

# ASTON ROWANT PARISH COUNCIL (ARPC)

**MEETING: 5th May 2021 7:30PM**

**VIRTUAL MEETING VIA ZOOM**

**PRESENT:** Cllrs. A.Bernstein (AB), T.Hill (TH), M.Priestley (MP), S.Sowerby (SS), P.Tinson (PT) in the chair, J.Wyatt (JW), D/Cllr Lloyd (LL) and C/Cllr Nick Carter (Thame) , deputising for C/Cllr Matelot.  
Four members of the public (MOP) also attended.

Minutes	Actions																				
1 <b>APOLOGIES:-</b> None																					
2 <b>DECLARATIONS OF INTEREST:-</b> None at start but as meeting progressed MP re: 12 & SS re: 13	Noted.																				
3 <b>ELECTION OF CHAIRMAN AND VICE-CHAIRMAN:-</b> <b>Chairman</b> - Cllr. Tinson Proposed by Cllr.Bernstein, seconded by Cllr.Hill <b>Cllr.Tinson was elected unanimously as Chairman.</b> <b>Vice-Chairman</b> - No nomination, so it was agreed to continue with the post vacant and to temporarily elect a Chairman for any meeting where Cllr. Tinson is absent. Cllr Tinson advised he will not be standing for election in 2023, so succession planning needed.	<b>Chairman &amp; Clerk</b> Acceptance of office signed. <b>ALL:</b> to consider																				
4 <b>MINUTES OF APRIL MEETING:</b> Approved.	<b>Clerk:</b> to publish.																				
5 <b>MATTERS ARISING:</b> 1. Minute 4.1 - Re: replacement supplier for dog-bin emptying - not on agenda as no response from new supplier re: extra bin. Clerk has chased and requested start date for collection of existing bins, matter of extra one to be addressed later in year. 2. Minute 14.2 - Speed survey in KB, not yet arranged.	<b>Clerk:</b> to follow-up & cancel SODC when confirmed. <b>Chairman:</b> to arrange																				
6 <b>REPORTS FROM DISTRICT AND COUNTY COUNCILLORS:-</b> No report as D/Cllrs in period of Purdah ahead of elections on 6/May. C/Cllr Carter read a brief report on behalf of C/Cllr Matelot who was prior engaged.	Noted. Noted.																				
7 <b>OPEN FORUM:</b> 1. MOP spoke re: possibility of traffic calming at Kingston Stert. 2. MOP spoke re: possible 6ft 6 pinch point at top of Kingston Hill to enforce width restriction. 3. MOP spoke re: possible Speed Indicator Device (SID) to be employed in K/Stert and post chicane installation in K/Blount. 4. Other MOPs present for planning applications P21/S1458/FUL & P21/S1565/HH	<b>Clerk:</b> items for future agenda.  See minute 10.																				
8 <b>1. APPOINTMENTS TO PARISH AND OTHER ORGANISATIONS:</b> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left;"><u>Organisation</u></th> <th style="text-align: left;"><u>New Representative(s)</u></th> </tr> </thead> <tbody> <tr> <td>Neighbourhood Plan Steering Group</td> <td>Cllrs. P.Tinson &amp; S.Sowerby.</td> </tr> <tr> <td>Footpaths &amp; Amenities Group</td> <td>Cllrs. A.Bernstein &amp; S.Sowerby as Chairman</td> </tr> <tr> <td>Hillwerke Trust Liaison</td> <td>Cllr. M.Priestley, replacing Cllr Sowerby</td> </tr> <tr> <td>Planning Committee (Plus Chairman)</td> <td>All (except PC Chairman), Cllr Day Chairman</td> </tr> <tr> <td>Chinnor Village Centre Liaison</td> <td>Cllr. M.Priestley</td> </tr> <tr> <td>Aston Rowant School Liaison</td> <td>Cllr. A.Bernstein</td> </tr> <tr> <td>Cricket Club Liaison</td> <td>Cllr. S. Sowerby</td> </tr> <tr> <td>Highways/Traffic Calming</td> <td>Cllr. M.Day (for KB) &amp; Cllr. J.Wyatt (for AR)</td> </tr> <tr> <td>General Maintenance</td> <td>Cllr. T. Hill in liaison with Cllr Sowerby/FAAG</td> </tr> </tbody> </table>	<u>Organisation</u>	<u>New Representative(s)</u>	Neighbourhood Plan Steering Group	Cllrs. P.Tinson & S.Sowerby.	Footpaths & Amenities Group	Cllrs. A.Bernstein & S.Sowerby as Chairman	Hillwerke Trust Liaison	Cllr. M.Priestley, replacing Cllr Sowerby	Planning Committee (Plus Chairman)	All (except PC Chairman), Cllr Day Chairman	Chinnor Village Centre Liaison	Cllr. M.Priestley	Aston Rowant School Liaison	Cllr. A.Bernstein	Cricket Club Liaison	Cllr. S. Sowerby	Highways/Traffic Calming	Cllr. M.Day (for KB) & Cllr. J.Wyatt (for AR)	General Maintenance	Cllr. T. Hill in liaison with Cllr Sowerby/FAAG	
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9 <b>MEETINGS FORMAT FROM 7/MAY.</b> Coronavirus legislation to hold meetings remotely expires on 6/May but new information received since April meeting on venues for PC meetings which can go ahead subject to certain conditions and restrictions on numbers present (12 in total). June meeting to be in KB Village Hall subject to 2-metre social distancing, 1-way system of entry/exit, ventilation (doors and windows to be fully open), additional cleaning & <b>MAXIMUM</b> of 5 members of public on first come first served basis, with interest in a specific agenda item. Meeting date to be changed to <b>Thursday 10th June</b> , to allow full cleaning to occur during the following day without disrupting the Montessori school (who do not use the hall on that day). July meeting to be in Aston Rowant church as usual, confirmed by the Church Warden, but subject to full lifting of COVID restrictions on 21/Jun, per Govt. roadmap.	<b>AB:</b> amend June meeting details on website. <b>Clerk:</b> post to Facebook/KBAR. <b>Chairman:</b> to liaise with HRT re: cleaning for 11/Jun.																				

10	<p><b>PLANNING</b></p> <p><b>1. Applications as follows to be confirmed/discussed:</b></p> <p>P21/S1458/FUL Demolition of existing 3-bedroom detached dwelling house and out-buildings. Construction of new private self-contained 7-bedroom dwelling with landscaping at: Wayside, Stert Road, Kingston Stert. Concerns expressed re: size and over-development compared to plot size, position within plot, sight lines and roof height affecting neighbouring properties, one of whom has already commented on portal re: inaccuracies in plan 1048-P06.</p> <p>P21/S0907/HH Amendment No.1 to previous plans for development work at: Orchard House High Street Kingston Blount. Happy to support now amendments submitted, further to site visit and discussions with neighbours.</p> <p>P21/S1656/HH Single storey front and rear extensions and internal alterations at 1 Aston Park Aston Rowant . Cllrs split 3/3 - concerns again over size and proximity to boundary of No 2 Aston Park, but no response from owner so assume no strong views held.</p> <p><b>2. Applications/Decisions received since agenda publication:</b></p> <p>P21/S1694/HH Part 2-storey, part single storey side extension to existing house at 9 The Rise Kingston Blount.</p> <p><b>3. Decisions of S.O.D.C. as follows to be noted:</b></p> <p>P21/S1053/HH Construction of a single storey side extension, extension of an existing dormer and insertion of a skylight at Three Gables Cottage, Aston Hill. GRANTED.</p> <p><b>4. Withdrawn Applications:</b> None.</p> <p><b>5. Applications referred to SODC Planning Committee:</b> None.</p> <p><b>6. Planning Inspectorate Appeals:</b> None.</p>	<p><b>Clerk:</b> to respond to SODC planning.</p> <p>OBJECT: for reasons shown.</p> <p>SUPPORT.</p> <p>SUPPORT: carried on Chairman's casting vote.</p> <p>SUPPORT.</p> <p>Noted. Noted. Noted. Noted.</p>																																
11	<p><b>FINANCE:</b> (@ 28/April - earlier agenda publication due to change of meeting date)</p> <p><b>1. The following payments to be noted (Costs include VAT):</b></p> <table border="0"> <tr> <td>Clerk March Salary &amp; HMRC/P.A.Y.E re: Clerk March salary Oxfordshire Playing Fields Association )2021 subscription)</td> <td style="text-align: right;">42.00</td> </tr> <tr> <td>T Lambourne Clerk Q4 Expenses and Mileage</td> <td style="text-align: right;">49.82</td> </tr> <tr> <td>A Bernstein</td> <td style="text-align: right;">32.00</td> </tr> <tr> <td>Ridgeway Rural Services</td> <td style="text-align: right;">600.00</td> </tr> </table> <p><b>2. Receipts as follows to be noted:</b></p> <table border="0"> <tr> <td>SODC 2021/2 Precept - Part 1</td> <td style="text-align: right;">12,775.00</td> </tr> <tr> <td>Minoli &amp; Co (Use of printer WFH in Lockdown 3 <b>## NOT ON AGENDA ##</b>)</td> <td style="text-align: right;">34.70</td> </tr> </table> <p><b>3. The following payments to be approved (Costs include VAT):</b></p> <table border="0"> <tr> <td>Clerk April Salary &amp; HMRC/P.A.Y.E re: Clerk April salary</td> <td></td> </tr> <tr> <td>Chinnor United Benefice (2021/22 Grant)</td> <td style="text-align: right;">896.00</td> </tr> <tr> <td>Chinnor Village Centre (2021/22 Grant)</td> <td style="text-align: right;">555.00</td> </tr> <tr> <td>Thames Valley Air Ambulance (2021/22 Grant)</td> <td style="text-align: right;">110.00</td> </tr> <tr> <td>SODC Dig-Bin emptying (1/Jan-31/Mar)</td> <td style="text-align: right;">376.74</td> </tr> <tr> <td>Community First Oxfordshire - Subscription 1/APR/21 - 31/MAR 22</td> <td style="text-align: right;">55.00</td> </tr> <tr> <td>P.Tinson - Chairman's Allowance 2021/22 (following vote, per minute 3)</td> <td style="text-align: right;">95.00</td> </tr> <tr> <td>Sally Broderman</td> <td style="text-align: right;">15.00</td> </tr> </table> <p><b>4. To approve payments for any invoices received after agenda publication</b></p> <table border="0"> <tr> <td>MK Watts Grounds Maintenance</td> <td style="text-align: right;">174.00</td> </tr> <tr> <td>Ridgeway Rural Services</td> <td style="text-align: right;">228.00</td> </tr> </table> <p><b>5. To note amendment to Budget 2020/2021 – v12 (MAR) NS&amp;I Interest added</b></p> <p><b>6. To note Budget 2021/2022 - v1 (APR).</b></p> <p><b>7. Sign-off 2020/21 Annual Governance &amp; Accountability Review - deferred to June as Internal Audit still ongoing.</b></p>	Clerk March Salary & HMRC/P.A.Y.E re: Clerk March salary Oxfordshire Playing Fields Association )2021 subscription)	42.00	T Lambourne Clerk Q4 Expenses and Mileage	49.82	A Bernstein	32.00	Ridgeway Rural Services	600.00	SODC 2021/2 Precept - Part 1	12,775.00	Minoli & Co (Use of printer WFH in Lockdown 3 <b>## NOT ON AGENDA ##</b> )	34.70	Clerk April Salary & HMRC/P.A.Y.E re: Clerk April salary		Chinnor United Benefice (2021/22 Grant)	896.00	Chinnor Village Centre (2021/22 Grant)	555.00	Thames Valley Air Ambulance (2021/22 Grant)	110.00	SODC Dig-Bin emptying (1/Jan-31/Mar)	376.74	Community First Oxfordshire - Subscription 1/APR/21 - 31/MAR 22	55.00	P.Tinson - Chairman's Allowance 2021/22 (following vote, per minute 3)	95.00	Sally Broderman	15.00	MK Watts Grounds Maintenance	174.00	Ridgeway Rural Services	228.00	<p>All Noted.</p> <p>All Noted.</p> <p>All Approved.</p> <p>All Approved.</p> <p>Noted. Noted. Noted.</p>
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	<p><b>8. <u>The current financial situation as at 30/Apr:</u></b></p> <p>Barclays Bank – Community Account 36,040.00  Barclays Bank – Business Saver Account 1,095.90  National Savings 11,601.90</p> <p><b>9. <u>Reserves:</u></b> See agenda for details.</p>	<p>Noted. Noted.</p>
12	<p><b>APPOINTMENT OF NEW LITTER-PICKER</b> - 2 applicants, Cllr Prestley declared an interest when it became known that one was known to his family and took no part in the discussion. Cllrs undecided so letters to be handed to Chairman for perusal and revisited later.</p>	<p>Noted.</p>
13	<p><b>PARISHIONER OF THE YEAR 2020</b> - Several nominees in the over-18 category and one in the under-18 category. Cllr Sowerby declared an interest when it became known that one nominee was known to him and took no part in the discussion. Awarded to:</p> <p><u>Under 18</u> - Scarlett Lee for her volunteer work at Fiveways.  <u>Over 18</u> - Karen Clark for establishing the Lockdown Larder and providing a valuable service to the parish (and beyond) particularly in the first lockdown.  Other notable nominees:  Mike Eaton, Catherine Andreopoulous &amp; Tony Hughes, Lynda Sowerby.</p>	<p><b>Clerk:</b> to notify winners.   Publication to website, Parish Notes and KBAR in due course</p>
14	<p><b>NEIGHBOURHOOD PLAN</b> -</p> <ol style="list-style-type: none"> <li>Minutes of meeting held in April'21 accepted as true record.</li> <li>Nearing end of the process now - 2 items of expenditure noted (including external check of legal aspects in view of past challenges) prior to adoption by full PC and before being put to SODC for approval/referendum.</li> </ol>	<p><b>AB:</b> to website.  <b>PT/SS:</b> continued liaison with NPSG.</p>
15	<p><b>WEBSITE</b> - proposal for councillor &amp; clerk info/photographs on councillor information page. Deferred to June as no wording yet submitted and discussion with photographer continuing.</p>	<p><b>All Cllrs &amp; Clerk.</b>  <b>PT:</b> re: photos</p>
16	<p><b>COMMUNITY EVENT</b> - response to article in next Parish notes to be gauged as to amount of interest, format, costings etc. Parish Notes copy date 15/May.</p>	<p><b>AB &amp; MD:</b> to collaborate.</p>
17	<p><b>FOOTPATH AND AMENITIES GROUP</b> -</p> <ol style="list-style-type: none"> <li>Maintenance tasks - allocation of tasks/funds between routine tasks and FAAG.</li> <li>Quotes to replace damaged bridges &amp; mesh across the stream at Fiveways - £260 &amp; £560.</li> <li>Dates to note: Litter Pick - weekend of May 22/23 and Parish Walk - Sunday June 27th.</li> <li>River Thames Trust survey into the quality of water in the streams from the Chilterns. Mass survey w/c May 10th which will include testing of the stream down to Fiveways.</li> <li>Email from CPRE with questionnaire re: Sewage, Flooding &amp; Water issues in our parish.</li> </ol>	<p>Ongoing.  Approved @ £560  Noted.   Noted.  Noted, SS respond</p>
18	<p><b>GENERAL MAINTENANCE</b> -</p> <ol style="list-style-type: none"> <li>New quote to come from MK Watts to cover grass-cutting for full 12m Mar'21-Apr22.</li> <li>Report of dog mess and dogs loose on field while MK Watts actually undertaking their cutting of the field. Possibility of banning loose dogs from field if doesn't not improve.</li> </ol>	<p>Awaited.  Monitor situation.</p>
19	<p><b>TRAFFIC CALMING</b> - As agreed in April - email sent to Mike Horton at OCC Highways confirming decision to proceed with Aston Rowant Traffic Calming Project. Acknowledged 26/Apr. Now a waiting game until after County Elections for full response and action plan.</p>	
20	<p><b>ASTON ROWANT CRICKET CLUB</b> - Season starts 8/May with bar open Thurs-Sun, outside only. ECB ruling does not permit spectators, unless using bar, teas or use of dressing rooms</p>	
21	<p><b>CORRESPONDENCE (not covered by agenda items)</b></p> <ol style="list-style-type: none"> <li>Email from Bledlow HRC CIC, update on appeal process. Forwarded to Cllrs 20/Apr.</li> <li>Email from Parishioner re: unsafe wall in Aston Rowant. Owner dealing with.</li> <li>Weekly update emails from SODC, forwarded to councillors on day of receipt.</li> <li>Email via website re: Injury sustained on Permissive Footpath to Crowell.</li> <li>Email from Active Travel in Oxon/Bucks, further meeting after route from Chinnor to Lewknor tested out. Forwarded to councillors 27/April.</li> </ol>	<p>Noted, info only.  Noted.  Noted.  <b>Clerk:</b> to respond as directed.  Noted.</p>
22	<p><b>CLERK'S REPORT &amp; AGENDA ITEMS FOR JUNE 2021</b> - Nothing extra to report.</p>	

**DATE OF NEXT MEETING – Thursday 10th June 2021 ## NOTE CHANGE OF DAY & DATE (per minute 9) ##**  
**Deadline for agenda items: 3/Jun.**

**The meeting was closed at 21:35**