

**ASTON ROWANT PARISH COUNCIL (ARPC)**  
**MEETING: 14th February 2024 at 7:30 PM**  
**In Kingston Blount Village Hall**

**Present:** Cllrs. A Bernstein (AB), M.Day (MD), H.Birks (HB), D.Chaplin (DC), T Hill (TH), J Hunt (JH) and four members of the public (MOP).

<b>Minutes:</b>	<b>Actions:</b>
1 <b>APOLOGIES:</b> C/Cllrs Champken-Woods & Gregory, D/Cllrs Gordon-Creed & Sadler.	Noted.
2 <b>DECLARATIONS OF INTEREST:</b> None.	
3 <b>MINUTES OF JANUARY PARISH COUNCIL MEETING:</b> Approved.	<u>Clerk:</u> publish.
4 <b>MATTERS ARISING:</b> None.	
5 <b>OPEN FORUM:</b> <ul style="list-style-type: none"> <li>➤ Two residents seeking support to respond to SODC re: planning conditions breaches at Aston Cottage, Church Lane. It was resolved to submit further comment.</li> <li>➤ Discussion surrounding preparation for SODC Grant review meeting on 29/Feb for Play Area renovations/equipment. Cllr Day &amp; KBPFCo Chair to attend.</li> </ul>	<u>Cllr Day/Clerk:</u> liaise to achieve. <u>Clerk:</u> liaise for preparation.
Agenda Item 11 discussed here – see minute 11 below.	
6 <b>PLANNING:</b> <b>1. Applications as follows to be confirmed/discussed:</b> P24/S0135/T28 Intention to install 1 x 9m wooden pole (7.2m above ground) outside Yukari, Butts Way, Aston Rowant. By BT Openreach. FYI only. P24/S0075/DA Without planning permission, the formation of an access onto a classified road ("the Access") by the infilling of an existing drainage ditch, the removal of a section of existing hedge row and erection of a five-bar gate. (SE21/293). See minute 6.6 below. <b>2. Decisions of S.O.D.C. as follows:</b> P23/S4304/HH Proposed single storey rear extension at: Avila, 4 Plowden Park, AR. GRANTED. <b>3. To consider any applications or decisions received since the agenda was published:</b> None <b>4. Withdrawn Applications:</b> None. <b>5. Applications Referred to SODC Planning Committee:</b> None. <b>6. Planning Inspectorate Appeals:</b> P24/S0075/DA Appeal Ref: APP/Q3115/C/24/3336385 against Planning Enforcement of unauthorised formation of an access onto a classified road ("the Access") by the infilling of an existing drainage ditch, the removal of a section of existing hedge row and erection of a five-bar gate on linked application: P19/S2062/FUL refused by SODC on 27/NOV/2019. We objected to the original application, so will comment on the appeal.	NFA  NFA  Noted.  <u>Cllr Day</u> to formulate response and <u>Clerk</u> to submit
7 <b>FINANCE:</b> <b>1. The following payments through bank: @ 31/Jan (Including VAT):</b> CLERK DEC SALARY & HMRC Re: DECEMBER CLERK Q3 EXPENSES 29.97 SHIELD MAINTENANCE 72.79 TURTLE ENGINEERING (New Defibrillator Battery) 239.99 <b>2. The following receipts to be noted:</b> None. <b>3. The following payments to be approved (Costs include VAT):</b> CLERK JANUARY SALARY & HMRC Re: JANUARY OALC (Play Areas course, Cllr Birks) Course cancelled payment not made <del>132.00</del> SHIELD MAINTENANCE 72.79 ASTON , KINGSTON & CROWELL PARISH NOTES (Feb/Mar edition) 60.00 COMMUNITY FIRST OXFORDSHIRE 55.00 HILLWERKE TRUST – Bollards (Increased since agenda publication) 800.00 <b>4. To approve payments for any invoices received after agenda publication:</b> None. <b>5. To note:</b> Budget 2023/2024 – v10 (JAN). <b>6. To approve:</b> Payment of £500 to new Equals Money Pre-Paid card.	Noted. Noted.          All Approved. Noted. Noted. Noted.

	<p>7. <b>To approve:</b> 2024 Weed Control quote from Prysebros @ £265 + VAT per application in Spring/Autumn (£10 increase from 2023).</p> <p>8. <b>To note:</b> Price increase for HP Instant Ink to £11.99pm.</p> <p>9. <b>To ratify:</b> Transfers from Ear-Marked Reserves to cover outgoings:            ➤ 60.00 from Ear-Marked Reserve to cover Parish Notes Invoice.</p> <p>10. <b>The financial situation as at 31/January:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Unity Current Account</td> <td style="text-align: right;">6,933.02</td> </tr> <tr> <td>Unity Instant Access Savings (G/Resv)</td> <td style="text-align: right;">13,571.18</td> </tr> <tr> <td>Unity Instant Access Savings (E-M Resv)</td> <td style="text-align: right;">21,236.36</td> </tr> <tr> <td>National Savings</td> <td style="text-align: right;">11,613.86</td> </tr> </table> <p>11. <b>Reserves:</b> General Reserve: as above.</p> <p>    Ear-Marked Reserves breakdown:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Elections</td> <td style="text-align: right;">300</td> </tr> <tr> <td>Play Area</td> <td style="text-align: right;">7,535</td> </tr> <tr> <td>Parish Notes</td> <td style="text-align: right;">460</td> </tr> <tr> <td>Trees Footpaths &amp; Environment (FAAG)</td> <td style="text-align: right;">4,725</td> </tr> <tr> <td>Village Hall Reserve</td> <td style="text-align: right;">690</td> </tr> <tr> <td>Hillwerke Trust (plus £287 VAT to come)</td> <td style="text-align: right;">3,926</td> </tr> <tr> <td>Traffic Calming</td> <td style="text-align: right;">-617</td> </tr> <tr> <td>Neighbourhood Plan</td> <td style="text-align: right;">4,217</td> </tr> </table>	Unity Current Account	6,933.02	Unity Instant Access Savings (G/Resv)	13,571.18	Unity Instant Access Savings (E-M Resv)	21,236.36	National Savings	11,613.86	Elections	300	Play Area	7,535	Parish Notes	460	Trees Footpaths & Environment (FAAG)	4,725	Village Hall Reserve	690	Hillwerke Trust (plus £287 VAT to come)	3,926	Traffic Calming	-617	Neighbourhood Plan	4,217	<p>Approved</p> <p>Approved</p> <p>Noted.</p> <p>Noted.</p> <p>Approved.</p> <p>Noted.</p> <p>Noted.</p>
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8	<p><b>D-DAY, 80th COMMEMORATION :</b> Proposal to purchase new burner for beacon last used for Queen Elizabeth II Platinum Jubilee Celebrations. At a cost of £300+ proposal defeated. Potential to re-use beacon as existing, and investigate parish event, format to be discussed.</p>	<p><b>Clerk:</b> March agenda for discussion.</p>																								
9	<p><b>PARISHIONER of the YEAR:</b> Proposal to re-instate for 2023 (and periodically in future) – resolved to proceed. Notices for website &amp; next Parish Notes to invite nominations</p>	<p><b>Chair:</b> to draft notice &amp; form.</p>																								
10	<p><b>ASTON ROWANT SCHOOL:</b> Proposal to disband the School Liaison Councillor role and deactivate website page due to lack of activity. Resolved unanimously.</p>	<p><b>Chair:</b> to archive web page.</p>																								
11	<p><b>PLAY AREA:</b></p> <ul style="list-style-type: none"> <li>➤ SODC Grant Review meeting 28/Feb – Cllr Day &amp; KBPFCo Chair to attend by remotely. Briefing required ahead of the meeting following the recommendations from SODC (in particular re: Climate Emergency. Adopted policy expanded to include specific actions.</li> <li>➤ Discussion re: new bin behind Play Area, or repair lid on existing. Resolved no action in view of new bin by V/Hall (see minute 15) and another bin in vicinity. To be reviewed periodically if littering increases.</li> <li>➤ Costs for non-slip ground surfacing to replace loose bark being obtained for consideration as recommended by SODC.</li> </ul>	<p><b>Clerk:</b> to liaise with meeting attendees.</p>																								
12	<p><b>NEIGHBOURHOOD PLAN:</b></p> <ul style="list-style-type: none"> <li>➤ Minutes of meeting held on 4/Jan received and accepted.</li> <li>➤ New members being sought for the Steering Group, with specific Planning experience.</li> </ul>	<p><b>Clerk:</b> publish.</p> <p>Noted.</p>																								
13	<p><b>GENERAL MAINTENANCE:</b></p> <ul style="list-style-type: none"> <li>➤ B4009 flooding in January - ditches and road cleared following OCC Highways removal of debris in gully under road and new grate into drain. Maintenance is on a 4-year cycle and was, allegedly, only cleared in Nov 2023.</li> <li>➤ Stert Road – ditches on left travelling towards KS are full of general vegetation debris, and clearance has been requested. On right, ditches have been filled in and driveways built over the top which prevents flow into the brook. 2 drains are blocked and have been reported several times over the years, but now local OCC engineer will ensure attended to in the next 2/3 months. They will also write to landowners on the Green to ensure they are dug out properly, and potentially a new pipe installed under the driveways to restore flow.</li> <li>➤ Brook Street – ongoing problems with “river” is down to a Chilterns Foothill spring emergence at that point, made worse by sheet volume of water recently. It is not a Thames Water drains issue but, again, is now on OCC radar for attention.</li> </ul>	<p>All noted.</p>																								
14	<p><b>FOOTPATH AND AMENITIES GROUP:</b></p> <ul style="list-style-type: none"> <li>➤ Minutes from FAAG meeting held 17/Oct/23 received and accepted.</li> <li>➤ To approve quote(s) for mowing of grass verges on Kingston Hill – contractor approached but does not have necessary equipment – search to be continued.</li> </ul>	<p><b>Clerk:</b> publish.</p> <p>Noted.</p>																								

	<ul style="list-style-type: none"> <li>➤ 2024 Duck Race and cream teas in church - being held Sunday 18/Feb.</li> <li>➤ Church Lane flooding – discussed at FAAG meeting held 13/Feb. Update to follow.</li> <li>➤ Spare Tawny Owl nesting box available for anyone interested. Contact FAAG Chair/Clerk.</li> </ul>	<p>Noted.</p> <p>Noted.</p> <p>Noted.</p>
15	<p><b>VILLAGE HALL/HILLWERKE TRUST</b></p> <ul style="list-style-type: none"> <li>➤ Update on working party/lease review – informal legal advice indicates a Deed of Variation or similar will be required to record that PC is responsible for Play Area and proposed additions Permission sought by working party to approach Lightfoots for cost indication. Further working party update next month. Agreed.</li> <li>➤ Bollards now installed and cost 50/50 between HRT/PC as agreed in Nov '23 minutes. Cost less than quoted due to C/Cllrs grant and other savings. Invoice for £800.00 paid to HRT.</li> <li>➤ New bin by V/Hall – cost £310.74 + VAT – PC share £155.37 + VAT (from savings above).</li> </ul>	<p>Noted.</p> <p>Noted.</p> <p>Noted</p>
16	<p><b>TRAFFIC CALMING:</b></p> <ul style="list-style-type: none"> <li>➤ Potential footpath from Oxford Tube bus-stop to Lambert Hotel – ongoing liaison required with Oxfordshire CC &amp; Lewknor PC.</li> <li>➤ Update on OCC proposals for 20mph limits – no update obtained, despite many emails to relevant Depts. Clerk reported that reports have been seen that they are reviewing the blanket 20mph roll-out policy (not confirmed).</li> <li>➤ Potential Cycle path from KB to Ridgeway. Cllr Day reported that he will be in talks with landowners adjoining K/Hill and investigating grants from Trust for Oxfordshire Environment (TOE) to set this in motion, something akin to the permissive footpath to Crowell (i.e.: mesh/grass surface).</li> <li>➤ Potential pedestrian crossing in KB High Street – discussion on various options but before we can approach OCC we have to show there is public support for it. Potential for survey or article(s) in Parish Notes/Website and careful consideration for effective siting.</li> </ul>	<p>Cllr Day to pursue.</p> <p>NFA for now.</p> <p>Further updates when available.</p> <p>To be re-visited at future meetings</p>
17	<p><b>CLERK'S REPORT/OUTSTANDING ACTIONS &amp; CORRESPONDENCE RECEIVED</b> see below.</p>	<p>Noted.</p>
	<p style="text-align: center;"><b>## CLOSED SESSION ##</b></p> <p style="text-align: center;">FOR DISCUSSION OF NEW CLERKS CONTRACT, BASED ON NATIONAL ASSOCIATIONS of LOCAL COUNCILS UPDATED TEMPLATE</p>	<p>Deferred to March meeting.</p>

**DATE OF NEXT MEETING – Wednesday 13th March in Kingston Blount Village Hall**  
**Deadline for agenda items for consideration: 6 March.**

## **CORRESPONDENCE RECEIVED**

<b>Item</b>	<b>Decision?</b>	<b>Action Taken</b>
1. SODC/VWHDC Joint Local Plan - Consultation on draft policies for local challenges 10/Jan – 21/Feb.	YES	Forwarded to Cllrs 11/Jan. Feb Agenda.
2. SODC - New artificial 5-a-side football pitch at Abbey Sports Centre, Berinsfield.	NO	Forwarded to Cllrs 11/Jan.
3. OCC - Flooding Update county-wide	NO	Forwarded to Cllrs 11/Jan.
4. OALC – advice of two training courses – Play Training (6/Mar) and Website Accessibility (22/Feb)	NO	Forwarded to Cllrs 15/Jan.
5. Email(s) from parishioner re: Neighbourhood Plan documents not on website.	NO	All documents to be uploaded by end of Jan.
6. Thame Town Council Newsletter with info about planning application P23/S4262/FUL.	NO	Forwarded to Cllrs 17/Jan.
7. Email from Parishioner re: D-Day 80th celebrations this June – using beacon from QPJ for an event	YES	February Agenda, point 8 for discussion. See minute 8
8. SODC – detailing February half-term activities in the area.	NO	Forwarded to Cllrs 22/Jan.
9. SODC – January edition of South News	NO	Forwarded to Cllrs 23/Jan.
10. Police & Crime commissioners January Report	NO	Forwarded to Cllrs 27/Jan.
11. Community First Oxford – reminder of events on Delivering the Housing for Rural Community Needs	NO	Forwarded to Cllrs 27/Jan.
12. SODC - Parish discussion of S.Oxfordshire and Vale of Local Horse Local Plan. Online meeting 6/Feb @ 7pm	NO	Forwarded to Cllrs 27/Jan.
13. Chilterns Conservation Board – latest update, including details of Chilterns AONB boundary review.	NO	Forwarded to Cllrs 28/Jan.
14. SODC - Successful recycling districts urge residents to reduce and reuse before recycling	NO	Forwarded to Cllrs 2/Feb. Also to Website & KBAR
15. SODC - coming soon: CIL Grant Fund Pilot Scheme for local infrastructure. Expressions of Interest from 19/2	NO	Forwarded to Cllrs and FAAG chairman 7/Feb.
16. Thame TC newsletter with details of agenda for their meeting 13/Feb at which the development proposal at Oxford road will be discussed	NO	Email and 14-page report on the development Forwarded to Cllrs 8/Feb.
17. OALC – advice of further training courses – specifically Chairmanship 14/Mar	NO	Forwarded to Cllrs 8/Feb.

### **RECEIVED AFTER AGENDA PUBLISHED**

1. SODC – adoption of new joint plan with VWHDC for action on air quality (Henley, Wallingford, Watlington)	NO	Forwarded to Cllrs 12/Feb.
2. Email from Ali Gordon-Creed – SODC Cllrs Report for February.	NO	Forwarded to Cllrs 12/Feb. To website (meetings page)
3. SODC - New planning rules mean good news for nature recovery	NO	Forwarded to Cllrs 14/Feb.
4. CFO February Newsletter	NO	Forwarded to Cllrs 14/Feb.