

**MINUTES OF THE MEETING OF ASTON TIRROLD AND ASTON UPTHORPE PARISH
COUNCIL
HELD ON MONDAY 21st May 2018 IN THE VILLAGE HALL**

12/1 Apologies for absence

Simon Clarke (OCC), Andy McLellan (AM),

12/2 Present

Joanna Hart (JH) - Chair, Simon Young (SY)- Vice Chair, Jane Knight (JBK), Nigel Hawkey (NH), Justin Keeble (JK), David Brimacombe (DB), Nicole West (NW)

Parish Clerk: Denes Marffy (DM)

Jane Murphy (JM) (SODC)

Public: 5 Members

12/3 Declaration of any relevant interests . Jane Knight (JBK) (Darville House) left the room during the discussion, Joanna Hart (JH) (Oxford to Cambridge corridor)

12/4 Minutes of the 23rd April 2018 meeting

Minutes of previous meeting were agreed by all and signed off by the Chair (JH).

12/5 Public Questions, Comments

Motorbikes using footpaths, the PC have received no further reports of this.

Parking issues around the village - to be discussed at next meeting.

12/6 SODC and OCC Reports to Parish Council

Jane Murphy (SODC) reported that for the Local Plan there is now a 5.4 year land supply for housing and that 967 houses were built last year, normally around 700 per year. JM noted that cooking oil can now be put in bottles/jars and put in green food waste caddies. JM is now Leader of SODC.

12/7 Planning

To decide on the following planning application:

P18/S1244/HH Single storey orangery-style extension and entrance porch Pear Tree Cottage Aston Street Aston Tirrold OX11 9DJ. The PC has **No Objections**

P18/S1269/HH / P18/S1270/LB Construction of new fireplace and chimney. Filberts Aston Street Aston Tirrold OX11 9DG. The PC **Fully Supports**.

P18/S0590/HH, Extension to rear of house. Post Office Baker Street Aston Tirrold OX11 9DD. The PC **Fully Supports**.

P18/S1543/HH, Single storey timber store for use as a garden store. Darville House 8 Thorpe Street Aston Upthorpe OX11 9EG. The PC has **No Objections**

12/8 ARC

- i. To approve May ARC Minutes. **Approved**

12/9 Finance

- i. Approve payments below. **Approved**

Clerk fees (£54.00 to HMRC)	£216.00
OCC (Queues Likely Sign)	£1047.43
Zurich Insurance	£1487.97

- ii. Approve April Financial Statement . **Approved**

12/10 Roads and Footpaths.

- i. Verge damage, maintenance and parking. Discuss at next meeting.

12/11 Reports from CLP working groups

- i. Roads and Traffic group update. Discuss at the next meeting.
ii. Housing & Development and Environment Group. Update. Discuss at the next meeting.

12/12 Rectory Lane Bench. PC received the following comment from OCC regarding the bench on Rectory Lane:

In view of your declaration to accept responsibility for the bench [as per the Street Furniture information on the OCC public web site] this Authority is prepared to accept this retrospective application.

It should be noted that any objections or concerns may result in a request for removal or relocation to a more suitable site.

The PC is looking to put in place a policy regarding accepting donations, Clerk to contact OALC and SODC for advice on this. DB/NW will consider how to ask the village for comments on the bench, collate the information in a balanced way and then present to the PC and OCC. This will be put forward at the June meeting, with the aim to collate feedback over the summer for discussion and Councillor vote at the September meeting.

12/13 General Data Protection Regulations. Discuss and approve Information Commissioner's Office data protection fee. To be discussed at the next meeting. The PC would like to thank Bruno Brunskill for all his hard work.

12/14 Oxford to Cambridge Corridor Discuss. Jane Murphy (SODC) reported that further information will be announced in July.

12/15 Discuss process for reviewing where risk assessments should be in place and completing them. Discuss at the next meeting.

12/16 Approve planning advice document for villagers to go on the village website. Discuss at the next meeting.

12/17 Dogbin siting. The Environment Group will write an article for the Village News proposing where a new bin could be sited and also explaining that all litter bins are now dual purpose.

12/18 To discuss PC support for a village first aid course. The PC was supportive of the idea and would be prepared to pay for the hire of the Village Hall for the course.

12/19 Review monthly tasks calendar.

Confirm defibrillator checks. Discuss at the next meeting.

The PC is concerned that the defibrillator at the pub is no longer being checked/working, however as it is hoped that a new tenant will be in the pub in the next few months, it has been decided to leave it where it is for now (to be reviewed in June). However it could potentially be re-located to the Chequers Garage.

12/20 Items for the Next Agenda

- i. Review Emergency Plan
- ii. Review overall progress of CLP groups
- iii. Appoint representative Councillor to Housing and Development Group.
- iv. Discuss internal financial controls eg Voucher system
- v. Review Section 15 of Standing Orders.

Meeting closed at 10.17 pm.

The next meeting will be on Monday 18th June 2018 in the Village Hall at 8.00pm.

SIGNED FOR ASTON TIRROLD AND ASTON UPTHORPE PARISH COUNCIL

NAME.....

DATE.....

Month	Health & Safety	Process	Social
January	Defibrillator check	Send Precept application	
February			
March		Ensure payments up to date Final VAT return before mid-March	Spring Work Day
April	Defibrillator check	Prepare FY accounts	
May		Internal Audit	
June		AGM	Astonbury
July	Defibrillator check		
August			

September		Prepare budget for next year	Autumn Work Day
October	Defibrillator check	Present budget to PC	Safari Supper
November		Review Risk register	Bonfire Night
December			