

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

## **CLERK'S BRIEFING NOTES**

### **PARISH COUNCIL MEETING ON 2 JUNE 2016**

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**Correspondence sent since 5 May 2016**

- a) Emails/phone calls only

**Planning and Strategic Housing**

Reply to : Chris Hargraves  
Tel : 01993 861686  
Fax : 01993 861450  
Email : [chris.hargraves@westoxon.gov.uk](mailto:chris.hargraves@westoxon.gov.uk)

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WEST OXFORDSHIRE  
DISTRICT COUNCIL

Mrs H Sandhu (Clerk)  
1 Manor Close,  
Aston,  
Oxon,  
OX18 2DD

Your Ref :  
Our Ref :  
Date : 19 May 2016

Dear Mrs Sandhu,

**West Oxfordshire Strategic Housing and Economic Land Availability Assessment 2016**

I am writing to inform you that West Oxfordshire District Council is currently in the process of producing a Strategic Housing Land and Economic Land Availability Assessment (SHELAA).

This is essentially a technical piece of evidence which considers the suitability of various parcels of land across the District for housing and employment use. It does not allocate sites – that is the role of the Local Plan.

The majority of sites have been put forward by developers and private landowners for consideration by the Council.

Nine sites have been submitted to the Council for consideration within your Parish as follows:

| Site Ref | Site name/address                    | Promoted for housing or employment? | Previous Parish Council comments  |
|----------|--------------------------------------|-------------------------------------|---|
| 151      | Land between Bull Lane and Cote Road | Housing                             | Comments provided on application 13/1494/P/OP (granted)   |
| 186      | Land south of Bampton Road           | Housing                             | None  |
| 215      | Back Lane                            | Housing                             | Aston, Cote, Shifford & Chimney Parish Council would not support any development on land that would require access off Back Lane. |
| 261      | Westfield, Bampton Road              | Housing                             | None  |
| 398      | Land north of Cote Road              | Housing                             | None  |
| 427      | Land at Bampton Road                 | Housing                             | None  |
| 430      | Land west of Back Lane               | Housing                             | Aston, Cote, Shifford & Chimney Parish Council would not support any development on land that would require access off Back Lane. |

|     |                                  |         |   |
|-----|----------------------------------|---------|---|
| 431 | Land at Back Lane / North Street | Housing | Aston, Cote, Shifford & Chimney Parish Council would not support any development on land that would require access off Back Lane. |
| 432 | Land east of North Street        | Housing | None  |

The enclosed plan shows where the sites are located.

You will note that some of these sites have been subject to planning applications. There is no need to provide further comments on these sites.

As part of our assessment it would be very useful to obtain the views of the Parish Council on the remaining sites listed above and whether or not you think they are suitable for development.

We are aiming to complete the assessment by July and as such I would be grateful to receive any comments you wish to make **no later than 16 June 2016**.

If you have any questions or require further clarification please contact me using the details above.

Yours sincerely



Chris Hargraves  
Planning Policy Manager

Site Location Map



**Financial Matters****1. Cash Balances**

|   |                          |
|---|--------------------------|
|   | £                        |
| <i>SANTANDER CURRENT ACCOUNT</i>              |                          |
| Balance at 30 April 2016                      | 78.19                    |
| None  | NIL                      |
| <b>Balance at 31 May 2016</b>                 | <b><u>78.19</u></b>      |
| <br><i>UNITY TRUST CURRENT ACCOUNT</i>        |                          |
| Balance at 30 April 2016                      | 19,887.94                |
| May payments                                  | (1,134.73)               |
| <b>Balance at 31 May 2016</b>                 | <b><u>18,753.21</u></b>  |
| <br><i>NATIONWIDE DEPOSIT ACCOUNT</i>         |                          |
| Balance at 30 April 2016                      | 27,980.00                |
| Transactions in month                         | NIL                      |
| <b>Balance at 31 May 2016</b>                 | <b><u>£27,980.00</u></b> |
| <br><i>SANTANDER BUSINESS DEPOSIT ACCOUNT</i> |                          |
| Balance at 30 April 2016                      | 533.63                   |
| Transactions in March: interest received      | 0.20                     |
| <b>Balance at 31 May 2016</b>                 | <b><u>£533.83</u></b>    |
| <br><b>TOTAL CASH HOLDING AT 31 MAY 2016</b>  | <b><u>£47,345.23</u></b> |

**“Wyvern”  
COTE  
Near Bampton  
Oxfordshire OX18 2EG**

25 May 2016

**To the Members of the Aston, Cote, Shifford and Chimney Parish Council**

I have completed the Internal Audit in accordance with the “Practitioners’ Guide” and no matters have arisen which require your attention.

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Nick Hoskins, FCA  
Hon Internal Auditor

**ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL  
ANNUAL GOVERNANCE STATEMENT 2016**

**1.0 Introduction**

The Annual Governance Statement that must be completed by the Parish Council and submitted to the external auditor is attached.

**2.0 The Clerk offers her advice on the Parish Council's completion of the Statement as follows:**

**2.1 Assertion 1 – effective financial management & preparation of accounts**

The accounts have been properly prepared in accordance with current Accounts and Audit Regulations and proper practices.

**2.2 Assertion 2 – system of internal control**

The Parish Council's Statement of Internal Control and Annual Review of Effectiveness of Internal Control were reviewed and approved at the meeting on 3 March 2016.

**2.3 Assertion 3 – legal powers, codes of practice**

Legal powers for activities and expenditure are noted at every meeting on the Agenda and Minutes.

**2.4 Assertion 4 – exercise of electors' rights**

Current Freedom of Information regulations adopted. Proper display of notices about annual accounts and audit put on Noticeboard.

**2.5 Assertion 5 – risk assessment**

Risk assessment reviewed and readopted at the Parish Council meeting on 4 February 2016.

**2.6 Assertion 6 – internal audit**

Independent internal auditor retained. Review of the effectiveness of internal audit carried out as part of the review of the effectiveness of the system of internal control at the Parish Council meeting on 3 March 2016.

**2.7 Assertion 7 – response to internal and external audit**

No matters arising requiring action at the external or internal audits for 2015.

**2.8 Assertion 8 – matters arising after the year end**

The Clerk reports that there are no such matters arising.

**3.0 Recommendation**

That the Parish Council considers and completes the Annual Governance Statement in conjunction with the Clerk's comments as given in section 2 above.

Prepared by Helen Sandhu, Clerk & RFO  
29 May 2016



## Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of

smaller authority here:

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including 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 2016, that:

|   | Agreed |     | 'Yes' means that this smaller authority:  |
|---|--------|-----|---|
|   | Yes    | No* |   |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.  |        |     | prepared its accounting statements in accordance with the Accounts and Audit Regulations.   |
| 2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.   |        |     | made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.   |
| 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 smaller authority to conduct its business or on its finances. |        |     | has only done what it has the legal power to do and has complied with proper practices in doing so.   |
| 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.   |        |     | during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.   |
| 5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.  |        |     | considered the financial and other risks it faces and has dealt with them properly.   |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.  |        |     | 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. |
| 7. We took appropriate action on all matters raised in reports from internal and external audit.  |        |     | responded to matters brought to its attention by internal and external audit.   |
| 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 smaller authority and, where appropriate have included them in the accounting statements.                               |        |     | disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.   |
| 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  | NA  |
|   |        |     | has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.   |

This annual governance statement is approved by this smaller authority and recorded as minute reference:

MINUTE REFERENCE  
dated DD/MM/YY

Signed by:

Chair

SIGNATURE REQUIRED

dated

DD/MM/YY

Signed by:

Clerk

SIGNATURE REQUIRED

dated

DD/MM/YY

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

## Section 2 – Accounting statements 2015/16 for

Enter name of  
smaller authority here:

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

|   | Year ending           |                       | Notes and guidance  |
|---|-----------------------|-----------------------|---|
|   | 31 March<br>2015<br>£ | 31 March<br>2016<br>£ |   |
| 1. Balances brought forward   | 18182                 | 23926                 | 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  | 18136                 | 24386                 | Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.   |
| 3. (+) Total other receipts   | 4655                  | 1809                  | 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  | 4140                  | 4242                  | Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.   |
| 5. (-) Loan interest/capital repayments   | NIL                   | NIL                   | Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).  |
| 6. (-) All other payments   | 12907                 | 9533                  | 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   | 23926                 | 36346                 | 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                                   | 23926                 | 36346                 | 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                         | 12869                 | 12992                 | The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March   |
| 10. Total borrowings  | NIL                   | NIL                   | 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<br>—              | No<br>NO              | The Council acts as sole trustee for and is responsible for managing Trust funds or assets.<br>N.B. The figures in the accounting statements above do not include any Trust transactions. |

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

SIGNATURE REQUIRED

Date DD/MM/YYYY

I confirm that these accounting statements were approved by this smaller authority on this date:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting approving these accounting statements.

SIGNATURE REQUIRED

Date DD/MM/YYYY

## Annual internal audit report 2015/16 to

Enter name of  
smaller authority here:

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016.

Internal audit has been carried out in accordance with this smaller 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 smaller authority.

| Internal control objective   | Agreed? Please choose only one of the following |     |               |
|--|---|-----|---------------|
|  | Yes   | No* | Not covered** |
| A. Appropriate accounting records have been kept properly throughout the year.   | ✓   |     |               |
| B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.  | ✓   |     |               |
| C. This smaller 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 smaller 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 and year-end bank account reconciliations were properly carried out.   | ✓   |     |               |
| 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. (For local councils only)<br>Trust funds (including charitable) – The council met its responsibilities as a trustee.  |   |     | ✓             |

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

Name of person who carried out the internal audit

NICHOLAS HOSKINS

Signature of person who carried out the internal audit

25/05/2016

\*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, internal audit must explain why not (add separate sheets if needed).