

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

CLERK'S BRIEFING NOTES

PARISH COUNCIL MEETING ON 10th April 2025

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Agenda Item 9

Correspondence

All correspondence by email

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 7e – APM 23rd April – Draft Agenda

Parish of Aston, Cote, Shifford & Chimney

Annual Parish Meeting

Wednesday 23 April 2025 – 7.30pm

Agenda

Questions relating to the presentations will be taken after each item.

1. Welcome by Parish Council Chairman
2. Present/Apologies for absence
3. Consideration of minutes of Annual Parish Meeting held on 23 April 2024
4. Parish Council Report
5. Oxfordshire County Council Report
6. West Oxfordshire District Council Report
7. Reports from local groups:
 - Day Centre at the Fellowship
 - Aston and Cote Primary School
 - Community Trust – Chairman Ian Dunstan
 - Community Shop
8. Local Environment – Trees, hedges and footpaths.
9. Matters raised by members of the parish.



Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 13b – General Maintenance Contract

General Maintenance Specification

1.1 Definitions

The terms used in these regulations shall have the following meanings:

“Parish Council” means the Aston, Cote, Shifford and Chimney Parish Council.

“The Contractor” means the person, firm or Company carrying out the Works to the order or instruction of the Parish Council.

“The Site” is any part or whole of the areas identified and designated in the location schedule.

1.2 Locations

All work will be within the boundary of the parish of Aston, Cote, Shifford and Chimney as shown at Appendix 1.

1.3 General Maintenance Specification

1. All duties to be carried out in daylight hours only.
2. Works for this specification detailed in Appendix 2.
3. Work timetable to be planned and managed by contractor unless a specific date/time stated in Table of Works or requested by the Parish Clerk.
4. In accordance with the provisions of the Health and Safety at Work etc Act 1974 to take reasonable care for the health and safety of yourself and of other people who may be affected by your acts or omissions at work; and co-operate with the Council as far as is necessary to enable the Council to perform or comply with its duties under any statutory health and safety provisions,
5. To use equipment essential for your work in accordance with the manufacturers' instructions or recommended safe practice, and, where appropriate, to use safety equipment (e.g. protective clothing, high visibility clothing, goggles etc) provided by the Council,
6. To bring to the Parish Clerk's attention any matters which need to be attended to, but which are outside the remit of this specification, including matters which are the responsibility of other organisations,
7. On request and with your agreement, to carry out additional work in other locations as requested by the Parish Clerk. This will be over and above the stated hours in 1.4.

Aston, Cote, Shifford and Chimney Parish Council

8. **Insurance** - Without prejudice to the liabilities of the Contractor under this contract during the period of the contract, the Contractor will maintain full public liability insurance cover for his statutory liabilities. The amount of public liability cover required is £5 million. A current certificate of insurance must be produced to the Parish Clerk prior to commencement of the Contract.

1.4 Remuneration

A maximum of 75 hours per annum to cover work detail in Appendix 2 – Table of works with hours under point 7 to be agreed at time of request.

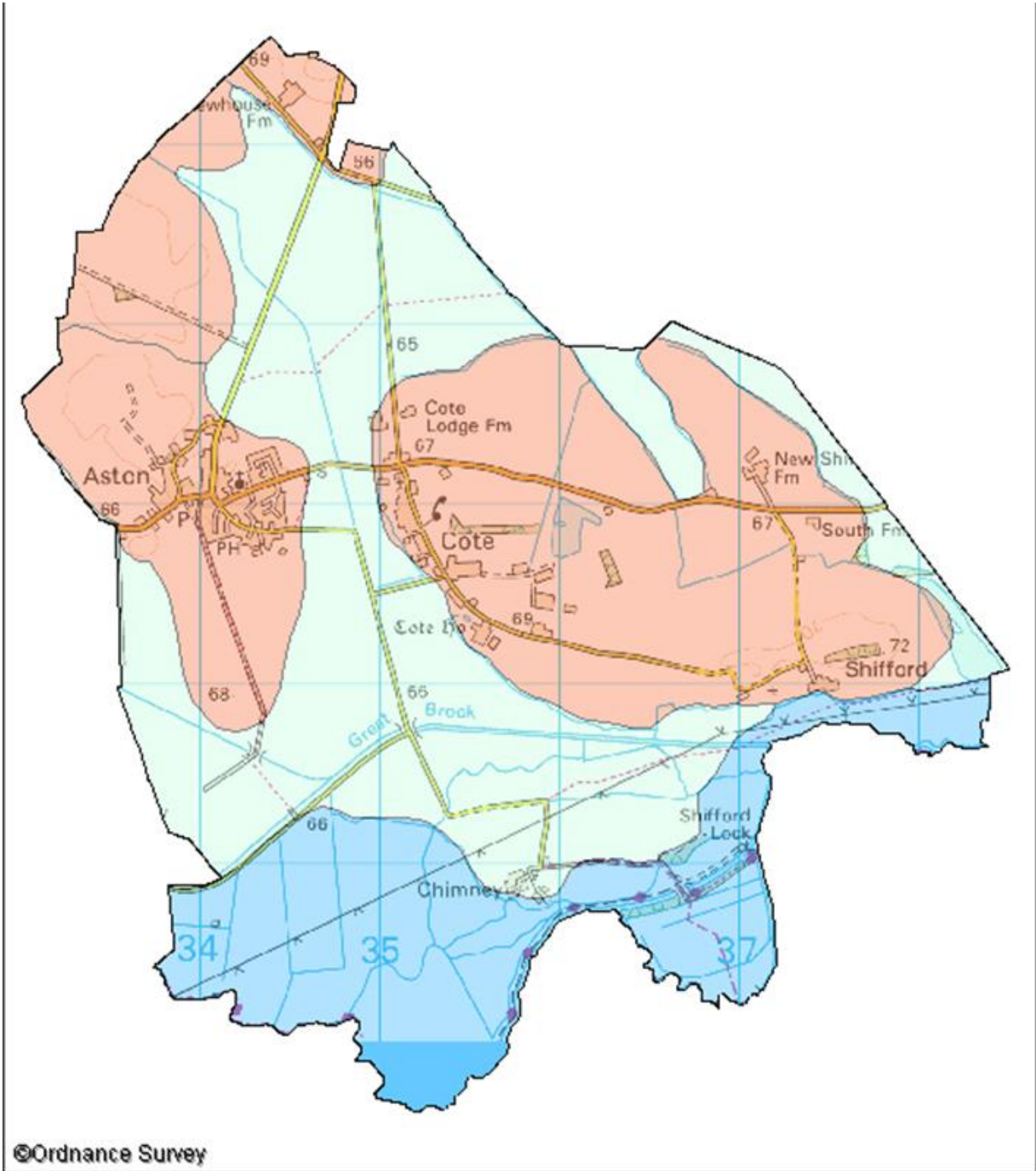
1.5 Duration of Agreement

The agreement will run from 11th April 2025 to 31 March 2026 unless terminate by either party. Termination will be one months' notice in writing by either party.

E Anstee

Parish Clerk

Appendix 1



Aston, Cote, Shifford and Chimney Parish Council

Appendix 2 -Table of Works

Item(s)	Scope of Work	Times per year
White gates at village entrances exits for Cote, Shifford, Aston and Chimney	Clean gates – wash/wipe down	Twice per annum – Spring and Autumn
White gates at village entrances exits for Cote, Shifford, Aston and Chimney	Clear vegetation around gates to improve visibility.	Twice per annum – as needed.
Original 'Aston' sign on Bampton Road.	Clear vegetation around sign to improve visibility.	Once per annum – as needed.
Road gutters in Aston and along B4439 between Aston and Cote.	Hoe off/out grass and weeds removing the detritus.	Once per annum
Litter picking - focus on village centres.	To litter pick small items of litter including bottles, papers, food packets etc. Collected items to be put into the nearest public bin. Larger items or obvious fly tipping to be reported to clerk who will report to WODC.	As All roads in the parish to be covered at least once per annum.
Direction signs in Cote on the crossroads by the allotments and opposite Hooks Hatchery.	To be cleared of vegetation and wiped down.	Once per annum.
Benches – Aston (Southlands, opposite Waites Close, Jubilee seat and end of Foxwood (not installed yet) and Cote.	Wipe down and clear of vegetation.	Once per annum.
Notice boards – Aston and Cote	Wipe down exterior and clear of vegetation.	Once per annum.

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 11 – Governance

<p style="text-align: center;">ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL COUNCILLORS' TRAVELLING ALLOWANCES SCHEME FINANCIAL YEAR 2025/26</p>



Aston, Cote, Shifford & Chimney Parish Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003, hereby makes the following scheme:

1. Name and Duration

- 1.1. This scheme may be cited as the Aston, Cote, Shifford & Chimney Parish Council Councillors' Travelling Allowances Scheme.
- 1.2. This scheme shall have effect for the period 1 April 2025 to 31 March 2026.

2. Travel and other Expenses

- 2.1. The duties and activities in respect of which travel and related expenses will be payable, are:
 - (a) the attendance at a meeting of the authority or of any committee or sub-committee of the authority, or of any other body to which the authority makes appointments or nominations, or of any committee or sub-committee of such a body, subject to the meeting taking place outside the parish boundary, in accordance with clause 2.9 ;
 - (b) the attendance at a meeting of any association of authorities of which the authority is a member;
 - (c) the performance of any duty in pursuance of any standing order made under section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened, subject to the venue being outside the parish boundary, in accordance with clause 2.9;
 - (d) attendance at training events and information seminars either organised by the Council or where attendance has been authorised; and
 - (e) the carrying out of any other duty approved by the authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the authority or any of its committees or sub-committees.
- 2.2. The approval for members to carry out additional duties falling within 2.1(e) above will in general be granted at a previous Parish Council meeting. Where that is not possible, the Clerk, after consultation with the Chairman, has the authority to approve additional duties falling within 2.1(e) above.
- 2.3. A Councillor may be reimbursed for travel and other expenses incurred in connection with or relating to the duties specified in 2.1 above.
- 2.4. Notwithstanding 2.3 above, the following shall be excluded from the scheme in relation to travel and other expenses:
 - (a) attendance at social events unless this is attendance at such functions as the Parish Council deems it proper for the member to attend as representative of the Council ;
 - (b) attendance at a meeting of an outside body for which travel and other expenses are paid for by that body
- 2.5. The rates of the allowances in respect of travel shall be as follows:

Aston, Cote, Shifford and Chimney Parish Council

**ASTON, COTE, SHIFFORD & CHIMNEY PARISH
COUNCIL
COUNCILLORS' TRAVELLING ALLOWANCES
SCHEME
FINANCIAL YEAR 2025/26**



All Vehicles	Inland Revenue non profit making rate (currently 45p per mile plus 5p with a passenger)
Cycles	Inland Revenue non profit making rate (Currently 20p per mile).

- 2.6. Taxis should be used, and payment will be made, only where travel by other forms of public transport or by car is not possible.
- 2.7. Standard class fares only will be reimbursed.
- 2.8. Related travel expenses, including car parking and road tolls will be reimbursed.
- 2.9. Travel allowances and related expenses will only be reimbursed for travel or duties undertaken outside the parish boundary.
- 2.10. In respect of all the claims for travel allowances and related expenses, it is expected that members exercise economy and efficiency, to minimise claims.

3. Claims and Payments

- 3.1. A claim for travel or other expenses under this scheme shall be made on the claim form designed for the purpose, a copy of which can be obtained from the Clerk.
- 3.2. A claim for travel or the reimbursement of expenses shall include details of the duty/activity in respect of which the claim has arisen, and a travel claim shall specify the total number of miles travelled.
- 3.3. A claim for the reimbursement of expenses, shall be supported by a receipt.

4. Publicity

- 4.1 The Travelling Allowances Scheme will be publicised on the noticeboards in the parish for 14 days after its adoption and will be published on the Parish Council website.
- 4.2 After the end of each financial year the total amount paid to each member of the Parish Council under the Travelling Allowances Scheme will be publicised on the noticeboards in the parish for 14 days and will be published on the Parish Council website.
- 4.3 Reports of the Parish Remuneration Panel, a body of the District Council, will be published on the noticeboards and on the Parish Council website.

This allowances scheme was adopted by
Aston, Cote, Shifford & Chimney Parish Council
on 10th Apr 2025

Aston, Cote, Shifford and Chimney Parish Council



ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL SMALL GRANT SCHEME

GUIDELINES

Aston, Cote, Shifford & Chimney Parish Council is keen to support local causes and amenities and will do all it can to support fundraising for specific projects or charitable causes.

Any expenditure must be within the constraints of the legal powers limited to Parish Councils and within the bounds of "Best Practice" as ultimately the funds come from the pockets of council taxpayers in the Parish. In addition, the Council is subjected to internal and external audits that examine the grants that are awarded, so the Council must demonstrate that it is aware of the issues involved and has taken care in its funding award criteria.

This application document outlines the background to the grants scheme. Application forms should be completed as far as is possible and practicable – do not worry if there is some information that your organisation cannot supply, just fill in what you can. The more information there is, the better, but please be assured that you will not be turned down simply because more information is required before a decision is made.

Please bear in mind the following guidelines when completing your application:

- All grant applications must be submitted on the official grant funding application form, with supporting documentary evidence.
- In general, the Parish Council will try to support organisations promoting the following initiatives:
 - Promoting local recreational facilities
 - Combating rural isolation
 - Promoting sports, health & fitness
 - Promoting the village or rural affairs
 - Supporting the local economy
 - Providing opportunities to promote educational advancement
 - Projects for children and young people
 - Projects specifically aimed towards senior citizens
- Grant applications will be assessed on the following criteria, which are in no priority order –
 - The benefit to all or part of the parish of Aston, Cote, Shifford & Chimney
 - The benefit to all or some of the residents of Aston, Cote, Shifford & Chimney
 - The proportion of the residents that will benefit from the grant
 - The assessment of the viability and robustness of the application
 - The availability of Parish Council funds for grants
- The Council is limited in how much it can grant and to whom grants can be made. The more tangible the project or scheme and the greater number of people in the Parish that it benefits, the stronger the case

Aston, Cote, Shifford and Chimney Parish Council



- Grants for assistance in the running (revenue) costs of an organisation will be considered but, in a way, as to encourage self-sustainable funding.
- The Parish Council reserves the right to refuse applications or to provide a lower grant than that requested.
- Awards will not be made to:
 - Commercial enterprises set up to generate profit
 - Those supporting party political issues / parties
 - Projects with campaigning objectives
 - Individuals
 - Health, education or welfare organisations whose services should be provided by statutory funding.
- Awards will not normally be made:
 - To bodies that could be funded by their national or umbrella body (unless for a specific project or exceptional reason)
 - For buildings that are uninsured.
 - For buildings or property not owned by the applicant
- Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated, irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated.
- The organisation must have clearly stated aims and objectives.
- The organisation must provide a written constitution that has been formally adopted by the membership, or in the event of a less formal organisation a similar written document.
- Aston, Cote, Shifford & Chimney Parish Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
- Grants will not be given for expenditure which has already been occurred or committed via a purchase order and applicants will be required to confirm that their application meets this condition in their application.
- The grant shall be used for the purposes given on the application form and will be subject to any conditions sent in writing when notifying the applicant of their award. If the project for which Aston, Cote, Shifford & Chimney Parish Council offers funding is altered, curtailed, postponed, or cancelled in whole or in part the recipients shall notify Aston, Cote, Shifford & Chimney Parish Council immediately in writing and the grant may be reconsidered, reduced or recalled at the Parish Council's discretion.
- If expenditure on the event, project or activity for which Aston, Cote, Shifford & Chimney Parish Council provides funding is ultimately less than the funding provided, the recipients shall notify Aston, Cote, Shifford & Chimney Parish Council immediately in writing and the excess funding returned by cheque payable to Aston, Cote, Shifford & Chimney Parish Council within 30 days.
- Projects must commence within 12 months of notification of the funds being provided. If this cannot be achieved applicants can apply in writing for a six-month extension clearly stating the reasons for the delay and giving a new start date. Should the project fail to meet a revised deadline, or the extension not be granted the offer of grant funding will be withdrawn and the recipients will be required to return the funding by cheque payable to Aston, Cote, Shifford & Chimney Parish Council within 30 days.

Aston, Cote, Shifford and Chimney Parish Council



- All organisations which are successful in their grant applications must provide in writing further information once the application has been completed, to include the date the project was completed, the total final cost of the project, and the total of the Parish Council grant funding applied to the project. A copy of the paid invoices verifying the expenditure must be supplied at the same time.
- Organisations that receive a grant are required to acknowledge the contribution from Aston, Cote, Shifford & Chimney Parish Council on publicity and printed material.
- Please be advised that representatives of the Council may visit the site or project in pursuance of their decision-making process or after award of funding
- Grants must be formally applied for using the Aston, Cote, Shifford & Chimney Parish Council Grant Application Form together with all supporting documentation as requested in that form.
- Payment will be made to an organisation, not an individual – only applications from organisations with a bank account in the organisation's name can be considered.
- An organisation can only apply for one grant during each Council financial year (1 April to 31 March).
- The timing of the application and consideration thereof will be in accordance with the timetable below, always provided that in case of exceptional urgency grants may be submitted and considered at any other time during the year.

Timetable

Opening date for grant applications:	1 st July
Final submission date for applications:	23 rd December
Month in which the application will be considered (check with the Parish Clerk for the precise date of the meeting):	January
Date by which grant decision letters will be circulated	31 st March

Applicants for grants can address the meeting at which their grant is considered. For further details please contact the Parish Council Clerk

This process is designed to be fair and open to all parties. The Council will as far as it is able treat all applications equally and will not discriminate on the grounds of gender, racial or ethnic origin, religion or belief, ethical beliefs, disability, age or sexual orientation.

If there are any points that are unclear or you would like any assistance with completing your form, please contact the Clerk on rfo@astonoxon-pc.gov.uk. You are strongly advised to keep a copy of your completed form for your records.

Aston, Cote, Shifford and Chimney Parish Council



**ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL
SMALL GRANT SCHEME
APPLICATION FORM – 2025/26**

ABOUT YOUR ORGANISATION:		
Name		
Address		
Email address:		
Website:		
Contact Details:	First Contact	Second Contact
Name:		
Position:		
Address:		
Phone Number:		
Mobile Number:		
Email Address:		

Aston, Cote, Shifford and Chimney Parish Council

DETAILS OF ORGANISATION STRUCTURE:				
Constitution	Do you have a constitution? Please indicate: YES (Please attach) NO			
Status: Are you one of the following? (If not, it does not prevent you from applying for a grant)				
Please indicate:	A registered charity?	A company limited by guarantee?	Applying for charitable status?	Other: Please state:
Charity/Company No.				
When did your group/organisation start?				
What does your organisation do?				
Who does your group /organisation serve mainly?	<i>e.g. children, young people, senior citizens, rurally isolated people etc</i>			
DETAILS OF ORGANISATION FINANCES: Please attach a copy of your most recent accounts				
Total income in the last financial year including date of year end:				
Total amount spent in the last financial year:				
Current unrestricted reserve or savings as at date of application:				
Current restricted reserve or savings as at date of application.				
From what sources does your organisation raise its income?	Income Source	Amount £		
Bank Details	Acc No:	Sort Code:		
	Bank Name:	Bank Address:		
DETAILS OF MANAGEMENT STRUCTURE:				
<i>How many people are there on your management committee?</i>				
<i>How many staff do you employ?</i>				
<i>How many volunteers do you have?</i>				

Aston, Cote, Shifford and Chimney Parish Council

DECLARATION:	
<p>I am authorised to make this application on behalf of the above organisation and the information contained in this application is correct. If the information changes in any way I will inform Aston, Cote, Shifford & Chimney Parish Council at the earliest opportunity. I give permission for Aston, Cote, Shifford & Chimney Parish Council to record the information on this form electronically.</p>	
Signed:	
Dated:	
Please include the following:	<ul style="list-style-type: none"> • Up to date accounts/financial statements & latest report (if available) • Constitution or a set of rules, if available • Copies of written estimates or catalogue pages if grant for equipment or capital costs
<p>Please either email to the Clerk at clerk@astonoxon-pc.gov.uk or post the signed application together with all supporting papers to: Elaine Anstee, Clerk, Aston, Cote, Shifford & Chimney Parish Council. 16 Foxwood, Aston, Bampton, OX18 2DZ.</p>	

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 14

FINANCE REPORT

- a. Account balances – see appendix 1 (For Information)
- b. Review of the Full Year Financial Position -The Full Year Forecast (only awaiting CCLA interest for March – estimated figure currently included) is showing that the Parish Council remained underbudget for day-to-day spending, however, expenditure from reserved funds resulted in a year-end cash position (reserves) of £1,171 below the year opening figure.
- c. To RESOLVE to approve the following payments for the period April 25. **NOTE: As agreed at the March PC meeting, the salaries of the Clerk & RFO will now be calculated monthly, with any overtime due, paid monthly in arrears. This is to avoid accumulation of overtime which might result in the monthly gross going over the new “NI Secondary Threshold” and therefore giving rise to employers NI contributions.**
- d. To consider the allocation of reserves to carry forward to the 2025-2026 financial year.
- e. To agree a procedure for investing in, and withdrawing from, the CCLA investment account:
 - Signatories on the CCLA account are: R La Forte, J Ordish, G Ball and B Lings.
 - In order to provide instructions via email an “Email instructions authority form”, must first be submitted.
 - Withdrawal of funds must be requested on the relevant form (Redemption Form), and these funds should be in the Unity Trust Bank Account the same day as requested.
 - Further investments can be made by completing the relevant form (Subscription Form) and emailing the form on the same day as transferring the funds.

To RESOLVE to complete and submit an “Email instructions authority form” to CCLA.

To RESOLVE to agree an investment/withdrawal amount at each meeting from May 1st 2025.

- f. To review and resolve the Asset Register for 2024-25 with carry forward to 2025-26.

Aston, Cote, Shifford and Chimney Parish Council

	NET	VAT	Gross Amount
E Anstee – April Pay & WFH All.	204.12		204.12
D Shenton – April Pay & WFH All.	224.60		224.60
HMRC - PAYE	168.00		168.00
D Johnston – Inv 2527	285.00		285.00
Aston Football Club – Inv MAR25	160.00		160.00
Total to be decided and approved	£1,041.72	£0.00	£1,041.72
Total of already approved/paid	£0.00	£0.00	£0.00
Monthly Standing Orders/DDs			
Clerk's CC – Microsoft £65.88, Bank Charge £3	57.90	10.98	68.88
Clerk's CC March (RBL – VE Day flag)	19.99	3.99	23.98
Total SDOs	£77.89	£14.97	£92.86
Total	£1,119.61	£14.97	£1,134.58

Aston, Cote, Shifford and Chimney Parish Council**Appendix 1 – Account Balances****Cash Balances**

£

*UNITY TRUST CURRENT ACCOUNT*Balance B/F at 31 December 2024 **39,279.65**

Payments January 2025 (2,740.62)

Payments February 2025 (5,107.47)

Payments March 2025 (2,306.38)

Income January 2025 0.00

Income February 2025 0.00

Income March 2025 467.51

Balance at 31 March 2025 **£29,592.69***CCLA INVESTMENT ACCOUNT*Balance B/F at 30 September 2024 **53,500.79**

Income October 2024 219.59

November 2024 225.38

December 2024 212.94

January 2025 218.50

February 2025 217.76

March 2025 (estimated income) 210.00

Balance at 31 March 2025 **£54,804.96****TOTAL CASH HOLDING AT 31 March 2025** **£84,397.65**

Clerk's Briefing Notes – 10th April 2025
Aston, Cote, Shifford and Chimney Parish Council

Full Year Expenditure against budget:

2024-25		AS AT			
BUDGET	EXPENDITURE	31/3/2025 Full Year	Performance Against Budget	% YTD	Commentary
£	Staff Costs				
£ 4,015.19	Clerk & RFO Salary - includes potential 3% payrise if PC resolves to follow the NALC/JPAG guidance.	£ 4,715.47	£ 700.28	117%	Arrears for overtime 23/24 included
£ 1,377.33	HMRC	£ 1,411.34	£ 34.01	102%	Arrears payment for NI 23/24 included
£ 624.00	Clerk & RFO WFH allowance. Currently £18pm = £216pa. Max allowed £26pm. For discussion/resolution if PC wish to update.	£ 608.00	£ 16.00	97%	Full year includes backdated increase to £26 PM
£ 500.00	Clerk sickness/Overtime contingency	£ 1,838.51	£ 1,338.51	368%	Overtime for year above budget.
£ 1,500.00	Travel and Training (Includes RFO CILCA & ILCA)	£ 150.00	£ 1,350.00	10%	Below budget, two courses taken by RFO in year.
	Office and General Expenses				
£ 430.00	APM and meeting Hall Hire (Includes £7.50ph for Ordish room & £16ph for main hall).	£ 354.75	£ 75.25	83%	Invoiced & paid to Dec 24
£ 250.00	Website Costs including domain registration and renewal	£ 235.75	£ 14.25	94%	
£ 210.00	External Audit	£ 315.00	£ 105.00	150%	Above budget due to income for planning appeal 23/24
£ 456.39	Insurance	£ 484.67	£ 28.28	106%	
£ 72.00	Bank Charges	£ 104.40	£ 32.40	145%	Now includes monthly fee for CC
£ 1,101.60	Office running costs (Microsoft & Norton Licences)	£ 1,054.76	£ 46.84	96%	
£ 150.00	Office Equipment (transfer to reserve if unspent at year end)	£ -	£ 150.00	0%	Not required during year
£ 1,000.00	Professional Fees	£ 858.76	£ 141.24	86%	Flooding report & advice on local plan.
£ 35.00	ICO Fee (DD)	£ 47.00	£ 12.00	134%	
£ 642.00	Subscriptions (CPRE, CFO, SLOCC, OALC)	£ 575.50	£ 66.50	90%	
£ 80.00	Election Expenses (estimated until WODC issue tax base)	£ -	£ 80.00	0%	Not required during year
	General and Ground Maintenance				
£ 6,000.00	Grass Cutting - verges & weed killing	£ 4,121.01	£ 1,878.99	69%	Under budget - costs are weather dependent.
£ 2,500.00	Grass Cutting - playing field and WM	£ 1,125.00	£ 1,375.00	45%	Part year due to a change in contractor.
£ 2,189.26	Dog & Litter Bin Emptying	£ 1,230.39	£ 958.87	56%	Underbudget - possible undercharge by WODC
£ 600.00	Cock Maintenance	£ 372.00	£ 228.00	62%	
£ 600.00	Bus Shelter Cleaning	£ -	£ 600.00	0%	
£ 500.00	Defibrillator pads/batteries	£ -	£ 500.00	0%	
£ 1,500.00	Village maintenance	£ 1,303.32	£ 196.68	87%	
	GRANTS				
£ 1,115.00	Small Grants	£ 910.00	£ 205.00	82%	
£ 5,785.00	General Grants	£ 2,825.00	£ 2,960.00	49%	Few grants requested
	Net VAT	£ 448.68			
£ 33,232.77	TOTAL	£25,089.31	£ 8,143.46	75%	Increase in reserves of £8,143.46
	INCOME				
£ 30,166.00	Precept	£30,935.00	£ 769.00	103%	Full year precept received
£ 1,052.17	OCC Grass cutting Grant	£ 1,051.57	£ 0.60	100%	
£ 1,800.00	Interest on OCLA Investment account	£ 2,679.84	£ 879.84	149%	Investment income remains strong & above budget.
£ -	OCC Grant for Flood Prevention	£ -	£ -		To be offset against dataloggers cost
£ -	Net VAT	0			
£ 33,018.17	TOTAL	£34,666.41	£ 1,648.24	105%	Increase in reserves £1,648.24
	RESERVED FUNDS				
£ 5,000.00	General Contingency fund (For example: 3 months running costs/insurance excess)	£ 4,592.71	£ 407.29	92%	Dataloggers
£ 9,215.74	Working Day to Day Balance	£ 585.00	£ 8,630.74	6%	Bench
£ 9,679.00	Traffic Calming	£ -	£ 9,679.00	0%	
£ 3,500.00	Aston History Boards (£1,000 per board)	£ 300.00	£ 3,200.00	9%	Design & Artwork
£ 3,800.00	North Farm	£ -	£ 3,800.00	0%	
£ 752.52	Office Equipment	£ -	£ 752.52	0%	
£ 3,145.00	Defibrillator Maintenance	£ 1,320.00	£ 1,825.00	42%	
£ 33,476.00	Recreation Reserve	£ -	£ 33,476.00	0%	
£ 2,000.00	War Memorial	£ -	£ 2,000.00	0%	
£ 10,000.00	Community Trust (50% match funding pot)	£ 3,950.00	£ 6,050.00	40%	Fascias/guttering & Electrical works
£ 5,000.00	Coronation (St James Church Tower Gate)	£ -	£ 5,000.00	0%	
£ 85,568.26	TOTAL	£10,747.71	£ 74,820.55	13%	Decrease in reserves of £10,747.71
	Total CASH SURPLUS/(DEFICIT) FOR THE YEAR	(£1,170.61)			
	OPERATING SURPLUS/(DEFICIT) FOR THE YEAR	£ 9,577.10			

Aston, Cote, Shifford and Chimney Parish Council**Carried forward reserves for the 2025-2026 financial year:**

Reserves	@ 01/04/24	Net Movement	@31/03/25
Opening at 1 April 2023	£85,568.26		
Closing at 31 March 2024			£ 85,568.26
Reserves analysis:			
Working day to day balance	£ 9,215.74	-£ 4,592.71	£ 4,623.03
Contingency reserve	£ 5,000.00	-£ 585.00	£ 4,415.00
Recreation Reserve	£33,476.00		£ 33,476.00
North Farm	£ 3,800.00		£ 3,800.00
Aston History Boards	£ 3,500.00	-£ 300.00	£ 3,200.00
Traffic Calming	£ 9,679.00		£ 9,679.00
Community Trust (50% match funding pot)	£10,000.00	-£ 3,950.00	£ 6,050.00
Defibrillator Maintenance	£ 3,145.00	-£ 1,320.00	£ 1,825.00
War Memorial	£ 2,000.00		£ 2,000.00
Coronation (St James Church Tower Gate)	£ 5,000.00		£ 5,000.00
Office Equipment	£ 752.52		£ 752.52
Total Reserves	£85,568.26	-£ 10,747.71	£ 74,820.55
Operating Surplus for the Year			£ 9,577.10
Total reserves Carried forward to 2025/26			£ 84,397.65

Clerk's Briefing Notes – 10th April 2025
Aston, Cote, Shifford and Chimney Parish Council

**ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL
ASSET REGISTER**

At 31 March 2024

Asset	Location	Purchase Date	Replaced	Purchase Cost	Accounts Value
War Memorial	Village Square				1.00
	New posts	11/1/2013		980.00	980.00
	New fixings	2/1/2014		280.00	280.00
	New posts alongside footways	2/9/2015		750.00	750.00
Bus Shelters					
1	High Street, Aston	1/31/2005		3389.35	3389.35
2	Near Cote Crossroads, Cote	7/23/2002		3975.00	3975.00
3	End of Saxel Close	11/8/2019		5972.80	5972.80
Notice Boards					
General	Southlands	8/16/2017		1371.55	1371.55
Parish Council	Cote Road, corner with Bull St	5/5/2004		941.08	941.08
Parish Council	Cote by the allotments	8/1/2022		910.00	910.00
Benches & Seats					
Cote	Detailed Sheet ref. 3				100.00
War Memorial Green	Detailed Sheet ref. 1				100.00
VEVJ Day Seat	Detailed Sheet ref. 4	1/4/1996		316.63	316.63
Golden Jubilee Bench QEII	Detailed Sheet ref. 5	2002		0.00	200.00
Silver Jubilee Bench GV	Detailed Sheet ref. 2	5/16/2013		336.15	336.15
Replacement Golden Jubilee	Detailed Sheet ref 6.	9/26/2017		324.98	324.98
Postmans Bench	Detailed Sheet ref 6.	3/3/2021		0.00	1.00
Cote red phone box	Cote	10/3/2011		1.00	1.00
Defibrillator in Cote Telephone Box		8/1/2021		2390.00	2390.00
Defibrillator Shelter - Chimney		6/1/2022		900.00	900.00
Defibrillator - Chimney		6/1/2023		2390.00	2390.00
Defibrillator - Village Hall		9/1/2018		2390.00	2390.00
Office Equipment					
HP Laptop/Bag	Clerk	9/30/2021		899.00	899.00
HP Laptop/Bag	RFO	12/1/2023		899.00	899.00
Shredder	Office, Clerk	10/31/2007		22.99	0.00
2 door cupboard	Village Hall	5/13/2010		110.95	110.95
4 drawer filing cabinet	Village Hall	2/29/2012		115.99	115.99
Bins					
Litter Bin 1)	5/1/1986	11/1/2022)	NIL
Litter Bin 2)	5/1/1986	11/1/2022	155.25	NIL
Litter Bin 3))	11/12/1987	11/1/2022)	NIL
Litter Bin 4))	11/12/1987	11/1/2022)	NIL
Litter Bin 5))	11/12/1987	11/1/2022	257.03	NIL
Litter Bin 6)))	7/2/1992	11/1/2022)	NIL
Litter Bin 7)))	7/2/1992	11/1/2022	246.63	NIL
Litter Bin 8		3/11/1999	11/1/2022	467.73	NIL
Litter Bin 9		99/00	11/1/2022	445.45	NIL
Litter Bin 10	Outside shop, Aston	11/14/2003		85.00	
Litter Bin 11	Bus shelter, High Street	11/1/2007		135.00	
Litter Bin 12	Vicarage Close bus stop	9/17/2015		122.85	
Dog Litter Bin	Bull Street - Chimney Turn	1/28/2005		223.72	
Dog Litter Bin	Far end Cote near Aston turn	5/15/2009	11/1/2022	158.68	158.68
Parish Meeting Banner	Clerk	5/30/2004		100.00	100.00
Lengthsman Equipment					
Dustcart	Football Pavilion, Aston				0.00
Brooms, Brushes	Football Pavilion, Aston				0.00

TOTAL ACCOUNTS VALUE £30,304.16

Brought forward value 1 April 2024 £29,405.16

Additions

Bench - end of Foxwood 585.00
3 X Dataloggers 6825.40

Clerk's Briefing Notes – 10th April 2025
Aston, Cote, Shifford and Chimney Parish Council

RFO's Laptop/Bag	467.70
Defibrillator - Garage	990.00
1 X Datalogger	2327.80
Disposals	
Adj RFO Laptop	-899.00
Carried forward value 31 March 2025	<u><u>£38,182.26</u></u>