

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

CLERK'S BRIEFING NOTES

PARISH COUNCIL MEETING ON 3 September 2020

<i>Page</i>	<i>Contents</i>
2	Correspondence (Agenda Item 9)
3-6	Traffic Calming (Agenda Item 8a)
7-10	Website Accessibility Requirements (Agenda Item 11a)
11-15	White Paper, Planning for the future and two other planning related matters (Agenda Item 11b)
16-18	Licensing Application Consultation W/20/00485/PRMA (Agenda Item 11d)
19-20	Oxfordshire Together – Snow Wardens (Agenda Item 11e)
21-22	Asset Register – Half Year Review (Agenda Item 13b)
23	Account Balances as at 31 July 2020 (Agenda Item 14a)
24	Request for SLCC Membership and Training (Agenda Item 14b)
25-26	Land to the East of Back Lane (Agenda Item 8e)
27	Monthly Financial Position – For Information

Prepared by Elaine Anstee
27th August 2020

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

Agenda Item 9

Correspondence

Ltr to Barley Park Partnership re Bull Street ditch clearance – 13 August 2020


Ltr to Aston Community Store CIC – re grant – 13 August 2020

All other correspondence by email

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

Agenda Item 8a

Traffic Calming Update























Glasdon®
Quality By Design

Quote

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

Account Code: 590109167

12/08/2020
EQ70036276
Telephone: 01253 600411
Email: Dean.Brett@glasdon-uk.co.uk

	Qty	Unit Price	Total Price
 <p>Glasdon Gateway manufactured from rigid Everwood, wood effect material in White, 1.8m height (1.3m above ground) and 960mm width, complete with two horizontal slats and diagonal crossbar with sign to read 'Welcome to COTE Please drive carefully'.</p> <p>*Please refer to the attached visual.</p> <ul style="list-style-type: none">  Product Information  Product News  Product Videos  Product Warranty 	1	£613.06	£613.06
 <p>Glasdon Gateway manufactured from rigid Everwood, wood effect material in White, 1.8m height (1.3m above ground) and 960mm width, complete with two horizontal slats and diagonal crossbar with sign to read 'Welcome to ASTON Please drive carefully'.</p> <p>*Please refer to the attached visual.</p> <ul style="list-style-type: none">  Product Information  Product News  Product Videos  Product Warranty 	1	£613.06	£613.06
 <p>Glasdon Gateway manufactured from rigid Everwood, wood effect material in White, 1.8m height (1.3m above ground) and 960mm width, complete with two horizontal slats and diagonal crossbar with sign to read 'Welcome to ASTON Please drive carefully' with a separate 30mph speed roundel situated above.</p> <p>*Please refer to the attached visual.</p> <ul style="list-style-type: none">  Product Information  Product News  Product Videos  Product Warranty 	1	£725.80	£725.80
 <p>Glasdon Gateway manufactured from rigid Everwood, wood effect material in White, 1.8m height (1.3m above ground) and 1.5m width, complete with two horizontal slats and diagonal crossbar with sign to read 'Welcome to ASTON Please drive carefully'.</p> <p>*Please refer to the attached visual.</p> <ul style="list-style-type: none">  Product Information  Product News  Product Videos  Product Warranty 	1	£801.12	£801.12

(Images shown are examples only, your final product will vary depending on specification)

All details will remain firm until 11/09/2020

Delivery to be confirmed upon receipt of order.

Please refer to the **Conditions of Sale**.

Carriage to OXFORDSHIRE	£0.00
Total (including VAT)	£2,753.04

Click here to proceed with this quote using a credit card or by paying on account

Clerk's Briefing Notes – 3 September 2020

Aston, Cote, Shifford and Chimney Parish Council

Scale 1:14



Gateway overall dimensions:

Height: 1800mm

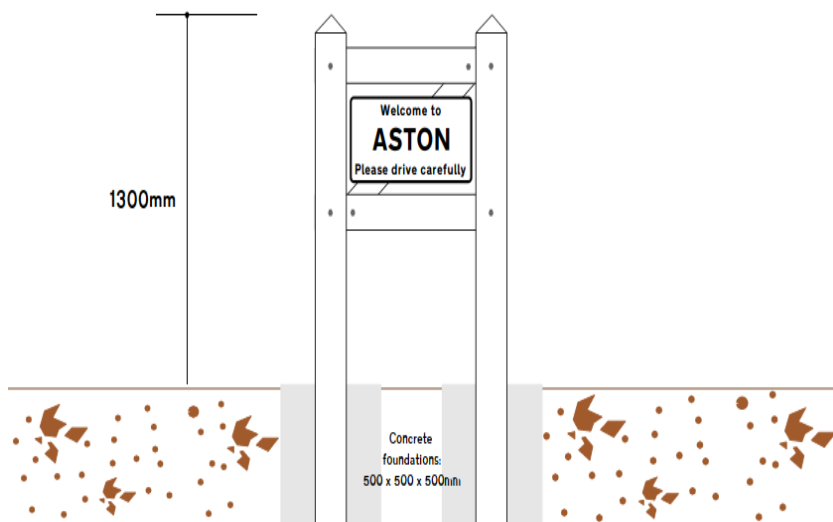
Width: 960mm

Sign overall dimensions

Height: 305mm

Width: 610mm

NOTE: THIS SIGN MEETS THE MINIMUM
REQUIREMENTS OUTLINED BY THE DfT & TSRGD



Scale 1:14



Gateway overall dimensions:

Height: 1800mm

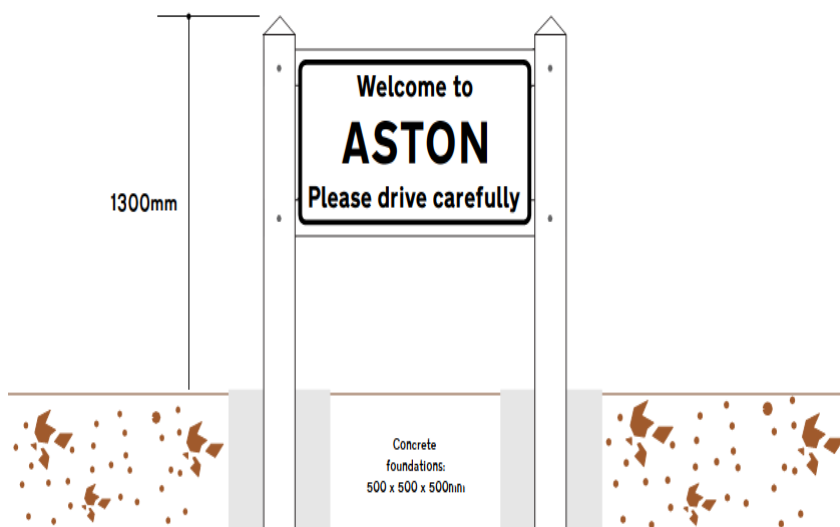
Width: 1500mm

Sign overall dimensions

Height: 570mm

Width: 1150mm

NOTE: THIS SIGN MEETS THE MINIMUM
REQUIREMENTS OUTLINED BY THE DfT & TSRGD



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

Scale 1:14



Gateway overall dimensions:

Height: 1800mm

Width: 960mm

Sign overall dimensions

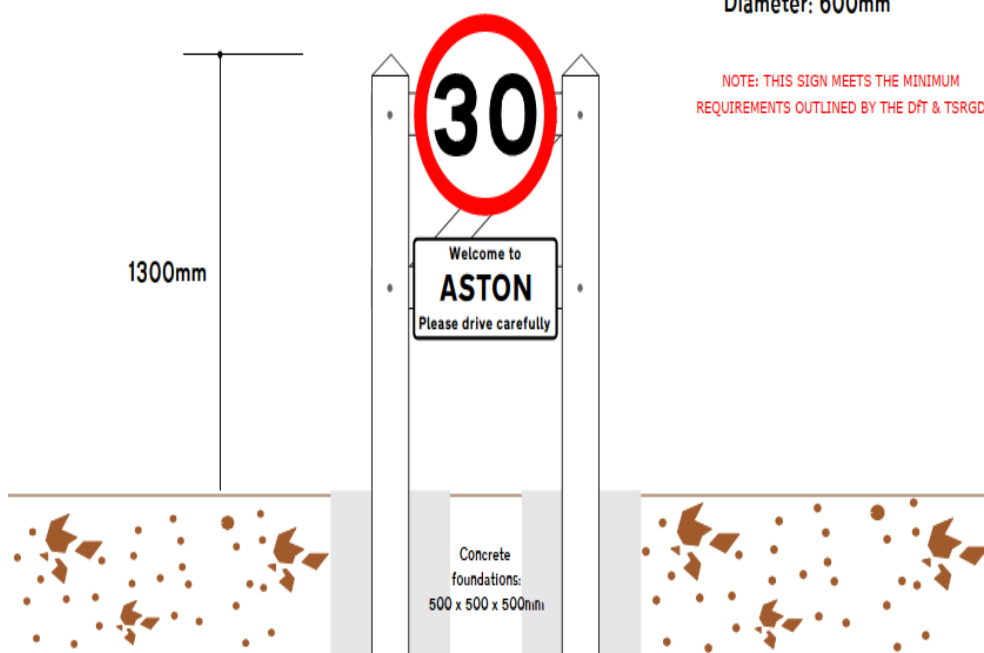
Height: 305mm

Width: 610mm

Speed limit sign dimensions

Diameter: 600mm

NOTE: THIS SIGN MEETS THE MINIMUM
REQUIREMENTS OUTLINED BY THE DfT & TSRGD



Scale 1:14



Gateway overall dimensions:

Height: 1800mm

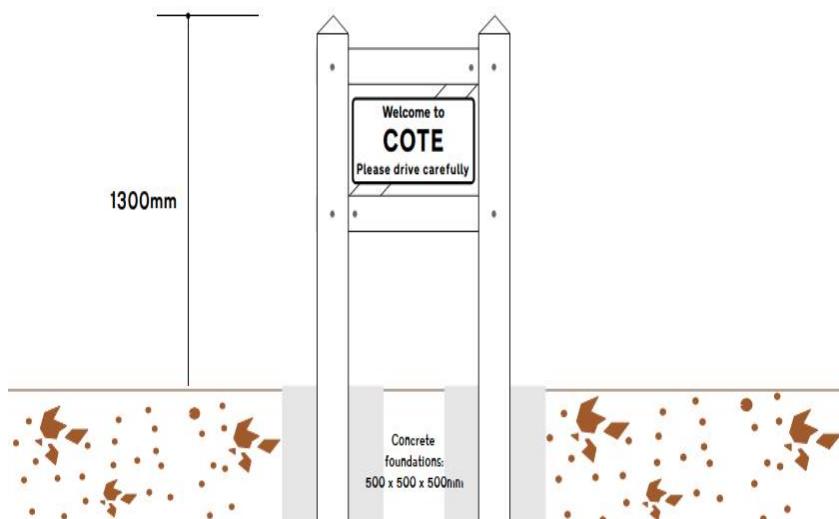
Width: 960mm

Sign overall dimensions

Height: 305mm

Width: 610mm

NOTE: THIS SIGN MEETS THE MINIMUM
REQUIREMENTS OUTLINED BY THE DfT & TSRGD



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

	Actions/Responsibilities	Draft Cost to Parish Council - Net	Contingency of 25%	Confirmed cost	Potential Funding			Notes	
					County Councillor Priority Fund	OCC	S106		
1. Re instating the painted 30mph hours signs and putting in new ones at the entrances they are currently not situated.	This will be added to the OCC line maintenance schedule in the new financial year - April 2020							Completed July 2020	
2. Gates on the road edges at all entrances with the 'Aston' sign on and 'Please drive carefully' to highlight them. This is being done at several local villages and the recommended supplier is Glasdon who supplies a variety of sizes/shapes in recycled plastic which are long wearing. OCC will install is parish council purchases. This would also be 'nice' to do for Cote though S106 is not available for this. Cost £365.00 plus VAT More info at https://uk.glasdon.com/road-safety/gateway/glasdon-gateway .	Walk round with RLF and PS on 23/06/2020 identified 3 x 1m gates and 1 x 1.5m gate would be all that we could do due to verge width. Clerk to get quotes for August/September meeting.	£ 4,753.04	£ 1,188.26		£ -	£ -	£ 5,941.30	OCC should be in a position to progress this from April 2020	£2753.04 - Glasdon Quote/OCC installation costs approx £500 per gate = £2K
3. Automating the existing school 20 mph lights which are currently not used.	OCC to carryout work as the only permitted supplier because these are highways responsibilities.	£ 1,890.00	£ 472.50	£ 2,452.88	£ 500.00	£ -	£ 1,862.50	Programmed and due for completion by September 2020	
4. Humps/Bumps - cushion type - not a popular option as they are expensive and require ongoing maintenance.	<i>Not being progressed</i>								
5. A crossing place/small chicane on the Aston side of the village hall - this will be expensive and will require a consultation (fees £1800) but this is managed by OCC and it will also need to go through committee at OCC.	1. Chairman's report in March 2020 edition of Voices and informal consultation. 2. Quote from OCC 3. Sept 2020 PC meeting decision on whether to go for formal consultation. 4. OCC committee decision once formal consultation completed. 5. Commission work if agreed and affordable.	£ 22,500.00	£ 5,625.00		£ -	£ -	£28,125.00	As at 28 Feb 20 - only potential consultation cost known but should be able to get 50% OCC funding if project goes ahead. This part of the project has been delayed due to COVID 19 and we will look to re energise discussions with OCC in September 2020.	
6. Zebra crossing at school – OCC officer thought this was already agreed and will chase up to find out the position. A pelican (traffic lights) crossing is £60k - £70k so not really an appropriate option.	<i>Not being progressed</i>								
7. Signage - Please drive carefully and re-siting of village signs	July - This has now been absorbed into 2. and quotes requested.		£ -						
Total Net Cost		£ 29,143.04	£ 7,285.76		£ 500.00	£ -	£35,928.80	£ 14,126.00	Current Balance in Reserve
								£ 21,802.80	Shortfall
COVID 19 - Doubt this will be available now in 20/21									

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 11a

Website Accessibility Requirements

Executive Summary and Recommendations

People may not have a choice when using a public sector website or app, so it's important they work for everyone. The people who need them the most are often the people who find them hardest to use. Accessible websites also tend to work better for everyone. For example, they are often faster and easier to use and tend to appear higher in search engine rankings. Most public sector websites and apps do not currently meet accessibility requirements. For example, a recent study found that 4 in 10 local council homepages failed basic tests for accessibility. Common problems include websites that can't be navigated using a keyboard, inaccessible PDF forms that can't be read out on screen readers, and poor colour contrast that makes text difficult to read - especially for visually impaired people

Below is the proposed Accessibility Statement for that has to be completed and published by the 23rd September 2020. The Aston, Cote, Shifford and Chimney parish council website is only partially compliant with the Web Content Accessibility Guidelines version 2.1, AA standard. The usage of the website which is less than 1500 individual visits in a calendar year this being equivalent to one visit per head of electorate for the parish. The cost of fixing the issues with navigation and accessing information, and with interactive tools and transactions would be in the region of £2k to £2.5k being almost 10% of the precept for 2020-21. This would indicate that to fully rectify the accessibility issues of the website at this time would be a disproportionate burden within the meaning of the accessibility regulations.

The clerk carried out two separate checks of the front page of the website using the Microsoft programme recommended in the NALC (2020) Website Accessibility Requirements paper and 'Wave' as recommended by 'Weebly' the parish council website host.

In both cases errors with its ability to bypass repeated blocks, colour-contrast, alternative text for images, parsing (elements must have complete start and end tags, must not contain duplicate attributes, and must be nested according to their specifications) and sensory (colour as meaning: colour must not be used as the only visual means for conveying meaning). This work took 2.5 hours by the clerk in training on how to use the software and all the separate checks for the single page. The clerk is not an expert on websites and does not have the

Aston, Cote, Shifford and Chimney Parish Council

Accessibility statement for Aston, Cote, Shifford and Chimney Parish Council.

This accessibility statement covers <https://www.astonoxon.com/>.

This website is run by Aston, Cote, Shifford and Chimney Parish Council. We want as many people as possible to be able to use this website. For example, that means you should be able to:

- zoom in up to 300% without the text spilling off the screen
- navigate most of the website using just a keyboard
- navigate most of the website using speech recognition software
- listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and Voice Over)

We've also made the website text as simple as possible to understand.

Ability Net (<https://mcmw.abilitynet.org.uk/>) has advice on making your device easier to use if you have a disability.

How accessible is this website?

We know some parts of this website aren't fully accessible:

- the text will not reflow in a single column when you change the size of the browser window
- you cannot modify the line height or spacing of text
- most older PDF documents are not fully accessible to screen reader software
- live video streams do not have captions
- some of our online forms are difficult to navigate using just a keyboard
- you cannot skip to the main content when using a screen reader
- there's a limit to how far you can magnify the map on our 'contact us' page

What to do if you can't access parts of this website

If you need information on this website in a different format like accessible PDF, large print, easy read, audio recording for example, please use the details below to request:

- Email: astonpc@live.co.uk
- Call: 07368466413

We'll consider your request and get back to you in 15 working days.

Aston, Cote, Shifford and Chimney Parish Council

Reporting accessibility problems with this website

We're always looking to improve the accessibility of this website. If you find any problems that aren't listed on this page or think we're not meeting accessibility requirements, contact the clerk:

- Email: astonpc@live.co.uk
- Call: 07368466413

Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you're not happy with how we respond to your complaint, contact the Equality Advisory and Support Service (EASS).

Contact Us

Clerk, Mrs Elaine Anstee Cert HE
Post: 16 Foxwood, Aston, Oxfordshire, OX18 2DZ
•Email: astonpc@live.co.uk
•Call: 07368466413

Compliance status

This website is partially compliant with the [Web Content Accessibility Guidelines version 2.1](#) AA standard, due to

Non-accessible content

The content listed below is non-accessible for the following reasons.

Non-compliance with the accessibility regulations

Disproportionate burden

We have reviewed the usage of the website which is less than 1500 individual visits in a calendar year this being equivalent to one visit per head of electorate for the parish. We've assessed the cost of fixing the issues with navigation and accessing information, and with interactive tools and transactions. We believe that doing so now would be a [disproportionate burden](#) within the meaning of the accessibility regulations.

Aston, Cote, Shifford and Chimney Parish Council

Content that's not within the scope of the accessibility regulations

PDFs and other documents

Some of our PDFs and Word documents are essential to providing our services. For example, we have PDFs with information on how users can access our services, and forms published as Word documents. By September 2020, we plan to either fix these or replace them with accessible HTML pages.

The accessibility regulations [do not require us to fix PDFs or other documents published before 23 September 2018](#) if they're not essential to providing our services. For example, we do not plan to fix.

Any new PDFs or Word documents we publish will meet accessibility standards.

Live video

We do not plan to add captions to live video streams because live video is [exempt from meeting the accessibility regulations](#).

What we're doing to improve accessibility

The accessibility of the website will be reviewed on an annual basis and when new legislation is published. We will also use any feedback from users to inform how we display information on the website.

Preparation of this accessibility statement

This statement was prepared on 3rd September 2020. It was last reviewed on 3rd September 2020.

This front page of the website was last tested on 13th August 2020. The test was carried out by the clerk using Microsoft Accessibility Tool as recommended in the NALC (2020) '*Website Accessibility requirements*' paper.

We used this approach to deciding on a sample of pages to test and opted to test the main front page of the site as an indicative of the accessibility of the whole site.

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

Agenda Item 11b

White Paper, Planning for the future and two other planning related matters

The following is an excerpt from the OALC email dated 12/08/2020

The government has issued a number of planning consultations and a call for evidence. The most important of which is planning for the future, a White Paper with radical and far reaching proposals. Please put the White Paper on the agenda for discussion at your next parish council meeting, and please respond to the consultation so that the government hears the democratic voice of this sector of local government.

In chronological order of their response times.

1. **Changes to the current planning system** <https://www.gov.uk/government/consultations/changes-to-the-current-planning-system>

The four main proposals are:

- revisions to the standard method for assessing local housing need, which as well as being a proposal to change guidance in the short term has relevance to proposals for land supply reforms set out in Planning for the Future;
- securing of First Homes, sold at a discounted market price for first time buyers, including key workers, through developer contributions in the short term until the transition to a new system. This was consulted on in February and they are now asking about the detail
- temporarily lifting the small sites threshold below which developers do not need to contribute to affordable housing, to up to 40 or 50 units to support SME builders; in designated rural areas it is proposed to maintain the current threshold;
- extending the current Permission in Principle to major housing-led development so landowners and developers now have a fast route to secure the principle of development for housing on sites without having to work up detailed plans first.

There are 35 questions in the consultation. NALC is seeking your responses, with evidence by 17th September so it can do a sector wide response; please send to policycomms@nalc.gov.uk .

But your council can put in its own response directly by **1st October** via MHCLG's website - [\[www.gov.uk/government/consultations/changes-to-the-current-planning-system\]](https://www.gov.uk/government/consultations/changes-to-the-current-planning-system)www.gov.uk/government/consultations/changes-to-the-current-planning-system alternatively you can email your response to the questions in this consultation to: TechnicalPlanningConsultation@communities.gov.uk

2. Planning for the future, White Paper

MHCLG has issued a White Paper, **Planning for the future**, making very radical proposals for the current planning system. It is here - <https://www.gov.uk/government/consultations/planning-for-the-future>

It is difficult to encapsulate all the proposed changes into an easy to digest summary.

The government believes the planning system is inefficient, opaque and provides poor outcomes. However, successive governments have tinkered and chipped away at the original concepts behind the planning system, the result is a complex, increasingly permissive system tilted in favour of development where profit is the motive. The planning system doesn't build houses developers do. The LGA believe there are permissions for one million homes which have not taken up. <https://www.local.gov.uk/housing-backlog-more-million-homes-planning-permission-not-yet-built> The planning system is there to ensure development takes place in the right locations and to be open, democratic and transparent.

The government is proposing a system based on three categories:

- Growth
- Renewal ; and
- Protection.

This system is supported by three conceptual pillars – Planning for development; Planning for beautiful and sustainable places and Planning for infrastructure and connected places.

The proposals include:

- Simplifying the role of Local Plans so they identify land under the three categories - **Growth**, areas suitable for substantial development, where outline approval for development would be automatically secured; **Renewal** areas suitable for some development, such as 'gentle densification'(?); and **Protected** Areas where development is restricted.
- **Development management policies will be set nationally** and Local Plans will have a core set of standards and requirement for development.
- **Streamline consultation** at the planning application stage
- **Local Plans be subject to a single statutory 'sustainable development' test** doing away with soundness, environmental and viability tests and duty to co-operate.
- **Standard digital map based template for Local Plans**
- **Statutory timescales for LPA's and Planning Inspectorate of 30 months for Local Plans, sanctions for failure.**
- Firm deadlines for decision making
- **Digital first** approach to encourage engagement by all, **greater use of standard data sets**

Aston, Cote, Shifford and Chimney Parish Council

- **Focus on design and sustainability** through NPPF to combat climate change
- **Ask for beauty with greater focus on 'place making'**
- **Local design guidance and codes**, each LPA to have a Chief Officer for design and place making
- **CIL to be reformed as a nationally set value-based flat rate charge** – the Infrastructure Levy
- Greater powers to LPA's to determine how IL is used
- **A nationally determined binding housing requirement that LPA's have to deliver through their Local Plans**
- Consult on options for improving data on contractual arrangements used to control land to promote competition among developers and helps SME's (see 3. Below Call for evidence)

There are 25 questions in the consultation

1. What three words do you associate most with the planning system in England?
2. Do you get involved with planning decisions in your local area? If no, why not?
3. Our proposals will make it much easier to access plans and contribute your views to planning decisions. How would you like to find out about plans and planning proposals in the future?
4. What are your top three priorities for planning in your local area?
5. Do you agree that Local Plans should be simplified in line with our proposals?
6. Do you agree with our proposals for streamlining the development management content of Local Plans, and setting out general development management policies nationally?
7. Do you agree with our proposals to replace existing legal and policy tests for Local Plans with a consolidated test of "sustainable development", which would include consideration of environmental impact? How could strategic, cross-boundary issues be best planned for in the absence of a formal Duty to Cooperate?
8. (a) Do you agree that a standard method for establishing housing requirements (that takes into account constraints) should be introduced?

(b). Do you agree that affordability and the extent of existing urban areas are appropriate indicators of the quantity of development to be accommodated?
9. (a). Do you agree that there should be automatic outline permission for areas for substantial development (Growth areas) with faster routes for detailed consent?

(b). Do you agree with our proposals above for the consent arrangements for Renewal and Protected areas?

Aston, Cote, Shifford and Chimney Parish Council

(c). Do you think there is a case for allowing new settlements to be brought forward under the Nationally Significant Infrastructure Projects regime?

10. Do you agree with our proposals to make decision-making faster and more certain?
11. Do you agree with our proposals for accessible, web-based Local Plans?
12. Do you agree with our proposals for a 30 month statutory timescale for the production of Local Plans?
13. (a) Do you agree that Neighbourhood Plans should be retained in the reformed planning system?

(b). How can the neighbourhood planning process be developed to meet our objectives, such as in the use of digital tools and reflecting community preferences about design?
14. Do you agree there should be a stronger emphasis on the build out of developments? And if so, what further measures would you support?
15. What do you think about the design of new development that has happened recently in your area?
16. Sustainability is at the heart of our proposals. What is your priority for sustainability in your area?
17. Do you agree with our proposals for improving the production and use of design guides and codes?
18. Do you agree that we should establish a new body to support design coding and building better places, and that each authority should have a chief officer for design and place-making?
19. Do you agree with our proposal to consider how design might be given greater emphasis in the strategic objectives for Homes England?
20. Do you agree with our proposals for implementing a fast-track for beauty?
21. When new development happens in your area, what is your priority for what comes with it?
22. (a) Should the Government replace the Community Infrastructure Levy and Section 106 planning obligations with a new consolidated Infrastructure Levy, which is charged as a fixed proportion of development value above a set threshold?

(b) Should the Infrastructure Levy rates be set nationally at a single rate, set nationally at an area-specific rate, or set locally?

(c) Should the Infrastructure Levy aim to capture the same amount of value overall, or more value, to support greater investment in infrastructure, affordable housing and local communities?

(d) Should we allow local authorities to borrow against the Infrastructure Levy, to support infrastructure delivery in their area?

Aston, Cote, Shifford and Chimney Parish Council

23. Do you agree that the scope of the reformed Infrastructure Levy should capture changes of use through permitted development rights
24. (a). Do you agree that we should aim to secure at least the same amount of affordable housing under the Infrastructure Levy, and as much on-site affordable provision, as at present?
- (b). Should affordable housing be secured as in-kind payment towards the Infrastructure Levy, or as a 'right to purchase' at discounted rates for local authorities?
- (c). If an in-kind delivery approach is taken, should we mitigate against local authority overpayment risk?
- (d). If an in-kind delivery approach is taken, are there additional steps that would need to be taken to support affordable housing quality?
25. Should local authorities have fewer restrictions over how they spend the Infrastructure Levy?
- (a) If yes, should an affordable housing 'ring-fence' be developed?

NALC is seeking your responses, with evidence by **15th October** so it can do a sector wide response; please send to policycomms@nalc.gov.uk But your council can put in its own response directly by **29th October** via MHCLG's website - You may respond by going to the MHCLG website <https://www.gov.uk/government/consultations/planning-for-the-future> Alternatively you can email your response to the consultation to planningforthefuture@communities.gov.uk

3. Transparency and Competition: Data and Land control

This call for evidence sets out proposals to increase transparency of contractual arrangements used to exercise control over the buying or selling of land. The Government's intention is to improve the ability of local communities to play an informed role in the development of their neighbourhoods and support its efforts to encourage more companies to enter the house building market. It is also seeking views on the design of the policy and evidence on the impacts of the policy. More information here <https://www.gov.uk/government/consultations/transparency-and-competition-a-call-for-evidence-on-data-on-land-control>

NALC is seeking your responses, with evidence by **16th October** so it can do a sector wide response; please send to policycomms@nalc.gov.uk .

But your council can put in its own response directly to MHCLG by **29th October** You can respond completing the pro forma found here <https://www.gov.uk/government/consultations/transparency-and-competition-a-call-for-evidence-on-data-on-land-control> or email responses can be sent to contractualcontrols@communities.gov.uk

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

Agenda Item 11d

Licensing Application Consultation W/20/00485/PRMA

Firefox

about:blank

Reply to : Debra Courtenay-Crane
Tel : 01993 861000
Email: ers@westoxon.gov.uk

Council Offices
Woodgreen,
WITNEY,
Oxfordshire,
OX28 1NB
Tel: 01993 861000
www.westoxon.gov.uk



The Parish Council

Your Ref: W/20/00485/PRMA

Date: 13th August 2020

Dear Parish Clerk,

LICENSING ACT 2003

Application for New Premises Licence

We have received an application for **Paul Read Aston Stores The Square Aston Bampton Oxfordshire OX18 2DL** under the Licensing Act 2003.

The application can be viewed through the online [Public Access Portal](#). If you would like to make formal representation, the closing date is **10th September 2020**

Please ensure that all email correspondence is sent to ers@westoxon.gov.uk.

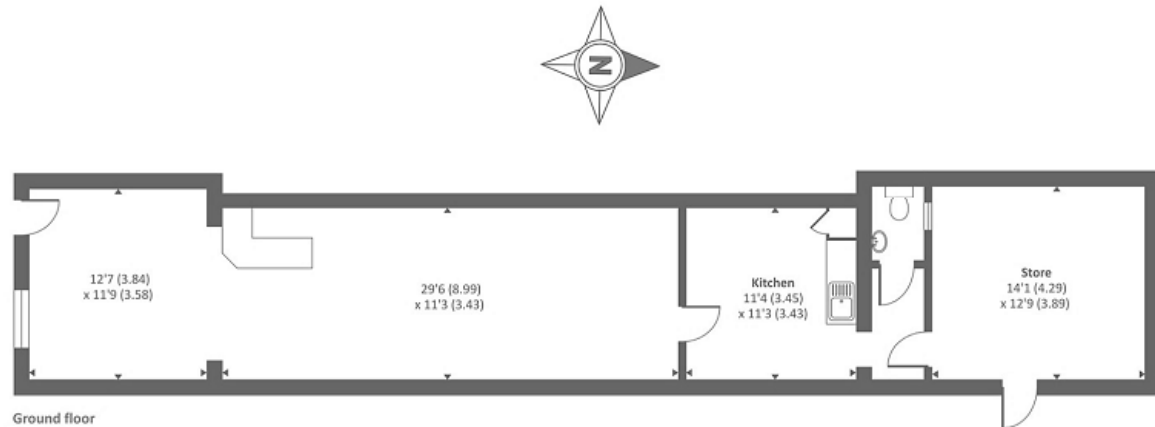
Yours faithfully



Michelle Bignell (Mrs)
Service Leader
Licensing and Business Support
Environmental and Regulatory Services

West Oxfordshire District Council may share information provided to it with other bodies responsible for auditing or administering public funds in order to prevent and detect fraud under Section 6 of the Audit Commission Act 1998

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



Approx. gross internal floor area 883 SQFT / 82 SQM
Approx. gross external floor area 1064 SQFT / 98.8 SQM
Copyright nichecom.co.uk 2019 Produced for Chancellors REF : 500786

Aston, Cote, Shifford and Chimney Parish Council



West Oxfordshire
Application for a premises licence
Licensing Act 2003

For help contact
ers@westoxon.gov.uk
Telephone: 01993 861000

* required information

Section 1 of 21

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference This is the unique reference for this application generated by the system.

Your reference You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

☐ Yes ☒ No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

* Family name

* E-mail

Main telephone number

Other telephone number

Include country code.

☐ Indicate here if you would prefer not to be contacted by telephone

Are you:

☒ Applying as a business or organisation, including as a sole trader
☐ Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

Is your business registered in the UK with Companies House? ☒ Yes ☐ No

Note: completing the Applicant Business section is optional in this form.

Registration number

Business name

If your business is registered, use its registered name.

VAT number

Put "none" if you are not registered for VAT.

Legal status

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 11d

Oxfordshire Together - Snow Wardens

On the 19th August the parish council received the following email from OCC Communities Together asking about snow warden schemes and offering some supplies to support these.

There is no scheme at the moment in the parish and only one salt bin which is located in Woodbridge Close. The salt delivery for this has already been organised.

Does the parish council wish to set up a snow warden scheme?

Dear Clerks

Following the winter preparations email you received at the end of July, I am sending you a reminder of one of our Highways How To Guides, recently published on our website [here](#)

We will have a limited supply of snow shovels available for parish councils who start up a snow warden scheme this year, please contact us for further information.

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

How To: Manage Salt Bins

HTG07

Basic Equipment Required

Personal Protective Equipment (PPE) Equipment provided by OCC: <ul style="list-style-type: none"> Hi-Vis Vest Funding from OCC subject to availability for: <ul style="list-style-type: none"> Warm Gloves 	Basic Tools Funding from OCC subject to availability for: <ul style="list-style-type: none"> Plastic Snow Shovel Grit Bins – available at cost of £250 from OCC. (subject to assessment) Other Tools (not provided by OCC) <ul style="list-style-type: none"> See Snow Guide 	Insurance (provided by appointing body – usually the Town/Parish Council) <ul style="list-style-type: none"> £10m public liability Occupiers of property have a legal duty to clear snow from pathways to prevent injury to visitors. There is no law preventing you from clearing snow on public pavements.
--	---	--

What needs doing?

OCC routinely spreads salt on defined routes on forecasts of ice or snow. The gritting route is available to view on the OCC website: [OCC GRITTING ROUTES](#). Pavements only get very limited attention mainly in times of snow and generally only those heavily used i.e. town centres. Many local communities already help themselves and OCC can assist others by offering advice and supplying basic equipment as above. A Parish/Town Council may wish to appoint a volunteer snow warden to be responsible for management of salt bins and co-ordination of snow clearance and gritting of roads, not on the gritting route, as well as pavements.

Health & Safety Standards

1. PPE to be worn.
2. Work is to take place on unclassified roads with a speed limit of 30mph or less, and pavements only.
3. Use OCC Snow Guide: [OCC SNOW GUIDE](#)
4. [OCC Manual Handling Policy](#)

Method Statement

1. Carry out [../HTG07%20Salt%20Bin%20Management/Risk%20Assessment%20Snow%20Wardens.doc]Risk Assessment.
2. Apply salt to the surface when ice is forecast, especially of heavily used routes & routes used by the vulnerable.
3. Following snowfall clear snow on these routes, and others, according to the OCC Snow Guide, and re-apply salt
4. Record location/date/description of any work done & contact volunteercoordinationteam@oxfordshire.gov.uk

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 13b

REVIEW OF EXISTENCE AND CONDITION OF PARISH ASSETS – Exterior Assets

Asset	Location	Existence confirmed Y/N	Identification of urgent maintenance where there is potential harm to public *	Identification of non-urgent routine maintenance required
War Memorial, posts & chains	Aston village square			
Bus Shelters				
1	High Street, Aston			
2	Near Cote crossroads, Cote			
Notice Boards				
General	Corner of Southlands			
Parish Council	Cote Road, corner with Bull Street			
Benches & Seats				
Cote				
Benches & Seats				
War Memorial Green Aston				
VE/VJ Day seat	Playing field, corner next to Cote Road			
Golden Jubilee Bench QE II	Corner of Southlands/Bull Street			
Silver Jubilee Bench GV	Corner of lane running from Bull Street towards Chimney			
Litter & Dog Bins (funded by Parish Council)				
Dog waste bin	Lane leading from Bull Street, Aston – by Cote turn			
Litter bin	Next to bus shelter, High Street, Aston			
Litter bin	Next to bus stop Vicarage Close			
Telephone kiosk				
Red phone box	Cote			

* Please record the nature of the risk and the potential harm

Completed by: _____ Date: _____

Aston, Cote, Shifford and Chimney Parish Council

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

REVIEW OF EXISTENCE AND CONDITION OF PARISH ASSETS – Office Equipment

Asset	Location	Existence confirmed Y/N	Identification of urgent maintenance where there is potential harm to public *	Identification of non-urgent routine maintenance required
Filing cabinet – 4 drawer	Meeting room cupboard, Village Hall			
Two door metal cabinet	Meeting room cupboard, Village Hall			
Shredder	Stored by Clerk at private address			
Laptop	Stored by Clerk at private address			

Completed by: _____

Date:

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

£

UNITY TRUST CURRENT ACCOUNT

Balance at 31st July 2020

28,269.94

August payments

(2277.37)

VAT Return

584.85

Balance at 31st August 2020**26,577.42***CCLA INVESTMENT ACCOUNT*Balance at 31st July 2020**48,651.92**

Transactions in month of July

12.04

Balance at 31st August 2020**48,663.96****TOTAL CASH HOLDING AT 31st August 2020****£75,241.38**

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

Agenda Item 14b

Membership Renewal -2020/21

**Your membership to the Society of Local Council Clerks is due for renewal on the 1st September 2020
Renew instantly - [click here](#) to renew your membership online**

Firstly, we would like to thank you for your valued support and commitment over the past year. At your society, we aim to put you at the heart of our organisation and continuously strive to provide professional, supportive and innovative services.

Your membership has enabled us to accomplish so much in 2019, some of the highlights include:

- Over 6,000 professional queries answered by our team of experienced advisors
- A new online, professional [Forum](#) providing you with unique, best practice sharing and networking with your local council colleagues.
- More relevant and informative advice notes added to your online [advice library](#)
- Six bumper editions of The Clerk magazine available to read online [here](#)
- Over 40 webinars, over 30 training courses (not including qualification courses), 11 Regional Training Seminars, 1 SLCC & OVW Joint Conference and 3 residential conferences.
- A [Professional Development Scheme](#) promoting the professional training and development of clerks, providing two new levels of membership, Principal and Fellow

We also have a busy year ahead with plans for a new membership website, as well as a providing a comprehensive 2020 training and events schedule. [Click here](#) for a full list of your membership benefits.

Agenda Item 8d



Land to the East of Back Lane, Aston
Overview of the Proposal by Oxfordshire County Council

The proposal aims to achieve a new residential home for the children we care for in Oxfordshire, which, will result in better outcomes for our children and young people and reduce the need for out of county residential placements. The proposal represents an increase of 6 placements for the County Councils in-county residential children's home pathway.

It is important to achieve this in order to:

Reduce the use of out of county placements in line with government

- recommendations.
- Keep our children closer to home in order to facilitate more effective monitoring, better outcomes and maintain/improve their educational attainments, family and friends' connections; for instance children in whom live in county are more likely to return to home and attain better educational outcomes than children we place out of county.

If we do not develop additional in county residential children's home capacity, we will:

Continue to commission external placements at a higher cost:

- With reduced outcomes for some of our children.
- Have less ability to nurture, educate, monitor and support children placed at a distance, these damaging effects lead to poorer outcomes, a loss of identity and strains connections to their family and friends for those children.

The County Council undertook a review of its current residential resources and provisions and has determined that in order to achieve noted aims, an additional 6 residential placements were required in county and that this should be in the following configuration:

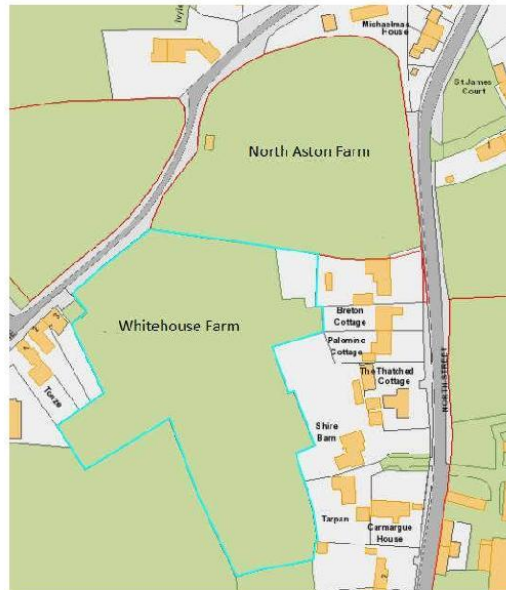
One 8-bed house (6 children plus 2 bedrooms for staff), focusing on keeping children's living arrangements local and stable as they progressed through secondary education and complete their GCSE's and prepare them to return home, move to foster care or into independent living. The house is to be mixed gender (12- 17yrs) and in a quiet semi-rural location avoiding larger urban areas e.g. village location with suitable transport links to larger areas (we currently do not have a provision within a quieter more rural area). The house should have a separate annex to allow for the delivery of independent living skills for older children. As guidance this home should be of a similar size to an 8-bedded large domestic home in terms of the building, movement and site footprint, also in relation to the garden size/orientation, perimeter distance and clearance of the building to other neighbouring sites.

Clerk's Briefing Notes – 3 September 2020

Aston, Cote, Shifford and Chimney Parish Council



The County Council undertook an extensive review of its property portfolio across the county. On completion, Whitehouse Farm (as highlighted in the blue on the site diagram below) was identified as the preferred site to progress to a feasibility study to consider if this was a viable location for the new build.



The initial site feasibility study was concluded on week ending 14th August, following which an options appraisal was submitted and approved on the 21st August to progress development (subject to due consultation and planning processes) to the design stage.

The next step will be to hold a public consultation event on the 13th September on the village hall playing field where the initial proposals will be presented for the local community to review and comment on.

We will also be conducting a formal pre-application consultation with the planning authority commencing in mid-September. Depending upon the outcome of these consultation exercises, the intention is to submit a planning application during November 2020. This stage will provide a further opportunity for the community to comment on the application proposals.

The application process will take approximately four months to reach a decision, with the likelihood that construction will commence in May 2021.

Following a 7-8 month construction period, the expectation is that the home would be completed by December 2021.

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

Monthly (Year to Date) Financial Report – For Information

	£	As at 31/08/2020	Performance Against Budget	%	Commentary
2020-21 Budget					
RECEIPTS					
Precept	28988	14494	14494	50%	505 received in April - remainder due in September
WODC Grant CTSG	436	218	218	50%	505 received in April - remainder due in September
OCC grass cutting grant	1049	1049	0	100%	Recieved in Full against Grass Cutting Verges and WM
Interest	360	66	294	-18%	CCLA Investment Account
VAT Refund	0	0	0	NA	
INVESTMENTS IN	0	0	0	NA	
Sundry	0	10000	-10000	NA	\$106 for Traffic Calming in Aston
Total Receipts	30833	25827	5006	16%	
EXPENDITURE					
Clerk's salary	3,740	1497	2243	-40%	
Working from home allowance	216	82	134	-38%	
HMRC	900	447	453	-50%	
Bank charges	72	18	54	-25%	£6 per month due quarterly.
Office equipment	2,000	0	2000	0%	
Office running costs	284	137	147	-48%	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	0	482	0%	
Chairman's Allowance	100	0	100	0%	
Grass Cutting - verges & WM	6339	1679	4660	-26%	Ubico - Renewal due 2021
Grass Cutting - playing field	1591	765	826	-48%	DJ - renewal due 2021
Grants paid under statute	4235	2850	1385	-67%	
Dog & Litter Bin Emptying	249	117	132	-47%	WODC - plus new bin from Feb 2020
Fete Bins		0	0	0%	
Training & Travel	527	0	527	0%	
Clock Maintenance	229	0	229	0%	New contract with Derby's from March 2020 for 3 years
Bus Shelter Cleaning	732	123	609	-17%	New bus shelter added in Nov 2020
Defibrillator pads/batteries	100				
Repairs	500	0	500	0%	
VAT Paid	0	664	-664	0%	
Village maintenance (Lengthsman)	1500	94	1406	-6%	VE/VJ Be3nch Installation
Small Grants	1115	0	1115	0%	
Total Expenditure	25702	10093	15609	-39%	
Projects					
Aston History Project (£5K)	2950	0	2950	0%	
Traffic Calming Reserve	764	0	764	0%	
Defib in Cote Phone Box (3.5K)	3500		3500		
VE 75 Bench - 8 May 2020	0	946	-946		
New Dog Bin - Great Brook Road	0	224	-224		
Total Project Spend	7214	0	7214		
Contingency Budget	5000	0	5000	0%	
OVERALL EXPENDITURE	37916	10093	27823	-27%	
SURPLUS/(DEFICIT) FOR THE YEAR	-7083	15734	-22817	0%	
Reserves					
Opening at 1 April	52048	0	52048	0%	
Closing at 31 March	44965	0	44965	0%	
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	0	4126	0%	
	44965	0	44965	0%	