

# **ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL**

## **CLERK'S BRIEFING NOTES**

### **PARISH COUNCIL MEETING ON 17 January 2022**

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Prepared by Elaine Anstee  
8<sup>th</sup> January 2022

**Aston, Cote, Shifford and Chimney Parish Council**

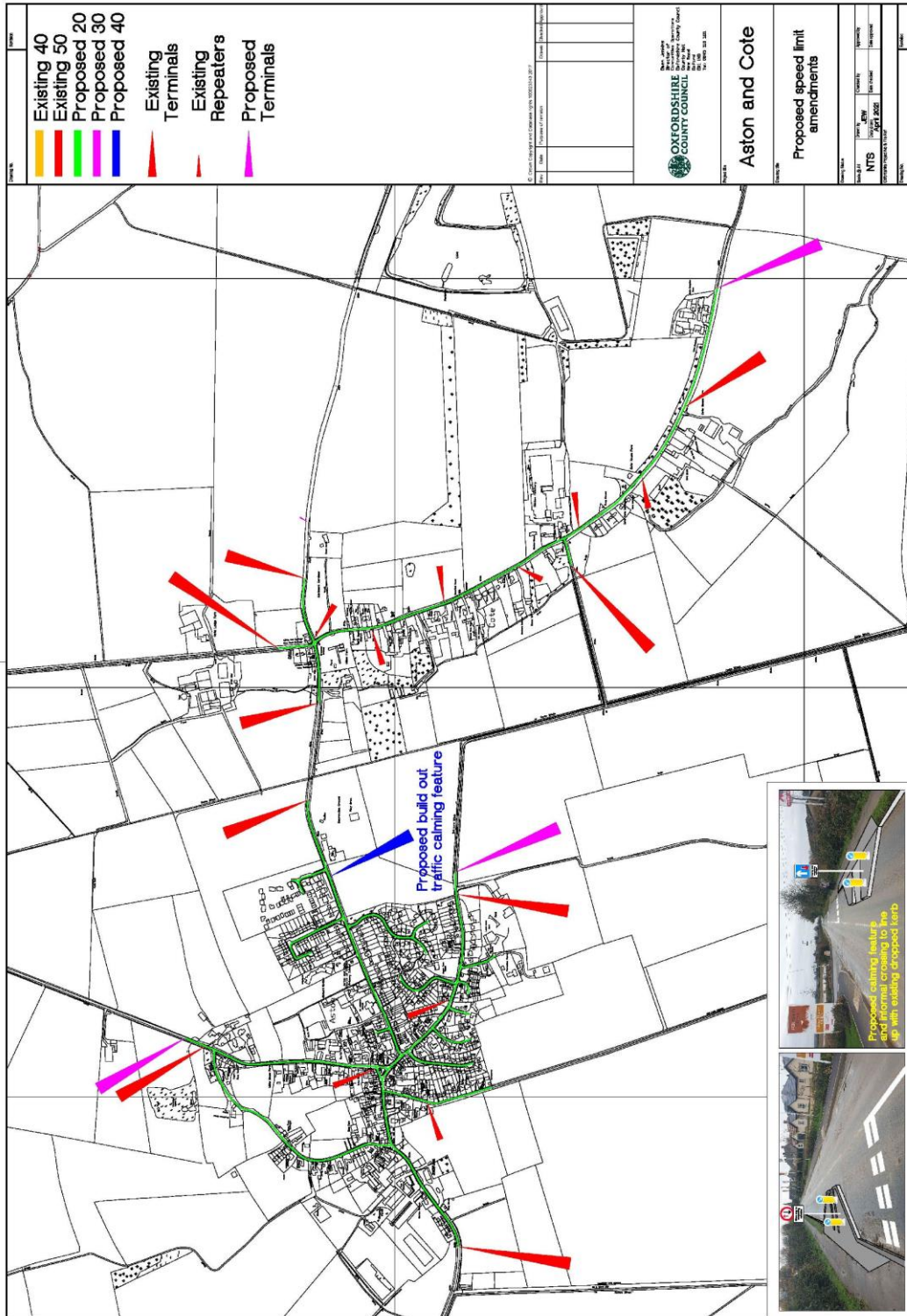
**Agenda Item 9**

*Correspondence*

All correspondence by email.

# Aston, Cote, Shifford and Chimney Parish Council

## Agenda Item 8b – Traffic Calming Update



## Aston, Cote, Shifford and Chimney Parish Council

### Agenda Item 8a – North Farm

#### ASTON, COTE, SHIFFORD AND CHIMNEY PARISH COUNCIL

### NORTH FARM PUBLIC CONSULTATION (STAGE 3)



**INTRODUCTION** In November 2020, we explained that the Parish Council had been investigating what Oxfordshire County Council (OCC) (the landowner) intentions for the North Farm site (comprising 1.1 ha) in Aston. Through 2 rounds of public consultation, we invited and were grateful to receive, comments from residents on the principle of community involvement in the development of North Farm with detailed suggestions regarding the facilities and usage that you would like to see. Since then, continued discussions with OCC have now confirmed what their 'art of the possible' is with regard to their potential disposal of the site as a 'community-led development opportunity' and they have provided some illustrative options accordingly. The purpose of this deliberately detailed note is to seek your views on these more specific OCC proposals, in order that the Parish Council may represent accurately the views of the community. In so doing, we recognise that it will be impossible to please everybody, even if we do nothing; thus, a consensus will have to be determined.

**Nothing has been decided yet, so community feedback is vital for the shaping of this project.** All OCC options are illustrative in nature and subject to further discussion with the Parish Council and (should it proceed that far) WODC planning officers, based upon continued public consultation – even before any formal planning application process with WODC begins.

**SOME CONTEXT** The site has been declared surplus to requirements by OCC. Vacant since 2014, it is no longer economically viable as a farm and OCC therefore would prefer to dispose of the site with no residual responsibilities. However, the Local Planning Authority (WODC) will not consider any housing development on the site as this would be contrary to policy laid down in the Local Plan – unless it can be demonstrated that such development is exemplary in its design, and (critically) has the support of, and offers significant benefits to, the local community. OCC support this approach but are required by Section 123 of the Local Government Act (1972) to maximise the site's financial value (it is, after all, owned by all of us – the taxpayers!). Therefore, a 'trade-off' is required – in order to provide benefits to the community, the community would have to accept some development in order for this to be paid for. The central question therefore is how much development, and for what?

The Parish Council believe that any risk of doing something now (albeit not at any cost), when local support is mandated, is greatly outweighed by the risks of doing nothing. The latter includes, firstly that the site remains empty, becomes an increasingly derelict (and dangerous) eyesore and is at risk of illegal occupation; and secondly that OCC simply await a change in housing policy/legislation that may in the future allow the erection of up to 40 houses on the site – with no control from or benefit to, the local community.

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***'The Parish Council believe that any risk of doing something now (albeit not at any cost), when local support is mandated, is greatly outweighed by the risk of doing nothing' Do you agree?***

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**SOME SPECIFICS** An illustrative plan of what might be possible has begun to crystallise. In outline, OCC believe that if 23 houses were constructed on the site, the following community benefits could be provided:

**Affordable housing** The site could include 8 affordable units. In order to reduce site density, these could potentially be designed as a courtyard/farm building style development of 6 flats plus 2 semi-detached houses.

**Community Hub** – a single storey building gifted to the local community. Current ideas for usage include relocation of the village shop, gallery/studio, other commercial outlets such as bicycle hub, hire and repair. Also gifted and again subject to final design, the existing building to the north of the farmhouse could be re-roofed for additional use (electric car charging points is one idea).



**Community Open Space** – all unused space (including a large element of the northern paddock) to be gifted to the local community, for usage as we see fit.

**Public House** – should there be sufficient interest, the existing farmhouse could (subject to planning) be converted into a public house to replace/re-locate the Red Lion. This would offer much larger internal space (including a dedicated dining area), a garden and off-street parking.

**Community Car Parking** – a new community car park (separate to the dedicated parking for each of the houses) is proposed which would allow parking for visitors to the village, the pub and community hub.

In order to fund these benefits, OCC believe that in addition to the sale of the existing farmhouse, 15 open-market dwellings would be required. These would comprise smaller family homes and bungalows rather than large executive-style dwellings. Being considered are 12 x 2 and 3 bed homes and 3 x 4 bed homes. Construction and design would be required to comply with and complement Aston's Conservation Area status.

**The Parish Council believes that this proposal is too 'expensive' in terms of the size of development, especially as our costed proposal of November 20, showed that such benefits might be achievable with only 10 open-market houses. Do you agree?**

**YOUR CHANCE TO HAVE YOUR SAY** This is a very significant potential development in the Parish and unusually, the community has considerable influence over, and a very large say in, its progression (or not). It offers benefits for current and future generations, but there is a price to pay in terms of more housing in Aston – a village that is already seeing a 20% increase in housing stock over the space of a couple of years. What do you think? Is this price acceptable? The Parish Council is keen to hear from as many residents as possible.

This consultation will run until 18 February 2022, with the initial results published on 4 March, and will take place alongside an informal pre-application by OCC to WODC. If the project is viable and moves forward after that date, then there will be further consultations run as part of the planning process. The lead for these would be OCC working with the community through the Parish Council. A consultation sheet is attached, should you wish to use it, or you may of course choose another format. In either case, please submit your comments by 18 February 22 via email to [clerk@astonoxon-pc.gov.uk](mailto:clerk@astonoxon-pc.gov.uk), completed forms via the Community Shop, or by post to the Parish Clerk (16 Foxwood, Aston, Oxfordshire, OX18 2DZ). The consultation is also available online at <https://www.astonoxon-pc.gov.uk>



Thank you for your participation

7 December 2021

Clerk's Briefing Notes – 17 January 2022  
**Aston, Cote, Shifford and Chimney Parish Council**

**ASTON, COTE, SHIFFORD AND CHIMNEY PARISH COUNCIL  
NORTH FARM PUBLIC CONSULTATION (STAGE 3 )**

**PRINCIPLES** The Parish Council has employed the following principles in its discussions with OCC. Do you agree? Please circle your answer.

1. The risks of doing something now, outweigh the risks of doing nothing (albeit not at any cost). **YES / NO**
2. Any development solution must be permanent and for the whole site (including the paddock). **YES / NO**
3. Development on the site must be kept to a minimum, balanced against any community benefits. **YES / NO**
4. Noting ongoing issues with our already overloaded drainage infrastructure - there must be on-site sewage disposal for any development on the site, with no connection to the mains system. **YES/NO**

**5. OCC Illustrative Options** We have some ILLUSTRATIVE options for what OCC consider the 'art of the possible' for the disposal of the site. Should the project continue, these options would be refined further as part of the informal pre-application and subsequent formal planning application processes. Please circle your preference on the sliding scale where 1 is the lowest and 5 is the highest:

a. Do nothing. Community support is a pre-requisite for any development of the site. OCC confirm that if community support is not forthcoming, then they will just 'walk away' from the project.

1                      2                      3                      4                      5

If so, would you support revisiting the project in the future if circumstances change? **YES / NO**

b. Site sold by OCC under open market conditions with no contribution to the community. Under current WODC planning policy constraints, this might result in 6 large houses (including the current farmhouse) on the farmhouse site with the paddock left undeveloped ('land banked') until any change to planning policy might allow further development.

1                      2                      3                      4                      5

c. Site developed with up to 16 houses (including 7 affordable housing units), with green space of about half of the paddock area donated to Parish for its use (with ongoing maintenance costs) but with no hub.

1                      2                      3                      4                      5

d. Site developed with up to 23 houses (including 8 affordable housing units), with green space up to half of the paddock and community hub/shop site donated to the parish. (with ongoing maintenance costs).

1                      2                      3                      4                      5

The Parish Council consider the above '23 houses' option unacceptably excessive in terms of the benefits offered. Do you agree? **YES / NO**

e. Site developed with no affordable housing and fewer (9) larger properties, so less housing and greater green space but no community hub/shop.

1                      2                      3                      4                      5

Clerk's Briefing Notes – 17 January 2022  
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**ASTON, COTE, SHIFFORD AND CHIMNEY PARISH COUNCIL  
NORTH FARM PUBLIC CONSULTATION (STAGE 3 )**

f. Are there any other options that you think may be viable for the site? Please comment below:

6. Please rank in order of importance (1 being the most important), what you think are the most important potential community benefits to consider:

Minimising development on the site	1	2	3	4	5
Community open space	1	2	3	4	5
Community (off-street) car parking	1	2	3	4	5
Community 'hub'	1	2	3	4	5
Affordable housing	1	2	3	4	5

7. Would you support the relocation of the pub from the Square to the North Farm farmhouse? **YES/NO**
8. Would you support the relocation of the shop from the Square to the North Farm site if a building (the 'hub') was offered to the community and the Community Shop wished to move?      **YES/NO**
9. What do you think a Community Hub could be used for by the residents of the parish?

10. What do you think the green space could be used for by the residents of the parish?

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**ASTON, COTE, SHIFFORD AND CHIMNEY PARISH COUNCIL  
NORTH FARM PUBLIC CONSULTATION (STAGE 3 )**

11. Were the project to continue, would you be prepared to assist and advise the Parish Council in some capacity (for example as part of a community working group)? **YES / NO**
12. The space below is for any further comments you might have. (further space available on the reverse of this sheet)::

Please return this form by 18 February 2022 via email to [clerk@astonoxon-pc.gov.uk](mailto:clerk@astonoxon-pc.gov.uk), via the Community Shop, or by post to the Parish Clerk (16 Foxwood, Aston, Oxfordshire, OX18 2DZ).

The consultation is also available online at <https://www.astonoxon-pc.gov.uk>

**YOUR DETAILS**

Name:

I confirm that I am a resident of the Parish of Aston, Cote, Shifford and Chimney **YES/NO**

Contact Details (Optional):



## Aston, Cote, Shifford and Chimney Parish Council

### Agenda Item 8c – Children's Home Update



Bluestone Planning

[www.bluestoneplanning.co.uk](http://www.bluestoneplanning.co.uk)

15 December 2021

Dear Aston Parish Council

**Re: Planning application for the erection of a new Children's home on Back Lane, Aston**

I am writing with reference to the above proposal and to provide an update, following on from our public consultation in September 2020 and our attendance at your Parish Council meetings.

The Planning application for the proposed new children's home has now been submitted to Oxfordshire County Council, the application ref no is R3.0149/21 and the case officer is Naomi Woodcock. You may look up the full application details by using this application number on their website to review all the submitted documentation. You may also submit your comments on the proposal via the website.

The proposal has been amended several times to take into account the feedback the project team received from speaking with you and local residents. In the main these changes resulted in a reduction of the scale and the form of the building such that it is now a bungalow form in an 'L' shape. The materials have also been chosen to reflect better the local character and the conservation area setting. The building will now be built in a Beckstone in a colour 'Buff' and the gable end section of the building will be clad in a natural timber, Poplar, with a self-finish.

The access to the site can now be achieved without having to carry out any widening works to the lane other than removing some low lying, and/or dead foliage. The Ash tree to south of the site will be retained and protected throughout the works. The proposed fencing will be post and rail type to match that typically found around pasture land, and will be set back off of the road.

Attached is the Design and Access Statement which sets out in more detail the design rationale and how the proposal has evolved. I also attach the planning statement which sets out the justification

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T. 01235 766 825 E. [admin@bluestoneplanning.co.uk](mailto:admin@bluestoneplanning.co.uk) [www.bluestoneplanning.co.uk](http://www.bluestoneplanning.co.uk)

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**Aston, Cote, Shifford and Chimney Parish Council**

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Bluestone Planning

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for the proposal and the process involved in concluding that this site was the most suitable for the development proposed and the reasons why.

These documents form part of the application and will be displayed on the Oxfordshire County Council website as well.

The FAQ sheet which was originally sent to the Parish Council is also valid and maybe useful to display on the PC website in case any enquiries are received, many of the questions could be answered by looking at this document.

The application will now be subject to a public consultation period and the case officer will then assess the application in light of those comments received. I hope this update is of use to you and please do get in touch if there is any further information or queries you have on any of the application details.

We look forward to hearing from you soon.

Kind regards,

**Hannah Wiseman BA (Hons) MSc MRTPI**

Associate Planner

[hannahw@bluestoneplanning.co.uk](mailto:hannahw@bluestoneplanning.co.uk) 01235 766825

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## Aston, Cote, Shifford and Chimney Parish Council

### Agenda Item 11c – WODC Planning Services Parish Survey 2021



### Planning Services Parish Survey 2021

**NOTE:** Where there is more than one settlement in the Parish, please complete this form for each settlement.

#### SECTION 1: Introduction

1	Name of Parish (and village where applicable)	
2	Your position	

#### SECTION 2: Which of the following facilities do you have in your town/parish/village?

3	Do you have a Post Office? (either part-time or full-time)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4	Do you have a bank? (either part-time or full-time)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5	Do you have any Food Shops/Markets/Outlets?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6	Do you have any non-Food Shops/Market/Outlets?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7	Do you have a petrol filling station?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8	Do you have a public house or hotel?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9	Do you have a Doctors surgery?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Do you have a local pharmacy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Do you have a local dentist?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Do you have public defibrillators?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10	Do you have a residential care facility (e.g. nursing home, extra-care, sheltered housing etc.)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11	Do you have a daytime bus service Monday to Friday?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12	Do you have an evening/weekend bus service?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13	Is there a community bus?	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
14	Do you have a local information service	Library <input type="checkbox"/>	Notice Board <input type="checkbox"/>
15	Do you have a place of worship?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Aston, Cote, Shifford and Chimney Parish Council**

16	Do you have a community meeting space?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
17	How many public meeting halls are there in the settlement?		
18	Do you have access to education services?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Early Years	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Primary	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Secondary	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	College	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Adult	Yes <input type="checkbox"/>	No <input type="checkbox"/>
19	Do you have access to any indoor built sports facilities (e.g. swimming pool, squash courts available for public use outside)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
20	Do you have access to outdoor recreational facilities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
21	Playing Fields	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Playground/Play Area	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Informal Green Space (publicly accessible)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Allotments	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Other (please specify)		
22	Do you have a recent Housing Needs Survey?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
23	Who are the main local employers?		
24	Are there any other features or facilities you would like to mention?		



Clerk's Briefing Notes – 17 January 2022

**Aston, Cote, Shifford and Chimney Parish Council**

SECTION 3: Changes and improvements

25	What have been the biggest changes in the parish in the past 5 years?
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## **Aston, Cote, Shifford and Chimney Parish Council**

26	<p>What does the Parish Council see as the largest challenges facing the parish currently and in the next 5 years?</p>
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Thank you for your help

Please return to Oliver Murray, Planning Policy, Elmfield, New Yatt Road, Witney, Oxfordshire  
OX28 1PB or by email to [Oliver.murray@publicagroup.uk](mailto:Oliver.murray@publicagroup.uk)

## Aston, Cote, Shifford and Chimney Parish Council

### Agenda Item 12

## London Bridge – Death of the Sovereign

### Parish Council actions:

1. Proclamation will not be read in the parish
2. **Councillors** will supply and wear their own mourning attire (armband/tie/rosette) as required.
3. **Chairman** to attend the WODC/OCC events as notified.
4. Book of condolence to be in St James Church and opened on the day of the death being announced. Suggest that the first message should be by the Chairman of the parish council. This will then be closed at 5pm on the day after the funeral. The book will be loose leafed, and councillors will be asked to take pages to those unable to get to church to sign if they wish to. The condolence book to be retained by the parish clerk for future use. This to be managed by the **parish clerk**.
5. Letter of condolence to be signed by the chairman and sent to the private secretary of the new sovereign (Draft at Annex 1). This is to be managed by the **parish clerk**.

### St James Church

#### Flag flying

- At half-mast from the announcement of the death of the Sovereign until 0800 on the day after the funeral, except on Proclamation Day when they are hoisted to the top of the mast at 11.00 a.m. and remain there until sunset. Half-mast means two thirds of the way up the flagpole and flags should be first raised to the top and then down one third of the way. This is to be managed by the St James Church Wardens.

#### Church Bells

- Local churches may toll bells providing the Local Parochial Council agrees, at noon on day of death or day after (depending on time of death)

#### Church Services

- This is organised by the local diocese.

#### Other Actions

- Communities may decide to mark the event in a special way, and this is the responsibility of the community to organise.

## Aston, Cote, Shifford and Chimney Parish Council

### National and Royal Mourning

#### National Mourning

Observed by all, including national representatives serving abroad.

Flags lowered from the day of death to the day of Funeral.

Business/Sporting activities considered by Prime Minister's Office.

#### Royal Mourning

Observed by Members of the Royal Family, Households of the Royal Family and

Troops on Public Duties.

#### Parish Council Actions

1. Following the death of a Member of The Royal Family, the Lord Chamberlain or the Earl Marshal will consult with the Prime Minister before seeking The Sovereign's Commands with regard to mourning. No action should be taken until there is a formal announcement of the death (*that is, when the media reports that Buckingham Palace or Downing Street has announced the death, not when they indicate that "reports are coming in of the death of ....."*).
2. **Councillors** will supply and wear their own mourning attire (armband/tie/rosette) as required.
3. **Chairman** or his representative to attend the WODC/OCC events as notified
4. Book of condolence to be located in St James Church and opened on the day of the death being announced. This will then be closed at 5pm on the day after the funeral. The book will be loose leafed and councillors will be asked to take pages to those unable to get to church to sign if they wish to. The condolence book to be retained by the parish clerk for future use. This will be managed by the **parish clerk**.
5. Letter of condolence to be signed by the chairman and sent to the private secretary of the deceased (Draft at Annex 2). This will be managed by the **parish clerk**.

#### St James Church – Flag Flying

Flags should be flown at half-mast on the day the death is announced (or immediately following) and day of Funeral. Flags also lowered on any other occasions where Her Majesty has given special command.

#### Church Services

- This is organised by the local diocese.

#### Other Actions

- Communities may decide to mark the event in a special way, and this is the responsibility of the community to organise.



## **Aston, Cote, Shifford and Chimney Parish Council**

### **Notes on Flag Flying**

Half-mast means the flag is flown two-thirds of the way up the flagpole with at least the height of the flag between the top of the flag and the top of the flagpole. On flag poles that are more than 45' from the vertical, flags cannot be flown at half-mast and the pole should be left empty.

When a flag is to be flown at half-mast it should first be raised all the way to the top of the mast, allowed to remain there for a second and then lowered to the half-mast position. When it is to be lowered from half-mast it should again be raised to the top of the mast for a second before being fully lowered. When the national flag is at half-mast other flags should also be at half-mast or should not be flown at all.

Unless the flagpole is illuminated by a spotlight or similar lighting, the flag should be raised each morning at 8.00 a.m. and taken down at sunset.

### **General Notes:**

#### **Proclamation Day (applicable only on the death of the Sovereign)**

The new Sovereign succeeds to the throne as soon as his or her predecessor dies and is at once proclaimed at an Accession Council in St James's Palace

In London the public proclamation of the new Sovereign is then read out, first at St. James's Palace and afterwards at other locations. This is Proclamation Day when flags should be flown at half-mast from 8.00 a.m. and then at full mast between 11.00 a.m. and sunset (see paragraph 4.1 below).

Once the Proclamation has been made at St. James's Palace in London it is read out publicly, later that day, in Edinburgh, Windsor and York as well as at Guildhalls, Shire Halls and Town Halls throughout the country. In each city or town, the accession is traditionally proclaimed at a number of different spots.

It is hoped that the wording of the Proclamation to be read out will be easily available and a watch should be kept on the Buckingham Palace website ([www.royal.gov.uk](http://www.royal.gov.uk)) and the Privy Council website ([www.privycouncil.org.uk](http://www.privycouncil.org.uk)). As soon as the National Association of Civic Officers has the information it will also appear on their website ([www.leicester.gov.uk/naco](http://www.leicester.gov.uk/naco)).

Proclamation Day takes place very soon after the Sovereign's death. In 1952 it was on 8<sup>th</sup> February, two days after The King's death.

### **Notes for the Guidance of Rep DLs re Borough Observance of Mourning Following the Death of a Member of the Royal Family [not including the Sovereign]**

The forms of Mourning are: NATIONAL MOURNING

ROYAL MOURNING

Following the death of a Member of The Royal Family, the Lord Chamberlain or the Earl Marshal will consult with the Prime Minister before seeking The Sovereign's

## **Aston, Cote, Shifford and Chimney Parish Council**

Commands with regard to mourning. No action should be taken until there is a formal announcement of the death (*that is, when the media reports that Buckingham Palace or Downing Street has announced the death, not when they indicate that "reports are coming in of the death of ....."*).

### **National Mourning**

Observed by all, including national representatives serving abroad.


Flags lowered from the day of death to the day of Funeral.

Business/Sporting activities considered by Prime Minister's Office.

### **Royal Mourning**

Observed by Members of the Royal Family, Households of the Royal Family and Troops on Public Duties.

### **Flags**

Flags should be flown at half-mast on the day the death is announced (or immediately following) and day of Funeral. Flags also lowered on any other occasions where Her Majesty has given special command. 

Half-mast means the flag is flown two-thirds of the way up the flagpole with at least the height of the flag between the top of the flag and the top of the flagpole. On flag poles that are more than 45° from the vertical, flags cannot be flown at half-mast and the pole should be left empty.

When a flag is to be flown at half-mast it should first be raised all the way to the top of the mast, allowed to remain there for a second and then lowered to the half-mast position. When it is to be lowered from half-mast it should again be raised to the top of the mast for a second before being fully lowered. When the national flag is at half-mast other flags should also be at half-mast or should not be flown at all. Flags of foreign nations should not be flown unless their country is also observing mourning. Unless the flagpole is illuminated by a spotlight or similar lighting, the flag should be raised each morning at 8.00 a.m. and taken down at sunset.

The Lord Chamberlain's Department, through the Department for Culture, Media and Sport and through the National Executives, issues a list of Flag Flying Days. If a Flag Flying Day occurs on a day when flags are to fly at half-mast, the flag should still be flown at half-mast.

### **Observance by Members of the Royal Family, Royal Households and Representatives**

a. Dress Uniform: Mourning Bands

Civilian Dress Dark colours

b. Functions Official engagements may be fulfilled but social engagements are cancelled.

### **Stationery**

Black-edged stationery should be used for all significant announcements about the death of a Member of the Royal Family and for external communications about

## **Aston, Cote, Shifford and Chimney Parish Council**

subsequent arrangements. Mourning stationery need not be used for other correspondence.

### **National Mourning**

On all occasions of public mourning, the head of the mace should be draped in black or a black bow tied around the shaft. This should apply both when the mace is in use and when it is on public display (for example, in a glass display cabinet).

On the day of the death and on the day of the funeral and on days between when public mourning is observed thought should be given to the way in which the Chain of Office is worn. Practice varies. For instance: a small black bag or purse can be fitted over the jewel so that only the chain is seen; or the badge can worn on a black ribbon; also, it may be apt for the civic car not to fly its civic pennant.

Members of the Council, when robed, should wear a small black rosette on the left lapel of the robe. Alternatively, when not robed, a black armlet three and a quarter inches wide should be worn on the left arm and male members and officers should wear black ties.

### **Civic Engagements during periods of National Mourning**

Careful thought should be given to the types of engagement undertaken, especially on the day of the announcement of a death and on the day of the funeral. This is particularly the case when hospitality is being offered in the form of receptions, lunches and dinners. The decision is a local one and should reflect local circumstances and the public mood.

### **Opening Books of Condolence**

The decision on whether or not to open Books of Condolence is entirely for the local authority to decide. Such books can provide a helpful opportunity for people to express sadness but it is a decision to be taken locally on whether or not it is appropriate.

A loose-leaf book is suggested in case pages become spoilt, in which case they can be easily removed without affecting contributions made by others. It also enables the pages to be re-ordered so that the first pages can carry the messages and signatures of the local Mayor and other civic leaders, even if they cannot be present when the book of condolence is opened.

### **Closing Books of Condolence**

Dependant on local circumstances it is suggested that Books of Condolence should be closed at the end of the day following the day of the funeral (i.e. if the funeral falls on a Thursday, Books should close at 5.00 p.m. on the Friday).

Such Books of Condolence are essentially a local record of the sentiments expressed by local people on the death of a national figure. As such, they should form part of the Authority's archive, so that future generations are able easily to gain access to them and find out the way in which national events were marked in the area. It is simply not feasible for every Book from all such sad occasions to form part

## **Aston, Cote, Shifford and Chimney Parish Council**

of the Royal Archives. However, in any letter of condolence from the Mayor or other Civic Leader reference should be made to the Book of Condolence and its existence in the local archives which then ensures that when that letter goes in to the Royal Archives it acts as an effective cross reference.

### **Two Minute Silence**

There will be an announcement through the Government if a death is to be marked by a National Two Minute Silence. The deaths of both George VI and Queen Elizabeth The Queen Mother were marked by a national Two Minute Silence on the days of their funerals.

### **Letters of Condolence**

It is usual for letters to be sent to the Private Secretary of the deceased, asking that condolences be passed to the next of kin and other members of the family (except in the case of the Sovereign's death, in which case they should be sent to the new Sovereign's Private Secretary asking that condolences be passed to the new Sovereign). In each case, other than exceptional local circumstances, one letter of condolence only should be sent.

### **Church Services**

Following the death of Queen Elizabeth the Queen Mother and of Diana, Princess of Wales, some Authorities organised Church Services. Again, local circumstances should be considered in deciding whether such a course is appropriate. If it is considered desirable, then the evening before the funeral seems a fitting time at which to gather for this purpose.

### **Other Actions**

It will sometimes be the case that Authorities have an opportunity to mark the death in an appropriate and unique way. For instance, on the day of the funeral of Queen Elizabeth the Queen Mother, the route taken by the hearse from Westminster Abbey to Windsor Castle passed through seven boroughs. Just 24 hours beforehand, each of the seven-borough agreed to mark the route by positioning their Mayor and Representative Deputy Lieutenant at the point at which the procession entered the borough and their Deputy Mayor and Council Leader at the point at which it left the borough. By this simple act, the seven Councils demonstrated their sadness, loyalty and affection whilst affording a focal point around which local people can pay their respects.



**Aston, Cote, Shifford and Chimney Parish Council**

London Bridge – Letter of Condolence

Appendix 1

Address

Date

Dear ???????

On behalf of the parish council and parish of Aston, Cote, Shifford and Chimney we wish to express our condolences to HRH (New Sovereign Name) and the family on the death of the Queen, Elizabeth R.

The parish has a book of condolence that will be available to all parishioners and once closed will be kept with the parish records.

Yours Sincerely

???????

Chairman

**Aston, Cote, Shifford and Chimney Parish Council**

Royal or State – Letter of Condolence

Appendix 2

Address

Date

Dear ???????

On behalf of the parish council and parish of Aston, Cote, Shifford and Chimney we wish to express our condolences to the family on the death of the *Title, Name*.

The parish has a book of condolence that will be available to all parishioners and once closed will be kept with the parish records.

Yours Sincerely

???????

Chairman

Elaine Anstee  
Parish Clerk  
Jan 2022

## **ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL**

### DRAFT Scheme of Delegation

In the event that it is not possible to convene a meeting of the Council in a reasonable time due to the continuing COVID-19 outbreak or other national event (such as a period of official mourning), the Clerk shall have delegated authority after discussion with the Chairman and Vice Chairman (or other Councillors if the Chairman and / or Vice Chairman are indisposed), to make decisions on behalf of the Council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline.

The delegation does not extend to matters expressly reserved to the Council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations.

The delegated authority will cease once it is possible for the Council to meet formally after the event. The whole scheme will continue to remain in force and will be reviewed annually at the May meeting.

Draft 8 January 2022

**Aston, Cote, Shifford and Chimney Parish Council****Agenda Item 15a*****Financial Matters*****Cash Balances**

£

*UNITY TRUST CURRENT ACCOUNT*

Balance at 30 November 2021	<b>31,935.94</b>
December payments	(1,538.33)
Extra Payments on Jan Payment Listing	(1,475.00)

<b>Balance at 31 December 2021</b>	<b>28,922.61</b>
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*CCLA INVESTMENT ACCOUNT*

Balance at 31 October 2021	<b>48,702.60</b>
Transactions in month of November	1.03

<b>Balance at 30 November 2021</b>	<b>48,703.63</b>
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<b>TOTAL CASH HOLDING AT 31<sup>st</sup> December 2021</b>	<b>£77,626.24</b>
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# Aston, Cote, Shifford and Chimney Parish Council

## Agenda Item 15b

### Monthly (Year to Date) Financial Report – For Information

	£	As at 31/12/2021	Performance Against Budget	%	Commentary
<b>2021-22 Budget</b>					
<b>RECEIPTS</b>					
Precept	29319	29319	0	0%	Complete
WODC Grant CTSG	0	0	0	0%	No longer paid
OCC grass cutting grant	1049	1049	0	0%	Recieved in Full against Grass Cutting Verges and WM
Interest	100	9	91	91%	CCLA Investment Account
VAT Refund	0	2080	-2080	0%	
INVESTMENTS IN	0	0	0	0%	
Sundry	0	0	0	0%	
<b>Total Receipts</b>	<b>30468</b>	<b>32457</b>	<b>-1989</b>	<b>-7%</b>	
<b>EXPENDITURE</b>					
Clerk's salary	4,073	3801	272	-93%	
Working from home allowance	216	90	126	-42%	
HMRC	967	1140	-173	-118%	
Bank charges	72	115	-43	-160%	£6 per month due quarterly.
Office equipment	250	0	250	0%	
Office running costs	384	644	-260	-168%	Photocopying/Printing/Stamps plus sundries/Norton/Microsoft
Website costs	150	17	133	-11%	Renewed for 2 years in 2020
Insurance	347	347	0	-100%	
Audit	240	200	40	-83%	
Election Costs	0	0	0	0%	
Annual Parish Meeting expenses	40	0	40	0%	
Subscriptions	506	406	100	-80%	
Chairman's Allowance	100	0	100	0%	
Grass Cutting - verges & WS	7607	3771	3836	-50%	
Grass Cutting - playing field & WM	1909	2543	-634	-133%	
Grants paid under statute	5235	2911	2324	-56%	
Dog & Litter Bin Emptying	400	348	52	-87%	
Fete Bins	0	0	0	0%	
Training & Travel	527	125	402	-24%	
Clock Maintenance	229	0	229	0%	New contract with Derby's from March 2020 for 3 years
Bus Shelter Cleaning	747	404	343	-54%	New bus shelter added in Nov 2020
Defibrillator pads/batteries	200	0	0	-100%	
Repairs	500	0	500	0%	
VAT Paid	0	2047	-2047	0%	
Village maintenance (Lengthsman)	1500	80	1420	-5%	
<b>Small Grants</b>	<b>1115</b>	<b>1370</b>	<b>-255</b>	<b>-123%</b>	
<b>Total Expenditure</b>	<b>27314</b>	<b>20360</b>	<b>6954</b>	<b>-75%</b>	
<b>Projects</b>					
Aston History Project (£5K)	1280	500	780	0%	
Traffic Calming Reserve	7210	4077	3133	0%	Section 106 funding received £10k
Defib in Cote Phone Box (3.5K)	550	450	100	0%	Refurb of Telephone box.
VE 75 Bench - 8 May 2020	0	895	-895	0%	Funded from Village Maintenance Budget
New Dog Bin - Great Brook Road	0	0	0	0%	Funded from repairs budget
					Proposed - so funding available to support
New Reserve - North Farm	5000	895	4105	0%	any consultations
New Reserve - Office Equipment	500	0	500	0%	Proposed
New Dog Bin - Ham Lane	287	0	287	0%	Agreed
Chimney Defibrillator	7000	895	6105	0%	
<b>Total Project Spend</b>	<b>21827</b>	<b>5922</b>	<b>15905</b>	<b>0%</b>	
<b>Contingency Budget</b>	<b>5000</b>	<b>0</b>	<b>5000</b>	<b>0%</b>	
			0		
<b>OVERALL EXPENDITURE</b>	<b>37916</b>	<b>27282</b>	<b>10634</b>	<b>-72%</b>	
<b>SURPLUS/(DEFICIT) FOR THE YEAR</b>	<b>-7448</b>	<b>12097</b>	<b>-19545</b>	<b>0%</b>	
<b>Reserves</b>					
Opening at 1 April	72451	0	72451	0%	
Closing at 31 March	44965	0	44965	0%	
<b>Closing reserves analysis:</b>					
Working day to day balance	1363	0	1363	0%	
Contingency reserve	5000	0	5000	0%	
Recreation reserve	34476	1000	33476	-3%	
Traffic Calming Reserve	4126	0	4126	0%	
	<b>44965</b>	<b>1000</b>	<b>43965</b>	<b>-2%</b>	