

**MINUTES OF THE MEETING OF ASTON TIRROLD AND ASTON UPTHORPE PARISH  
COUNCIL  
HELD ON MONDAY 18<sup>th</sup> JUNE 2018 IN THE VILLAGE HALL**

**12/21 Apologies for absence**

Andy McLellan (AM) has resigned and the PC would like to thank AM for the significant contribution he made to the Parish Council and before joining through the Roads and Traffic and Environment CLP Groups. , Nigel Hawkey (NH), Justin Keeble (JK),

**12/22 Present**

Joanna Hart (JH) - Chair, Simon Young (SY)- Vice Chair, Jane Knight (JBK), David Brimacombe (DB), Nicole West (NW)

**Parish Clerk:** Denes Marffy (DM)

Simon Clarke (OCC)

**Public:** 4 Members

**12/23 Declaration of any relevant interests . None**

**12/24 Minutes of the 21<sup>st</sup> May 2018 meeting**

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

**12/25 Public Questions, Comments**

The PC received an email re dog bins covered under item 20

**12/26 SODC and OCC Reports to Parish Council**

Simon Clarke (OCC) reported that he is trying to improve local roads and has invited OCC Highways to the East Hagbourne and Hithercroft roads to see the scale of the problem. Simon also agreed to look into the best way for the PC to deal with parking issues and damage to verges. He reiterated that he would welcome an application from the village for matched funding up to £2k, anyone with an idea should get in touch with the Parish Clerk.

**12/27 Planning**

To decide on the following planning application:

**P18/S1654/FUL**, Demolition of existing building and erection of a single dwelling with associated parking and works. Carrimers Farm Aston Tirrold OX11 9DP. **No Objections.** The PC is supportive of developing buildings to support farm management. Its elevated location is noted.

**P18/S1776/HH.** Proposed two storey rear extension and internal alterations. 2 Edlins Cottages Aston Upthorpe Oxon OX11 9EF. **Fully Supports.** It will supply more room for a growing family and is sympathetically designed.

**PLANNING COMMITTEE re P17/S3714/FUL** (to demolish the existing structures and erect three dwellings and associated development, including parking areas and turning space at Upthorpe Farm, Moreton Road, Aston Tirrold.) The Planning Officer recommended that planning permission be **granted** because the principle of redeveloping this site for residential development is acceptable. The proposed scheme would enhance the character of the AONB and the setting of the adjacent listed buildings. The proposal would not result in unacceptable levels of residential amenity. Overall, the proposed benefits of the proposed development would outweigh any harm.

Steve Morant thanked the PC for their support at the Planning Committee particularly JH for

drafting the report and SY for delivering it.

JH reported that she had been approached by the planning consultant about the next development and that he may come to the next Parish Council meeting.

Anyone that would like to feed in thoughts on how the site could be best developed to let the Parish Clerk know ahead of the next PC meeting.

**12/28 ARC**

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

**12/29 Finance**

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

Clerk fees (£54.00 to HMRC)	£216.00
Bostock Bookkeeping (Payroll)	£60.00
Emily Richards (Defibrillator Pads)	£83.82
HMRC	£162.00

- ii. Approve May Financial Statement . **Approved**
- iii. Provide update on year end processes and internal audit. Steve Morant (Internal Auditor) gave the following report:

I have completed my independent examination of the PC and ARC Accounts for the year ended 31<sup>st</sup> March 2018.

There were a couple of minor points on both accounts which required clarification and Joanna Hart has provided satisfactory explanations and assurances.

The closing balances in the consolidated accounts (£37K and £29K for PC and ARC, respectively) are significant in relation to annual commitments but I also have assurances that ARC has plans to improve facilities at the Recreation Ground including a contingency fund to replace the time worn tractor and the PC has proposals to fund further speed restriction measures within the village. It is expected these projects will have a significant impact on the reserves.

In the light of the above I have signed the relevant section in the Annual Governance and Accountability Return and provided positive responses to all the control objectives contained therein.

It is quite evident that considerable time and effort has gone into maintaining both sets of financial records and producing consolidated accounts. I would like to congratulate those who have been involved in this process for their hard work.

Steve Morant  
18<sup>th</sup> June 2018

- iv. Approve Section 1 and 2 of Annual Governance and Accountability Return 2017/2018. **Approved**

**12/30 Roads and Footpaths.**

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

- 12/31 Reports from CLP working groups**
- i. Review overall progress of CLP Groups. Discuss at the next meeting.
  - ii. Roads and Traffic group update. SY reported that the traffic survey will be sometime next week. The average speed of cars entering the village must be below 24 mph for a 20mph limit to be brought into the village without the need for traffic calming measures, such as speed bumps, vehicle activated signs, etc.
  - iii. Housing & Development and Environment Group. Appoint representative Councillor. NH has volunteered to be the representative Councillor for Housing and Development.
- 12/32 Rectory Lane Bench.** Simon Clarke (OCC) has agreed to look into the email received from OCC and find out what is the best way to proceed. NW has prepared an article for the VN, which may need to be amended depending on the response
- 12/33 General Data Protection Regulations.** DM to clarify how to pay to join the ICO . Final version of Astons GDPR to be put on the web.
- 12/34 Appoint a Councillor to the Village Hall Committee.** Nicole West (NW) has been appointed.
- 12/35 Oxford to Cambridge Corridor** Simon Clarke (OCC) reported that the decision on the Oxford to Cambridge corridor route will be decided next month. The decision is made by Whitehall and not local councils, so OCC do not get a vote. In the event that the PC would like to make a representation it should be to our local MP.
- 12/36 Discuss process for reviewing where risk assessments should be in place and completing them.** Discuss at the next meeting.
- 12/37 Review Emergency Plan.** DM to ask JK for an updated version.
- 12/38 Discuss internal financial controls** eg. Voucher System. It was agreed with the Internal Auditor to retain the existing paper based voucher system for each payment. The two signatures on the vouchers confirm that the invoices have been checked by two Councillors in addition to the Clerk, before electronic payment is set up.
- 12/39 Review Section 15 of Standing Orders.** Discuss at the next meeting.
- 12/40 Approve planning advice document for villagers to go on the village website.** DM to forward latest version to JBK for review.
- 12/41 Dogbin siting.** DM to liaise with Louise Binder on contacting SODC to the cost of moving existing bins and applying for new bins, and also to find out whether or not dual purpose bins are available with lids on them. The PC was supportive of the idea of providing dog poo bags in a dispenser. It was suggested that a trial run should be carried out at the Recreation Ground to see if it improved the situation. This is to be in the VN for comment on siting and any other further thoughts from villagers.
- 12/42 Review monthly tasks calendar.**  
Confirm defibrillator checks. The Clerk has received confirmation that these checks are taking place and has ordered new defibrillator pads.
- 12/43 Items for the Next Agenda**

- i. Applecroft fence
- ii. Acceptance of appraisal of clerk.
- iii. Discussion regarding input into design for the further development of Upthorpe Farm

Meeting closed at 10.02 pm.

The next meeting will be on Monday 16<sup>th</sup> July 2018 in the Village Hall at 8.00pm.

SIGNED FOR ASTON TIRROLD AND ASTON UPTHORPE PARISH COUNCIL

NAME.....

DATE.....

<b>Month</b>	<b>Health &amp; Safety</b>	<b>Process</b>	<b>Social</b>
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			