

## ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

### CLERK'S BRIEFING NOTES

### PARISH COUNCIL MEETING ON 1 February 2024

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<i>Page</i>	<i>Contents</i>
2	Correspondence (Agenda Item 9)
3-5	Traffic Calming (Agenda Item 7b)
6-20	Oxfordshire Councils Charter - Consultation (Agenda Item 7f)
21-22	80 <sup>th</sup> Anniversary of the D-Day Landing (Agenda Item 10c)
23-24	General Maintenance Specification (Agenda Item 13d)
25	Account Balances – for information (Agenda Item 14a)
26	Review of the year to date for 23-24 (Agenda Item 14b)
27	Bank Reconciliation to 1.12.23 (Agenda Item 14c)
28 to 38	Risk Assessment (Agenda Item 10a)

Clerk's Briefing Notes – 1 February 2024  
**Aston, Cote, Shifford and Chimney Parish Council**

**Agenda Item 9 - Correspondence**

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

### **Agenda Item 7b – Traffic Calming Draft Proposal**

Following yet another near identical damage RTC occurring along North Street junction with Back Lane, Aston in December 2023. Details and photos in email sent previously.

This was the 4th incident in less than two years along this 200m stretch and 3rd at this same house. It is clear this is a specific area that requires some physical enforcement of speed.

This level of persistent damage is causing thousands of pounds worth of repairs, a significant risk to pedestrians - many families use this route for waking children to Aston Cote primary school. There is confirmation of the three reports to Thames Valley Police. The most recent will be INC-20231029-0128. The last (near identical) incident in November 2022 was occurrence 43220566132. The first one for this same address (where an arrest was made for drink/drug drive) was reported in May 2021 and the OIC was a PC Dolphin.

The Parish Council discussed this at the December meeting and would in principle support the proposal though a resolution could not be made as it was not specifically on the agenda.

Following the meeting the Clerk contacted OCC Highways and asked for:

1. *Give an indicative cost for the build out by the village hall (W3W poster.sweetner.sniff)?*
2. *Look at the area from the Aston Pottery to Kingsway Cottages on the B4449 to see if it is suitable for a build out. We are not sure that it is but the PC wanted to make sure it had covered all the areas they had been asked about.*
3. *A build out as you enter Cote from Brighthampton on the B4449 was also suggested but again the suitability was questioned.*

*For all these options - Would they qualify for some funding from OCC?*

*Though there have not been the incidents that North Street has experienced there has been perceived/increased overtaking and speeding on these roads.*

The response received was:

*Knowing the roads reasonably well, I would put forward a suggestion for something along the lines of that which is on a similar approach to Clanfield.*

*Indicative costs for recently introduced similar schemes are in the order of £12k including public consultation and construction. Depending on OCC budget allocations it has been possible to "match fund" Parish schemes on a 50% / 50% basis.*

*As mentioned previously, I'm happy to work with the PC in developing a remedial solution.*

G Ball, J Ordish and the clerk met with J Wright (OCC Highways Traffic Officer) on the 17<sup>th</sup> January and did a drive round of Aston and Cote, specifically focusing on potential areas for build outs to slow down the traffic. We looked at all 4 entrances and exits to the parish especially as the parish Council has received requests for build outs in three of these areas, by residents, to fully explore the options.

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

Being the following areas:

1. Cote - on B4449 by the white welcome gate/allotments (Priority 4).
2. Aston village hall between welcome gate and entrance to the village hall (Priority 3).
3. Bampton Road past Kingsway Cottages (Priority 2).
4. North Street between the white gate and the entrance to St James Court as you enter from the Aston mile (Priority 1). *This is the area with quantifiable accidents and high risk for future injury.*

There is the potential for match funding from OCC and the Parish Council could be very innovative with the designs using gates/plastic animals/reflective signage to help keep costs as reasonable as possible so good value for money is achieved.

Once a decision is made any proposal to be published in March Voices for resident feedback. April meeting to finalise proposal and submit to OCC Highways with the resident response to inform submission to OCC.

By doing this in one proposal, if the decision is made to put it forward, there would only be one consultation cost across the decided number of build outs.

### **Suggested Proposal**

To RESOLVE to put build outs at the following areas, in order of priority:

1. North Street by 30 mph/white gate
2. Bampton Road by Kingsway Cottages
3. Aston Village Hall (between welcome gate and hall car park entrance)
4. Cote - on B4449 by the white welcome gate/allotments

The proposal to be published in the March Voices for resident feedback. Feed back to be discussed at the Parish Council monthly meeting on 2<sup>nd</sup> May and proposal finalised for submission to OCC Highways for decision.

The clerk will also share the draft with OCC Highways for help with design and indicative costings.

Clerk's Briefing Notes – 1 February 2024  
**Aston, Cote, Shifford and Chimney Parish Council**



Clerk's Briefing Notes – 1 February 2024  
**Aston, Cote, Shifford and Chimney Parish Council**

**Agenda Item 7f – Oxfordshire Councils Charter – Draft and Consultation**



## Oxfordshire Councils Charter

### Introduction

This charter has been developed by a cross-council working group to set out a framework for better partnership working in Oxfordshire. The contents of the charter have been shaped by feedback from town and parish councils across the county.

### Strategic Aims for the Charter

These aims represent our shared long-term goals. The charter's performance will be measured against these over time.

- 1) **Stronger partnership working between Oxfordshire councils.**
  - Taking a 'local government family' approach to place-shaping, service delivery and supporting the needs of our residents.
- 2) **Enhancing local democracy.**
  - Doing our bit to encourage resident and community participation in local democracy at all levels.

### Our Shared Principles

Our shared principles are the 'golden thread' of values that underpin how we aim to meet the charter's commitments and achieve our strategic aims. These principles guide how we implement and integrate the charter, how we work together and how we treat each other.

#### Mutual Respect

- Recognising and acknowledging our shared values and aims – to represent and deliver for our communities and residents.
- Treating each other with respect, civility, and dignity.

*Draft*

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

- Treating each council equitably and fairly, acting on good faith.
- Accommodating each council's unique working practices, where practicable.
- Abiding by codes of conduct in demonstrating respect and civility.

### **Relationship Building**

- Building constructive and collaborative relationships between councils, councillors, clerks, officers, partners, and communities.
- Addressing barriers to building effective relationships.
- Creating opportunities to build relationships and connections.

### **Transparency and Accountability**

- Optimising information sharing and communication.
- Sharing best practice, information, data, and knowledge.
- Following-up on decision-making and explaining decisions to communities impacted by them.

## **Our Shared Commitments**

These are our shared commitments to achieve our strategic aims: stronger partnership working and enhance local democracy. The themed commitments are purposely kept at a high-level to enable each council to apply to their own priorities and ways of working individually, without creating an undue burden for councils with less resource and capacity. The aim is to ensure that the commitments are achievable for all types and sizes of councils as it allows each council to interpret and aim for the commitments in line with their own resources, capacity, needs and priorities. The commitments will be underpinned and implemented through specific mutually agreed actions once the charter has been agreed.

### **Communication**

We will...

- Optimise how we communicate with each other.
- Communicate with respect and civility.
- Strive to communicate and explain decision-making.
- Communicate openly and transparently where it is appropriate to do so.

### **Consultation and Engagement**

We will...

- Engage each other in our work as early as practicable, acknowledging the limitations and barriers of different stakeholders and communities.
- Strive to make consultation and engagement as accessible as possible.
- Consider each other in strategic decision making and future planning.
- Follow-up on consultations and feedback where possible.

## **Resources**

We will...

- Share relevant and appropriate information to empower each other to best support our residents and communities.
- Optimise access and signposting to resources and practical support.
- Consider where resources and support can be effectively shared between councils to improve outcomes for residents.

## **Local Democracy**

We will...

- Proactively work to empower our residents and communities to participate in local democracy.
- Take steps to engage young people to participate in our communities and local democracy.
- Centre our communities and residents in all that we do.
- Respect the democratic mandate of councillors at all levels.

## **Implementation**

Once the charter has been agreed at Cabinet and Executive level, all councils will be invited to be a signatory of the charter.

The intention is that the charter remains a living document, with the sign-off of the charter being very much the beginning and not the end-goal of this work.

Once the charter has been agreed and signed-off, the cross-council charter Working Group will work on an action plan to work towards the charter aims and commitments, as well as an approach to monitoring the performance and progress of the charter.



## Aston, Cote, Shifford and Chimney Parish Council

### Consultation on the draft Oxfordshire Councils Charter

What is your role?

- Councillor
- Clerk

Which form(s) of local authority are you a member of? (Please select all that apply)

- County council
- District council
- Town council
- Parish council
- Parish meeting

Please tell us the name of the district(s), town(s) or parish(es) councils you are a member of

If you are a member of a town and/or parish, please tell us which district this sits within

- Cherwell District Council
- Oxford City Council
- South Oxfordshire District Council
- Vale of White Horse District Council
- West Oxfordshire District Council

## Section 1

The charter's aims represent our shared long-term goals. The charter's performance will be measured against these over time.

1. Stronger partnership working between Oxfordshire councils.

Taking a 'local government family' approach to place-shaping, service delivery and supporting the needs of our residents.

2. Enhancing local democracy.

Doing our bit to encourage resident and community participation in local democracy at all levels.

Do you think that these aims reflect the needs of Oxfordshire councils?

- Yes
- Partially
- No
- Not sure

[If not yes] Please tell us why you gave that answer.

## Section 2 – Our shared principles

Our shared principles are the 'golden thread' of values that underpin how we aim to meet the charter's commitments and achieve our strategic aims. These principles guide how we implement and integrate the charter, how we work together and how we treat each other.

You will have the opportunity to comment on each of the principles individually in the next few questions.

The shared principles are:

### **Mutual Respect**

- Recognising and acknowledging our shared values and aims – to represent and deliver for our communities and residents.
- Treating each other with respect, civility, and dignity.
- Treating each council equitably and fairly, acting on good faith.
- Accommodating each council's unique working practices, where practicable.
- Abiding by codes of conduct in demonstrating respect and civility.

### **Relationship Building**

- Building constructive and collaborative relationships between councils, councillors, clerks, officers, partners, and communities.
- Addressing barriers to building effective relationships.
- Creating opportunities to build relationships and connections.

### **Transparency and Accountability**

- Optimising information sharing and communication.
- Sharing best practice, information, data, and knowledge.
- Following-up on decision-making and explaining decisions to communities impacted by them.

Do you think these are the right principles for the Oxfordshire Councils Charter?

- Yes
- Partially
- No
- Not sure

[If not yes] Please tell us why you gave that answer.

Would you like to comment on any of the individual principles?

## Aston, Cote, Shifford and Chimney Parish Council

- Yes
- No

### Principle 1: **Mutual Respect**

- Recognising and acknowledging our shared values and aims – to represent and deliver for our communities and residents.
- Treating each other with respect, civility, and dignity.
- Treating each council equitably and fairly, acting on good faith.
- Accommodating each council's unique working practices, where practicable.
- Abiding by codes of conduct in demonstrating respect and civility.

Would you like to comment on this principle?

- Yes [go to next question]
- No [Skip to next principle]

Do you think this principle reflects the needs of Oxfordshire councils?

- Yes
- Partly
- No
- Not sure

[If not yes] Please tell us why you gave that answer.

Do you think that anything about this principle should be added, removed or changed?

- Yes
- No

If yes, please tell us more.

### Principle 2: **Relationship building** **Relationship Building**

- Building constructive and collaborative relationships between councils, councillors, clerks, officers, partners, and communities.
- Addressing barriers to building effective relationships.
- Creating opportunities to build relationships and connections.

## Aston, Cote, Shifford and Chimney Parish Council

Would you like to comment on this principle?

- Yes [go to next question]
- No [Skip to next principle]

Do you think this principle reflects the needs of Oxfordshire councils?

- Yes
- Partly
- No
- Not sure

[If not yes] Please tell us why you gave that answer.

Do you think that anything about this principle should be added, removed or changed?

- Yes
- No

If yes, please tell us more.

### Principle 3: Transparency and Accountability

#### Transparency and Accountability

- Optimising information sharing and communication.
- Sharing best practice, information, data, and knowledge.
- Following-up on decision-making and explaining decisions to communities impacted by them.

Would you like to comment on this principle?

- Yes [go to next question]
- No [Skip to next Section 3]

Do you think this principle reflects the needs of Oxfordshire councils?

- Yes
- Partly
- No
- Not sure

Clerk's Briefing Notes – 1 February 2024  
**Aston, Cote, Shifford and Chimney Parish Council**

[If not yes] Please tell us why you gave that answer.

Do you think that anything about this principle should be added, removed or changed?

- Yes
- No

If yes, please tell us more.

### Section 3 – Our shared commitments

These are our shared commitments to achieve our strategic aims. They are purposely kept at a high-level to enable each council to apply to their own priorities and ways of working individually, without creating an undue burden for councils with less resource and capacity.

You will have the opportunity to comment on each of the commitments individually in the next few questions.

The shared commitments are:

#### **Communication**

We will...

- Optimise how we communicate with each other.
- Communicate with respect and civility.
- Strive to communicate and explain decision-making.
- Communicate openly and transparently where it is appropriate to do so.

#### **Consultation and Engagement**

We will...

- Engage each other in our work as early as practicable, acknowledging the limitations and barriers of different stakeholders and communities.
- Strive to make consultation and engagement as accessible as possible.
- Consider each other in strategic decision making and future planning.
- Follow-up on consultations and feedback where possible.

#### **Resources**

We will...

- Share relevant and appropriate information to empower each other to best support our residents and communities.
- Optimise access and signposting to resources and practical support.
- Consider where resources and support can be effectively shared between councils to improve outcomes for residents.

#### **Local Democracy**

We will...

- Proactively work to empower our residents and communities to participate in local democracy.
- Take steps to engage young people to participate in our communities and local democracy.
- Centre our communities and residents in all that we do.
- Respect the democratic mandate of councillors at all levels.

## Aston, Cote, Shifford and Chimney Parish Council

Do you think these are the right commitments to include in the charter?

- Yes
- Partly
- No
- Not sure

[If not yes] Please tell us why you gave that answer.

Would you like to comment on any of the individual commitments?

- Yes [go to next question]
- No [Skip to last question]

### Commitment 1: Communication

We will...

- Optimise how we communicate with each other.
- Communicate with respect and civility.
- Strive to communicate and explain decision-making.
- Communicate openly and transparently where it is appropriate to do so.

Would you like to comment on this commitment?

- Yes [go to next question]
- No [Skip to next commitment]

Do you think this commitment reflects the needs of Oxfordshire councils?

- Yes
- Partly
- No
- Not sure

[If not yes] Please tell us why you gave that answer.

Do you think that anything about this commitment should be added, removed or changed?

- Yes
- No

If yes, please tell us more.



## Aston, Cote, Shifford and Chimney Parish Council

Is there anything else you would like to tell us about this commitment?

- Yes
- No

If yes, please tell us more.

### Commitment 2: Consultation and Engagement

We will...

- Engage each other in our work as early as practicable, acknowledging the limitations and barriers of different stakeholders and communities.
- Strive to make consultation and engagement as accessible as possible.
- Consider each other in strategic decision making and future planning.
- Follow-up on consultations and feedback where possible.

Would you like to comment on this commitment?

- Yes [go to next question]
- No [Skip to next commitment]

Do you think this commitment reflects the needs of Oxfordshire councils?

- Yes
- Partly
- No
- Not sure

[If not yes] Please tell us why you gave that answer.

Do you think that anything about this commitment should be added, removed or changed?

- Yes
- No

If yes, please tell us more.

Is there anything else you would like to tell us about this commitment?

- Yes
- No

If yes, please tell us more.

### **Commitment 3: Resources**

We will...

- Share relevant and appropriate information to empower each other to best support our residents and communities.
- Optimise access and signposting to resources and practical support.
- Consider where resources and support can be effectively shared between councils to improve outcomes for residents.

Would you like to comment on this commitment?

- Yes [go to next question]
- No [Skip to next commitment]

Do you think this commitment reflects the needs of Oxfordshire councils?

- Yes
- Partly
- No
- Not sure

Please tell us why you gave that answer.

Do you think that anything about this commitment should be added, removed or changed?

- Yes
- No

If yes, please tell us more.

Clerk's Briefing Notes – 1 February 2024  
**Aston, Cote, Shifford and Chimney Parish Council**

Is there anything else you would like to tell us about this commitment?

- Yes
- No

If yes, please tell us more.

**Commitment 4 Local Democracy**

We will...

- Proactively work to empower our residents and communities to participate in local democracy.
- Take steps to engage young people to participate in our communities and local democracy.
- Centre our communities and residents in all that we do.
- Respect the democratic mandate of councillors at all levels.

Would you like to comment on this commitment?

- Yes [go to next question]
- No [Skip to last question]

Do you think this commitment reflects the needs of Oxfordshire councils?

- Yes
- Partly
- No
- Not sure

If not yes] Please tell us why you gave that answer.

Do you think that anything about this commitment should be added, removed or changed?

- Yes
- No

If yes, please tell us more.

Clerk's Briefing Notes – 1 February 2024  
**Aston, Cote, Shifford and Chimney Parish Council**

Is there anything else you would like to tell us about this commitment?

- Yes
- No

If yes, please tell us more.

Is there anything else you would like to say about the draft Oxfordshire Councils Charter?

- Yes
- No

[If yes] Please tell us more.

**Agenda Item 10b – 80<sup>th</sup> Anniversary of the D-Day Landings**



**TOWN, PARISH & COMMUNITY COUNCILS - D-DAY 80 - 6TH JUNE 2024**

As you are aware, we are organising D-Day 80 - 6th June 2024, throughout the UK, Channel Islands, Isle of Man and UK Overseas Territories in Commemoration/Celebration of the 80th Anniversary of the D-Day landings on the five Beaches in Normandy, France, which took place on 6th June 1944, enabling your Council and local community to use this occasion to pay 'tribute' to the many, many thousands that sacrificed so much in helping to secure the freedom we all enjoy today. With this in mind, we have developed several ways in which your Council and community can take part in this special occasion.

**(1) BEACON:** Light a Beacon at 9.15pm on 6th June, as encouraged by Prime Minister Rishi Sunak (See page **3**) of the Guide To Taking Part which can be viewed and downloaded from the D-Day 80 website - [www.d-day80beacons.co.uk](http://www.d-day80beacons.co.uk)

From the Guide (see pages **41** to **45**), you will see there are several styles of Beacons that can be used for this occasion, many of which you may have used for previous occasions, and those of you with the permanent Beacon Braziers and gas fuelled Beacons produced for our late Queen Elizabeth's Platinum Jubilee, are urged to re-use these to save money. With regard to the Bonfire Beacons (see pages **41** and **42**), these are ideal for country parks, village greens and our farms throughout the UK etc.

**(2) LAMP LIGHT OF PEACE:** We understand that there are areas of our local communities unable to light Beacons for various reasons, so we have developed the Lamp Light of Peace (see page **39**) providing a simple and cost effective way of becoming and being part of this event by lighting it at 9.15pm on 6th June next year, coinciding with the lighting of the Beacons that night, and once used for this occasion, they can be re-lit at 11am on 11th November in 'Remembrance' for many years to come. (The flame in the Lamp, along with the Beacons, will represent the 'light of peace' that emerged from the dreadful darkness of War). We believe these are suitable for Care Homes, Hospitals, and Pubs etc, and have already had several taking part. (See examples on the D-Day 80 website).

**(3) RINGING OUT FOR PEACE:** With the valuable assistance of the Central Council of Church Bell Ringers (see website), we are encouraging every Cathedral and Church throughout the UK, Channel Islands and the Isle of Man to ring their Bells at 6.30pm on 6th June, so we ask you to contact your local Churches etc, inviting them to take part.

**(4)** All those taking part in the above will be sent the Certificate of Grateful Recognition, enabling them to download, print and frame it as a permanent reminder of their involvement (see website). From the website and Guide To Taking Part, you will see there are other elements taking place, making up this Commemoration/Celebration event, with many taking part already as their personal tributes. Those taking part in this event are being asked to go to page **52** in the Guide, outlining their involvement as requested, to enable us to register their participation, and send them their Certificate.

We do hope that your Council will participate in one or more of the above, and look forward to hearing from you in due course.

My warmest regards to you all,

*Bruno Peek*

Bruno Peek CVO OBE OPR  
Pageantmaster, D-Day 80, 6th June 2024  
Telephone: + 44 (0) 7737 262 913  
Email: [brunopeek@mac.com](mailto:brunopeek@mac.com)  
[www.d-day80beacons.co.uk](http://www.d-day80beacons.co.uk)





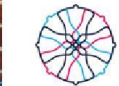
## Join our World in Ringing Out for Peace 6.30pm, 6th June 2024

Central Council of Bell Ringers



On behalf of the Central Council of Church Bell Ringers, I am honoured and proud to be part of this campaign. Bellringing marks our major life events, and each year I join many of my fellow bellringers in tolling for remembrance. It is fitting that we also ring out for peace. I encourage bellringers all over the world to join me on 6th June, by ringing their bells at 6.30pm local time, when we can make a joyful noise together.

**Tina Stoecklin**  
 President of the Central Council of Church Bell Ringers



**BELL RINGERS**

**The Central Council of Church Bell Ringers** is the representative body for all who ring bells in the English tradition with rope and wheel. Founded in 1891, the Council today represents the affiliated members of 65 ringing societies covering all parts of the British Isles as well as centres of ringing in Australia, New Zealand, Canada, the USA, South Africa, Europe and Italy. As an organisation we work to encourage our members to demonstrate the commitment and teamwork required to promote and preserve the practice, heritage and appreciation of bell ringing, and to encourage the spread of this form of ringing worldwide.

## The D-Day 80 Lamp Light of Peace

Representing the 'light of peace' that emerged from the darkness of War



There will be many locations such as hospitals, care homes, pubs and restaurants etc, that would like to take part in D-Day 80 on 6th June 2024, but do not have the land or facilities available to light a Beacon. With this in mind, we would like to encourage you to purchase a Lamp Light of Peace, enabling you to participate in this 80th Anniversary of the D-Day landings in Normandy, France, on 6th June 1944, providing you with the opportunity to pay 'tribute' to those that gave so much to enable us to share the freedom we have today.

The light from the flame will represent the 'light of peace' that emerged from the darkness of war, with the lamp providing a very simple and safe way of taking part in this important 80th anniversary occasion, and once used, can be lit again at 11am on every Remembrance Sunday thereafter, in tribute to the many millions that sacrificed their lives during WWII.

Those participating could consider running a raffle or a competition of some kind, with the winner having the honour of lighting the Lamp at 9.15pm on 6th June 2024, coinciding with the lighting of the Beacons throughout the United Kingdom, Channel Islands and the Isle of Man that evening.

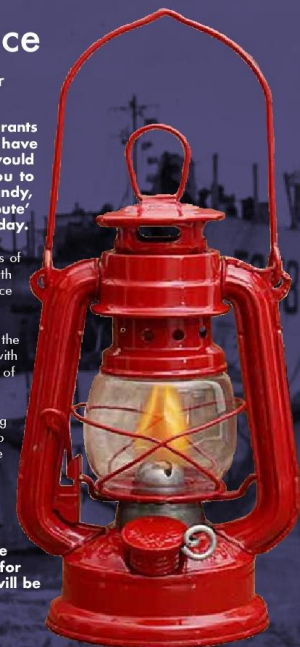
Those taking part with a Lamp Light of Peace, please go to page 52 of the Guide To Taking Part to confirm your involvement by providing the information requested, enabling us to register your participation and keep in contact with you over the forthcoming months. We will then send you your Certificate of Grateful Recognition as shown on page 62 of the Guide. **(IMPORTANT)** - once lit, the Lamp should **NOT** be left unattended at any time and should be extinguished at the end of the evening, and do **NOT** at any time attempt to re-fuel it while the Lamp is alight.

The cost of the lamp is £55.00 including posting and packaging within the United Kingdom, Channel Islands and the Isle of Man. The final date for ordering a lamp is 23rd May 2024. Purchase is for pre-order only, items will be delivered prior to the event.



To order and pre-pay for your Lamp Light of Peace, please go to: [www.idealink.solutions.com/shop](http://www.idealink.solutions.com/shop) and click on the photograph of the Lamp Light of Peace. If you have any questions please contact Bruno Peek CVO OBE OPR, Pageantmaster at [brunopeek@mac.com](mailto:brunopeek@mac.com)

Manufacturer recommends: Do not use petrol or spirit. Do not use scented or coloured oils. Use exclusively pure paraffin oil or lamp oil. Outdoor use only. 20 hours light with one tank.



The colour red has been chosen as it represents the ultimate sacrifice undertaken on the Beaches of Normandy and throughout WWII as a whole, so could be lit again at 11am on every Remembrance Sunday thereafter.

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

### **Agenda Item 13d – Specification for general maintenance across the parish**

#### **General Maintenance Specification**

##### **1.1 Definitions**

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

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

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

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

##### **1.2 Locations**

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

##### **1.3 General Maintenance Specification**

1. All duties to be carried out in daylight hours only.
2. To regularly collect litter from all areas, focusing particularly on the central areas of the village (North Street, Cote Road, High Street, The Square, Bampton Road, Bull Street)
3. To regularly clear deposits from the edges of roads and footpaths,
4. To keep the gulleys at the road edges clear so that surface water can drain freely, focusing particularly on the junctions of roads,
5. To clean non-illuminated street signs and the white gates when needed or at least twice a year,
6. To cut overhanging brambles/hedges and other plant growth back alongside the footpaths bordering the allotments in Aston, the road direction signs in Cote on the junction of the B4449 and opposite Hook's Hatcheries. To carry out the same work in other locations as requested by the Parish Clerk. NB: No trimming of hedges/plant growth located on privately owned residential land should be carried out.
7. To cut back the hedge of the Thames Water SPS installation on Bull Street around the vehicle activated sign only.
8. In accordance with the provisions of the Health and Safety at Work etc Act 1974 to take reasonable care for the health and safety of yourself and of other people who may be affected by your acts or omissions at work; and co-operate with the Council as far as is

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

necessary to enable the Council to perform or comply with its duties under any statutory health and safety provisions,

9. To use equipment essential for your work in accordance with the manufacturers' instructions or recommended safe practice, and, where appropriate, to use safety equipment (e.g. protective clothing, high visibility clothing, goggles etc) provided by the Council,
10. To bring to the Parish Clerk's attention any matters which need to be attended to, but which are outside the remit of this specification, including matters which are the responsibility of other organisations,
11. **Insurance** - Without prejudice to the liabilities of the Contractor under this contract during the period of the contract, the Contractor will maintain full public liability insurance cover for his statutory liabilities. The amount of public liability cover required is £10 million. A current certificate of insurance must be produced to the Parish Clerk prior to commencement of the Contract.

### **1.4 Duration of Contract**

The contract will run from 1 February 2024 to 31 January 2025 unless terminate by either party. Termination will be one months' notice in writing by either party.



Clerk's Briefing Notes – 1 February 2024  
**Aston, Cote, Shifford and Chimney Parish Council**

**Agenda Item 14a**

***Financial Matters***

**Cash Balances**

£

*UNITY TRUST CURRENT ACCOUNT*

Balance at 31 December 2023	<b>39,686.20</b>
Payments January	(1,046.20 )
VAT Refund	172.50

**Balance at 31 January 2024** **£38,812.50**

*CCLA INVESTMENT ACCOUNT*

Balance at 30 November 2023	<b>51,225.82</b>
Transactions in month of December	221.57

**Balance at 30 November 2023** **£51,447.39**

**TOTAL CASH HOLDING AT 31 January 2024** **£90,259.89**

Clerk's Briefing Notes – 1 February 2024  
**Aston, Cote, Shifford and Chimney Parish Council**

2023-24		AS AT		
BUDGET	EXPENDITURE	31/01/2024	Performance Against Budget	%
£	<b>Staff Costs</b>			
£ 4,872.86	Clerk's Salary - includes potential 3% payrise if PC resolves to follow the NALC/JPAG guidance.	£ 4,220.44	£ 652.42	87%
£ 1,218.27	HMRC	£ 1,054.40	£ 163.87	87%
£ 312.00	Working from home allowance. Currently being £18 per month = £216. Maximum that can be claimed is £312. For discussion and resolution if PC wish to update.	£ 180.00	£ 132.00	58%
£ 500.00	Clerk sickness/Overtime contingency	£ -	£ 500.00	0%
£ 742.87	Travel and Training (Review for Clerk and Councillor training - industry standard 2.5% budget (£742.87))	£ 30.00	£ 712.87	4%
	<b>Office and General Expenses</b>			
£ 100.00	APM and meeting Hall Hire	£ 92.32	£ 7.68	92%
£ 190.00	Website Costs including domain registration and renewal	£ 30.93	£ 159.07	16%
£ 200.00	External Audit	£ 210.00	-£ 10.00	105%
£ 369.00	Insurance	£ 434.66	-£ 65.66	118%
£ 72.00	Bank Charges	£ 54.00	£ 18.00	75%
£ 650.00	Office running costs	£ 983.96	-£ 333.96	151%
£ 150.00	Office Equipment (transfer to reserve if unspent at year end	£ -	£ 150.00	0%
£ 1,000.00	Professional Fees	£ -	£ 1,000.00	0%
£ 35.00	ICO Fee (DD)	£ -	£ 35.00	0%
£ 515.00	Subscriptions (CPRE, CFO, SLCC, OALC)	£ 463.77	£ 51.23	90%
£ 80.00	Election Expenses (estimated until WODC issue tax base)	£ -	£ 80.00	0%
	<b>General and Ground Maintenance</b>			
£ 5,000.00	Grass Cutting - verges & weed killing	£ 3,373.07	£ 1,626.93	67%
£ 1,500.00	Grass Cutting - playing field and WM	£ 2,571.45	-£ 1,071.45	171%
£ 2,171.00	Dog & Litter Bin Emptying	£ 760.52	£ 1,410.48	35%
£ 229.00	Clock Maintenance	£ 150.00	£ 79.00	66%
£ 600.00	Bus Shelter Cleaning	£ 210.00	£ 390.00	35%
£ 200.00	Defibrillator pads/batteries	£ 607.40	-£ 407.40	304%
£ 1,500.00	Village maintenance	£ 215.00	£ 1,285.00	14%
	<b>GRANTS</b>			
£ 1,115.00	Small Grants	£ 1,000.00	£ 115.00	90%
£ 5,435.00	General Grants	£ 3,070.00	£ 2,365.00	56%
£ 2,551.00	<b>VAT Paid</b>	£ 4,940.84	-£ 2,389.84	194%
<b>£ 31,308.00</b>	<b>TOTAL</b>	<b>£24,652.76</b>	<b>£ 6,655.24</b>	<b>79%</b>
	<b>INCOME</b>			
£ 30,166.00	Precept	£30,166.00	£ -	100%
£ 1,049.00	OCC Grass cutting Grant	£ 2,100.17	-£ 1,051.17	200%
£ 350.00	Interest on CCLA Investment account	£ 1,803.30	-£ 1,453.30	515%
£ 2,551.00	VAT reclaimed	£ 5,112.84	-£ 2,561.84	200%
£ -	TERRA Planning Appeal	£12,579.00	-£ 12,579.00	
<b>£ 34,116.00</b>	<b>TOTAL</b>	<b>£51,761.31</b>	<b>-£ 17,645.31</b>	<b>152%</b>
	<b>RESERVED FUNDS</b>			
£ 5,000.00	General Contingency fund (For example: 3 months running costs/insurance excess)	£ -	£ 5,000.00	0%
£ 1,122.54	Working Day to Day Balance	£ -	£ 1,122.54	0%
£ 9,679.00	Traffic Calming	£ -	£ 9,679.00	0%
£ -	Cote Noticeboard	£ -	£ -	
£ 5,000.00	TERRA Planning Appeal	£19,314.20	-£ 14,314.20	386%
£ 3,500.00	Aston History Boards (£1,000 per board)	£ -	£ 3,500.00	0%
£ 3,800.00	North Farm	£ -	£ 3,800.00	0%
£ 1,000.00	Office Equipment (Colour Printer/Laptop replacement 2024)	£ -	£ 1,000.00	0%
£ 3,145.00	Defibrillator Maintenance	£ -	£ 3,145.00	0%
£ 33,476.00	Recreation Reserve	£ -	£ 33,476.00	0%
£ 2,000.00	War Memorial	£ -	£ 2,000.00	0%
£ 10,000.00	Community Trust (50% match funding pot)	£ -	£ 10,000.00	0%
£ 5,000.00	Coronation (St James Church Tower Gate/Celebrations/Footpath)	£ -	£ 5,000.00	0%
<b>£ 82,722.54</b>	<b>TOTAL</b>	<b>£19,314.20</b>	<b>£ 63,408.34</b>	<b>23%</b>

**Aston, Cote, Shifford and Chimney Parish Council****Agenda Item 14c – Bank Reconciliation**

<b>ASTON, COTE, SHIFFORD &amp; CHIMNEY PARISH COUNCIL</b>			
<b>BANK RECONCILIATIONS AT</b>	<b>31 December 2023</b>		
	£	£	£
	Receipts	Payments	
<b><u>Unity Trust Current Account</u></b>			
<b><i>Balance per Cash Book:</i></b>			
Balance b/f at 1/4/23			<b>32,821.45</b>
Total receipts in year	49785.51		
Total expenditure in year		42,720.76	
	49,785.51	42,720.76	7,064.75
<b><i>Closing balance per Cash Book</i></b>			
			<b>39,886.20</b>
<b>RECONCILIATION</b>			
Balance per Bank Statement			39886.20
<b><i>Reconciling Items</i></b>			
Salter - Rejected Deposit	0.00	200.00	
	0.00	200.00	-200.00
Balance per Cash Book			<b>39,686.20</b>
<b><u>CCLA</u></b>			
Balance per Bank Statement			<b>51,447.39</b>
Less: uncleared transactions			
NONE			0.00
Balance per Cash Book			<b>51,447.39</b>
<b>TOTAL CASH BALANCES</b>			<b>91,133.59</b>
Prepared by:	E Anstee		Date: 02/01/2024
Reviewed by:			Date:

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

**Agenda Item 14d – Risk Assessment**

**ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL  
RISK ASSESSMENT**

Originally adopted at a meeting of the Parish Council on 6 March 2008

Last reviewed and reapproved at a meeting of the Parish Council on 2 February 2023

For review at monthly Parish Council meeting on 1<sup>st</sup> February 2024.

<b>Business Area</b>	<b>Risk</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Control Measures</b>
<b>Clerk</b>	Misappropriation of funds	L	H	<ul style="list-style-type: none"> <li>Recruitment procedures – interview/references</li> <li>Maintain appropriate level of fidelity guarantee insurance.</li> <li>Bank reconciliation checked to original documentation on a quarterly basis by designated Councillor</li> </ul>
	Poor performance/incompetence	L	H	<ul style="list-style-type: none"> <li>Recruitment procedures – interview/references</li> <li>Membership of SLCC</li> <li>Training courses</li> <li>Oversight by experienced councillors</li> </ul>
	Health & safety issues – lone working at home	L	M	<ul style="list-style-type: none"> <li>Require Clerk to keep up to date on Health &amp; Safety issues.</li> <li>Employers' liability insurance</li> </ul>
	Loss of trained and experienced Clerk through resignation	M	M	<ul style="list-style-type: none"> <li>Recruitment procedures – ensuring Clerk is committed.</li> <li>Training</li> <li>Support</li> </ul>

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

<b>Business Area</b>	<b>Risk</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Control Measures</b>
<b>Councillors</b>	Bringing Parish Council into disrepute	) L	) H	<ul style="list-style-type: none"> <li>• Obtain training on Code of Conduct and other regulations/procedures as appropriate.</li> <li>• Ensure Councillors have up to date documentation on Code of Conduct</li> <li>• Clear procedural Standing Orders</li> <li>• Libel and slander insurance</li> <li>• All official correspondence to be sent by the Clerk.</li> <li>• Official media contact to be conducted through Chair, with statements to be agreed by Parish Council</li> </ul>
	Not declaring an interest as necessary			
	Misrepresenting Parish Council; acting in isolation but claiming to represent Council			
	Health and Safety	L	L	<ul style="list-style-type: none"> <li>• Personal Accident insurance</li> </ul>
<b>Legal/Statutory Powers</b>	Acting outside of legal powers	M	H	<ul style="list-style-type: none"> <li>• Use of reference books</li> <li>• Membership of NALC – referring new and unclear matters to them</li> <li>• Identify legal power for new activities before commit to them.</li> <li>• Legal powers used for expenditure noted on agendas and minutes</li> </ul>
	Not maximising use of legal powers – missing out on things the Parish Council are permitted to do.  <i>The Parish Council has the 'General power of competence' so this would be the first point of reference for legal power to do some. Rewrite this accordingly?</i>	M	L	

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

<b>Business Area</b>	<b>Risk</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Control Measures</b>
<b>Data Protection &amp; Freedom of Information</b>	Not complying with Data Protection Regulations or Freedom of Information Act	M	H	<ul style="list-style-type: none"> <li>• The Parish Council is registered with the Information Commissioner as a Data Controller</li> <li>• Model Publication Scheme as recommended by Information Commissioner adopted by Parish Council on 4 December 2008</li> <li>• Model Publication Scheme published on Parish Council website.</li> <li>• Clerk trained on Freedom of Information Act to appropriate level.</li> <li>• All Parish Council records to be held by Parish Clerk only; councillors made aware of need to destroy records containing personal data.</li> <li>• Councillor's will be provided with a Parish Council email and are recommended to use this. If, for any reason, a councillor cannot use the provided email their personal email will be included in a distribution list in Microsoft Office and used for all emails to councillors.</li> <li>• Physical files kept in locked cabinets; electronic files maintained on a computer protected with up-to-date</li> </ul>

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

				<p>firewall and anti-virus software with password required for access.</p> <ul style="list-style-type: none"><li>• Clerk and councillors to receive appropriate training on new General Data Protection Regulations 2018</li><li>• <b>Data Protection Officer to be appointed if required by new Data Protection Act (1998) – not required.</b></li></ul>
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**Aston, Cote, Shifford and Chimney Parish Council**

<b>Business Area</b>	<b>Risk</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Control Measures</b>
<b>Public Involvement</b>	Acting without a mandate from the public represented by the Parish Council	M	H	<ul style="list-style-type: none"> <li>• Encourage local residents to register as candidates for elections.</li> <li>• Support local Parish magazine, enter an article providing updates from the Parish Council in each edition of the magazine.</li> <li>• Parish Council page on website – includes recent Minutes.</li> <li>• Parish Council Twitter account – delete and close twitter account</li> <li>• Actively promote Annual Parish Meeting as required by the LGA 1972.</li> <li>• Keep Parish Noticeboards up to date with Parish Council news.</li> <li>• Update Parish Plan as considered necessary – this has not been done since 2000</li> </ul>
<b>Procedures</b>	Not following correct procedures for meetings – exposing decisions taken to challenge	L	M	<ul style="list-style-type: none"> <li>• Use of reference books</li> <li>• Membership of NALC – referring new and unclear matters to them</li> <li>• Training of Clerk</li> <li>• Experience of Councillors</li> <li>• Ensure Councillors are aware of procedure for calling Extraordinary Meetings</li> <li>• Clear procedural Standing Orders</li> </ul>



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

<b>Business Area</b>	<b>Risk</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Control Measures</b>
	Not dealing effectively with major local emergencies	L	H	<ul style="list-style-type: none"> <li>• Basic emergency plan developed. Consider further development of emergency procedures.</li> <li>• Ensure Councillors are aware of procedure for calling Extraordinary Meetings in event of emergency.</li> </ul>
<b>Records</b>	Loss by fire/flood/computer failure	L	L	<ul style="list-style-type: none"> <li>• Records kept in secure premises.</li> <li>• Back-ups of computerised records maintained</li> </ul>
	Destruction by error	L	L	<ul style="list-style-type: none"> <li>• Clerk to refer to legal time period for document retention before destroying records.</li> <li>• Clerk to consider historical significance of records before destroying them, and if in any doubt to seek advice from Parish Council/third party expert (SLCC/OALC/NALC)</li> </ul>
<b>Financial</b>	Poor cashflow management	M	H	<ul style="list-style-type: none"> <li>• Recruitment procedures – appointment of suitably qualified/experienced Clerk, and</li> </ul>
	Poor record keeping	L	H	
	Failure to comply with VAT/Inland Revenue regulations	L	M	

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

	Failure to comply with audit regulations	L	M	<p>identification of training needs.</p> <ul style="list-style-type: none"> <li>• Training for Clerk</li> <li>• Training for Councillors</li> <li>• Reference books</li> <li>• Financial Procedure Manual maintained; changes to procedures to be agreed at Parish Council meeting.</li> <li>• Retention of suitable internal auditor to check accounts and records on an annual basis.</li> <li>• Quarterly accounts circulated to Councillors and included on meeting agendas.</li> <li>• Expenditure checked against budget before it is committed to.</li> <li>• Bank reconciliation checked to original documentation on a quarterly basis by prescribed councillor.</li> </ul>
	Inadequate precept	L	H	<ul style="list-style-type: none"> <li>• Budget prepared by Clerk following input from Councillors.</li> <li>• Precept set on basis of draft budget.</li> </ul>

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

<b>Business Area</b>	<b>Risk</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Control Measures</b>
	Incorrect salary payments made	L	M	<ul style="list-style-type: none"> <li>Changes to salaries decided at Parish Council meetings and minuted.</li> <li>Salary payments made are <u>signed (cheque or online) by 2 Councillors</u> paid by Standing Order on the 6<sup>th</sup> day of the month and authorised by minute at the beginning of the year.</li> </ul>
	Payments made to incorrect suppliers/for wrong amount	L	M	<ul style="list-style-type: none"> <li>Payments to be made included on agenda of full Parish Council meetings for review/approval.</li> <li>Payments signed (cheque or online) by 2 Councillors.</li> <li>Original invoices provided to Councillors signing cheques or online.</li> <li>Direct Debit payments to be limited and mandates signed in accordance with cheque signature procedures.</li> </ul>
	Not maximising interest	L	L	<ul style="list-style-type: none"> <li>Maximise funds kept in interest bearing account.</li> <li>Review banking arrangements from time to time.</li> </ul>
	Not maximising grant income	L	L	<ul style="list-style-type: none"> <li>Consider availability of grants when undertaking new projects and apply for any that are appropriate.</li> </ul>

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

<b>Suppliers/Contractors</b>	Poor reputation of supplier/contractor impacting on Parish Council	L	M	<ul style="list-style-type: none"> <li>Obtain references before trading with new supplier/contractor as appropriate.</li> </ul>
	Supplier/contractor not properly insured	L	M	<ul style="list-style-type: none"> <li>Obtain copy of current insurance as appropriate.</li> </ul>
<b>Business Area</b>	<b>Risk</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Control Measures</b>
	Competitive Pricing/Best Value	L	M	<ul style="list-style-type: none"> <li>Quotation/tender procedures specified in Standing Orders and followed for new contracts</li> </ul>
	Management of relationship with major supplier/contractor	L	M	<ul style="list-style-type: none"> <li>Consider need for dealings with contractor/supplier to be carried out by more than one member of the Parish Council, particularly for initial meeting and signing off work.</li> <li>All paperwork to be routed through Clerk</li> </ul>
<b>Benches</b>	Health and Safety – risk of injury to public	M	H	<ul style="list-style-type: none"> <li>Public liability insurance</li> <li>Inspect every 6 months.</li> <li>Carry out maintenance where necessary</li> </ul>
	Loss/Damage	L	L	<ul style="list-style-type: none"> <li>Visual confirmation of existence at least every 6 months</li> <li>Ensure properly secured.</li> <li>Theft/accidental damage insurance</li> </ul>

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

<b>War Memorial</b>	Health and Safety – risk of injury to public	L	M	<ul style="list-style-type: none"> <li>Public liability insurance</li> <li>Inspect every 6 months.</li> <li>Carry out maintenance where necessary</li> </ul>
	Loss/Damage	L	M	<ul style="list-style-type: none"> <li>Theft/accidental damage insurance</li> </ul>
<b>Bus Shelters</b>	Health and Safety – risk of injury to public	M	H	<ul style="list-style-type: none"> <li>Public liability insurance</li> <li>Inspect every 6 months.</li> <li>Carry out maintenance where necessary</li> </ul>
	Loss/Damage	L	L	<ul style="list-style-type: none"> <li>Theft/accidental damage insurance</li> </ul>
<b>Business Area</b>	<b>Risk</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Control Measures</b>
<b>Notice Boards</b>	Health and Safety – risk of injury to public	L	M	<ul style="list-style-type: none"> <li>Public liability insurance</li> <li>Inspect every 6 months.</li> <li>Carry out maintenance where necessary</li> </ul>
	Loss/Damage	L	L	<ul style="list-style-type: none"> <li>Visual confirmation of existence at least every 6 months</li> <li>Ensure properly secured.</li> <li>Theft/accidental damage insurance</li> </ul>
<b>Dog Bins/Litter Bins provided by Parish Council</b>	Health and Safety – risk of injury to public	L	M	<ul style="list-style-type: none"> <li>Public liability insurance</li> <li>Inspect every 6 months.</li> <li>Carry out maintenance where necessary</li> </ul>
	Loss/Damage	L	L	<ul style="list-style-type: none"> <li>Visual confirmation of existence at least every 6 months</li> <li>Ensure properly secured</li> </ul>

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

<p><b>Electrical Equipment</b></p>	<p>Health and Safety – risk of injury to user/fire risk</p>	<p>L</p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Only purchase electrical equipment that complies with current safety standards.</li> <li>• Keep equipment properly maintained.</li> <li>• Users to do a visual check on flexes for wear and tear every six months and remove damaged equipment.</li> <li>• Test electrical equipment as appropriate</li> </ul>
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