

# ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

## CLERK'S BRIEFING NOTES

### PARISH COUNCIL MEETING ON 19 May 2022

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Prepared by Elaine Anstee  
13<sup>th</sup> May 2022

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

**Agenda Item 10**

*Correspondence*

Ltr to WODC – Dog Bin Invoice 33453000 – 28 March 22

**Aston, Cote, Shifford and Chimney Parish Council****ASTON, COTE, SHIFFORD AND CHIMNEY PARISH COUNCIL****COUNCILLOR PORTFOLIOS - WEF 20 May 2021**

<b>Portfolio and Name Current as at 20 May 2021</b>	<b>Areas of Responsibility</b>	<b>Comments</b>
<b>Chairman (‘Leader the Council’)</b>  Russell La Forte (John Ordish as vice chair)  (WODC – Michele Mead)	Policy and Strategy Framework Governance Official Representation Public Relations Protocol Parish Clerk 'Line Manager'	Outgoing Chairman to become Vice Chairman   (WODC – D Harvey (Deputy Leader) - Climate)
<b>Resources</b>  Ben Lings Gill Ball  (WODC – S Coul – Finance)	Finance and Management Precept IT Council Archives Asset Management	
<b>Environment</b>  Phil West* Paul Sparrowhawk  (WODC – N MacRae)	Flooding and Drainage Waste Collection and Recycling Grounds Maintenance Traffic Calming/Issues Transport/Bus Environmental and Regulatory Conservation Area Champion *Rural Economy/Local Business	
<b>Health and Leisure</b>  Paul Sparrowhawk Jane West*  (WODC – J Doughty)	Sports and Leisure Parish Clubs/Societies Community and Public Health Public Events Heritage *Chimney Champion *Cote Champion	
<b>Communities [and Housing?]</b>  Gill Ball Ben Lings  (WODC – M Davies – Housing and Communities)	Vulnerable Residents Champion Neighbourhood Policing Assets of Community Value Voluntary Sector Engagement Liaison with Neighbouring Parishes (and RAF BzN) Liaison with Parochial Council Broadband	
<b>Strategic Planning</b>  Russell La Forte John Ordish*  (WODC – J Haine – Planning)	Local Plan Neighbourhood Plan TBC Planning and Development Sect 106 and CIL Community Emergency Plan Community Trust Liaison *Shifford Champion	

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

**Agenda Item 10e - Maintenance Grant Request for the upkeep of the play areas at the Community Trust**

Contact Details Redacted

Our maintenance expenditure for 21-22 was as follows:

Play safety checks £177

Hoskins Horticulture £526.75 (incl strimming play areas, patio and around benches)

Wickstead maintenance £103.20

Playground removal £10,416

Total spend £11,222.95

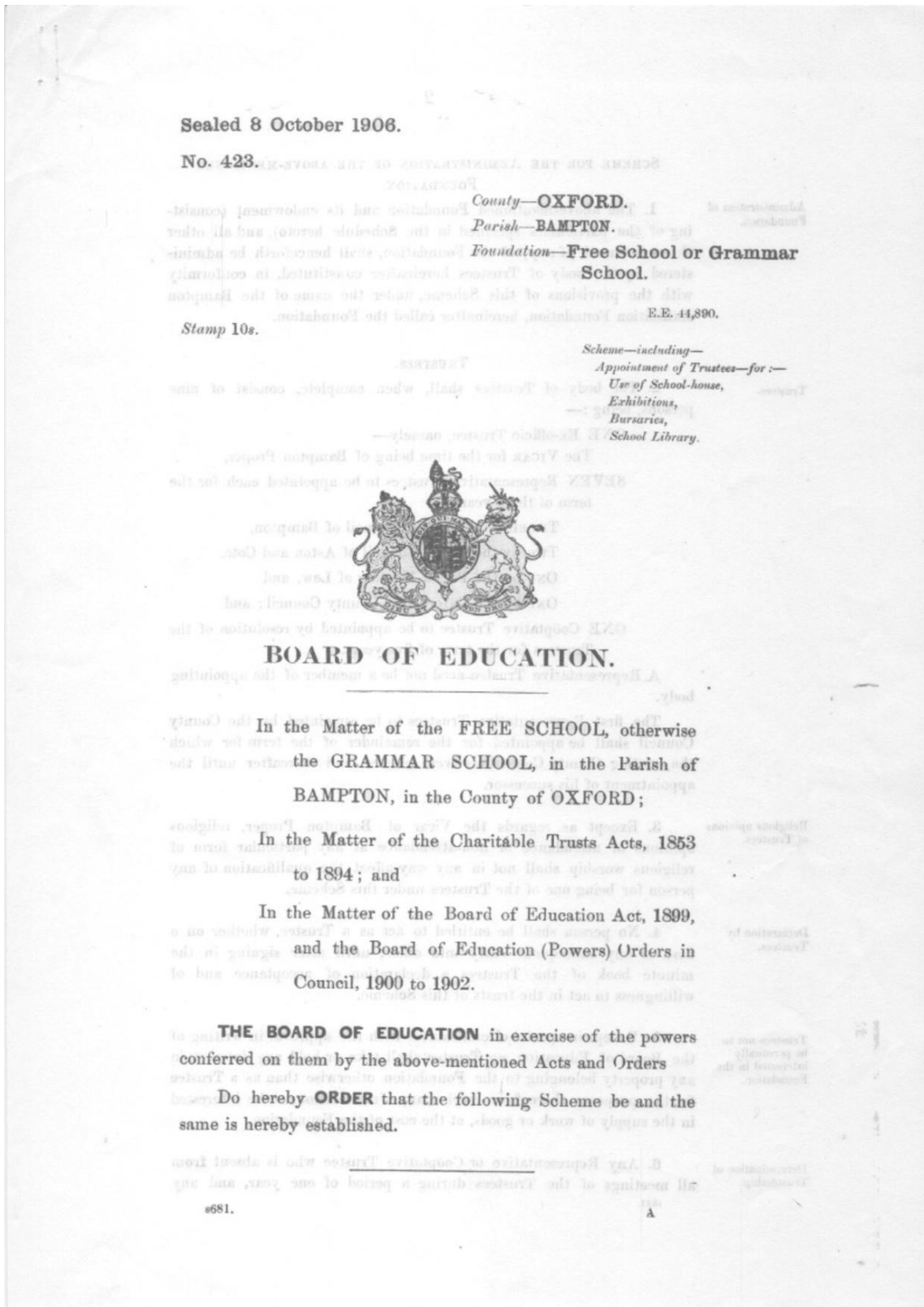
Obviously the removal of the old playground was a one-off expense and without this the costs were £807.

Whilst the playground removal was a one-off it looks like we will have a cost of c £8k to repair and replace the soffits and fascias around the village hall imminently so 22/23 total costs are likely to be similar to 21/22 in total. We also need to attend to the wooden shelter in the older childrens' play area although we aim to patch that if possible.

Therefore any funds for 21/22 and 22/23 that the Parish Council are able to provide will be very gratefully received.

Clerk's Briefing Notes – 19 May 2022  
**Aston, Cote, Shifford and Chimney Parish Council**

**Agenda Item 10g Trustee for Bampton Education Trust**



## Aston, Cote, Shifford and Chimney Parish Council

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### SCHEME FOR THE ADMINISTRATION OF THE ABOVE-MENTIONED FOUNDATION.

Administration of  
Foundation.

1. The above-mentioned Foundation and its endowment (consisting of the particulars specified in the Schedule hereto), and all other the endowment (if any) of the Foundation, shall henceforth be administered by the body of Trustees hereinafter constituted, in conformity with the provisions of this Scheme, under the name of the Bampton Exhibition Foundation, hereinafter called the Foundation.

### TRUSTEES.

Trustees.

2. The body of Trustees shall, when complete, consist of nine persons, being :—

ONE Ex-officio Trustee, namely—

The VICAR for the time being of Bampton Proper,

SEVEN Representative Trustees to be appointed each for the term of three years :—

THREE by the Parish Council of Bampton,

Two by the Parish Council of Aston and Cote,

ONE by the Parish Meeting of Lów, and

ONE by the Oxfordshire County Council; and

ONE Coöptative Trustee to be appointed by resolution of the Trustees for the term of five years.

A Representative Trustee need not be a member of the appointing body.

The first Representative Trustees to be appointed by the County Council shall be appointed for the remainder of the term for which the existing County Councillors were elected, and thereafter until the appointment of his successor.

Religious opinions  
of Trustees.

3. Except as regards the Vicar of Bampton Proper, religious opinions or attendance or non-attendance at any particular form of religious worship shall not in any way affect the qualification of any person for being one of the Trustees under this Scheme.

Declaration by  
Trustees.

4. No person shall be entitled to act as a Trustee, whether on a first or any subsequent entry into office, until after signing in the minute book of the Trustees a declaration of acceptance and of willingness to act in the trusts of this Scheme.

Trustees not to  
be personally  
interested in the  
Foundation.

5. Except in special circumstances with the approval in writing of the Board of Education, no Trustee shall take or hold any interest in any property belonging to the Foundation otherwise than as a Trustee for the purposes thereof, or receive any remuneration, or be interested in the supply of work or goods, at the cost of the Foundation.

Determination of  
Trusteeship.

6. Any Representative or Coöptative Trustee who is absent from all meetings of the Trustees during a period of one year, and any

s681.

# Aston, Cote, Shifford and Chimney Parish Council

Trustee who is adjudicated a bankrupt, or who is incapacitated from acting, or who communicates in writing to the Trustees a wish to resign, shall thereupon cease to be a Trustee.

7. Upon the occurrence of a vacancy the Trustees shall, at their next meeting, cause a note thereof to be entered in their minute book, and in the case of a vacancy in the office of Representative Trustee shall cause notice thereof to be given as soon as possible to the proper appointing body. Any competent Trustee may be re-appointed.

8. On a casual vacancy occurring in the office of Trustee otherwise than by effluxion of time, the Trustee appointed to fill the vacancy shall hold office only for the unexpired residue of the term of office of the Trustee in whose place he is appointed.

## MEETINGS AND PROCEEDINGS OF TRUSTEES.

9. The Trustees shall hold ordinary or stated meetings at least twice in each year. A special meeting may at any time be summoned by any two Trustees upon four clear days' notice being given to all the other Trustees of the matters to be discussed.

10. There shall be a quorum when four Trustees are present at any meeting.

11. At every meeting the Trustees present shall appoint a Chairman. Every matter shall be determined by the majority of the Trustees present and voting on the question. In case of equality of votes the Chairman shall have a second or casting vote.

12. The Trustees shall provide and keep a minute book and books of account. All proper accounts in relation to the Foundation shall in each year be made out and certified, and copies sent to the Board of Education in such form as the Board may require.

13. Within the limits prescribed by this Scheme, the Trustees shall have full power from time to time to make regulations for the management of the Foundation, and for the conduct of their business, including the summoning of meetings, the deposit of money at a proper bank, and the custody of documents.

14. The first meeting of the Trustees shall be summoned by the Ex-officio Trustee as soon as possible after the date of this Scheme, or, if he fails to summon a meeting for two calendar months after that date, by any two Trustees.

## PROVISIONS AS TO PROPERTY.

15. Application shall forthwith be made by the Trustees to the Charity Commissioners for an Order vesting all freehold or leasehold lands and hereditaments belonging to the Foundation not already vested in the Official Trustee of Charity Lands in the said Official Trustee for all the estate and interest therein belonging to or held in trust for the Foundation.

# Aston, Cote, Shifford and Chimney Parish Council

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Investment of cash.

16. All sums of cash now or at any time belonging to the Foundation, and not needed as a balance for immediate working purposes, shall (unless otherwise ordered by the Board of Education) as soon as possible be invested, under the authority of a further Order of the Charity Commissioners, in the name of the Official Trustees of Charitable Funds.

Allotments Extension Act, 1882.

17. The Trustees may set apart and let in allotments under the Allotments Extension Act, 1882, any portions of the land belonging to the Foundation other than buildings and the appurtenances of buildings.

Management of property.

18. Subject as herein provided, all the property of the Foundation not occupied for the purposes thereof shall be let and otherwise managed by the Trustees, according to the general law applicable to the management of property by Trustees of Charitable Foundations.

Repairs and insurance.

19. The Trustees shall keep in repair and insure against fire all the buildings of the Foundation not required to be kept in repair and insured by the lessees or the tenants thereof.

## SCHOOL-HOUSE.

Use of School-house.

20. The Trustees shall allow the School-house forming part of the Foundation to be used for county council lectures or classes, or other educational purposes approved by the Trustees. They may from time to time let or lend the building for other purposes not interfering with the educational character of the Foundation.

## APPLICATION OF INCOME.

Application of income.

21. After payment of the expenses of administration, the yearly income of the Foundation shall be applied by the Trustees at their discretion in one or more of the following ways:—

Exhibitions.

(1.) The maintenance of Exhibitions, each consisting of a payment equivalent to the tuition fees payable at the School or Institution at which it is held, together with, if the Trustees think fit, a yearly payment of not less than 5*l.* or more than 10*l.*, tenable—

- (a) at any Public Secondary School, or
- (b) at an Institution of technical, professional, or industrial instruction for persons not exceeding 18 years of age, approved by the Trustees, or
- (c) during the engagement of the holder as a Pupil Teacher in a Public Elementary School;

and to be awarded as nearly as possible equally between boys and girls, whose parents are bonâ fide resident in the Ancient Parish of Bampton, and who are and have for not less than three years been in attendance at a Public Elementary School. Each Exhibition shall be awarded for a period of three years, which may be extended from time to time by the Trustees, while the holder remains at the School or Institution, or continues to be a Pupil Teacher.

*Superseded:  
29/8/72*



# Aston, Cote, Shifford and Chimney Parish Council

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- (2.) The maintenance of Bursaries, each of the yearly value of not less than 5*l.* nor more than 10*l.*, for Ex-Pupil Teachers, whose parents are resident as aforesaid, while they are in attendance at a Training College or Hostel recognised for the time being by the Board of Education under the Regulations affecting Training Colleges.

Bursaries for Ex-Pupil Teachers.

Within the limits fixed by this Scheme, the Exhibitions and Bursaries shall be freely and openly competed for, and shall be awarded for merit on the result of such examination, and under such regulations and conditions as the Trustees think fit, but so that as nearly as possible the number may be awarded in each year. Any Exhibition, for which there is no duly qualified candidate, who, on examination, is adjudged worthy to take it, shall for that turn not be awarded;

General conditions as to Exhibitions and Bursaries.

The Exhibitions and Bursaries shall be tenable only for the purposes of education. If the holder of an Exhibition or Bursary is, in the judgment of the Trustees, guilty of serious misconduct or idleness, or fails to maintain a reasonable standard of proficiency, or wilfully ceases to pursue his education, the Trustees may deprive him of the Exhibition or Bursary, and for this purpose may act on the report of the proper authorities of the School or Institution at which the Exhibition or Bursary is held, or on such other evidence as the Trustees think sufficient. Under this clause the decision of the Trustees shall be final in each case.

Deprivation.

- (3.) As to a sum not exceeding 5*l.* per annum, in the provision at the existing Public Elementary School at Bampton, or at any other Public Elementary School in the said Ancient Parish, of books for a library.

School Library.

The benefits under this paragraph shall be open to past and present pupils of the Public Elementary Schools aforesaid, whose parents are bona fide resident as aforesaid, and who are not more than 21 years of age, but the Trustees may allow adults of either sex to use the library, and attend the lectures and classes in the School-house if there is room for them.

22. No boy or girl shall, by reason of any exemption from attending prayer or religious worship, or from any lesson or series of lessons on a religious subject, be deprived of any advantage or emolument out of the endowment of the Foundation, to which he or she would otherwise have been entitled.

Religious exemption.

## GENERAL PROVISIONS.

23. Any question as to the construction of this Scheme, or as to the regularity or the validity of any acts done or about to be done under this Scheme, shall be determined conclusively by the Board of Education,

Questions under Scheme.

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

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upon such application made to them for the purpose as they think sufficient.

Date of Scheme.

24. The date of this Scheme shall be the day on which it is established by an Order of the Board of Education.

**SCHEDULE OF PROPERTY.**

Description.	Extent or Amount.	Tenant, Person liable, or Persons in whose Name invested.	Gross Yearly Income.
<i>Real Estate.</i>			£ s. d.
School-house with garden	—	In hand.	—
Land at Bampton	7 3 17	Theophilus Carter	19 0 0
<i>Personal Estate.</i>			£ s. d.
Consols	457 9 2	The Official Trustees of Charitable Funds.	11 8 8
Cash at Metropolitan Bank of England and Wales, Limited.	15 4 5	—	—

This Schedule is made up to 1 September 1906.

Sealed by Order of the Board this 8th day of  
October 1906.

L.S.

W. N. BRUCE.

LONDON: Printed by EYRE and SPOTTISWOODE,  
Printers to the King's most Excellent Majesty.  
For His Majesty's Stationery Office.

1906.

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

Sealed 29th August 1972

County - OXFORD

No. 6912 S

Ancient Parish - BAMPTON

Foundation - BAMPTON EXHIBITION FOUNDATION

**Scheme**

SCHEME MADE BY THE SECRETARY OF STATE FOR EDUCATION AND SCIENCE UNDER SECTION 18 OF THE CHARITIES ACT 1960.

The Scheme dated 8th October 1906 made by the Board of Education for the regulation of the BAMPTON EXHIBITION FOUNDATION, in the Ancient Parish of Bampton, in the County of Oxford, shall have effect with the substitution for clause 21 of the following clause:-

**"Application of Income**

"21. After payment of any expenses of administration, the yearly income of the Foundation shall be applied by the Trustees in promoting the education (including social and physical training) of young persons who have not attained the age of 25 years, resident in the Ancient Parish of Bampton, who in the opinion of the Trustees are in need of financial assistance."

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The Secretary of State for Education and Science orders that the foregoing Scheme be established.

Given under the Official Seal of the Secretary of State for Education and Science on 29th August 1972.

LS

L3371 6/72-70 8/72-70

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

**Agenda Item 13a - Electric Vehicle Charging Points – OCC**

Dear Elaine Anstee,

At OALC we have been talking to the County Council to see if there is a way to collaborate or assist in the installation of EV points, to see if there might be funding or possible economies of scale that parishes could benefit from. It is early days but as a first step the Park and Charge Project want to find out levels of interest in EV charging points in villages. If you have already been in contact with the Team they ask that you still complete the survey. Jenny Figueiredo from the Team will be talking at our AGM in July.

**Please take 10 minutes to complete the survey, by the end of May at the latest.**

If you have any questions please contact Jenny Figueiredo, EV Charging Projects, iHub Innovation Team Oxfordshire County Council.

Mobile: 07990 368278 Email: [jenny.figueiredo@oxfordshire.gov.uk](mailto:jenny.figueiredo@oxfordshire.gov.uk)

**Are you interested in putting electric vehicle (EV) chargers in your town/parish car parks?**

The [Park and Charge Oxfordshire project](#) is launching 20 electric vehicle (EV) charging hubs across Oxfordshire this spring, which will provide essential overnight charging facilities for local residents without off-street parking, as well as destination and top-up charging for visitors and commuters during the day.

Oxfordshire County Council (OCC) are keen to roll out more of these EV charging hubs in the future – especially in rural towns and villages - and would like to understand what opportunities there might be for working with Town and Parish councils to install EV chargers in your own car parks. **OCC would be grateful if you could [complete this short survey](#) to help them assess the appetite and potential locations for hubs within Oxon towns and villages.** The deadline for completing the survey is the end of May, but early responses will be greatly appreciated.

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

*Please note that OCC will use this information to assess suitability of potential sites and feed this into county-wide plans and funding bids, but at this stage cannot guarantee that we will be able to progress any sites that you may put forward.*

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Kind regards

Christine

County Officer

**Survey Questions**

1. Do you OWN any public car parks (e.g. at village halls, parks, leisure amenities etc) that might make suitable 'hubs' for 4 or more EV chargepoints? If yes or maybe, we will ask for a few details in the next section.
2. In your town/village, are you aware of any parking areas on the Highway (i.e. owned and managed by Oxfordshire County Council) that function as a car park (similar to St Giles in Oxford or Market Square in Bampton for example)?
3. Do you have - or know of any - plans/aspirations for installing EV chargers in any other locations within your area? If so, would you mind sharing a few details please on number of chargers, type of chargers, locations, how far plans have progressed, how funded etc?
4. Would you be willing to work with Oxfordshire County Council on a project to get EV chargers installed at any suitable sites you own?
5. Would you be willing/able to contribute any resources and/or funds to make this happen, such as legal fees etc?
6. Do you – as the local council or your local community, have any plans or interest in having an EV car club in the area? If yes, please give details.

**Aston, Cote, Shifford and Chimney Parish Council****Agenda Item 17a*****Financial Matters*****Cash Balances**

£

*UNITY TRUST CURRENT ACCOUNT*

Balance at 31 March 2022	<b>25,852.19</b>
April payments	(3236.98)
Receipts - Precept	14,857.50

<b>Balance at 30 April 2022</b>	<b><u>£37,472.71</u></b>
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*CCLA INVESTMENT ACCOUNT*

Balance at 31 March 2022	<b>48,728.13</b>
Transactions in month of April	19.58

<b>Balance at 30 April 2022</b>	<b><u>48,747.71</u></b>
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<b>TOTAL CASH HOLDING AT 30 April 2022</b>	<b><u>£86,220.42</u></b>
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# Aston, Cote, Shifford and Chimney Parish Council

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

	£	30/04/2022	Performance Against Budget	%	Commentary
<b>2022-23 Budget</b>					
<b>RECEIPTS</b>					
Precept	29715	14858	14858	50%	Complete
WODC Grant CTSG	0	0	0	0%	No longer paid
OCC grass cutting grant	1049	0	1049	100%	Recieved in Full against Grass Cutting Verges and WM
Interest	50	20	30	61%	CCLA Investment Account
VAT Refund	0	0	0	0%	
INVESTMENTS IN	0	0	0	0%	
Sundry	0	0	0	0%	
<b>Total Receipts</b>	<b>30814</b>	<b>14877</b>	<b>15937</b>	<b>52%</b>	
<b>EXPENDITURE</b>					
Clerk's salary	4,404	445	3959	-10%	
Working from home allowance	216	18	198	-8%	
HMRC	1,155	111	1044	-10%	
Bank charges	72	0	72	0%	£6 per month due quarterly.
Office equipment	150	0	150	0%	
Office running costs	650	0	650	0%	Photocopying/Printing/Stamps plus sundries/Norton/Microsoft
Website costs	150	0	150	0%	Renewal due for 2 years in 2022
Insurance	364	0	364	0%	
Audit	240	0	240	0%	
Election Costs	0	0	0	0%	
Annual Parish Meeting expenses	40	0	40	0%	
Subscriptions	506	0	506	0%	
Chairman's Allowance	100	0	100	0%	
Grass Cutting - verges & WS	5000	0	5000	0%	
Grass Cutting - playing field & WM	3000	115	2885	-4%	
Grants paid under statute	5435	0	5435	0%	
Dog & Litter Bin Emptying	420	0	420	0%	
Fete Bins	0	0	0	0%	
Training & Travel	527	0	527	0%	
Clock Maintenance	229	0	229	0%	New contract with Derby's from March 2020 for 3 years
Bus Shelter Cleaning	550	0	550	0%	Bus Shelter cleaning due for Renewal - Nov 202
Defibrillator pads/batteries	200	0	200	0%	
Repairs	0	0	0	0%	Included in VMB
VAT Paid	0	175	-175	0%	
Village maintenance (Lengthsman)	1500	0	1500	0%	
<b>Small Grants</b>	<b>1115</b>	<b>0</b>	<b>1115</b>	<b>0%</b>	
<b>Total Expenditure</b>	<b>26023</b>	<b>864</b>	<b>25159</b>	<b>-3%</b>	
<b>Projects</b>					
Aston History Project (£5K)	1000	0	1000	0%	
Cote Noticeboard	1000	875	125	0%	
New Reserve - North Farm	3800	0	3800	0%	Proposed - so funding available to support any consultations
New Reserve - Office Equipment	1000	0	1000	0%	Proposed
Chimney Defibrillator	6105	0	6105	0%	
<b>Total Project Spend</b>	<b>12905</b>	<b>875</b>	<b>12030</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>1739</b>	<b>36177</b>	<b>-5%</b>	
<b>SURPLUS/(DEFICIT) FOR THE YEAR</b>	<b>-7102</b>	<b>14013</b>	<b>-21115</b>	<b>0%</b>	
<b>Reserves</b>					
Opening at 1 April	74580	0	74580	0%	
Closing at 31 March	67478	0	67478	0%	
<b>Closing reserves analysis:</b>					
Working day to day balance	18323	0	18323	0%	
Contingency reserve	5000	0	5000	0%	
Recreation Reserve	33476	0	33476	0%	
Traffic Calming	4876	0	4876	0%	
Defibrillator Maintenance	0	0	0	0%	To be populated with remaining from Chimney Defib project once complete.
Office Equipment	1000	0	1000	0%	
	<b>62675</b>	<b>0</b>	<b>62675</b>	<b>0%</b>	

## Aston, Cote, Shifford and Chimney Parish Council

### Agenda Item 17b – Insurance Renewal



Ms Elaine Anstee  
Aston, Cote, Shifford & Chimney Parish Council  
16 Foxwood  
Aston  
Bampton  
Oxfordshire  
OX18 2DZ

13 April 2022

Dear Ms E Anstee,

#### Your Local Councils Insurance Renewal

**Premium:** £382.37 including Insurance Premium Tax at 12% (where applicable) and our broker fee.  
**Renewal Date:** 01 June 2022  
**Policyholder:** Aston, Cote, Shifford & Chimney Parish Council  
**Policy Number:** LCO00491

Your Local Councils Insurance policy falls due for renewal shortly. Please will you read this renewal invitation carefully and let us know if you have any questions. From renewal, your policy will continue to be underwritten by leading UK insurer, Aviva Insurance Ltd. Aviva are the only provider we have approached in relation to your Local Councils Insurance policy.

Your policy continues to provide the same level of cover as before, including the following benefits:

- Set covers that protect against risks faced by Councils, including legal liabilities, money, theft by employees, accidental wrongdoing by council officials and libel and slander
- Legal Expenses at a standard limit of £250,000, reflecting the rising costs of legal advice
- Officials Indemnity at a standard limit of £500,000
- Set limits for property cover so there is no need to contact us and pay extra premiums every time there is a change to the councils asset register
- 24 hour legal and claims helplines
- Access to the Aviva Online Risk Management portal

The renewal premium quoted above is based on information you have previously provided to us and there having been no changes to your material information in the last 12 months. This information is detailed within the attached Local Councils Schedule and Statement of Fact. You will notice that some of your sums insured have been index linked to keep pace with inflation. Your renewal premium is also subject to there being no claims reported or changes in material information, which may cause the insurer to reassess their ratings and terms. For all renewals after 1st July 2020 there has been a minor increase applied to the premiums charged by your insurers\*. This is the first increase for at least three years and reflects the rising cost of claims, as a result of increases in such areas as construction costs and liability settlements, particularly where injuries to third parties are concerned.

\*Where you have an existing Long Term Undertaking with the insurer, the premium rates will not be amended until your current agreement expires. Please refer to your policy schedule for the expiry date, where applicable.

If you are aware of any changes to material information, or if you are in any doubt as to what might constitute material information, please contact us directly in order that we may discuss and assist you. Changes to material information may lead to a change in the terms and conditions of your policy.

We would also draw your attention to the enclosed 'Notice to Policyholders', provided by Aviva. In common with most other UK insurers, Aviva have felt it necessary to reconfirm their position in relation to policy coverage, in the wake of the Coronavirus pandemic. Your policy now includes an endorsement which provides clarity around the exclusion of cover for this, and other similar circumstances.

As we are not making a recommendation to you, we would ask that you consider the information included within these documents

BHIB Leicester  
AGM House, 3 Barton Close,  
Grove Park, Enderby, Leicester LE19 1SJ

T.0330 013 0036  
E.enquiries@bhibaffinities.co.uk  
www.bhibcouncils.co.uk

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Clerk's Briefing Notes – 19 May 2022

## Aston, Cote, Shifford and Chimney Parish Council



carefully to ensure the cover meets the council's requirements.

### **Buildings Valuations**

It is vitally important to insure your properties correctly, in order to avoid any issues that might arise at the time of a claim. 'Underinsurance' is one of the main reasons why claims could be settled at a lower value than anticipated. The cost of reinstating buildings is often overlooked when deciding on the values to be insured, however this is the single most important factor to take into account. 'Market' values are not a suitable basis for determining your sum insured.

A professional valuation from a member of the Royal Institute of Chartered Surveyors (RICS) will provide you with a reliable reinstatement calculation, taking into account the whole value of the property, the required building materials, special features, surrounding areas (such as car parks, paths and boundary walls) and increased costs that might be necessary due to local features, for example, narrow access, or waterside property.

If you have a professional valuation for any of your properties, and where it is less than three years old, please forward a copy to BHIB and we will measure the information against your current sum insured. If you do not have a current valuation and require some assistance in finding an RICS member who can assist you, please let us know. BHIB have secured preferential rates from our recommended suppliers.

If a revised value is recommended by an RICS professional, Aviva have agreed to halve any resulting additional premium, in order to help towards the cost of purchasing the valuation. We recommend updating your valuations every three years, so as to ensure your sum insured keeps pace with inflation and other construction cost related factors.

### **BHIB Councils Website**

Please visit our website at [www.bhibcouncils.co.uk](http://www.bhibcouncils.co.uk) for further details relating to policy cover and benefits, our handy Risk Management Support Guide and our Knowledge base, which contains practical risk management and other related information, for you and your parishioners. We also have a no nonsense explanation of common (but technical) insurance language, on our 'Ask the Expert' page. You are invited to pose any question or query you might have, via this page, for example, if it's not convenient to call us during office hours.

### **Local Council Awards Scheme (LCAS)**

If you hold a Foundation, Quality or Gold Quality Award, you are entitled to a discount in addition to any discounts already applied to your policy. Simply call your BHIB Councils Insurance team on 0330 013 0036 and confirm your LCAS status, or sign and return the LCAS declaration contained within the enclosed schedule and we will be more than happy to provide an amended renewal quotation.

### **Long Term Undertaking**

The above premium includes your Long Term Undertaking discount. This gives you the benefit of ensuring that your policy will renew during the term of the agreement on the same rates as those used for last year's quotation. As you have chosen to enter into the Long Term Undertaking, you are making a commitment to maintain this insurance policy for the 3 year period. This Long Term Undertaking relates solely to this product and cannot be transferred to another policy or insurer.

Did you know that accepting a fresh three year agreement enables you to obtain a free Parish Online licence for your council? Please contact the BHIB Councils Insurance Team to receive your licence and visit the website to find out how the Parish Online scheme can benefit your council. [www.bhibcouncils.co.uk](http://www.bhibcouncils.co.uk)

BHIB Leicester  
AGM House, 3 Barton Close,  
Grove Park, Enderby, Leicester LE19 1SJ

T.0330 013 0036  
E.[enquiries@bhibaffinities.co.uk](mailto:enquiries@bhibaffinities.co.uk)  
[www.bhibcouncils.co.uk](http://www.bhibcouncils.co.uk)

BHIB Councils Insurance is a trading name of BHIB Limited. Registered office is AGM House, 3 Barton Close, Grove Park, Enderby, Leicester, LE19 1SJ. BHIB Limited is registered in England and Wales number: 829660. Authorised and regulated by the Financial Conduct Authority under registration number 116675. For more details you can check the Financial Services Register by visiting [www.fca.org.uk](http://www.fca.org.uk). We are covered by the Financial Ombudsman Service. You can find out more at [www.financial-ombudsman.org.uk](http://www.financial-ombudsman.org.uk)

Clerk's Briefing Notes – 19 May 2022

## Aston, Cote, Shifford and Chimney Parish Council



### WHY CHOOSE BHIB CYBER FOR COUNCILS?

We have developed a bespoke insurance product which will help you in the event of a cyber-attack. We can now provide tailored protection and peace of mind for Local Councils from the risks of cyber-attacks and any liabilities that arise due to a breach of privacy legislation (GDPR).

The policy provides:

- **£250,000 Limit of Indemnity**
- **E-Theft** (social engineering/ Funds Transfer) Extension of **£25,000**
- **10 free device licences** for award-winning endpoint protection **AVAST Antivirus Pro Plus** and cloud data backups (RRP £400per annum) which satisfies policy conditions

Our policy has a range of benefits that are **exclusive** to our **BHIB Cyber for Councils policy** including:

- **Free EOS data breach alert** and monitoring service.
- Premium of **£299.99 including Insurance Premium Tax**
- Small councils can work in partnership and have a **joint policy** with **up to 3 other councils** to split the cost and share the 10 free Avast business Pro Plus device licences.
- **Free 1 Hour cyber/GDPR consultation** with compliance expert (who has experience as a councillor) to give advice and guidance. Further consultancy available at extra cost.

Please see the enclosed information for more details.

### Enclosures

We have enclosed the following documents for you:

- Local Councils Statement of Fact
- Local Councils Policy Schedule
- Summary of Cover
- Notice to Policyholders - Changes to your Policy you need to know about before you renew
- Renewal Invoice
- Statement of Demands & Needs
- Special Events & Activities Guidelines for Risk Management guidance
- BHIB Cyber policy information
- BHIB Terms of Business Agreement

Included in this pack is a Terms of Business Agreement. It is important that you read and understand this document as it details BHIB's general terms and conditions in respect of the services we are providing to you as your insurance broker.

**It is vitally important to carefully read the enclosed Statement of Fact. The detail contained in this document forms the basis of your fair presentation of risk to your insurers, along with the sums insured, estimates and other values detailed in the enclosed Schedule. You must check the content of both documents and advise us if anything is fundamentally incorrect, or requires amendment. If you know of additional, relevant, detail which you feel should be declared to your insurer, in order that they fully understand risks associated with your organisation, please do not hesitate to inform us. Please note that any discrepancy or inaccurate detail could affect the acceptability of your risk to underwriters and, ultimately, could be detrimental to the success of any future claim.**

We would ask that you please read all enclosed documentation carefully. If you have any queries regarding any of these documents, please don't hesitate to contact the Local Councils team, who will be happy to address any questions you may have.

A full copy of your Policy Wording is always available upon request from BHIB Councils.

BHIB Leicester  
AGM House, 3 Barton Close,  
Grove Park, Enderby, Leicester LE19 1SJ

T.0330 013 0036  
E.enquiries@bhibaffinities.co.uk  
www.bhibcouncils.co.uk

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Clerk's Briefing Notes – 19 May 2022

## Aston, Cote, Shifford and Chimney Parish Council



### Administration Charges

We will make administrative charges per transaction, per policy, in respect of document handling relating to your insurance. These charges will be applied as follows:-

- £Nil for new business; renewals and any change to your policy involving an amendment to your premium.
- £50.00 for the cancellation of any policy, (other than at the policy renewal date)

These charges are in addition to any charge imposed by the insurance company.

### What To Do Next

If you want to go ahead, there are no additional forms to complete. All you need to do is read through the enclosed documents carefully to ensure the cover details accurately reflect your requirements. Please provide renewal instructions prior to the renewal date or simply make your payment by one of the methods outlined in the enclosed Renewal Invoice before the renewal date.

Alternatively, you can spread the cost of your insurance premiums and pay one regular monthly payment by direct debit.

Please note that BHIB is a credit broker and not a lender, we will not provide you with any advice regarding finance and we will only approach Close Premium Finance Wimbledon Bridge House, 1 Hartfield Road, London, SW19 3RU. BHIB Ltd is remunerated for arranging credit and if you would like to find out more, please ask us.

Total due (Premium, IPT and BHIB Fees, where applicable)	£382.37
10 Monthly instalments of	£40.09
Finance charge	£18.54
Total payable including interest	£400.91

The above table shows the premium which would be financed by Close Premium Finance, at a charge of 4.85% (Typical 12.38% APR variable).

Thank you for being a valued BHIB customer. If there is anything you wish to discuss with us we are always here to help.

Yours Sincerely

Your BHIB Councils Insurance Team  
Email: [enquiries@bhibaffinities.co.uk](mailto:enquiries@bhibaffinities.co.uk)  
Phone: 0330 013 0036

BHIB Leicester  
AGM House, 3 Barton Close,  
Grove Park, Enderby, Leicester LE19 1SJ

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Clerk's Briefing Notes – 19 May 2022  
**Aston, Cote, Shifford and Chimney Parish Council**

**Agenda Item 17c Receipts and Payments**

**Explanation of variances 2021/22 – pro forma**

Name of smaller authority: Aston, Cote, Shifford and Chimney parish Council  
 Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Now, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £500);
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2).

	2021 £	2022 £	Variance £	Variance %	Explanation Required?	Explanation (must include narrative and supporting figures)
1 Balances Brought Forward	58,924	72,451				
2 Precept or Rates and Levies	28,988	29,319	331	1.14%	NO	
3 Total Other Receipts	15,401	4,812	-10,589	68.76%	YES	In 2020/21 £10,000 of S106 funding was received in payment towards Traffic Calming Planning Ref: 17/01782/RES this was not repeated in 2021/22 when 'Other Receipts' returned to normal levels.
4 Staff Costs	4,888	6,301	1,413	28.91%	YES	Under Minute Number 13/Page1632 The clerk was paid an Honorarium of £1,000 for additional hours worked in 2019/2020 and 2020/21 due to COVID 19 and project work. The council now reviews the clerk's hours each month and budgets for salary costs in Project forecasting.
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO	
6 All Other Payments	25,974	25,701	-273	1.05%	NO	
7 Balances Carried Forward	72,451	74,580	2,129	2.94%	NO	
8 Total Cash and Short Term Investments	72,451	74,580	2,129	2.94%	NO	
9 Total Fixed Assets plus Other Long Term Investments and Assets	20,116	20,116	0	0.00%	NO	
10 Total Borrowings	0	0	0	0.00%	NO	
Excessive Reserves Ratio	2.49934	2.54374				

Clerk's Briefing Notes – 19 May 2022

# Aston, Cote, Shifford and Chimney Parish Council

Smaller authority name: ASTON, COTE, SHIFFORD and CHIMNEY Parish Council

## NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

Local Audit and Accountability Act 2014 Sections 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)

### NOTICE

1. Date of announcement Sunday 5 June 2022 (a)

2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.

Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2022, these documents will be available on reasonable notice by application to:

(b) Mrs E Anstee, Parish Clerk,  
16 Foxwood Aston, OX18 2DZ  
Email: clerk@astonoxon-pc.gov.uk

commencing on (c) Monday 6 June 2022

and ending on (d) Friday 15 July 2022  
[the 30th working day after (c) above]

3. Local government electors and their representatives also have:

- The opportunity to question the appointed auditor about the accounting records; and
- The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:



Moore (Ref RD/hd)  
Rutland House,  
Minerva Business Park,  
Lynch Wood,  
Peterborough  
PE2 6PZ

5. This announcement is made by (e) E A Anstee, Parish Clerk



## Annual Governance and Accountability Return 2021/22 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

### Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
  - The Annual Internal Audit Report **must** be completed by the authority's internal auditor.
  - **Sections 1 and 2** **must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2022**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2022**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2022
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2021/22

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

### Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2022 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Clerk's Briefing Notes – 19 May 2022  
**Aston, Cote, Shifford and Chimney Parish Council**

**Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22**

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at <b>31 March 2022</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

*\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)



Clerk's Briefing Notes – 19 May 2022  
**Aston, Cote, Shifford and Chimney Parish Council**

## Annual Internal Audit Report 2021/22

Aston, Cote, Shifford and Chimney Parish Council

<https://www.astonoxon-pc.gov.uk> ONLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i>			
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2020/21 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

Name of person who carried out the internal audit

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



Clerk's Briefing Notes – 19 May 2022  
**Aston, Cote, Shifford and Chimney Parish Council**

**Section 1 – Annual Governance Statement 2021/22**

We acknowledge as the members of:

Aston, Cote, Shifford and Chimney Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

<https://www.astonoxon-pc.gov.uk> ONLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Clerk's Briefing Notes – 19 May 2022  
**Aston, Cote, Shifford and Chimney Parish Council**

**Section 2 – Accounting Statements 2021/22 for**

Aston, Cote, Shifford and Chimney Parish Council

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	58,924	72,451	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	28,998	29,319	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	15,401	4,812	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	4,888	6,301	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	25,974	25,701	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	72,451	74,580	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	72,451	74,580	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	20,116	20,116	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
		✓	
The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.			

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



Clerk's Briefing Notes – 19 May 2022  
**Aston, Cote, Shifford and Chimney Parish Council**

### Section 3 – External Auditor's Report and Certificate 2021/22

In respect of

Aston, Cote, Shifford and Chimney Parish Council

#### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

#### 2 External auditor's limited assurance opinion 2021/22

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.  
(\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

#### 3 External auditor certificate 2021/22

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

## Aston, Cote, Shifford and Chimney Parish Council

### Agenda Item 12 – Planning

#### Planning application 22/00986/FUL

#### Land North of Cote Road, Cote Road, Aston

#### Residential development comprising up to 40 dwellings

Aston, Cote, Shifford & Chimney Parish Council considered the above application at its meeting on 19 May 2022.

The Parish Council **objects** to the application.

In the current local plan (West Oxfordshire Local Plan 2031), Policy OS2 – Location Development in the Right Places - Small villages, hamlets and open countryside Development in the small villages, hamlets and open countryside will be limited to that which requires and is appropriate for a rural location and which respects the intrinsic character of the area.

Aston has had an increase of 79 houses in two developments on arable land in the last 5 years. This has increased the housing stock by 23%. Both these developments had affordable housing as part of their offer.

The current Parish Housing Register for Aston is

- Applications with an area of preference to Aston = 75
- Applications with a rural connection to Aston = 15

Looking at the second which would seem to be the most relevant there is insufficient demonstrated 'need' for 40 new affordable homes.

Other policies stated in the WODC Local Plan 2031 that would highlight potential issues for this application are:

1. **POLICY OS5: Supporting Infrastructure** - New development will be required to deliver, or contribute towards the timely provision of essential supporting infrastructure either directly as part of the development, or through an appropriate financial contribution. On larger development sites, phasing of development will be required, and later phases may be contingent on essential infrastructure being in place. This will include, where applicable the strategic infrastructure items identified within the Council's Infrastructure Delivery Plan (IDP) and CIL Regulation 123 list as well as non-strategic infrastructure requirements including those associated with individual development proposals. Such provision will be secured through appropriate mechanisms including the use of planning conditions, planning obligations and the Community Infrastructure Levy (CIL).

This application demonstrates no specified contribution to improved infrastructure for the parish which has considerable reported issues with inadequate sewage provision, poor road conditions and access, the local village school is at capacity with overflow from Bampton and Ducklington primary schools. The local doctors surgery in Bampton and the pharmacy continue to struggle with lack of capacity.

2. **CO4 Locate new residential development where it will best help to meet housing needs and reduce the need to travel.** - Small villages, hamlets and open countryside - new dwellings will only be permitted in the small villages, hamlets and open countryside where they comply with the general principles set out in Policy OS2 and in the following circumstances:

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

- *where there is an essential operational or other specific local need that cannot be met in any other way, including the use of existing buildings. Where appropriate, new homes provided (other than replacement dwellings) will be controlled by an occupancy condition linked to the operational need and/or to the 'rural exception site' approach for permanent affordable dwellings;*
- *where residential development would represent the optimal viable use of a heritage asset or would be appropriate enabling development to secure the future of a heritage asset;*
- *residential development of exceptional quality or innovative design;*
- *new accommodation proposed in accordance with policies specifically for travelling communities;*
- *accommodation which will remain ancillary to existing dwellings\*;*
- *replacement dwellings on a one for one basis;*
- *on sites that have been allocated for housing development within an adopted (made) neighbourhood plan.*

The Parish Council would represent that this development does not meet the requirements laid down under this policy.

3. **POLICY T1: Sustainable transport** - *Priority will be given to locating new development in areas with convenient access to a good range of services and facilities and where the need to travel by private car can be minimised, due to opportunities for walking, cycling and the use of public transport, particularly where this would help to reduce traffic congestion on the routes around Oxford and the Air Quality Management Areas at Witney and Chipping Norton. In addition to this;*
- *All new development will be designed to maximise opportunities for walking, cycling and the use of public transport, ensure the safe movement of vehicles and minimise the impact of parked and moving vehicles on local residents, business and the environment*
  - *To promote increased home working and telecommuting, all new residential and commercial developments will be required to make provision for superfast broadband.*
  - *Mixed-use developments will be supported in principle in accessible, sustainable locations subject to compliance with other relevant local plan policies. Proposals for new developments that have significant transport implications either in themselves or in combination with other proposals will be required to include a Transport Assessment (TA), and a travel plan, in accordance with County Council requirements.*

The Parish Council would represent that there is insufficient employment locally to support 40 additional working families. The current bus service is only a basic provision (No 19) and does not allow for use for people working anything other than a 9am to 5pm. There is no later night transport for those wishing to go to Witney or Oxford for social activities. The community is dependent on their own transport. The increase of vehicles brought by this development, which at best would be an increase of 40 vehicles and probably upwards of 60 more vehicles in the village, will dramatically increase the risks for pedestrians and cyclists. There are no cycle routes in the parish, so cyclist have to share over populated and narrow roads with the vehicular traffic.

4. **POLICY T3: Public transport, walking and cycling** - *All new development will be located and designed to maximise opportunities for walking, cycling and the use of public transport. Where opportunities for walking, cycling and using public transport are more limited, other measures will be sought to help reduce car use as appropriate (e.g.*

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

*measures to promote home working or the opportunity for linked trips e.g. through mixed-use development). New development will be expected to contribute towards the provision of new and/or enhanced public transport, walking and cycling infrastructure to help encourage modal shift and promote healthier lifestyles with particular regard to be given to safe and convenient routes to school. Development that fails to make adequate provision of measures to encourage the use of non-car modes of transport will not be favourably considered. West Oxfordshire District Council will continue to work in partnership with the highway authority, developers, local councils, bus and rail operators and other voluntary and community sector organisations, to:*

- Increase the use of bus, rail and community transport through the provision of improved services, facilities and information including specific schemes identified in the Local Transport Plan (Connecting Oxfordshire) and IDP; and*
- Provide safe and convenient travel within and between the network of towns and villages in West Oxfordshire, particularly for pedestrians, cyclists and other vulnerable road users, users of public and community transport including specific schemes identified in the Local Transport Plan and IDP.*

There is no indication in this planning application of how this policy will be applied and to do so will require considerable investment in the existing, non-existent provision.

5. **POLICY T4 : Parking provision** - *The Council will work with partners to provide, maintain and manage an appropriate amount of off-street public car parking, particularly to support our town and village centres and to address issues of congestion and air quality. Parking in new developments will be provided in accordance with the County Council's adopted parking standards and should be sufficient to meet increasing levels of car ownership. Proposals for new off-street public car parking areas will be supported in accessible locations where they would help to ensure the continued vitality and viability of town centres, where they would support visitor and tourist facilities and attractions or where the local environment is being seriously damaged by on-street parking and alternative parking provision is essential. Development proposals which significantly increase car parking demand will be expected to make appropriate public car parking provision or equivalent financial contributions.*

The parking for this application needs to allow for a minimum of 2 cars per house as travel is dependent on residents having private transport. Separate provision for additional parking, not on the roads, should be built into the plan. There is no public car parking available in the village of Aston and no facility to provide this.

6. **POLICY EH2: Landscape character** - *The quality, character and distinctiveness of West Oxfordshire's natural environment, including its landscape, cultural and historic value, tranquillity, geology, countryside, soil and biodiversity, will be conserved and enhanced. New development should conserve and, where possible, enhance the intrinsic character, quality and distinctive natural and man-made features of the local landscape, including individual or groups of features and their settings, such as stone walls, trees, hedges, woodlands, rivers, streams and ponds. Conditions may be imposed on development proposals to ensure every opportunity is made to retain such features and ensure their long-term survival through appropriate management and restoration. Proposals which would result in the loss of features, important for their visual, amenity, or historic value will not be permitted unless the loss can be justified by appropriate mitigation and/or compensatory measures which can be secured to the satisfaction of the Council. Proposed*

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

*development should avoid causing pollution, especially noise and light, which has an adverse impact upon landscape character and should incorporate measures to maintain or improve the existing level of tranquillity and dark-sky quality, reversing existing pollution where possible. Special attention and protection will be given to the landscape and biodiversity of the Lower Windrush Valley Project, the Windrush in Witney Project Area and the Wychwood Project Area.*

The Parish Council would advocate that significant damage has already been done to the 'quality, character and distinctiveness' of Aston with the significant levels of infill, small and two major developments it has sustained in the last 10 years. This proposal will affect the flight path of local barn owls, disrupt the badger set on the far side of the field, further shift the flood plain towards the existing, lower level gardens in Foxwood and Foxwood Close, increase the impact on Marsh Furlongs flood measures, affect the drainage for the allotments and increase the pollution levels due to the increase in traffic. The design proposed does not enhance the character of the environment and is on an arable field that has been producing crops year on year for decades.

7. **POLICY EH7: Flood risk** - *Flood risk will be managed using the sequential, risk-based approach, set out in the National Planning Policy Framework, of avoiding flood risk to people and property where possible and managing any residual risk (taking account of the impacts of climate change). In assessing proposals for development:*
- *the Sequential Test and, if necessary, the Exception Test will be applied;*
  - *all sources of flooding (including sewer flooding and surface water flooding) will need to be addressed and measures to manage or reduce their impacts, onsite and elsewhere, incorporated into the development proposal;*
  - *appropriate flood resilient and resistant measures should be used;*
  - *sustainable drainage systems to manage run-off and support improvements in water quality and pressures on sewer infrastructure will be integrated into the site design, maximising their habitat value and ensuring their long term maintenance;*
  - *a site-specific flood risk assessment will be required for all proposals of 1ha or more and for any proposal in Flood Zone 2 and 3 and Critical Drainage Areas;*
  - *only water compatible uses and essential infrastructure will be allowed in a functional flood plain (Flood Zone 3b);*
  - *land required for flood management will be safeguarded from development and, where applicable, managed as part of the green infrastructure network, including maximising its biodiversity value.*

In 2011 the Environment Agency (EA) flood plain (See Appendix 1) for the River Thames ran between Cote and Aston and 250 metres from the proposed site for this development. The current EA flood risk map (Appendix 2) shows that Foxwood, Foxwood Close, Aston allotments and Aston Primary School are now at 'medium' risk of flooding. If this development goes ahead the water that is currently absorbed and spread across this field will have to go somewhere so it would be reasonable to assume it would push these areas to 'high risk' as they are the areas affected so far by the development already done in the village.

8. **POLICY EH8: Environmental protection** - *Proposals which are likely to cause pollution or result in exposure to sources of pollution or risk to safety, will only be permitted if measures can be implemented to minimise pollution and risk to a level that provides a*

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

*high standard of protection for health, environmental quality and amenity. The following issues require particular attention: Air quality The air quality within West Oxfordshire will be managed and improved in line with National Air Quality Standards, the principles of best practice and the Air Quality Management Area Action Plans for Witney and Chipping Norton. Where appropriate, developments will need to be supported by an air quality assessment. Contaminated land Proposals for development of land which may be contaminated must incorporate appropriate investigation into the quality of the land. Where there is evidence of contamination, remedial measures must be identified and satisfactorily implemented.*

**Artificial light** - *The installation of external lighting and lighting proposals for new buildings, particularly those in remote rural locations, will only be permitted where:*

- *the means of lighting is appropriate, unobtrusively sited and would not result in excessive levels of light;*
- *the elevations of buildings, particularly roofs, are designed to limit light spill;*
- *the proposal would not have a detrimental effect on local amenity, character of a settlement or wider countryside, intrinsically dark landscapes or nature conservation. Noise Housing and other noise sensitive development should not take place in areas where the occupants would experience significant noise disturbance from existing or proposed development. New development should not take place in areas where it would cause unacceptable nuisance to the occupants of nearby land and buildings from noise or disturbance.*

**Water resources** - *Proposals for development will only be acceptable provided there is no adverse impact on water bodies and groundwater resources, in terms of their quantity, quality and important ecological features. Waste Proposals for development that make provision for the management and treatment of waste will need to be in accordance with the Oxfordshire Minerals and Waste Local Plan.*

The Parish Council would represent that this development would not meet the requirements of this policy. There are quantifiable issues and reports for overflowing of sewage into the local roads and ditches due to lack of infrastructure and capacity. This is both a health hazard for local wildlife and residents.

9. **POLICY EH10: Conservation areas** - *Proposals for development in a Conservation Area or affecting the setting of a Conservation Area will be permitted where it can be shown to conserve or enhance the special interest, character, appearance and setting, specifically provided that:*

- *the location, form, scale, massing, density, height, layout, landscaping, use, alignment and external appearance of the development conserves or enhances the special historic or architectural interest, character and appearance of the Conservation Area;*
- *the development conserves or enhances the setting of the Conservation Area and is not detrimental to views within, into or out of the Area;*
- *the proposals are sympathetic to the original curtilage and pattern of development and to important green spaces, such as paddocks, greens and gardens, and other gaps or spaces between buildings and the historic street pattern which make a positive contribution to the character in the Conservation Area;*
- *the wider social and environmental effects generated by the development are compatible with the existing character and appearance of the Conservation Area; and*
- *there would be no loss of, or harm to, any feature that makes a positive contribution to the special interest, character or appearance of the Conservation Area, unless the*



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

*development would make an equal or greater contribution. Applications for the demolition of a building in a Conservation Area will only be permitted where it has been demonstrated that:*

- the building detracts from or does not make a positive contribution to the special interest, character or appearance of the Conservation Area; or*
- the building is of no historic or architectural interest or is wholly beyond repair and is not capable of beneficial use; and*
- any proposed replacement building makes an equal or greater contribution to the special interest, character or appearance of the Conservation Area. Wherever possible the sympathetic restoration and re-use of buildings that make a positive contribution to the special interest, character and appearance of a Conservation Area will be encouraged, thereby preventing harm through the cumulative loss of features which are an asset to the Conservation Area*

The Parish Council recognises that the land for this development is not within the conservation area, but it directly abuts to it. The loss of the view across valuable arable land will detract from the character and appearance of the Conservation area and the proposed development would in no way enhance the character or appearance of the view from the Conservation area.

**10. General principles** of the WODC Local Plan are - All development should:

- Be of a proportionate and appropriate scale to its context having regard to the potential cumulative impact of development in the locality;
- Form a logical complement to the existing scale and pattern of development and/or the character of the area;
- Avoid the coalescence and loss of identity of separate settlements;
- Be compatible with adjoining uses and not have a harmful impact on the amenity of existing occupants;
- As far as is reasonably possible protect or enhance the local landscape and the setting of the settlement/s;
- Not involve the loss of an area of open space or any other feature that makes an important contribution to the character or appearance of the area;
- Be provided with safe vehicular access and safe and convenient pedestrian access to supporting services and facilities;
- Not be at risk of flooding or likely to increase the risk of flooding elsewhere;
- Conserve and enhance the natural, historic and built environment;
- Safeguard mineral resources;
- In the AONB, give great weight to conserving landscape and scenic beauty and comply with national policy concerning major development;
- In the Green Belt, comply with national policies for the Green Belt; and
- Be supported by all necessary infrastructure including that which is needed to enable access to superfast broadband.

In summary the Parish Council does not believe that this development would meet the requirements of the planning policies listed above or the sections of the general principles listed under paragraph 10 which leads the Parish Council to oppose this application.

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

### **Site visit**

The Parish Council would like to request that the Lowlands Committee considers undertaking a visit to the site prior to determining this application to enable a visual assessment of the extent to which this development will encroach into the countryside around Aston.

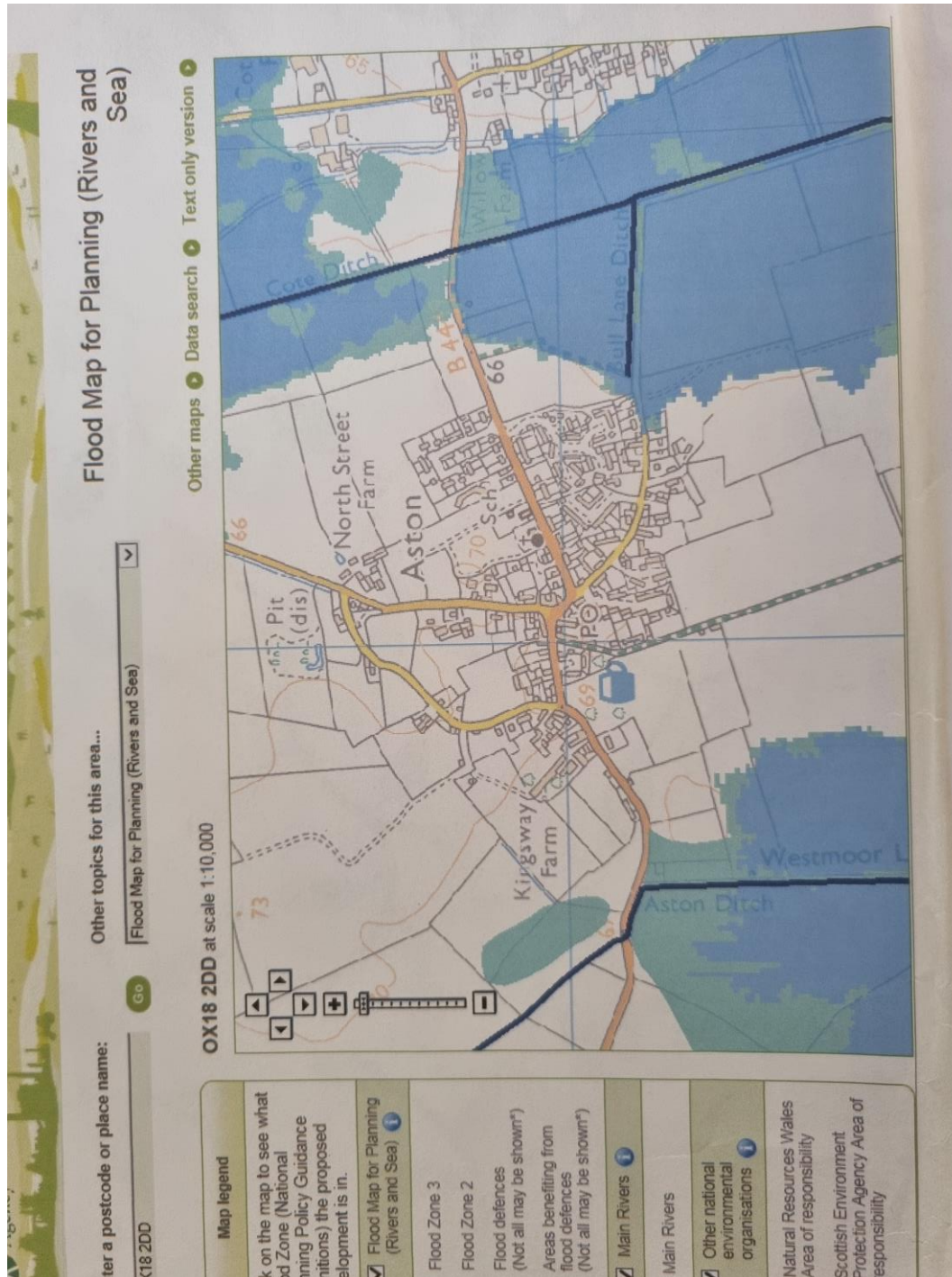
If, despite the representations of the Parish Council and residents, the planning authority is minded to approve this application the Parish Council asks for the following conditions to be applied:

1. That there will be no further 'permitted' development on the site;
2. All green spaces to be transferred to the Parish Council with a sum of money for the maintenance thereof;
3. A significant S106 contribution to traffic calming on the B4449 through Aston and North Street, Aston.
4. A significant S106 contribution for the Community Trust towards maintenance of recreation and village hall maintenance in line with the increased impact from additional occupation.
5. A minimised impact from surface water and sewage on the existing infrastructure with as much as is reasonable being dealt with on the site;
6. That the Traffic Management plan will be discussed with the Parish Council before it is agreed to ensure that all access is from the A415, via Brighthampton and does not pass Aston School or come across Aston Hills;
7. That the development will maximise the use of renewable energy with solar panels/heat source pumps;
8. That there will be sufficient, realistic, parking provision for a rural area where there is insufficient public transport so private transport is necessary.

# Aston, Cote, Shifford and Chimney Parish Council

## Appendix 1

### Environment Agency Flood Map – 2011



# Environment Agency Flood Map - 2022

