

**MINUTES OF THE MEETING OF ASTON TIRROLD AND ASTON UPTHORPE PARISH  
COUNCIL  
HELD ON MONDAY 21<sup>st</sup> JUNE 2021 BY ZOOM CONFERENCE CALL**

**12/663 Apologies for absence.** Jane Murphy (OCC), Henry Weeks (HW),

**12/664 Present**

Jane Imbush (JI) - Chair, Simon Young (SY), Joanna Hart (JH), Nicole West (NW), Jane Knight (JBK), Peter Butcher (PB), Neil Carter (NC), Nigel Hawkey (NH)  
Anne-Marie Simpson (SODC)  
Denes Marffy (DM) Clerk  
Public: 3 Members

**12/665 Declaration of any relevant interests.** None

**12/666 Minutes of the 17<sup>th</sup> May 2021**

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

**12/667 Public Questions, Comments.** None

**12/668 Parish Clerk application and appointment.** JI introduced Sarah Brown who will take over as Parish Clerk. The PC agreed that there would be a 3 month probationary period and that DM would continue as clerk until the end of August to help the new clerk settle in.

**12/669 SODC and OCC Reports to Parish Council.**

Anne-Marie Simpson (SODC) reported that:

- i. **Local Plan 2035** The council has received notification that the Court of Appeal has refused permission for Bioabundance CIC to appeal the recent High Court decision related to the Local Plan 2035. The appeal had come after the Community Interest Company's failed application for a judicial review against the Council's decision to adopt the Local Plan 2035. The application for a judicial review was refused by the High Court in April.
- ii. **Oxfordshire 2050 Plan** The Oxfordshire 2050 Plan is a Joint Statutory Spatial Plan which once adopted will form part of the Development Plan for five councils in Oxfordshire (South Oxfordshire, Vale of the White Horse, Oxford City, Cherwell and West Oxfordshire). It will provide a long-term (30 years from 2020-2050) overarching and high-level spatial planning framework for Oxfordshire.
- iii. **EU Settlement Scheme.** The EU Settlement Scheme deadline is 30 June 2021. The scheme allows EU citizens to apply for settled or pre-settled status, protecting their existing right to work and live in the UK. Settled or pre-settled status will be given dependent on how long the individual has been living in the UK. It will set out their rights going forward. If someone doesn't apply, they may lose their right to stay in the UK. Head to [gov.uk/eusettlementscheme](https://gov.uk/eusettlementscheme) for more advice and guidance on who needs to apply.
- iv. **Proposals for new Parliamentary constituency boundaries.** The Boundary Commission for England (BCE) has published its initial proposals for new Parliamentary constituency boundaries and launched an eight-week consultation, which closes on 2 August 2021. People can comment on a range of issues such as where the proposed new boundary lines are to the names of the constituencies via **[the Boundary Commission website](#)**.

## 12/670 Planning

To decide on the following planning applications:

**P21/S2060/HH** Demolition of existing timber framed and clad store, removal of oil tank and the erection of a single storey side and rear extension to create an kitchen dining area and remodelling to create a utility and boot room. Croft Corner Moreton Road Aston Tirrold OX11 9EW. The PC **SUPPORT** this application.

**P21/S2135/HH** Demolition of existing single storey rear extension, replace with new single storey rear extension, front extension and alterations. Freelands Aston Street Aston Tirrold OX11 9DQ. The PC **SUPPORT** this application.

**P21/S2508/HH** Take down existing side extension due to subsidence and extend forward and upwards. Add timber cladding to front and back elevations. Da Ka Baker Street Aston Tirrold OX11 9DD. The PC **SUPPORT** this application.

**Alison's Lane** name suggestion for the other spur off Moreton Road (currently Nos. 33 to 43) to be numbered odds on one side and evens on the other. The name The Lees has been suggested along with Lower Ham Yard.

The PC decided that Lower Ham Yard would historically be the most appropriate name for the other spur off the Moreton Road

## 12/671 ARC.

- i. To approve June ARC Minutes. **Approved**
- ii. Permission to spend £2,000 on fireworks for the planned Bonfire Night. It should be noted that orders are required now to guarantee availability in November. Unfortunately orders are not refundable but the fireworks can be stored for 2022 in the event that the event needs to be cancelled. **Approved**
- iii. PC is asked to review the ARC Covid Risk Assessment for the Village Rec day on Saturday 26 June. (Note: Outdoor organised gatherings have been permitted under Step 3, so the event was not dependent on a full re-opening, although now a Covid risk assessment is a requirement. For consistency, the same risk assessment template should be used as for all other PC/ARC assessments) **Approved**

## 12/672 Finance

- i. Approve payments below. **Approved**
- ii. Approve May Financial Statement. **Approved**

D. Marffy Clerk fees (£51.40 to HMRC ) £2.60 overpayment last month so £216.00 – £2.60	£213.40
Simplicity Payroll Services (Payroll)	£24.00
J Imbush (Covid phone)	£30.00

## 12/673 Year End Processes:

- i. Receive internal audit. Steve Morant (the internal auditor) reported that:  
“It is the practice to deliver the Internal Auditor’s report after the end of year examination has been completed. My verbal report was presented at the regular Parish Council meeting on Tue 21/06/21. In summary I concluded that the Parish Council’s financial activities operated within a framework of sound and robust system of internal control. Throughout the year financial records were consistently maintained to a high standard culminating in accurate consolidated accounts presented for examination. On completion of the compliance examination I was able to provide positive responses to all

the questions listed in the IA Report Section to the AGAR for 2020/21.” He also kindly agreed to do the audit again next year.

- ii. Approve Asset Register. **Approved**
- iii. Approve Full Year Accounts. **Approved**
- iv. Approve Section 1 and 2 of Annual Governance and Accountability Return 2020/2021. **Approved**
- v. Approve Notice of Public Rights. **Approved**
- vi. External auditor has requested the following additional information:
  - a. A copy of the minutes of the meeting where financial statements were approved by council. (NB: Only the relevant page showing this item is required).
  - b. Provide a copy of the terms and scope of engagement of the internal auditor and dates of any reports provided by them (other than completion of the AGAR). If none, provide details as to why such items are not in place. JI and SM have prepared terms of reference for the annual internal audit which will be forwarded
  - c. Confirm that all internal and external reports have been placed before and considered by the council and provide an extract of the minute in the year in relation to this.

The Parish Council would like to thank SM for all his hard work preparing and reporting on the Internal Audit.

**12/674 Footpath between Silverburn and Lindens.** The matter is still being investigated and the crime number is 43210267531

**12/675 To accept feedback and discuss matters arising from CLP Groups:**

**Roads and Traffic.** Nothing to report

**Housing & Development.** Nothing to report

**Environment Group.**

- a. A plan to involve the children of the village in the Tree Planting program is being considered.
- b. PB reported that he has been in contact with Matt Ball (OCC) who is writing up a report on the best way to repair the Llollingdon track. Matt is very experienced in the repair and maintenance of footpaths and bridleways around Oxfordshire.

**12/676 Fibre Broadband.**

NC reported that he is expecting an update at the end of June or early July. At least 70 households will need to be committed to be able to claim the grants. There is still hope that fibre broadband will be installed in the village by the end of 2021 or early 2022.

**12/677 Discuss Community response to Coronavirus (Corvid 19).** There has been no email traffic of any relevance. The Covid phone will be kept until the £30.00 top up finishes.

**12/680 Discuss Sid Marlow bequest of £10000.00.** Discussions continue on how best to utilise the bequest. Using a portion of the bequest for maintenance of the church bells in St Michael’s will be discussed at the next meeting.

**12/681 Review monthly tasks calendar.**

**12/682 Items for the Next Agenda**

Defibrillator check

Meeting closed at 8.23 pm.

The next meeting will be on Monday 21<sup>st</sup> June and will be held virtually unless otherwise stated at 7.00pm.

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		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
December			