

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

CLERK'S BRIEFING NOTES

PARISH COUNCIL MEETING ON 4 April 2024

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Agenda Item 9

Correspondence

Ltr 20240317 to OCC Highways re 20mph implementation

Ltr 20240317 to Parish Council to WODC planning

All other correspondence by email

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 10b – *Annual Parish Meeting Agenda - draft*

Parish of Aston, Cote, Shifford & Chimney

Annual Parish Meeting

Tuesday 23 April 2024 – 7.30pm

Agenda

Questions relating to the presentations will be taken after each item.

1. Welcome by Parish Council Chairman
2. Present/Apologies for absence
3. Consideration of minutes of Annual Parish Meeting held on 18 April 2023
4. Parish Council Report
5. Aston & Cote Community Trust
6. Fix-M-Street Super User Report
7. Oxfordshire County Council Report
8. West Oxfordshire District Council Report (*both cllrs maybe in purdah*)
9. Matters raised by members of the parish

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 10a – Asset Check

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

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			
3	End of Saxel Close, Cote Road, Aston			
Notice Boards				
General	Corner of Southlands			
Parish Council	Cote Road, corner with Bull Street			
Parish Council	By the allotments in Cote			
Benches & Seats				
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 – 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
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)				
Litter Bin	Cote Allotments			
Litter bin	Bridge on Great Brook Road leading to Ham Lane			
Litter bin	Ham Lane, Aston			
Telephone kiosk				
Red phone box	Cote			
Defibrillators (funded by the Parish Council)				
91001 DefibSafe 2 External Cabinet, Locked, Standard	Village Hall Recreation Ground, Aston			
cPAD Zoll AED 3 Semi Auto Defib+	Telephone Box, Cote			

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Defibsafe 2 Stainless Steel Thermal Bag Unheated Cabinet Box				
cPAD Zoll AED 3 Semi Auto Defib+ Stainless Steel Cabinet No Power c/w Thermal Bag	Chimney - By entrance to BBOWT			
?	Aston Depot, Aston			

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

Completed by: _____ Date: _____
 _____ **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			
HP Laptop with Norton Anti Virus and Microsoft 365 and Windows 10 and HP Laptop with Norton Anti Virus and Microsoft 365 and Windows 10	Stored by Clerk at private address Stored by RFO at private address			Warranty expires – Oct 23 Warranty Expires – Feb 27

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Agenda Item 10c - LONDON OXFORD AIRPORT AIRSPACE CHANGE PROPOSAL - ACP-2023-033 - CAP 1616 DESIGN PRINCIPLES – STAKEHOLDER ENGAGEMENT

Oxford Aviation Services Limited is the owner of London Oxford Airport and we have commenced an Airspace Change Proposal (ACP) - ACP-2023-033.

We are at Stage 1 of a seven-stage process as part of the Civil Aviation Authority's CAP 1616 "Airspace Change Process" and CAP1616F "Guidance on Airspace Change Process for Permanent Airspace Change Proposals"; we have identified you as potential stakeholders in this activity. This stage is about informing you of our current operation and suggesting draft design principles for you to consider and respond to, please find attached a document that explains our current operation, why we are commencing an ACP, and our suggested design principles, many of which are mandated. We have also attached a Word document "OXF-ACP-2023-033 Stage 1b - Design Principles Stakeholder Questions" to capture your responses, should you wish to respond by this method; other options to respond can be found on page 24 under 'Feedback' within "OXF-ACP-2023-033 Stage 1b -StakeholderEngagement".

There are multiple stakeholders to be contacted and some of the contact details will be incorrect. If this is the case, please advise us of the correct contact details, or request that you are removed from our stakeholder list, and/or advise who would be a more appropriate point of contact if you know who that would be. If you do not wish to participate, please advise us. Responses regarding the draft Design Principles must be received by 24 April 2024.

ACP-2023-033 Stage 1b - Design Principles Stakeholder Engagement

Stakeholder Questionnaire

Your Responses

The questions below are designed to help us understand the constraints that should be considered during the CAA CAP 1616 Design Principles step of the Defines Stage 1. Please insert your responses below to each of the following questions; the size of the response box will expand as you type your response. Use as much space as you need. Or alternatively attach additional sheets or documents making it clear which question(s) you are responding to. Save this and any other documents and return them as described in the CAP 1616 Design Principles – Stakeholder Engagement document. If any of the questions are not applicable or relevant, please say so against the appropriate question.

Please complete the following:

About You	
1. Full name	
2. Email address	
3. Phone number	
4. Organisation (if applicable)	
5. Postal address (Complete if you wish to receive further correspondence by mail)	
6. Postcode	
Design Principle Feedback	
7. Do you agree with the design principles as proposed?	
8. Are there any other design principles you would like OASL to consider?	

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9. Please detail the other design principles you would like OASL to consider	
10. Would you like the OASL to amend/discount any of its draft design principles?	
11. Please detail the draft design principles you would like OASL to amend/discount	
12. Would you like any more detail to be included in the design principles?	
13. What is your biggest concern, if any, about the Design Principles?	
14. Should OASL prioritise some design principles ahead of others?	
15. Please rank the design principles in the order you think they should be considered:	
Design Principle:	Rank (1 to 9)
Provide a safe environment for all airspace users	
PANS OPS Compliant Approaches	
Reduce the Workload on Air Traffic Control (ATC)	
Comply with any containment requirements	
Improved profiles for noise and Carbon dioxide (CO2)	
Remove dependence from adjacent ATC structures where possible	
Meet Future Demand	
Making best use of fleet capabilities	
Consider all aircraft types that operate from the Airport	

Thank you for your cooperation in completing this response document. Your comments will provide a valuable input to aid development of the Design Principles which the options for the London Oxford Airport airspace design can be developed.

Aston, Cote, Shifford and Chimney Parish Council**Finance Report – Agenda Item 14.****FINANCE REPORT**

- a) *Account balances – see appendix 1 (For Information)*
- b) *Review of the Year-to-Date Financial Report*
Report at appendix 2.
- c) *Revision to Monthly Standing orders from 1st May 2024:*
Clerk's Salary LC2 (18 -23) (below substantive range) to change to £210.05 per month payable on the 6th day of each month from May 2024. This to include £18 per month working at home allowance.
RFO Salary LC1 (13-17) (above substantive range) to be £185.75 including £18 per month, Working from home allowance.
HMRC payment to change to £89.80 payable on the 6th day of each month from May 2024.
- d) *Cleanslate Grant Application*
Report at Appendix 3
- e) *To RESOLVE to approve the following payments for the period April 2024.*

	NET	VAT	Gross
Clerk's expenses – Printing 310 @ 0.07/ Microsoft £53.52	66.30	8.92	75.22
Cleanslate Grant Request	100.00		100.00
OALC – RFO Y/End Audit Inv 4921	30.00	6.00	36.00
Total to be decided and approved	£196.30	£14.92	£211.22
RFO Salary including WFH allowance	185.75		185.75
HMRC	41.80		41.80
Total of already approved/paid	£227.55	£0.00	£227.55
Monthly Standing Orders/DDs			
Clerk's Salary including WFH Allowance	412.41		412.41
HMRC PAYE	98.40		98.40
Total SDOs	£510.81	£0.00	£510.81
Total	£934.66	£14.92	£949.58

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Appendix 1 – Account Balances

Cash Balances

£

UNITY TRUST CURRENT ACCOUNT

Balance at 29 February 2024	37,562.33
Payments March	(4,051.19)
Bank Charges	(18.00)
Balance at 31 March 2024	<u>£33,493.14</u>

CCLA INVESTMENT ACCOUNT

Balance at 31 January 2024	51,677.60
Transactions in month of February	231.19
Balance at 31 January 2024	<u>£51,908.79</u>

TOTAL CASH HOLDING AT 31 March 2024 **£85,401.93**

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2023-24		AS AT		
BUDGET	EXPENDITURE	29/02/2024	Performance Against Budget	%
£	Staff Costs			
£ 4,872.86	Clerk's Salary - includes potential 3% payrise if PC resolves to follow the NALC/JPAG guidance.	£ 4,614.85	£ 258.01	95%
£ 1,218.27	HMRC	£ 1,152.80	£ 65.47	95%
£ 312.00	Working from home allowance. Currently being £18 per month = £216. Maximum that can be claimed is £312. For discussion and resolution if PC wish to update.	£ 198.00	£ 114.00	63%
£ 500.00	Clerk sickness/Overtime contingency	£ -	£ 500.00	0%
£ 742.87	Travel and Training (Review for Clerk and Councillor training - industry standard 2.5% budget (£742.87))	£ 30.00	£ 712.87	4%
	Office and General Expenses			
£ 100.00	APM and meeting Hall Hire	£ 102.32	-£ 2.32	102%
£ 190.00	Website Costs including domain registration and renewal	£ 30.93	£ 159.07	16%
£ 200.00	External Audit	£ 210.00	-£ 10.00	105%
£ 369.00	Insurance	£ 434.66	-£ 65.66	118%
£ 72.00	Bank Charges	£ 54.00	£ 18.00	75%
£ 650.00	Office running costs	£ 1,054.18	-£ 404.18	162%
£ 150.00	Office Equipment (transfer to reserve if unspent at year end	£ 397.48	-£ 247.48	265%
£ 1,000.00	Professional Fees	£ -	£ 1,000.00	0%
£ 35.00	ICO Fee (DD)	£ -	£ 35.00	0%
£ 515.00	Subscriptions (CPRE, CFO, SLCC, OALC)	£ 463.77	£ 51.23	90%
£ 80.00	Election Expenses (estimated until WODC issue tax base)	£ -	£ 80.00	0%
	General and Ground Maintenance			
£ 5,000.00	Grass Cutting - verges & weed killing	£ 3,373.07	£ 1,626.93	67%
£ 1,500.00	Grass Cutting - playing field and WM	£ 2,571.45	-£ 1,071.45	171%
£ 2,171.00	Dog & Litter Bin Emptying	-£ 24.20	£ 2,195.20	-1%
£ 229.00	Clock Maintenance	£ 150.00	£ 79.00	66%
£ 600.00	Bus Shelter Cleaning	£ 210.00	£ 390.00	35%
£ 200.00	Defibrillator pads/batteries	£ 772.40	-£ 572.40	386%
£ 1,500.00	Village maintenance	£ 215.00	£ 1,285.00	14%
	GRANTS			
£ 1,115.00	Small Grants	£ 1,000.00	£ 115.00	90%
£ 5,435.00	General Grants	£ 3,070.00	£ 2,365.00	56%
£ 2,551.00	VAT Paid	£ 5,061.70	-£ 2,510.70	198%
£ 31,308.00	TOTAL	£25,142.41	£ 6,165.59	80%
	INCOME			
£ 30,166.00	Precept	£30,166.00	£ -	100%
£ 1,049.00	OCC Grass cutting Grant	£ 2,100.17	-£ 1,051.17	200%
£ 350.00	Interest on CCLA Investment account	£ 2,033.51	-£ 1,683.51	581%
£ 2,551.00	VAT reclaimed	£ 5,112.84	-£ 2,561.84	200%
£ -	TERRA Planning Appeal	£12,579.00	-£ 12,579.00	
£ 34,116.00	TOTAL	£51,991.52	-£ 17,875.52	152%
	RESERVED FUNDS			
£ 5,000.00	General Contingency fund (For example: 3 months running costs/insurance excess)	£ -	£ 5,000.00	0%
£ 1,122.54	Working Day to Day Balance	£ -	£ 1,122.54	0%
£ 9,679.00	Traffic Calming	£ -	£ 9,679.00	0%
£ -	Cote Noticeboard	£ -	£ -	
£ 5,000.00	TERRA Planning Appeal	£19,314.20	-£ 14,314.20	386%
£ 3,500.00	Aston History Boards (£1,000 per board)	£ -	£ 3,500.00	0%
£ 3,800.00	North Farm	£ -	£ 3,800.00	0%
£ 1,000.00	Office Equipment (Colour Printer/Laptop replacement 2024)	£ -	£ 1,000.00	0%
£ 3,145.00	Defibrillator Maintenance	£ -	£ 3,145.00	0%
£ 33,476.00	Recreation Reserve	£ -	£ 33,476.00	0%
£ 2,000.00	War Memorial	£ -	£ 2,000.00	0%
£ 10,000.00	Community Trust (50% match funding pot)	£ -	£ 10,000.00	0%
£ 5,000.00	Coronation (St James Church Tower Gate/Celebrations/Footpath)	£ -	£ 5,000.00	0%
£ 82,722.54	TOTAL	£19,314.20	£ 63,408.34	23%

Appendix 3 – Cleanslate Application for Grant

From: [REDACTED]
Sent: 18 March 2024 11:23
To: [REDACTED] <[REDACTED]@astonoxon-pc.gov.uk>
Subject: Donation request letter

Dear Mrs E Anstee,

Appeal for funding to help with the Domestic Abuse Crisis Affecting Women and Children in Oxfordshire

We are writing to all Parish Councils in Oxfordshire to ask for a donation of £100 towards tackling the crisis affecting women and children in Oxfordshire. In Oxfordshire according to the Thames Valley Police, crime figures, Violence and Sexual Crimes make up over 50% of reported crimes. In the latest Thames Valley Police, reported in January alone that **29** violent and sexual crimes were committed in the **Eynsham area**. But we know that a lot of domestic abuse and sexual violence against women is not reported. This a growing problem throughout the UK and the Cost-of-Living Crisis has had a huge impact on the number of incidents of domestic abuse now being reported.

We help women who have experienced domestic abuse feel valued and develop social networks within the community to help participants keep the ideas fresh and to continue practicing self-care. This has the dual benefit of improving their life skills, such as building confidence, but also reducing the isolation often felt in these circumstances. As mothers there is a lot of guilt around the affect the abuse has had on their children, we help them to remove the guilt and shame and begin to rebuild their relationships with their children.

Sadly, over the last 2 years we have seen an increase in younger victims seeking support, Children as young as 12 are now becoming victims of abuse from their peers. This can be attributed to children accessing pornography on-line and the use of social media. We need to extend our service from 16 to 11. This requires us to train our counsellors and volunteers to work with children as well as employing a youth support worker.

We are asking for a donation from local parish councils to ensure that we can continue to support women and children in Oxfordshire. Your donation will help:

- Survivors to become more independent assertive and able to recognise their strengths.
- Survivors recognise the abusive behaviours earlier.
- Survivors identify how their behaviour and actions have changed as a result of their experiences and work towards displaying positive behaviours and actions for themselves and their children.
- Survivors understand their child's feelings and behaviours following the witnessing or experience of abuse, in turn children become happier and healthier and have a better and safer relationship with their mother.
- Survivors become more involved in their communities, feeling able to access facilities such as sports centres and gyms, attending mother and baby/toddler groups, arranging playdates for their children with other children.
- Survivors return to employment full/part time.

donations can be made by BACS:

Account Name: Clean Slate

Bank: NatWest

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Sort Code [REDACTED]
Account No: [REDACTED]

By Cheque payable to Clean Slate - Building 572 Brice Road, Heyford Park, Oxon, OX25 5TE.
May I take this opportunity of thanking you in advance for your consideration of this request,
should you require any further information please do not hesitate to contact me.

Kind Regards,

[REDACTED]

[REDACTED]

www.cleanslate.org.uk

[REDACTED] 069 222461

[REDACTED]