

ASTON ROWANT PARISH COUNCIL (ARPC)

MEETING: 8th January 2025 at 7:30 PM in Kingston Blount Village Hall

Present:

Cllrs. A.Bernstein (AB), H Birks(HB), D.Chaplin(DC), M.Day (MD), T Hill (TH), J.Hunt (JH).
D/Cllr: Ed Sadler, C/Cllr Nigel Champken-Woods.
Several members of the public (MOP) also attended.

	Minutes:	Actions:
1	APOLOGIES: None.	
2	DECLARATIONS OF INTEREST: None	
3	MINUTES OF DECEMBER PARISH COUNCIL MEETING: Approved.	Clerk: publish
4	MATTERS ARISING: Re: 6.8 – SODC have confirmed that no planning application has been made and that if needs be a formal complaint should be lodged, which has been done.	Noted.
5	CO-OPTION OF NEW COUNCILLOR: 4 minute presentations given by both candidates who then left the room while councillors discussed the merits of each and voted. Hayley Hopwood has been duly co-opted to be a councillor and signed the Acceptance of Office in the presence of the Clerk/Proper Officer. Declaration of Interests also received.	Clerk: Update SODC.
6	OPEN FORUM – No matters were raised by those present.	
7	<p>PLANNING:</p> <p>1. Applications as follows to be confirmed/discussed:</p> <p>P24/S3844/PIP Permission in principle for the construction of a minimum of one dwelling and a maximum of one dwelling at The Paddock, Church Lane, Aston Rowant. Response was needed before 4/Jan under the 5-week PiP application rules so we have objected already and await SODC decision.</p> <p>P24/S3981/LDP Certificate of lawful development for proposed use or development: Proposed loft conversion with three roof lights and new air source heat pump at Chiltern House, 5 Plowden Park, Aston Rowant (in addition to granted application P24/S1444/HH). The certificate only seeks confirmation that the proposed development is lawful.</p> <p>2. Decisions of S.O.D.C. as follows:</p> <p>P24/S3482/HH Erection of an orangery at Marlins, Aston Rowant Road, AR – GRANTED.</p> <p>3. To consider applications or decisions received since the agenda was published: None.</p> <p>4. Withdrawn Applications: None.</p> <p>5. Applications Referred to SODC Planning Committee: None.</p> <p>6. Planning Inspectorate Appeals: None.</p> <p>7. Applications in Neighbouring parishes (which may affect Aston Rowant): None.</p>	<p>Clerk: respond to SODC.</p> <p>Noted.</p> <p>Noted.</p>
8	<p>PLAY AREA:</p> <ul style="list-style-type: none"> ➤ Two new rockers now installed, completing Phase 1 (invoice not yet received). ➤ SODC Capital Grant part 2 - £10,158.00 - applied for and acknowledged by SODC, await response. 	<p>Noted.</p> <p>Noted.</p>
9	<p>HILLWERKE TRUST/VILLAGE HALL:</p> <p>Final Draft of the proposed Operating Procedure documents now agreed in Principle by HRT, to be presented and agreed formally at their next meeting on Thursday 16/Jan whereupon we can engage our solicitor to draw up the formal agreement to attach to the lease documents.</p>	Noted.
10	<p>FINANCE:</p> <p>See Finance Report as at 31/December – attached below. All December payments noted. All new payments approved for payment this month.</p> <p>a) To note: Budget 2024/2025 – v9 (DEC).</p> <p>b) To Approve: 2025/6 Budget/Precept. Confirmation of approval in December when Clerk was absent due to illness.</p> <p>c) To Approve: expenditure of £120.00 + VAT for Clerk Training (Principles of Internal Auditing Local Councils). Agreed in Principle, to be applied for after this years Audit as course takes 12m to complete. OALC Preparing for Internal Audit Course (see payments below) to be cancelled due to difficulty in taking Annual Leave to attend.</p>	<p>Noted.</p> <p>Noted.</p> <p>Clerk: apply to SODC by 15/Jan.</p> <p>Noted.</p> <p>Clerk: apply when Appropriate.</p>

	d) To sign: paperwork for new signatories on Unity Account (new signatories and existing, to confirm). Deferred several times due to absence of key members required for signature so now original applications have “expired”	Clerk: re-apply via Unity website and present in Feb.
11	CLERK’S REPORT/OUTSTANDING ACTIONS & CORRESPONDENCE RECEIVED see below.	
12	POTENTIAL AGENDA ITEMS FOR NEXT MEETING (Deadline: 5 February 2025): ➤ Complete and submit paperwork to add two new bank signatories. ➤ Footpath to Lockdown Larder – reactivate request to OCC? Liaise with KB Farms	Clerk: to action.

**DATE OF NEXT MEETING – Wednesday 12th February 2025
IN KINGSTON BLOUNT VILLAGE HALL**

ARPC - CLERK’S REPORT & CORRESPONDENCE RECEIVED
(for January 8th 2024 Meeting)

Item	Decision Required	Action to be Taken
1. ODC – Statement/Press Release from Cllr David Luane, Leader of South Oxfordshire District Council	NO	Forwarded to Cllrs 14/Dec
2. Chilterns National Landscape – consultation on proposed changes to their statutory management plan now live for comments until 3/Feb	NO	Forwarded to Cllrs 16/Dec
3. ODC Press Release - New Performing Arts Grant gets approval	NO	Forwarded to Cllrs 17/Dec
4. Chilterns National Landscape – latest news (incl. Chilterns AONB boundary review.	NO	Forwarded to Cllrs 19/Dec
5. ALC – December Update.	NO	Forwarded to Cllrs 19/Dec
6. Police & Crime Commissioner Bulletin Dec ‘24	NO	Forwarded to Cllrs 23/Dec
7. ODC: Council Leader has written to OCC re: the Govt's published White Paper on English Devolution	NO	Forwarded to Cllrs 23/Dec
8. ODC: Owners of retirement development in Thame fined £2k+ for failing to remove unauthorised adverts	NO	Forwarded to Cllrs 23/Dec
9. ODC: Bathtub dumpers from Nottinghamshire ordered to soak up hefty fine £4k+	NO	Forwarded to Cllrs 23/Dec

RECEIVED AFTER AGENDA PUBLISHED

None

FINANCE REPORT AS AT 31/DECEMBER 2024

a) The following payments through bank @ 31/Dec (Costs include VAT):	£	p
CLERK NOVEMBER SALARY & HMRC/P.A.Y.E (re: Clerk Nov salary)		
SLCC ANNUAL 2025 SUBSCRIPTION		110.00
SHIELD MAINTENANCE		92.82
AKC PARISH NOTES		60.00
EQUALS MONEY		23.98

b) Receipts as follows to be noted:		
Turtle Engineering Refund for invoice paid twice in error		74.37

c) The following payments to be Approved and Paid		
CLERK DECEMBER SALARY & HMRC/P.A.Y.E (re: Clerk Dec salary)		
THE PRINT SHOP, STOKENCHURCH (Reimburse Cllr A.Bernstein)		58.14
P TINSON		27.99
AMAZON UK (Pens for Planning Meeting 27/Dec – reimburse Cllr A.Bernstein)		6.86
SHIELD MAINTENANCE		92.82
ØALC (Preparing for Audit Training Course, Clerk) Not paid, see Minute 10c		60.00

d) **To approve:** payment of any invoices received after agenda publication.

e) **The financial situation as at 31/December:**

Unity Current Account	12,633.89	
Unity Instant Access Savings (G/Reserve)	14,287.84	£94.95 Int
Unity Instant Access Savings (E-M Reserves)	23,523.52	£149.84 Int
National Savings	11,703.72	£62,148.97

f) **Reserves as at 31/December:**

General Reserve	£14,192.89
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Ear-Marked Reserves:	Full breakdown to follow
Elections Reserve	700
Play Area Reserve	TBC
Parish Notes Reserve	680
Trees, Footpaths & Environment FAAG)	TBC
Village Hall Reserve	2,690
Hillwerke Trust	0
Traffic Calming	501
Neighbourhood Plan	4,217
Ear-Marked Reserves Total:	23,523.52

g) **To ratify:** Transfers to/from Reserves to cover invoices received, per Finance Report:

- £27.99 from EMR (FAAG) to Current to cover payment to P.Tinson.
- £149.84 From EMR to Gen Resv (credit interest).