

MINUTES OF THE MEETING OF THE ASTON TIRROLD AND USTON UPTHORPE PARISH COUNCIL HELD ON MONDAY 17TH FEBRUARY 2020

12/390 Apologies for absence: Jane Murphy

12/391 Declaration: JH (P20/S0455/FUL Ashbrook planning application). JH, Local Plan

12/392 Present: Chair, Jane Imbush (JI), Justin Keeble (JK), David Brimacombe (DB), Nicole West (NW), Joanna Hart (JH), Nigel Hawkey (NH), Simon Young (SY), Jane Knight (JBK).

OCC: Simon Clarke (SC)

SODC: Anne-Marie Simpson (AMS)

Acting Clerk: Jancis Smith (JS)

Public: 5 members

12/393 Minutes of the 20th January 2020 meeting. The minutes of the meeting of the Council held on the 20th January 2020 were agreed by all and signed off by the chair.

12/394 Public questions, comments or representations. None.

The PC would like to extend thanks to Jamie Backhouse who was instrumental in clearing the fallen tree from the A417 as a result of storm Ciara. Additionally, thanks also to Tom Coates for clearing fallen trees and making safe footpaths in the village and to Bryan Bateman for clearing gullies and drains to assist with water run off.

12/395 SODC and OCC Reports to the Parish Council

- i. SC (OCC) reported that OCC had passed their 2020/21 budget, as detailed in his January report (12/379).
- ii. Oxford-Cambridge Expressway. SC said that there were suggestions that a decision on this would be included in the forthcoming Budget speech.
- iii. SODC Local Plan – In the light of recent hints from Government, OCC councillors had recently voted that they were “minded to” accept if the Secretary of State asked OCC to take over responsibility for progressing the SODC Local Plan. SC could not give further information, as no details were available as yet and any final decision would depend on the exact terms of the offer. SC was not aware of any previous examples of such a transfer of roles, and remarked that although OCC had strategic responsibilities, it currently had no planning remit. There was discussion on how the council should respond to this issue, but as JI would shortly be meeting with the CLP Housing and Development Group the meeting agreed that any response should be coordinated with HDG. AMS (SODC) advised that she had no further information other than that already given by SC, but that more information was expected shortly. She will advise JI as soon as she hears anything further that could be useful for JI’s imminent meeting with the CLP Group. There are currently no known timescale in this matter. The meeting expressed deep concern on the possible implications of this change in the local democratic process.
- iv. AMS also advised there will shortly be an increase in bin emptying charge – this was not considered a major issue.
- v. Cycle routes – villages are not included in current proposals for improvements for safe cycling. JK asked for feedback on this for his current investigations on this subject.
- vi. A decision on Council Tax increases will be voted on next week.

12/396 Planning

To decide on the following planning applications:

P19/S4333/HH *Variation of condition 2 (Drawing Detail) - removal of garage on planning application P18/S3662/HH. Proposed single storey addition and triple garage with demolition of 3 loose boxes. Pope Farm Fullers Road Aston Tirrold OX11 9EN.*

The council agreed to support this application as it was a reduced proposal from the original application and therefore would involve less impact on neighbouring properties.

P20/S0455/FUL *Erection of detached dwelling with parking and amenity (alternative to permission P18/S4099/FUL) for development work at the following location: Ashbrook The Croft Aston Tirrold.*

JH departed the meeting. SY no longer has a connection with Bryony and therefore no conflict of interest exists.

The applicant reported that comments and feedback from neighbours and others had informed this new application, with the following improvements: a reduction in roof height, the direction of roof scape changed to reduce visual impact, reduced width, and the position of the new building moved further back on the plot. The design was future proofed and complied with DDA best practice.

JBK asked if there was adequate parking, the applicant confirmed they had taken advice from SODC on this and that 2 spaces was deemed adequate for a 3 bedroom property.

SY said it was an improvement on an already approved application, but given the council's original objection to this infill application their response needed to be consistent with that opinion.

The PC **objects** to this application with a note acknowledging the improvements to the design from the original submission. .

12/397 ARC

- i. To approve February ARC Minutes.
Approved. JH said ARC minutes were now more reflective of the meetings. Agreed.
- ii. Swings – JH reported on grants received (£600.00 from Jane Murphy, South Moreton Ward, but sadly nothing from Anne-Marie Simpson, Cholsey Ward) towards the swing replacement. The total cost of the swings project including cabin climber is £14,999 exc VAT.
- iii. The PC was keen for ARC to go ahead with the swings project including the cabin climber. The PC notes that ARC's finances will be tight post this work and accepts that in the event that ARC's balance sheet is stressed, the PC agreed to support.
- iv. DB asked if ARC had a reserves policy for pavilion life cycles costs, JH said not. It was agreed that such contingency policies should be in place. NH believed there is a formula for such calculations – possibly by the NALC.

12/398 Finance

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

Clerk fees (£51.40 to HMRC)	£218.60
SODC (Dogbin emptying AU July – Sept 19)	£13.81
SODC (Dogbin emptying AU Oct - Dec 19)	£13.81

- ii. Payroll management – JI had researched options used by other Parish Councils and OALC. Quotes from Sorrell Woodruff (£20/month + VAT and an end of year 1 fee of £40.00) and Anna Rowe (£35.00/month + VAT) were discussed. It was agreed that an external payroll provider

was in the best interest of the PC. JI to confirm the quote from Sorrell Woodruff and inc the clerk in future communication. Commencement date April 1 2020

- iii. Approve January Financial Statement. **Approved.**

12/399 To accept feedback and discuss matters arising from CLP Groups.

Roads and Traffic

- i. . The many issues relating to village roads were discussed – potholes, degraded verges, flooding and fly tipping, and in particular the issues raised by the recent damage to Edlins wall and a telegraph pole by large delivery vehicles. The vehicle involved in the Edlins damage has been identified. and the company has accepted liability. It was agreed to put a notice in the Village News asking residents who are expecting deliveries to advise companies of optimum routes. SC will ask OCC Highways if they have any advice other than use of the current Fix My Street (FMS) system. Villagers were however urged to report all such incidents on FMS, as only multiple reports seem to generate action
- ii. The PC approached 2 people within the village who it was felt could have been interested in the street inspector role. Both declined. Advert to be placed in the March issue of the VN
- iii. PC will carry out a village wide review of potholes after the waters subside and list the results on FMS.
- iv. Traffic Calming. JBK had received 16 responses from the initial article in the Village News, with positive feedback on the suggested gates and narrowing ideas. JK gave figures from the village CLP consultation which supported this response. It was agreed to keep the entry in the Village News for a further two months. JBK has a meeting scheduled with OCC Highways on 6 March.

Housing and Development Group

- v. Lower Ham Farm development. There was discussion on the imminent start of demolition at the site. JI will write to SODC for confirmation of their processes for checking that agreed conditions are adhered to, in particular the requirement relating to nuisance warnings to residents on Moreton Road. It was suggested that the PC advise South Moreton PC of the imminent start of works.

Environment Group

- vi. Tree planting in the villages was discussed. It was agreed that:
- vii The Environment group will lead a residential planting programme this year with the £1000 grant to be held by the PC) from OCC using native species.
- viii The PC will engage local landowners and ARC to explore further tree planting taking advantage of the Woodland Trusts free tree packs for communities (up to 420 saplings).

12/400 Discuss process for reviewing where risk assessments should be in place and completing them.

To consider adding GDPR, non-financial to risk register.

It was agreed that although event and ongoing activity assessments were satisfactory the council needed to review policies and processes such as GDPR and other non financial risk assessments to ensure they did not carry any unforeseen risks to the council, and to in future include them in council audit processes.

12/401 VE day celebrations, May 8.

JK asked for a donation of £400 from the PC to cover the costs of signage, bunting and diversion arrangements for the road closure (particularly important as Art Week Studios are open that day). Proposals include a street party at the war memorial end of Baker Street, the arrival of an RAF helicopter from Benson in the Manor Paddock (a 'test run' for which has already been carried out), and an open day at the Chequers Inn - for which APAC is kindly donating a live music performance.

JK has submitted the necessary road closure application. The PC thanked JK for his organisation of what will surely be a joyful community event. Initial risk assessment had been completed.

12/402 Co-option of new parish councillor (Pete Butcher). Deferred at Pete's request to May/June 2020.

12/403 Items for the next agenda.

Community Assets (deferred from January meeting).

The meeting closed at 10.00pm.

Date of next meeting: 8pm on Monday 16th March 2020 in the Village Hall