/18 Apologies for absence

Simon Young (SY), Tim Vallings (TV),

12/19 Present

Joanna Hart (JH) - Chair, Jane Knight (JBK), Nigel Hawkey (NH), Justin Keeble (JK), Anna Dillon (AD), Susanna Brunskill (SB)

Clerk: Denes Marffy (DM)

Public: Errol Bishop, Christian Royston-Airey, Matt Pepper.

12/20 Declaration of any relevant interests

None

12/21 Minutes of the 15th May 2017 meeting and AGM

Agreed by all and signed off by the Chair (JH)

12/22 Public Questions, Comments

An email was received suggesting that video cameras should be placed on all entrances to the village.

12/23 SODC and OCC Reports to Parish Council

None. Noted that the PC will ask SODC at the next meeting whether SODC should update policies to include a requirement for Construction Traffic Management plans.

12/24 Planning

To decide on the following planning applications:

P17/S2098/HH Proposed single-storey and two-storey side extensions. The Studio Aston Street Aston Tirrold OX11 9DJ. This application will be discussed at the next meeting as the Planning Officer has allowed an extension until 18th July.

Process for submitting application responses: It was noted that the accompanying email with the comments in is not showing on the planning website. DM to contact SODC to find out the best way to submit comments.

12/25 ARC

Approve June minutes. **Approved**

Approve AGM minutes. **Approved**

Appoint second Councillor to ARC. **Nigel Hawkey appointed**

12/26 Approve Annual Return. Annual Governance form was completed and the Accounting statement approved following confirmation that the accounts are correct from the Internal Auditor. The Pavillion defibrillator to be added to the Asset Register (DM to confirm with BDO that it should be recorded at zero cost).

The PC would like to thank Steve Morant for carrying out the internal audit.

12/27 Finance

- i. The PC approved the payments as below:

- ii. Review bank signatories. Discuss at the next meeting
- iii. VAT Reclaim of £1473.04 (Delayed receipt from previous financial year)

Denes Marffy clerk fees	£162.00 (£270 less tax)
Denes Marffy (Stationary)	£6.75
ARC (Tax rebate)	£1118.71
Bostock Bookkeeping (Payroll)	£45.00

12/28 Approve May Financial Statement. Approved.

12/29 Roads and Footpath.

War Memorial footpath, it was proposed that the tarmac be replaced with gravel. JK to get quotes. Discuss at the next meeting

Footpaths by the Close, It was noted that parked vehicles tend to block the footpath. Monitor the situation.

Barrier on footpath at Baker Street. It was decided to report this on fixmystreet.com Meanwhile JK will research whether or not there are more user friendly and aesthetically pleasing ones available.

To agree to the cutting of a number of verges in the village. Any verges that are a hazard limiting visibility should be reported to fixmystreet.com. The PC would like to encourage property owners to cut adjoining verges. It was agreed that the verge running from the Recreation Ground to the A417 on the Pavillion side should be cut.

12/30 Bench on grass triangle at Rectory Lane. The Chair noted that due process had been followed and that the acceptance of the donation of a bench at the grass triangle was on two previous agendas. Subsequent to it being in place, three emails were received by the Clerk asking for the bench to be re-sited on or away from the grass triangle. Three were also received in support of its current position. Three options were discussed: leave it as it is, resite it or reposition it. The favoured option was to reposition the bench so that it faced down Aston Street. All agreed a site visit would be useful to which all neighbouring properties would be invited. A proposal will then be put forward to the next PC for approval.

12/31 Reports from CLP working groups

- Update from the Housing and Development project team. It was reported that they meet monthly and produce minutes. The PC would welcome sight of the minutes and once reviewed would like to put them on the village website, if the Project Team is in agreement.
Feedback from Roads and Traffic (see 12/36)
- **12/32 To discuss membership to Local Council Advice Service (LCAS) for £95 + VAT.** The PC approved membership of LCAS as it will improve the Risk Assessment procedure. Clerk to start application process.
- The Astons Environment Group will have it's first meeting in the next few weeks

12/33 Defibrillator discuss processes for checking. The PC accepts that Pavillion defibrillator is the responsibility of the PC. Clerk to put map of their locations on the noticeboards. A more visible sign to be considered for the Pavillion defibrillator. AD to review process for checking defibrillator is in working order and that this is recorded correctly.

12/34 Traffic Management re planning applications. A best practice guide will be added to the

planning document on the PC section of the website. This document will be highlighted in the Village News monthly.

12/35 To Accept War Memorial Report. Carried over to next meeting.

12/36 Confirmation of Installation and Insurance of Chalk Hill Traffic Mirror. The mirror has been installed on Chalk Hill. The PC would like to thank CLP Roads and Traffic for all their hard work. The PC would like any feedback from villagers about the mirror (please send to the Clerk). SY to circulate risk assessment for approval at next meeting.

12/37 To review Information Guide. In the process of being updated, final version to be circulated ahead of next meeting, for approval and then it will go onto the website.

12/38 Items for the Next Agenda

- Review bank signatories
- War Memorial footpath
- Bench on grass triangle at Rectory Lane
- To Accept War Memorial Report.
- Approve updated Information Guide
- Defibrillator checking process update

The next meeting will be on Monday 17th July 2017 in the Village Hall at 8.0pm.
Meeting closed at 9.40 pm.

SIGNED FOR ASTON TIRROLD AND ASTON UPTHORPE PARISH COUNCIL

NAME.....

DATE.....