

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

CLERK'S BRIEFING NOTES

PARISH COUNCIL MEETING ON 3 December 2020

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Prepared by Elaine Anstee
27th November 2020

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 9

Correspondence

Ltr to Mr R Jones re wreath for Remembrance Day – 6/11/2020

All other correspondence by email.

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 11b

Public Consultation – WODC Developer Contributions Supplementary Planning Document

Below is the original response sent in August 2020.

Dear Sir/Madam

CONSULTATION ON WODC DRAFT CIL CHARGING SCHEDULE 2020 – COMMENTS FROM ASTON, COTE, SHIFFORD AND CHIMNEY PARISH COUNCIL

Thank you for the opportunity to comment upon your draft CIL charging schedule 2020.

Before turning specifically to your proposals, they need to be seen in the broader context of recent announcements by the Government indicating an imminent major overhaul of the planning system, as detailed in last week's White Paper - 'Planning for the Future'.

Needless to say, we as a parish council are alarmed at the clear potential in these proposals to undermine the democratic voice of the communities most affected by the developments in question. Indeed, some have termed the proposals a 'Developer's Charter', and we are minded to agree. We would be grateful for more clarity accordingly, including the WODC position and intent with regard to these proposals.

Regarding the CIL, the Government's proposals include the potential scrapping of both CIL and Section 106, to be replaced by a single infrastructure levy. With the draft charging schedule suspended/withdrawn since September 2015, we wonder whether the current work will be overtaken by events?

Notwithstanding the above, we offer 3 comments on the draft charging schedule in question, none of them very supportive, I'm afraid. Firstly, you assert that a/the major principle in determining the level of CIL rates is to ensure that that 'they are set at a level that does not hinder new development', or even threaten the viability thereof.

We seriously question the underlying premise of this pivotal assertion. If media reports are to be believed, 9 out of 10 planning applications are approved nationally and more than a million homes for which planning permission has been granted, are yet to be built. More locally, we see absolutely no evidence of new development being 'hindered' across the District and County – indeed, quite the opposite is the case. To exacerbate the issue, the vast majority of this rampant rate of (over?)development is occurring on greenfield sites, with commensurate environmental concerns. In our parish for example, we are facing in excess of a 20% increase in housing stock in the space of a couple of years – much of it in the teeth of local opposition and despite woefully inadequate increases in supporting infrastructure (in our case, drainage and sewerage in particular). It is a similar story in neighbouring Bampton. We have also previously questioned why the WODC Local Plan 2011-2031 requirement for 15,950 new homes exceeds, inter alia, the predicted population growth by the Office of National Statistics.

So what? This leads us to our second point – that the proposed charging schedule is simply not ambitious enough. The proposals indicate a minimum Total (Infrastructure) Funding Gap of £198million by 2031, yet claims that the £24million raised under the proposed charging schedule will make a 'significant contribution'. Simple arithmetic would seem to belie this bizarre deduction.

Thirdly, we question in the strongest terms why the 5 strategic sites in the District will be exempt from CIL altogether, thus surrendering £40 million of potential revenue to the pockets of the developers rather than addressing the already alarming infrastructure funding gap alluded to previously. The funding for supporting infrastructure would thus fall solely upon Section 106 funding. Putting aside the inadequacy of the amount of funds thus raised, then if this is to be the case then there must be more transparency and local community input into how Section 106 contributions are calculated.

Yours sincerely

Mr R W La Forte CBE

Chairman, Aston, Cote, Shifford and Chimney Parish Council

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 11c

Community Trust Playground Grant Request

Aston & Cote Community Trust
Charity no 304258
Secretary: Mr Steve Neal
21 Saxel Close
Aston
Bampton
Oxfordshire
OX18 2EB
Tel: 01993 851283
email: neals@occ.org.uk

Mrs Elaine Anstey
Clerk to the Parish Council
16 Foxwood
Aston
Oxfordshire
Ox18 2DZ
25 November 2020

Dear Mrs Anstey
Re: Maintenance Grant for Village Hall Playground and Playing Fields

On behalf of the Community Trust I should like to apply for a grant towards the cost of maintaining the playgrounds and playing fields at the village hall. I note that historically a grant has been generously awarded by the Parish Council.

We last wrote to you for a grant over two years ago when, with regard to the year ended March 2018, you generously awarded us £816.80. Of course, we continue to maintain the play areas: the older children's wooden play area needs regular maintenance and the new playground needs to be kept clear to prevent weeds encroaching onto the flooring.

Our expenditure in the year to 31 March 2019 was £705.70. It is probably too early in the current financial year to apply for a grant but, as a guide, our current expenditure is £792. We would be very grateful if the Parish Council would give consideration to awarding us a maintenance grant one again.

Both of these areas are regularly used by the village children and we have a responsibility to keep them in good order. With your help we are able to do this thus providing a wonderful facility for the children of the village.

We do appreciate all the help the Parish Council gives in helping us to maintain this facility for the Village community.

Yours sincerely,
Steve Neal

Aston, Cote, Shifford and Chimney Parish Council**Agenda Item 14a*****Financial Matters*****Cash Balances**

£

UNITY TRUST CURRENT ACCOUNT

Balance on 31 October 2020	35,133.79
November payments	(5608.59)
OCC Cllr Priority Fund	500.00

Balance on 30th November 2020

30,025.20

CCLA INVESTMENT ACCOUNT

Balance on 31 st October 2020	48,677.48
Transactions in month of October	5.46

Balance on 30th November 2020

48,682.94

TOTAL CASH HOLDING AT 30th November 2020

£78,708.14

Clerk's Briefing Notes – 3 December 2020
Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 14b

External Audit Report 2019-20

Section 3 - External Auditor Report and Certificate 2019/20

In respect of **Aston Cote Shifford & Chimney Parish Council**

1 Respective responsibilities of the body and the auditor

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 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK and Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

(~~Except for the matter reported below~~)² 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 the *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.

Section 2 of the Annual Return was initially submitted showing grant income within Box 2 (Precept Income) which is incorrect. The Council provided a revised Section 2 with the grant income correctly transferred to Box 3 (Total Other Receipts). In future we would anticipate income to be analysed to the correct boxes as described by proper practices prior to the form being passed to the Council for approval.

The Internal Auditor has failed to provide a response to Box A of the Annual Internal Audit Report. We have not noted anything that suggests this is not simply an oversight, but we would suggest the Council considers its instruction to the Internal Auditor in regard to its annual requirements to ensure these are being met and also to bring it to the attention of the Internal Auditor that all questions should be completed in the future. Additionally, Box K of the internal audit report shows a 'No' answer which suggests the Authority incorrectly claimed exemption in the prior year. On review, the Authority did not claim exemption in the prior year and therefore the expected response here would be 'Not covered'.

(continue on a separate sheet if required)

3 External auditor certificate 2019/20

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 2020.

~~We do not certify completion because~~

External Auditor Name



External Auditor Signature

Date

22/10/2020

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Clerk's Briefing Notes – 3 December 2020
Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 11d – Volunteer Link-up Grant Request



Please reply to:
Volunteer Link Up
Care of Appeal Office
8 Walnut Close
Witney
Ox28 5XH
Tel: 07979647842

Email: Elizabethjonesconsulting@outlook.com

Linking volunteers with local residents and charitable organisations that need their help

6th November 2019

Dear Clerk of the Council and Parish Councillors,

I'm delighted to be able to let you know that thanks to our wonderful volunteers and donors, we have been able to keep on supporting the vulnerable people in our community over the last year and throughout the Covid-19 pandemic.

We have adapted our Good Neighbour Scheme to continue to safely provide transport, befriending and practical task services to the vulnerable, elderly and isolated in our community.

Over the last year we worked with 212 volunteers to provide services to 950 clients. This includes 5436 single journeys, as part of our transport provision.

Our volunteer drivers take the elderly and vulnerable to their medical appointments when they are unable to get there by public transport or can't afford costly taxis. This service involves so much more than just driving. Our volunteers are able to make sure that the clients reach their appointment safely and then help them to settle back into their home, giving our clients and families peace of mind. We only ask the clients to pay a minimal fee to cover the cost of petrol.

Our befrienders provide companionship for our clients. At the moment, rather than visiting in-person, our befrienders contact our clients over the phone for a chat. They are still tirelessly collecting prescriptions, shopping and running those errands which the elderly and vulnerable can find so difficult.

Our Practical Tasks service has been adapted to ensure our volunteers can continue to help clients with small jobs which can help to keep them living independently. Again, we have adapted this service to ensure it is safely provided.

We have been working hard to support the 78 local Good Neighbour Schemes around Oxfordshire as they have had to navigate the changes in health and safety requirements and restrictions which have resulted from the current situation.

We have also been able to offer much needed support and advice to the other groups of volunteers that sprang into action or adapted their services to help others in our community at the start of lockdown.

To be able to continue to serve the vulnerable in our community in these increasingly challenging times, we need your help. We very much hope that you will be able to contribute to funding this work which has such a direct and positive impact on our community.

Please find enclosed Volunteer Link Up's annual report for 2019-20.

Should you need additional information, please do not hesitate to contact me at Elizabeth.jones@vlu.org.uk

Yours sincerely,

A handwritten signature in black ink that reads "Liz Jones". The signature is written in a cursive, flowing style.

Liz Jones, Funding Manager

Charity No. 1133530
Website www.vlu.org.uk

Clerk's Briefing Notes – 3 December 2020
Aston, Cote, Shifford and Chimney Parish Council

Volunteer Link-Up (West Oxfordshire)

**Statement of Financial Activities (including Income and Expenditure Account)
For the year ended 31 March 2020**

	Notes	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £	Total Funds 2019 £
Income and Endowments from:					
Donations and legacies:					
- Oxfordshire County Council		5,470	-	5,470	7,850
- West Oxfordshire District Council		12,000	-	12,000	10,000
- OCVA – Good Neighbour Scheme		-	-	-	5,000
- Cherwell – Good Neighbour Scheme		2,000	-	2,000	-
- Good Neighbour Scheme – Start Up Costs		-	-	-	700
- Donations and Gifts – General	2	14,933	-	14,933	16,152
- Donation from Bernard Butler Trust		-	10,000	10,000	-
- Generated from Fundraising Activities		8,600	-	8,600	17,950
- Witney Town Council		500	-	500	500
- Age UK		12,500	-	12,500	37,500
Investments:					
- COIF charities deposit account		283	-	283	220
Charitable activities:					
-Transport receipts		24	-	24	25
Total		56,310	10,000	66,310	95,897
Expenditure on:					
Charitable activities:					
Salaries	3	54,395	-	54,395	52,563
Staff pension contributions	7	2,196	-	2,196	2,196
Legal and professional fees – GDPR Advice		-	-	-	300
Publicity, membership and recruitment		-	-	-	1,875
Website design and hosting		132	-	132	894
Stationery, printing and postage		3,419	-	3,419	3,082
Telephone		3,457	-	3,457	3,338
Depreciation		699	-	699	931
Good Neighbour Scheme expenses		774	-	774	475
Volunteer travel expenses		1,312	820	2,132	48
Rent		2,009	-	2,009	3,800
Fundraising development		1,570	-	1,570	3,413
BHSF occupational health assessment		461	-	461	-
Governance costs:					
Accountants' fee		1,200	-	1,200	1,200
Total expenditure		71,624	820	72,444	74,115
Net income / (expenditure)		(15,314)	9,180	(6,134)	21,782
Transfers between funds		-	-	-	-
Net movement in funds		(15,314)	9,180	(6,134)	21,782
Reconciliation of funds:					
Total funds brought forward		117,501	-	117,501	95,719
Total funds carried forward		102,187	9,180	111,367	117,501

The notes set out on pages 12 to 15 form part of these financial statements.

Clerk's Briefing Notes – 3 December 2020
Aston, Cote, Shifford and Chimney Parish Council

Volunteer Link-Up (West Oxfordshire)

Company registration number: 07096574

Balance sheet

At 31 March 2020

	Notes	2020 £	2019 £
Fixed assets			
Tangible assets	5	2,094	2,793
Current assets			
COIF deposit account		46,383	46,100
Bank current account		64,429	69,808
		<u>110,812</u>	<u>115,908</u>
Creditors: amounts falling due within one year	6	<u>1,539</u>	<u>1,200</u>
Net current assets		109,273	114,708
Net assets		<u>111,367</u>	<u>117,501</u>
Funds of the charity:			
Restricted Income Funds		9,180	-
Unrestricted Funds		102,187	117,501
Total charity funds		<u>111,367</u>	<u>117,501</u>

For the financial year ended 31 March 2020, the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charity to obtain an audit of its financial statements for the year in question in accordance with section 476.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of the financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies' subject to the small companies' regime.

The financial statements were approved by the Board of Trustees on and signed on its behalf by:

Keith Blois - Chairman

Richard Stockting - Treasurer

The notes set out on pages 12 to 15 form part of these financial statements.

Clerk's Briefing Notes – 3 December 2020
Aston, Cote, Shifford and Chimney Parish Council

Monthly (Year to Date) Financial Report – For Information

	£	As at 30/11/2020	Performance Against Budget	%	Commentary
2020-21 Budget					
RECEIPTS					
Precept	28988	28988	0	0%	505 received in April - remainder due in September
WODC Grant CTSG	436	436	0	0%	505 received in April - remainder due in September
OCC grass cutting grant	1049	1549	-500	52%	Received in Full against Grass Cutting Verges and WM plus CILr PG for Lights
Interest	360	85	275	-24%	CCLA Investment Account
VAT Refund	0	585	-585	0%	
INVESTMENTS IN	0	0	0	0%	
Sundry	0	10000	-10000	0%	\$106 for Traffic Calming in Aston
Total Receipts	30833	41643	-10810	-35%	
EXPENDITURE					
Clerk's salary	3,740	2455	1285	-66%	
Working from home allowance	216	136	80	-63%	
HMRC	900	686	214	-76%	
Bank charges	72	36	36	-50%	£6 per month due quarterly.
Office equipment	2,000	693	1307	0%	
Office running costs	284	352	-68	-124%	Photocopying/Printing/Stamps plus sundries
Website costs	150	143	7	-96%	Renewed for 2 years in 2020
Insurance	361	307	54	-85%	This has been paid in full so £54 surplus
Audit	240	0	240	0%	
Election Costs	0	0	0	0%	
Annual Parish Meeting expenses	40	0	40	0%	
Subscriptions	482	92	390	-19%	
Chairman's Allowance	100	0	100	0%	
Grass Cutting - verges & WM	6339	2751	3588	-43%	Ubico - Renewal due 2021
Grass Cutting - playing field	1591	1190	401	-75%	DJ - renewal due 2021
Grants paid under statute	4235	3500	735	-83%	
Dog & Litter Bin Emptying	249	260	-11	-105%	WODC - plus new bin from Feb 2020
Fete Bins		0	0	0%	
Training & Travel	527	25	502	-5%	
Clock Maintenance	229	0	229	0%	New contract with Derby's from March 2020 for 3 years
Bus Shelter Cleaning	732	253	479	-35%	New bus shelter added in Nov 2020
Defibrillator pads/batteries	100	0	0	-100%	
Repairs	500	0	500	0%	
VAT Paid	0	1987	-1987	0%	
Village maintenance (Lengthsman)	1500	115	1385	-8%	VE/VJ Bench Installation
Small Grants	1115	500	615	-45%	
Total Expenditure	25702	15483	10220	-60%	
Projects					
Aston History Project (£5K)	2950	0	2950	0%	
Traffic Calming Reserve	764	5206	-4442	0%	
Defib in Cote Phone Box (3.5K)	3500		3500	0%	
VE 75 Bench - 8 May 2020	0	946	-946	0%	
New Dog Bin - Great Brook Road	0	224	-224	0%	
Total Project Spend	7214	0	7214	0%	
Contingency Budget	5000	0	5000	0%	
			0		
OVERALL EXPENDITURE	37916	21858	16058	-58%	
SURPLUS/(DEFICIT) FOR THE YEAR	-7083	26160	-33243	0%	
Reserves					
Opening at 1 April	52048	0	52048	0%	
Closing at 31 March	44965	-6059	51024	13%	
Closing reserves analysis:					
Working day to day balance	1363	0	1363	0%	
Contingency reserve	5000	0	5000	0%	
Recreation reserve	34476	0	34476	0%	
Traffic Calming Reserve	4126	-6058	10184	147%	
	44965	-6058	51024	13%	

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 11a - Modern Farm Barn - Chimney

Planning and Strategic Housing
West Oxfordshire District Council
Elmfield
New Yatt Road
Witney
OX28 1PB

Dear Stuart,

The parish council considered the application, reference 19/03222/FUL, for a second time with amendments (1341/DES07a) at its meeting on 1st October 2020 and objects as detailed below:

OBJECTION BY PARISH COUNCIL APPLICATION REFERENCE 19/03222/FUL (CHIMNEY FARM BARNS)

1. The parish council welcome the fact the latest design is an improvement on the previous designs submitted and has tried to address some of the issues previously raised. However, in light of the Local Planning Authorities (LPA) position on converting this barn (outlined in their recent very detailed Appeal Statement) and the Appeal Inspector's judgement, we believe that the latest application still requires further revision before it goes to the Lowlands Planning Committee for scrutiny.
2.
 - a. Firstly, the Parish Council OBJECTS to this planning application and is of the opinion that under the WODC Local Plan 2031 – inter alia, Policies OS2, OS4 and H2:
 - (1) The application does not satisfy the criteria of Policy OS2 which states 'development in small villages, hamlets and open countryside will be limited to that which is appropriate for a rural location and which respects the intrinsic character of the area'. Chimney is a small, isolated hamlet, situated in the centre of the BBWOT Nature Reserve and Upper Thames Conservation Area. In the past 5 years, it has already been enlarged by 60% from 5 to 8 dwellings. There are neither amenities, nor public transport and the hamlet lies at the end of a single-track, no-through road, with already inadequate parking capacity within the settlement.
 - (2) The parish council acknowledges that changes have been made to the design to try and take into account the previous objections, however, the revised proposal still does not satisfy the conditions of Policy H2 as it is neither essential nor affordable nor is there an occupancy need. It is overly urbanising and the proposed design, though many of the windows have been removed/changed does have 4 large floor to ceiling full height bedrooms windows that would cause serious detriment to the 'dark skies' character of the hamlet, as well as the potential for noise pollution. There is also the impact of the light pollution on nocturnal activities of bats and owls that roost in the area. The parish council believes that the proposed large aluminium bi-fold doors on the rear (northern) elevation, (off the large open plan living area), are inappropriate and do not fit with the historic agricultural appearance and as such is contrary to the LPA's Design Guide on converting

Aston, Cote, Shifford and Chimney Parish Council

agricultural buildings. Though the parish council acknowledges that the bi fold doors are a modern innovation and popular they are not in keeping with historic nature of the agricultural building. The parish council also believes that these would contribute to the noise and light pollution of the area negatively impacting on the existing inhabitants.

(3) The planning design continues to fail to satisfy the conditions of Policy OS4 in that it does not respect the historic, architectural and landscape character of the landscape. It still has an excessive residential curtilage. This is beyond what the parish council considers had been allowed as residential under Class P change of use, as outlined in some detail in the LPA 2020 appeal statement. As such the proposed garden (now to the rear), would not only be unlawful but would represent an avoidable detrimental domesticating impact. The parish council would consider that the location of the garden at the eastern end of the development would be acceptable. The parish council continues to have reservations on the amount of parking that has been allowed for, given there is no other parking available in the hamlet, thereby impacting upon the use and enjoyment of land and buildings nearby.

(4) Chimney is not joined to the mains water supply and is dependent for water upon a private property in Chimney. Applicant has yet to provide evidence that the supply is adequate to support this development without risking the supply to existing residents. There is no mains sewage, and the existing septic tank was installed for 9 bedrooms which have already been extended to 16. If this development goes ahead that will add another 5 bedrooms so there are concerns that the size of tank is insufficient to support the usage.

3. The Parish Council requests that WODC refuse the application. Furthermore, given the history of development applications at the site, and that the Parish Council feels that the hamlet of Chimney has already sustained more inappropriate development than it should have, the Parish Council urges that this application is determined through the Lowlands Planning Committee and not decided under delegated powers.

However, if WODC is minded to approve the subject application, it is the view of the Parish Council that 2 Conditions be set:

(1) A restriction on holiday let usage to only allow use as a private dwelling house. There is already a detrimental impact upon the 15 permanent residents of Chimney and its rural tranquillity from the up to 37 visitors to the adjoining holiday lets. The subject application risks increasing visitor numbers to in excess of 50, if a restriction is not made.

(2) Removal of permitted development rights to control any further development as it would be detrimental to the rural setting and permanent residents of the hamlet. In 2017, the WODC Appeal Inspector placed a similar restriction by removing the 6 weeks occupancy restriction. The history of the adjoining barns, where additional bedrooms were added through conversion of an office, utility and study space suggest that the same could happen to the subject building if a restriction is not placed upon it.

Yours sincerely

Clerk's Briefing Notes – 3 December 2020
Aston, Cote, Shifford and Chimney Parish Council

WEAVER KHAN architects

Old council chamber, The Corn Exchange,
Faringdon, SN7 7HG

T: 0845 094 0626

T: 01367 244 971

E: info@wkarchitects.co.uk

W: www.wkarchitects.co.uk

Design Statement

For a proposed conversion of an existing modern farm building (change of use from storage to dwelling)

at,

Chimney Farm Barns, Chimney, Nr. Bampton, OX18 2EH

Existing

The existing building is of a simple nature and is constructed around a portalised precast concrete framework. The externals comprise of a corrugated cement based sheeting to the roof, supported on purlins back to the portal frame.

The walls are clad predominately with stained timber boarding, primarily in a horizontal lapped appearance. To the rear, the gables are clad again with corrugated cement sheeting with lower sections of blockwork.

To the southern façade there are two primary openings, one to each of the large bays that form the building. To the eastern façade there are a number of timber framed windows and to the northern elevation there appears to be former openings which were blocked up at some point in the past.

The building appears in a sound state, and is generally weather tight.
The plans and elevations of the building as existing have been submitted with this application under drawing reference 1341-DES-02a

Proposal

The proposal seeks the conversion of this redundant structure to a Dwelling. Careful consideration has been made to ensure the proposal reflects the original aesthetic of a rural farm/storage shed. Detailed discussions with the planning officer and local residents has been undertaken to achieve this latest revision as shown on drawing 1341-DES-081.

The substandard corrugated roof sheeting, (which possibly contains asbestos), will be removed and replaced with a standing seam metal roof, which is deemed an appropriate alternative for such a building, and with a low pitched roof. The roof sheeting will be an anthracite grey colour (or similar).

The existing timber wall cladding will be replaced, again with lapped timber boarding of a similar proportion. The intention is that this would be left to weather to a natural silvery grey colour.

The openings have been sympathetically located so as not to detract from the original feel of the building. Windows and doors will be formed from high performance powder coated double glazed units in an anthracite grey colour.

One of the large openings to the southern façade will be converted into four windows, serving three of the interior bedrooms and a study. The other large opening will be clad and fixed through with vertical timber boarding.

Oxford • Faringdon • Swindon

Directors: Calvin Weaver BA (Hons) Dip Arch (EED) RIBA
Weaver Khan architects Ltd Registration No 05765801 • VAT Registration No: 901 9946 11



Clerk's Briefing Notes – 3 December 2020

Aston, Cote, Shifford and Chimney Parish Council

To the western side, only smaller windows will be located serving the rest of the bedrooms within and to provide natural ventilation to two en-suite bathrooms. This façade has a limited view as a result of the retention of the small trees and vegetation to this side of the building.

To the eastern façade, carports connect to a hardstanding for the parking and turning of vehicles. Further along there is a pair of French doors and side glazing serving the lounge and dining areas behind. This area will be landscaped forming a garden to the dwelling.

To the north, again windows are reasonable limited and serve two of the remaining bedrooms and the kitchen. There will also be a side entrance located here.

The recreation / garden space as mentioned above is located to the north eastern corner with small narrow strip of garden residing to the north.

There are no penetrations or roof windows incorporated as part of the proposal, to remove potential lightspill.

Sustainability

The design incorporates sustainable aspects to assist the running costs of the building and to lower the overall carbon footprint. Heating and hot water is to be provided primarily from Air Source Heat Pumps located within the carport area. Slim line photovoltaic panels mounted to the roof will also provide assistance with the electrical demand of the dwelling.

Water usage will also minimal, as a rainwater harvesting system serving garden irrigation and water fill of the WC cisterns is to be installed.

The building will also be insulated to exceed the current Building Regulation standards and will incorporate low energy lighting throughout.

Oxford • Faringdon • Swindon

Directors: Calvin Weaver BA (Hons) Dip Arch (EED) RIBA
Weaver Khan architects Ltd Registration No 05765801 • VAT Registration No: 901 9946 11



Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 13a

Village Maintenance

“Chatham Park” Metal Garden Bench - Rustic

Regular Price: ~~£659.99~~

Special Price **£560.99**

Part No: BIGB085/RUS

Quantity:

Add to Basket

PRODUCT OVERVIEW

Expertly handcrafted using robust wrought iron and finished in its natural metal effect, this bench has been inspired by traditional English designs which will add character and charm to any outdoor setting. Simply designed with a curved backrest and lined metalwork throughout, the integral arms and legs feature a scroll design which make it the ideal three-seater bench. Place in expanding gardens, near a pond or near flowerbeds and watch the world go by.

This item comes fully assembled. For any item placed outdoors, weathering may occur over time due to exposure to the natural elements. To protect your item, please see our [Garden Furniture Maintenance Guide](#).



Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 14c – 2021-22 Budget – Draft – For Resolution

ASTON, COTE, SHIFFORD AND CHIMNEY PARISH COUNCIL DRAFT BUDGET 2021/22 – VERSION 2

1.0 Overview

- 1.1 A first draft of the budget for 2021/22 is attached. The precept for the year needs to be agreed at the January meeting at the latest as it must be submitted to the District Council shortly thereafter.
- 1.2 The District Council are no longer providing the council tax support grant (introduced in 2013/14 to compensate local authorities for the impact of the localisation of the effect of council tax benefits receivable by local residents) which is a reduction of £436 in the Precept. The council tax base (the number of households across which the precept is split) was 582.8 in 2020/21 and has been confirmed at £589.42 for 21/22.
- 1.3 The draft budget shows recurrent expenditure of £26,927 including planned one-off (project) expenditure. The total expenditure is reduced to a net of £25,548 when the non-precept income budgeted is offset against it (the grass cutting grant from Oxfordshire County Council and interest on the deposit accounts).
- 1.4 Built into the precept requirement is the usual general contingency sum of £5,000 to cover unexpected expenditure during the year and a working day-to-day balance of cash funds required to carry forward at the end of the year of £5,000. Holding a reserve of £10,000 has previously been agreed to be sufficient to give the council financial security, given its limited assets and unavoidable commitments.
- 1.5 In 2015/16 the Parish Council resolved to increase the precept by an additional £6,850 for three years to build up a recreation reserve of £32,000.00. 2017/18 was the last year of that increase. On 31 March 2018, this reserve totalled £34,476 (having been inflated by the transfer of an excess day-to-day surplus from a previous year). Other reserves are £12,654 for traffic calming.
- 1.6 In September 2017 the Parish Council carried out a public consultation on whether the precept should be returned to the level prior to the increase referred to in 1.4 above, or whether the precept should be maintained at the higher level, with the surpluses generated to be spent on identified projects in the parish.
- 1.7 Including this increase, the total “traditional” precept (the precept for tax setting purposes combined with the council tax support grant) in 2020/21 was £29,424 (£28,988 after deducting the council tax support grant of £436).

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2.0 Reserves

- 2.1 The forecast out-turn for 2020/21 is a deficit of £7078. This is if the Parish Council covers the whole cost of the installation of power and defibrillator for Cote.
- 2.2 The forecast reserves on 31 March 2021 are £58,322. This is made up of: recreation reserve £34,476, traffic calming reserve £12,654, general contingency sum of £5,000 and a working day-to-day balance of £6,192. The target working day-to-day balance is £5,000.
- 2.3 These additional reserves have arisen from surpluses in both 2015/16 and 2016/17 and the £10,000 S106 funding in 2020/21 for traffic calming.
- 2.4 Parish Councils are not permitted to hold reserves above planned basic levels unless they are for a designated purpose. The Parish Council therefore decided in 2018/19 budget cycle to ring-fence for another purpose – to set aside funding for traffic calming to match the funds expected from the housing development(s) so that an effective measure can be installed.
- 2.5 It would be good to consider if the Parish Council would like to start a new reserve for Community Activities to support any future projects in relation to North Farm, Aston, and wider initiatives in the parish.

3.0 Detail

- 3.1 Where expenditure is expected to be subject to an inflationary rise this has been allowed for at between 2% and 4% depending on the nature of the expenditure/supplier.
- 3.2 Explanations for many of the changes made to the budget when compared to the expected out-turn and budget for 2021/22 are provided on the attached spreadsheet.
- 3.3 The areas where greater clarity for the rationale behind the budget is required, or where further decisions by the Parish Council are required are covered below:
- 3.4 Clerk's Salary
Included at the existing level plus £400.
- 3.5 General Grass Cutting
The contract with WODC is due for renewal for 2021 onwards and a separate piece of work. With the extension of the 30 mph signs in Aston and new traffic calming measures there will be increase meterage to cut so an indicative sum has been included for grass cutting. The contract covers 14 + 2 extra cuts per year.
- 3.6 Playing Field Grass Cutting
The contract with Des Johnston is due for renewal for 2021 onwards and a separate piece of work. The contract covers a maximum number of cuts of 18 (base of 15 + 3 extra if required).

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3.7 Grants paid under statute

This budget was reviewed in detail and updated for 2017/18. The proposed budget of £3,950 has been included at the same level as for 2020/21 and covers the following maximum grants:

Voices	£1000
Citizens Advice Bureau	£150
Community Trust – playground maintenance	£750
Aston minibus	£750
Aston Community Shop	£1000
Grass cutting, Cote Chapel	£500
Grass cutting, St Mary's Shifford	£300
Grass cutting, St James' Aston	£700
	<hr/>
	£5,150

3.8 Village Maintenance

The budget includes a round sum allowance of £1,500, payable either to a dedicated Lengthsman or for specific individual contracts for pieces of work (such as weed spraying).

3.9 Donations

The Parish Council's approach to the non-statutory donations it gives was reviewed in 2017/18. The total budget of £1,400 includes specific donations to The British Legion (£150) and Volunteer Link-Up (£135) in addition to a general donation "pot" for local organisations of £1,115. The success of this "pot" has tested (deadline for applications expires at the end of December. In 19/20, to date, an application from Aston Community Store (£500) is the only one to be granted. For the purposes of this budget, the total has been left at the 2020/21 level.

3.10 Village Hall

The budget does not include any funds to be spent on work at the village hall (beyond the routine playground maintenance grant and the cutting of the playing field). The playground maintenance grant was not been claimed in 19/20.

3.11 One-off Projects

The budget does include any one-off projects for 2021/22. It demonstrates good practice in financial management if the Parish Council were to identify and set aside budgets for one-off projects during the budget setting process.

4 **Precept**

4.3 The net expenditure in the budget as presented is £29,319. The Parish Council need to raise £29,319 from the precept in order, to create a break-even budget. This would equate to £49.74 per Band D household. This would keep the price per annum per Band D household at the same level as the 2019/20 and 20/21 budgets, £49.74.

4.4 The recent budget survey indicated that there was a willingness from the residents

Aston, Cote, Shifford and Chimney Parish Council

who responded for the precept to be kept at the level it was raised to in 2015/16 in order to generate reserves for investment in local amenities.

- 4.5 If the precept is retained at the current level of £28,988, the budget as presented would generate a deficit of £484. On the 2020/21 council tax base this would remain at £49.74 per Band D household.
- 4.6 As noted in 2.4 above, Parish Councils are not permitted to hold excess reserves for unplanned purposes.

5 Recommendations

- 5.3 That the Parish Council considers the draft budget as presented, proposing amendments where identified.
- 5.4 That the Parish Council discusses the provisional level of the precept for 2021/22.
- 5.5 That the Parish Council resolves to consider this second draft of the budget at the December meeting now the council tax base is confirmed by WODC, making a final resolution on the precept for 2021/22.

Prepared by: Elaine Anstee, 27 November 2020

Aston, Cote, Shifford and Chimney Parish Council

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL				
FINANCIAL YEAR 2021/22				
Draft BUDGET v2 - 3 December 2020				
EXPECTED BALANCE 1 APRIL 2021				
Current Account at 30/11/2020				30,025.20
Deposit Account at 30/11/2020				48,682.94
		Income	Exp	
Expected full year		41858.00	41230.22	
To 30/11/20		41643.00	21858.38	
Rest of year		215.00	19371.84	-19156.84
Expected total current & deposit account at 1/4/21				59551.30
Expected end of year reserves				59551.30
VAT debtor at 30/11/2020				
Forecast balance at y/e				59551.30

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ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL				
FINANCIAL YEAR 2021/22				
Draft BUDGET v2 - 3 December 2020				
ANALYSIS OF GRANTS				
			Actual 2020/21 as at 31Oct 2020	21/22
	2020/21 Budget		Actual	Budget
Grants				
CAB	£ 150.00			£ 150.00
Voices	£1,000.00		£1,000.00	£1,000.00
Community Trust - playground maintenance	£ 750.00			£ 750.00
Aston Community Shop				£1,000.00
Aston Fete				
British Legion	£ 150.00		£ 150.00	£ 150.00
Volunteer Link-up	£ 135.00			£ 135.00
Aston Minibus	£ 750.00		£ 750.00	£ 750.00
<u>Churchyard Maintenance</u>				
Cote Chapel	£ 300.00		£ 600.00	£ 300.00
St Mary's, Shifford	£ 300.00		£ 300.00	£ 300.00
St James', Aston	£ 700.00		£ 700.00	£ 700.00
TOTAL STATUTORY GRANTS	£4,235.00		£3,500.00	£5,235.00
Small Grants	£1,115.00		£ 615.00	£1,115.00
Aston Community Store			£ 500.00	
Small Grants Unspent	£ 615.00			
SUBSCRIPTIONS				
CPRE	£ 38.00			£ 38.00
ORCC	£ 73.00			£ 73.00
OALC	£ 205.00			£ -
NALC Magazine	£ 18.00			£ 18.00
Other - SLCC	£ 108.00		£ 92.00	£ 110.00
ICO	£ 35.00		£ 35.00	£ 35.00
TOTAL SUBS	£ 477.00		£ 127.00	£ 274.00
Total Small Grants and Subs	£1,400.00		£ 627.00	£1,389.00
TOTAL GRANT BUDGET	£5,635.00		£4,127.00	£6,624.00

Clerk's Briefing Notes – 3 December 2020
Aston, Cote, Shifford and Chimney Parish Council

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL
FINANCIAL YEAR 2021/22
Draft BUDGET v2 - 3 December 2020

	Budget 2020/21	Actual 6 Months 2020/21	Current y expected outturn 2020/21	Draft Budget 2021/22	Commentary
EXPENDITURE					
Recurrent Expenditure					
<u>Ordinary Expenditure</u>					
Clerk's Salary	4,640	2,757	4,696	5,040	Payrise and increment budgeted for if passed by council on clerks annual review. Includes HMRC.
Office equipment	2,000	693	1,100	0	Laptop/PC and set up costs.
Office running costs	500	290	500	600	Additional Domain and Office 365 costs for emails.
Bank charges	72	36	72	72	£6 per month
Website costs	150	143	143	150	Annual Cost
Insurance	361	307	307	379	This year actual + 5% - Due for renewal in 2020
Audit	240	0	240	240	Two months audit in January, accounted for as prior
Village Hall Rental/Cost APM	40	0	0	40	As existing budget
Subscriptions	482	92	482	506	This year + 5%. ICO subs level £35 on DD
Chairman's Allowance	100	0	100	100	As existing budget
<u>Expenditure under Statute</u>					
Grass Cutting - verges & WM	6,339	1,679	5,250	7,607	14 cuts - quotation from WODC
Grass Cutting - playing field	1,591	935	1,200	1,909	18 cuts - actual quotation
Grants	4,235	2,850	4,235	5,235	See 5 Nov Report
Dog & Litter Bin Emptying	249	137	287	261	This year + 5% infl.
Election Fees	0	0	0	0	Election fees
Training & Travel	527	25	150	527	Review for Clerk and Councillor training - industry standard 2.5% budget (£526.50)
Clock Maintenance	229	0	0	229	3 year contract
Bus Shelter Cleaning	732	123	732	747	Due for review and to include new bus shelter. + 2% for inflation
Defibrillator pads/batteries	100	0	0	200	Replaced 2017 - due 21/22
Repairs	500	0	250	500	General round budget
VAT Paid		1,305	2,000		
Village maintenance (Lengthsman)	1,500	115	350	1,500	See 5 Nov Report
Small Grants	1,115		1,115	1,115	See 5 Nov Report
Recurrent Expenditure c/f	25,702	11,487	23,210	26,957	
Recurrent Expenditure b/f	25,702	11,487	23,210	26,957	
<u>Projects</u>					
Aston History Project (£5K)	2950		2,950		Printing Costs
Traffic Calming Reserve	764	2,453	6,000	764	
Noticeboard for Cote				1,000	
Defib in Cote Phone Box (3.5K)	3,500	0	7,000		British Heart Foundation Grant not available. Grants from Cottsway/Tescos Bags/ADE applied for. Additional costs for reconnecting electricity supply.
VE 75 Bench - 8 May 2020		946	946		
War Memorial Reserve				2,000	To set up the reserve in 2021 then £500 per annum from 2022.
History Boards				1,000	
Total Project Spend	4,264	3,399	16,896	4,764	
OVERALL EXPENDITURE	29,966	14,886	40,106	31,721	
OTHER INCOME					
OCC grass cutting grant	1,049	1,049	1,049	1,049	Same as this year
Grant from OCC Councillor Priority Fund		500	500		
Interest	360	62	300	360	
S106 - Traffic Calming			585		
VAT Received					
TOTAL INCOME	1,409	1,610	2,434	1,409	
NET EXPENDITURE	28,557	13,275	37,672	30,312	
Add: Amount to set aside for reserves	5,702	10,000	10,764	7,764	S106 for Traffic Calming received 2020
Less: Amount to be spent from accumulated reserve	0		7,206	0	
Precept requirement to break even	34,259	23,275	41,230	38,076	
Precept			28,988	29,319	
WODC Grant CTSG			436		
Total income			31,858	30,728	
Surplus			(8,248)	(993)	
VAT in			585	0	
VAT out			2,000	0	
VAT debtor			-1415.00	0.00	
			(7,078)	(993)	