

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

CLERK'S BRIEFING NOTES

PARISH COUNCIL MEETING ON 2 September 2024

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Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 9

Correspondence

All correspondence by email

Agenda Item 7a – Electronic Speed Signs

The advertisement features a black background with a large orange and red curved graphic element. At the top left is the Westcotec logo, which consists of the word 'westcotec' in white lowercase letters next to a stylized graphic of a grid of dots in orange and red. Below the logo, the text 'Oxfordshire 20mph VAS Replacement Scheme Options.' is written in white, bold, sans-serif font. In the center, two electronic speed signs are shown. The sign on the left is larger and displays '20' in a red dot-matrix font inside a red dot-matrix circle, with 'SLOW DOWN' in white dot-matrix font below it. The sign on the right is smaller and displays 'SLOW DOWN' in white dot-matrix font. At the bottom left, the text 'Intelligent Traffic Safety and Smart City Solutions.' is written in white. At the bottom right, the text 'Westcotec thrive on innovation, relishing the challenge of bringing new approaches to old problems.' is written in white, followed by the website address 'westcotec.co.uk' in orange.

westcotec

**Oxfordshire 20mph VAS
Replacement Scheme Options.**

20
**SLOW
DOWN**

**SLOW
DOWN**

**Intelligent Traffic
Safety and Smart
City Solutions.**

Westcotec thrive on innovation, relishing the challenge
of bringing new approaches to old problems.

westcotec.co.uk

Products.

SID SMILEY/ANGRY



MAINS - £3,024.00 + VAT
SOLAR - £3,939.00 + VAT

SID SLOW DOWN



MAINS - £2,905 + VAT
SOLAR - £3,820.00 + VAT

20MPH SLOW DOWN



MAINS - £2,441.00 + VAT
SOLAR - £3,356.00 + VAT



BLUETOOTH DATA COLLECTION
£100.00 + VAT PER

Connection to android mobile device or
Bluetooth enabled windows laptop/PC.

Provides comprehensive speed and vehicle
count data, including analysis software
providing graphs and other data layouts.



4G/5G WESTCONNECT SIGN ACCESS
CONTACT US FOR MORE INFORMATION

Web based sign access platform, allowing
data to be collected from anywhere!

Please choose the same power source as your existing VAS, to ensure posts are suitable for the installation of the new units. Westcotec will take down existing VAS free of charge, if the parish are the owners of these existing devices, and wish to keep them for other uses, please confirm this at point of confirmation with Westcotec. If you could provide detail on your existing sign(s), such as serial number or image.

Please contact a member of the team with your requirements, and they will be more than happy to assist with the next steps.

Email: sales@westcotec.co.uk



Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 10d – OALC Subscription for 2025-26.

Thank you for being a member of OALC; a service that provides advice, information and training to its members.

As you may be aware, OALC has only two sources of income, member subscriptions and training. Over the last few years OALC have been running at a loss (c. -£5k in 2023 and estimated to be the same again in 2024). We have been using reserves to continue to provide these services to our members but, this is clearly not a sustainable way of managing the association.

At our AGM held on the 15th July we discussed the position and had majority support from the attendees to make changes to the subscription in 2025/26 to bridge this gap.

This communication is to give you advance notice of this proposal which will be put to an online extraordinary general meeting on 7th October 2024 at 12 noon.

As a member body you will have one vote at this meeting, or you can return the attached postal vote which can either be scanned and sent back by email or sent in the traditional way. Your council will need to have discussed and resolved its position at a meeting in order to exercise this vote. Votes must be returned by 4pm on Friday 4th October.

This will give all members the opportunity to include the new subscription level in their budgeting process.

In terms of background, the [Office for National Statistics Consumer Price index](#) reported an annual average raise of 7.9% in 2022, 6.8% in 2023 (17.2%). OALC only raised their portion of the subscription* by (7%) a 10% deficit.

*The minimum payment threshold raised by 12% over the same time period so still a 5% deficit.

This year we are proposing a 7% increase to our portion of the subscriptions and are introducing new minimum payment thresholds as follows:

Less than 501 electorate your subscription will be £180 + VAT

Electorate of 501 to 750 your subscription will be £200 + VAT

Electorate of 751 to 1000 your subscription will be £250 + VAT

Electorate of over 1001 the standard calculation will apply. (24.11p per electorate which is made up of NALC 8.34p and OALC 15.77p) +VAT

Your subscription for 2025/26 will be based on the electorate figures obtained from the District/City Councils in January 2025.

If you have any questions or comments, please do get in touch.

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 10e – CIL Discussion

Notification of Consultation on the West Oxfordshire Community Infrastructure Levy (CIL) Draft Charging Schedule

The District Council is in the process of introducing the Community Infrastructure Levy (CIL) into West Oxfordshire and is consulting on a new draft CIL charging schedule.

To allow for the summer period, the consultation is taking place over an extended 8-week period from Friday 2nd August – Friday 27th September 2024.

To find out more and respond to the consultation

visit <https://yourvoice.westoxon.gov.uk/en-GB/projects/cil-dcs>

All comments made within the 8-week consultation period will be made publicly available. To view our privacy policy

visit <https://www.westoxon.gov.uk/support/privacy-and-data/service-privacy-notices/local-plan-making-consultation-privacy-notice/>

Printed copies of the draft charging schedule and supporting evidence are being made available in a number of 'deposit' locations around the District. These are listed on the consultation platform.

All persons making representations may request the right to be heard by the examiner and all representations may be accompanied by a request to be notified at a specified address of any of the following matters:

- that the Draft Charging Schedule has been submitted for examination;
- the publication of the recommendations of the examiner and the reasons for those recommendations; and
- the approval of the charging schedule by the charging authority (West Oxfordshire District Council)

Following the close of the consultation period, the representations received will be considered and submitted to the CIL examiner together with a package of supporting documentation. At that point a timetable will be agreed for the CIL examination hearings.

If you have any questions or concerns or require any further information on the consultation, please contact the Planning Policy Team at planning.consultation@westoxon.gov.uk

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 10f – Cote Chapel Grass Cutting Request

Dear Elaine,

XX has forwarded to me your helpful message about the care of the graveyard at Cote Chapel. I am sorry that there has been rather a long gap in my own communications with you.

The situation with regard to the grass in the graveyard is that the Friends' committee is continuing to provide occasional maintenance work, from its very limited resources, and in fact another cut is due about now.

A further instalment of grant aid from the Parish Council to support the grass-cutting would be most helpful, and I hope you will be willing to take this letter as constituting an application for such help, retrospectively as in the past. I will, of course, be happy to supply the necessary receipts for work that has been done.

As I expect you are aware, there are have been discussions recently at trustee level about the future of the Chapel ; it is unfortunate that there appears to be little or no prospect of finding a community use for this very special and important building - and nor is there any significant flow of interested visitors. The Friends committee feel, for their part, that this situation cannot be allowed to drift on indefinitely. The trustees are continuing, for the time being, to supply essential maintenance for the fabric and its surrounding walls.

Kind regards,

XX

Aston, Cote, Shifford and Chimney Parish Council

FINANCE REPORT

- a. *Account balances – see appendix 1 (For Information)*
- b. *Review of the YTD Financial Position*
- c. *To RESOLVE to approve the following payments for the period September 24.*

	NET	VAT	Gross Amount
SLCC – FILCA Course for RFO	120.00	24.00	144.00
ACCT – Grant for Playground Maintenance	705.20		705.20
D Johnson – Inv TBC			
WODC – Ground Maintenance Invoice TBC			
Clerk – Additional Hours - TBC			
RFO – Additional Hours - TBC			
Total to be decided and approved	£825.20	£24.00	£849.20
Total of already approved/paid	£0.00	£0.00	£0.00
Monthly Standing Orders/DDs			
Clerk's CC – Microsoft £68.82 & Bank Charge £3	60.35	11.47	71.82
Clerk's Salary including WFH Allowance	210.05		210.05
RFO Salary including WFH Allowance	185.75		185.75
HMRC PAYE	89.80		89.80
Total SDOs	£545.95	£11.47	£557.42
Total	£1,371.40	£35.47	£1,406.62

Aston, Cote, Shifford and Chimney Parish Council

Appendix 1 – Account Balances

Cash Balances

£

*UNITY TRUST CURRENT ACCOUNT*Balance B/F at 30 June 2024 **41,505.12**

Payments July 2024 (1,655.76)

Payments August 2024 (3,811.10)

Income July 2024 243.93

Balance at 26 August 2024 **£36,282.19***CCLA INVESTMENT ACCOUNT*Balance B/F at 30 June 2024 **52,813.87**

Income for month of July 2024 225.75

Balance at 26 August 2024 **£53,069.62****TOTAL CASH HOLDING AT 26 August 2024** **£89,321.81**

Clerk's Briefing Notes – 2 September 2024
Aston, Cote, Shifford and Chimney Parish Council

2024-25		A\$ AT			
BUDGET	EXPENDITURE	26/08/2024 Month 5	Performance Against Budget	%	Commentary
£	Staff Costs				
£ 4,015.19	Clerk & RFO Salary - includes potential 3% payrise if PC resolves to follow the NALC/JPAG guidance.	£ 2,001.36	£ 2,013.83	50%	
£ 1,377.33	HMRC	£ 733.34	£ 643.99	53%	Arrears payment for NI 23/24 included
£ 624.00	Clerk & RFO WFH allowance. Currently £18pm = £216pa. Max allowed £28pm. For discussion/resolution if PC wish to update.	£ 180.00	£ 444.00	29%	£18 per month. RFO & Clerk from Feb 2024.
£ 500.00	Clerk sickness/Overtime contingency	£ -	£ 500.00	0%	
£ 1,500.00	Travel and Training (Includes RFO CILCA & ILCA)	£ 30.00	£ 1,470.00	2%	
	Office and General Expenses				
£ 430.00	APM and meeting Hall Hire (Includes £7.50ph for Ordish room & £16ph for main hall).	£ 157.50	£ 272.50	37%	
£ 250.00	Website Costs including domain registration and renewal	£ 197.76	£ 52.24	79%	
£ 210.00	External Audit	£ -	£ 210.00	0%	
£ 456.39	Insurance	£ 484.67	£ 28.28	106%	
£ 72.00	Bank Charges	£ 30.00	£ 42.00	42%	
£ 1,101.80	Office running costs (Microsoft & Norton Licences)	£ 429.62	£ 671.98	39%	
£ 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%	
£ 642.00	Subscriptions (CPRE, CFO, SLCC, OALC)	£ 112.00	£ 530.00	17%	
£ 80.00	Election Expenses (estimated until WODC issue tax base)	£ -	£ 80.00	0%	
	General and Ground Maintenance				
£ 6,000.00	Grass Cutting - verges & weed killing	£ 1,531.01	£ 4,468.99	26%	
£ 2,500.00	Grass Cutting - playing field and WM	£ 245.00	£ 2,255.00	10%	
£ 2,189.26	Dog & Litter Bin Emptying	£ 142.29	£ 2,046.97	6%	
£ 800.00	Clock Maintenance	£ 372.00	£ 228.00	62%	
£ 600.00	Bus Shelter Cleaning	£ -	£ 600.00	0%	
£ 500.00	Defibrillator pads/batteries	£ -	£ 500.00	0%	
£ 1,500.00	Village maintenance	£ 530.00	£ 970.00	35%	
	GRANTS				
£ 1,115.00	Small Grants	£ 910.00	£ 205.00	82%	
£ 5,785.00	General Grants	£ 570.00	£ 5,215.00	10%	
£ 33,232.77	TOTAL	£ 8,656.55	£ 24,576.22	26%	
	INCOME				
£ 30,166.00	Precept	£15,467.50	£ 14,698.50	51%	
£ 1,052.17	OCC Grass cutting Grant	£ 1,051.57	£ 0.60	100%	
£ 1,800.00	Interest on CCLA Investment account	£ 914.50	£ 885.50	51%	
£ -	Net VAT	£ 23.47			
£ 33,018.17	TOTAL	£17,410.10	£ 15,608.07	53%	
	RESERVED FUNDS				
£ 5,000.00	General Contingency fund (For example: 3 months running costs/insurance excess)	£ -	£ 5,000.00	0%	
£ 9,215.74	Working Day to Day Balance	£ 585.00	£ 8,630.74	6%	Bench
£ 9,679.00	Traffic Calming	£ -	£ 9,679.00	0%	
£ 3,500.00	Aston History Boards (£1,000 per board)	£ 300.00	£ 3,200.00	9%	Design & Artwork
£ 3,800.00	North Farm	£ -	£ 3,800.00	0%	
£ 752.52	Office Equipment	£ -	£ 752.52	0%	
£ 3,145.00	Defibrillator Maintenance	£ 165.00	£ 2,980.00	5%	
£ 33,476.00	Recreation Reserve	£ -	£ 33,476.00	0%	
£ 2,000.00	War Memorial	£ -	£ 2,000.00	0%	
£ 10,000.00	Community Trust (50% match funding pot)	£ 3,950.00	£ 6,050.00	40%	
£ 5,000.00	Coronation (St James Church Tower Gate)	£ -	£ 5,000.00	0%	
£ 85,568.26	TOTAL	£ 5,000.00	£ 80,568.26	6%	