

ASTON ROWANT PARISH COUNCIL (ARPC)
MEETING: 13th March 2024 at 7:30 PM
In Kingston Blount Village Hall

Present: Cllrs. A Bernstein (AB), M.Day (MD), H.Birks (HB), T Hill (TH), J Hunt (JH)

And two members of the public (MOP).

Minutes:

Actions:

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| 1 | APOLOGIES: Cllr Chaplin, D/Cllrs Gordon-Creed & Sadler and C/Cllr Gregory. | Noted. | | | | | | | | | | | | | | | | | | | | |
| 2 | DECLARATIONS OF INTEREST: None. | | | | | | | | | | | | | | | | | | | | | |
| 3 | MINUTES OF FEBRUARY PARISH COUNCIL MEETING: Approved. | Clerk: publish. | | | | | | | | | | | | | | | | | | | | |
| 4 | <p>MATTERS ARISING: None.</p> <ul style="list-style-type: none"> ➤ Cllr Day submitted appeal comments on APP/Q3115/C/24/3336385, see 6.6 below. ➤ Parishioner of the Year details finalised - 2 x £50 prizes for under-18's and over-18's to be submitted to Clerk by 30/Apr deadline. Details to Parish Notes, website & KBAR. | <p>Noted.</p> <p>Clerk/Chair: publish & monitor</p> | | | | | | | | | | | | | | | | | | | | |
| 5 | <p>OPEN FORUM:</p> <ul style="list-style-type: none"> ➤ C/Cllr Champken-Woods wished to record thanks to OCC Engineer for his dedication and efforts in clearing recent flood on B4009 in Aston Rowant. Email thanks already expressed. Update on ongoing Stert Road situation in Kingston Blount to follow. | Noted. | | | | | | | | | | | | | | | | | | | | |
| 6 | <p>PLANNING:</p> <p>1. <u>Applications as follows to be confirmed/discussed:</u></p> <p>P24/S0662/DIS Discharge of conditions 3 (surface water drainage), 4 (foul drainage works drainage) and 5 (disabled access) on application P23/S2916/FUL (Construction of new pavilion on Pitch 2 at AR Cricket Club. FYI only, no facility to comment.</p> <p>P24/S0679/AG Erection of a grain store at Hill Farm, Stokenchurch, HP14 3YJ (Just in AR Parish). NO OBJECTION</p> <p>2. <u>Decisions of S.O.D.C. as follows:</u> None.</p> <p>3. <u>To consider any applications or decisions received since the agenda was published:</u> None</p> <p>4. <u>Withdrawn Applications:</u> None.</p> <p>5. <u>Applications Referred to SODC Planning Committee:</u> None.</p> <p>6. <u>Planning Inspectorate Appeals:</u></p> <p>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.</p> | <p>NFA</p> <p>Clerk: Update SODC portal.</p> <p>Noted.</p> <p>Cllr Day has submitted our response in line with our original objections.</p> | | | | | | | | | | | | | | | | | | | | |
| 7 | <p>FINANCE:</p> <p>1. <u>The following payments through bank:</u> @ 29/Feb (Including VAT):</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">CLERK JANUARY SALARY & HMRC Re: JANUARY</td> <td style="width: 20%;"></td> </tr> <tr> <td>SHIELD MAINTENANCE</td> <td style="text-align: right;">72.79</td> </tr> <tr> <td>ASTON , KINGSTON & CROWELL PARISH NOTES (Feb/Mar edition)</td> <td style="text-align: right;">60.00</td> </tr> <tr> <td>COMMUNITY FIRST OXFORDSHIRE</td> <td style="text-align: right;">55.00</td> </tr> <tr> <td>HILLWERKE TRUST</td> <td style="text-align: right;">800.00</td> </tr> </table> <p>2. <u>The following receipts to be noted:</u> None.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">HMRC: Rest of 2023 VAT reclaim</td> <td style="width: 20%; text-align: right;">1,201.88</td> </tr> </table> <p>3. <u>The following payments to be approved</u> (Costs include VAT):</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">CLERK FEBRUARY SALARY & HMRC Re: FEBRUARY</td> <td style="width: 20%;"></td> </tr> <tr> <td>SHIELD MAINTENANCE</td> <td style="text-align: right;">72.79</td> </tr> <tr> <td>OXFORDSHIRE ASSOCIATION OF LOCAL COUNCILS (2024 Membership)</td> <td style="text-align: right;">180.71</td> </tr> </table> <p>4. <u>To approve payments for any invoices received after agenda publication:</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">H. BIRKS (Printing costs for Play Area update leaflets)</td> <td style="width: 20%; text-align: right;">33.00</td> </tr> </table> <p>5. <u>To note:</u> Budget 2023/2024 – v11 (FEB).</p> <p>6. <u>To approve:</u> Payment of £450 to new Equals Money Pre-Paid card (residue of £500 payment agreed in January).</p> <p>7. <u>To approve:</u> 2024 Grass-Cutting quote from MK Watts. See minute 10 below.</p> | CLERK JANUARY SALARY & HMRC Re: JANUARY | | SHIELD MAINTENANCE | 72.79 | ASTON , KINGSTON & CROWELL PARISH NOTES (Feb/Mar edition) | 60.00 | COMMUNITY FIRST OXFORDSHIRE | 55.00 | HILLWERKE TRUST | 800.00 | HMRC: Rest of 2023 VAT reclaim | 1,201.88 | CLERK FEBRUARY SALARY & HMRC Re: FEBRUARY | | SHIELD MAINTENANCE | 72.79 | OXFORDSHIRE ASSOCIATION OF LOCAL COUNCILS (2024 Membership) | 180.71 | H. BIRKS (Printing costs for Play Area update leaflets) | 33.00 | <p>Noted.</p> <p>Noted.</p> <p>All Approved.</p> <p>Approved.</p> <p>Noted.</p> <p>Approved.</p> <p>Approved.</p> |
| CLERK JANUARY SALARY & HMRC Re: JANUARY | | | | | | | | | | | | | | | | | | | | | | |
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|---|--|--|----------|---------------------------------------|-----------|---|-----------|------------------|-----------|-----------|-----|-----------|-------|--------------|-----|--------------------------------------|-------|----------------------|-----|---|-------|-----------------|------|--------------------|-------|---|
| | <p>8. To ratify: Transfer(s) from Ear-Marked Reserves to cover outgoings:</p> <ul style="list-style-type: none"> ➤ None. <p>9. To ratify: Transfer(s) to Ear-Marked Reserves</p> <ul style="list-style-type: none"> ➤ £326.80 to HRT Reserve (following receipt of VAT refund) ➤ £617.00 to Traffic Calming (to clear deficit before new Financial Year) <p>10. The financial situation as at 29/February:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Unity Current Account</td> <td style="text-align: right;">6,632.67</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;">21,176.36</td> </tr> <tr> <td>National Savings</td> <td style="text-align: right;">11,613.86</td> </tr> </table> <p>11. Reserves: 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;">400</td> </tr> <tr> <td>Trees Footpaths & 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 | 6,632.67 | Unity Instant Access Savings (G/Resv) | 13,571.18 | Unity Instant Access Savings (E-M Resv) | 21,176.36 | National Savings | 11,613.86 | Elections | 300 | Play Area | 7,535 | Parish Notes | 400 | 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>Noted.</p> <p>Noted/Approved</p> <p>Noted.</p> <p>Noted.</p> |
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| Neighbourhood Plan | 4,217 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | <p>D-DAY, 80th COMMEMORATION :</p> <p>To discuss format and feasibility of an event for the Parish – several options discussed and opinion to be sought as to whether parishioners actually want to mark the event, and preferred option. Details to website, parish Notes & KBAR.</p> | <p>Chairman/Clerk: Co-ordinate & monitor response.</p> | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | <p>PLAY AREA:</p> <ul style="list-style-type: none"> ➤ SODC Grant Review meeting 28/Feb – Cllr Day & KBPFCo Chair attended in person and remotely. Success indicated on the day, but no official notification to Clerk as yet. ➤ Survey Responses – leaflets still being distributed. Defer for further discussion in April. | <p>Clerk: Apr.agenda</p> | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | <p>GENERAL MAINTENANCE:</p> <ul style="list-style-type: none"> ➤ To approve 2024 quote for grass-cutting on KB Field @ £175 bi-weekly (£10.00 increase on 2023) – see minute 7.7 above. | <p>Clerk: Advise contractor.</p> | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | <p>FOOTPATH AND AMENITIES GROUP: - No agenda items received, no discussions/resolutions.</p> | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | <p>VILLAGE HALL/HILLWERKE TRUST</p> <ul style="list-style-type: none"> ➤ Update on working party/lease review. Still in discussion, two main options, one with minimal costs, the other potentially costly. Main focus is responsibilities & liability for potential accidents on proposed Zip-Wire installation. Report again in April. ➤ New bin by V/Hall – cost £310.74 + VAT – PC share £155.37 + VAT (from savings above). Await invoice from HRT & funds to be taken from HRT Reserve. | <p>DC & JH: continue to liaise with Lightfoots & HRT. Noted, await invoice,</p> | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | <p>TRAFFIC CALMING: All items to be added to a 5-year plan/wish-list of projects to concentrate on once current lease/insurance/Play Area projects are completed.</p> <ul style="list-style-type: none"> ➤ Potential footpath from Oxford Tube bus-stop to Lambert Hotel ➤ Proposals for 20mph limits in Kingston Blount (timescale decided by OCC Highways). ➤ Potential Cycle path from KB to Ridgeway. ➤ Potential pedestrian crossing in KB High Street. | <p>Cllr Day to pursue as and when and re-visit at future meetings when movement occurs on any of them.</p> | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | <p>CLERK'S REPORT/OUTSTANDING ACTIONS & CORRESPONDENCE RECEIVED see below.</p> | <p>Noted.</p> | | | | | | | | | | | | | | | | | | | | | | | | |
| | <p style="text-align: center;">## CLOSED SESSION ##</p> <p style="text-align: center;">FOR DISCUSSION OF NEW CLERKS CONTRACT, BASED ON NATIONAL ASSOCIATIONS of LOCAL COUNCILS UPDATED TEMPLATE.</p> <p>Most points in agreement, a few tweaks required – re-visit in April.</p> | <p>Clerk: April agenda for agreement & signature(s)</p> | | | | | | | | | | | | | | | | | | | | | | | | |

DATE OF NEXT MEETING – Wednesday 10th April in ASTON ROWANT CHURCH
Deadline for agenda items for consideration: 3 April.

CORRESPONDENCE RECEIVED

| Item | Decision? | Action Taken |
|--|-------------|---|
| 1. Thame TC Newsletter 15/Feb, incl. details of meeting where planning appl. P23/S2462/FUL was discussed. | NO | Forwarded to Cllrs 16/Feb |
| 2. February Edition of "South News" incl details of changes to postal voting in elections | NO | Forwarded to Cllrs 16/Feb Voting changes to website. |
| 3. D/Cllr Gordon-Creed - Financial support for residents and businesses affected by recent flooding | NO | Forwarded to Cllrs 20/Feb. Reminder to website. |
| 4. SODC - Local services and community funding guaranteed after South Oxfordshire budget approved | NO | Forwarded to Cllrs 23/Feb |
| 5. SODC - Two years since Russia's invasion of Ukraine, councils reaffirm support for Ukrainian households | NO | Forwarded to Cllrs 23/Feb |
| 6. SODC - Expressions of Interest now open: Community Infrastructure Levy Grant Fund | Potentially | Forwarded to Cllrs 26/Feb |
| 7. SODC – OCC visit & demonstration of flooding protection measures for susceptible areas – 29/Feb. | NO | Forwarded to Cllrs 26/Feb |
| 8. SODC - Changes coming to garden waste service in South and Vale from next year | NO | Forwarded to Cllrs 26/Feb |
| 9. SODC - Applications open for Storm Henk flooding financial support | NO | Forwarded to Cllrs 28/Feb |
| 10. OALC – February update for councils. | NO | Forwarded to Cllrs 28/Feb |
| 11. Police & Crime Commissioner – February Bulletin | NO | Forwarded to Cllrs 1/Mar |
| 12. Chilterns AONB February Update | NO | Forwarded to Cllrs 1/Mar |
| 13. SODC - Council reaffirms its commitment to supporting people seeking sanctuary | NO | Forwarded to Cllrs 1/Mar |
| 14. SODC – D/Cllrs report for March | NO | Forwarded to Cllrs 4/Mar |
| 15. OCC Countryside & Tree Service – details of replacement tree planting & OCC Tree Policy | NO | Forwarded to Cllrs & FAAG Chairman 6/Mar |
| 16. Email from Parishioner expressing concern at the proposals for the Zip-Wire element of the play area. | YES? | Forwarded to Cllrs 6/Mar & March agenda item 9b. |
| 17. Chilterns National Landscape (Formerly AONB) March Newsletter | NO | Forwarded to Cllrs 7/Mar |

RECEIVED AFTER AGENDA PUBLISHED

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| 1. SODC - Enjoy fun for all the family this Easter | NO | Forwarded to Cllrs 8/Mar. To website & KBAR |
| 2. SODC - Thames Valley Flood Scheme update | NO | Forwarded to Cllrs 12/Mar |
| 3. OCC County Councillors report for March | NO | Forwarded to Cllrs 13/Mar |
| 4. | | |