

**MINUTES OF THE MEETING OF ASTON TIRROLD AND ASTON UPTHORPE PARISH
COUNCIL
HELD ON MONDAY 20th APRIL 2020 BY ZOOM CONFERENCE CALL**

This was the first Parish Council meeting to be held on line due to the Covid 19 pandemic.

12/419 Apologies for absence. None

12/420 Present

Jane Imbush (JI) - Chair, Joanna Hart (JH), Nicole West (NW), Nigel Hawkey (NH), Justin Keeble (JK), Simon Young (SY), David Brimacombe (DB), Jane Knight (JBK), Anne-Marie Simpson (SODC)
Denes Marffy (DM) Clerk
Public: 2

12/421 Declaration of any relevant interests. NW and DB (Thorpe Farm House planning application)

12/422 Minutes of the 16th March 2020

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

12/423 Public Questions, Comments. None

12/424 SODC and OCC Reports to Parish Council.

A-MS (SODC) reported that:

- i. Planning is continuing using photos rather than site visits. As yet there are no 'Virtual Planning Committee meetings'.
- ii. The SODC Local Plan earliest news about this is likely to be in May.
- iii. There is no new news on the Oxford-Cambridge Expressway.
- iv. If the Parish has difficulty responding to an application due to the Covid-19 restrictions, inform the planning officer and seek an extension.
- v. With regard to the ELP, responses to the Inspectors' questions were submitted on time and will be posted on the website.
- vi. A letter had been sent 20 April to the Secretary of State, Robert Jenrick, calling for the relaxing of determination target dates and the requirement to maintain a 5 yr housing land supply during the Coronavirus emergency, with the suggestion to review on a 3 month rolling basis.

12/425 Planning

To decide on the following planning applications:

P20/S0954/LB Partial re-roofing of main house Thorpe Farm House Thorpe Street Aston Upthorpe OX11 9EQ. **The PC has No Objections to this application subject to the Countryside Officer's recommendation of a survey on roosting bats.**

P20/S0972/HH Demolition of an existing barn and the erection of a replacement barn to provide ancillary accommodation at Keeper's Cottage, Keepers Cottage Baker Street Aston Tirrold OX11 9DD. **The PC has No Objections to this application but would like to see a caveat that the ancillary accommodation does not become a separate dwelling in the future. It should also be noted that a site visit was not possible when one would have been expected due to social distancing relating to the Covid 19 virus.**

P20/S0988/HH Construction of a freestanding contemporary timber clad garden pool room. Lavenders Rectory Lane Aston Tirrold OX11 9DH. **The PC has No Objections to this**

application

P20/S1046/HH The proposal seeks to gain approval for the demolition of existing side and rear conservatories and the erection of a side and rear extension in their place. North Lea Baker Street Aston Tirrold OX11 9DD. **Fully Supports this application as it is an enhancement on the existing structure.**

12/426 ARC.

- i. To approve April ARC Minutes. The PC noted that the Pavillion's smoke alarms are out of date and other remedial electric work needs to be done before it can be used again

12/427 Finance

- i. Approve payments below. **Approved**
- ii. SODC first instalment precept received £8600.00
- iii. Received £400.00 Local Councillor Grant from SODC re COVID 19
- iv. In March £500 was forwarded to the Fat Frog to see if it was possible to set up a village shop. This proved challenging and the £500 was returned on 30th March 2020.

Clerk fees (£51.40 to HMRC)	£218.80
SODC (AUS dogbin emptying quarterly Jan – March 2020)	£13.81
Bostock Bookkeeping (Payroll quarterly)	£80.00
Village Hall (Quarterly Hall hire)	£58.50
Mrs R. Welch (C19 Shopping for Mr & Mrs McCulloch)	£17.37
Nokia phone (Covid Phone)	£79.00
Printinco (Letter to village residents re COVID 19)	£40.80
Grant Astons Web Team (community website)	£150.00
Grant Astons Web Team (one off cost to meet ICO standard)	£237.60
Grant Astons Cricket Club (New roller)	£1500.00
Grant Astons History Group (Portable photo studio and spiral binding machine)	£148.00
Grant PCC (Burial ground upkeep and additional work)	£2420.00
Grant Village Hall	£2800.00
Grant Post Office and Cafe	£500.00
ICO (Data protection)	£40.00
Mrs R. Welch (C19 Shopping for Mr & Mrs McCulloch)	£173.40

- v. Approve March Financial Statement – **Approved**
- vi. Review Asset Register and final PC accounts. Awaiting any additions to the Asset Register from ARC.

12/428 Discuss process for completing Full Year Accounts and holding the AGM due to present COVID 19 restrictions. AGM to be deferred until July

12/429 Discuss Community response to Coronavirus (Corvid 19)

- i. Apply to the SSE Resilient Communities Fund for a grant. DM to apply.
- ii. The Covid Ops team has identified a possible 43 households in the village that are either self isolating, in protected isolation or have been identified as vulnerable. A pairing system of volunteers has been set up to help the 23 households that are currently requesting help in the pandemic.

12/430 To accept feedback and discuss matters arising from CLP Groups:

- i. Review overall progress of CLP Groups. Discuss at the next meeting

- ii. Roads and Traffic.
 - a. JBK reported that there have been more supportive emails received on the proposed traffic calming measures. Also noted that the proposals have now been in the Village News for 3 months. JBK is awaiting a response from John Beale at OCC to confirm next steps.
- iii. Housing & Development. Nothing to report
- iv. Environment Group.
 - a. DB suggested reinstating the ditch up Spring Lane to discourage fly tipping and also to replace the dead and dying cherry trees as part of the tree planting initiative.
 - b. The waste team made contact on 18th March indicating that the bin could be moved as requested due to the relocation of the footpath, but asked for confirmation of which bin. NW sent photos and GPS co-ordinates on 19th March but no response has been received, presumably due to the pandemic.

12/431 Discuss process for reviewing where risk assessments should be in place and completing them. To consider adding GDPR, non-financial internal audit to risk register. Deferred

12/432 Review monthly tasks calendar.

12/433 Items for the Next Agenda

- Defibrillator update
- DVTG payment
- Village clear up rescheduled for the Autumn
- VE celebrations and Bonfire night

Meeting closed at 9.32 pm.

The next meeting will be on Monday 18th May, depending on COVID 19 restrictions it will either be virtual or in the Village Hall at 8.00pm.

SIGNED FOR ASTON TIRROLD AND ASTON UPTHORPE PARISH COUNCIL

NAME.....

DATE.....

Month	Health & Safety	Process	Social
January		Send Precept application	
February	Defibrillator check		
March		Ensure payments up to date Final VAT return before mid-March	Spring Work Day
April		Prepare FY accounts	
May	Defibrillator check	Internal Audit	
June		AGM Review Emergency Plan	Astonbury
July			
August	Defibrillator check		
September		Prepare budget for next year	Autumn Work Day
October		Present budget to PC	Safari Supper
November	Defibrillator check	Review Risk register	Bonfire Night