

# ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

## CLERK'S BRIEFING NOTES

### PARISH COUNCIL MEETING ON 4 August 2022

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Prepared by Elaine Anstee  
28<sup>th</sup> July 2022

**Aston, Cote, Shifford and Chimney Parish Council**

**Agenda Item 10**

*Correspondence*

All correspondence by email

**Aston, Cote, Shifford and Chimney Parish Council****ASTON, COTE, SHIFFORD AND CHIMNEY PARISH COUNCIL****COUNCILLOR PORTFOLIOS - WEF 07 July 2022**

| <b>Portfolio and Name<br/>Current as at 1<sup>st</sup> July 2022</b>  | <b>Areas of Responsibility</b>  | <b>Comments<br/>Previous role holders</b>   |
|---|---|---|
| <b>Chairman<br/>(‘Leader the Council’)</b><br>(WODC – Andy Graham)<br>(WODC – Duncan Enright<br>(Deputy Leader) -<br>Environment) | Policy and Strategy Framework<br>Governance<br>Official Representation<br>Public Relations<br>Protocol<br>Parish Clerk 'Line Manager'   | Outgoing Chairman to become Vice<br>Chairman<br>Russell La Forte<br>(John Ordish) |
| <b>Resources</b><br><br>(WODC – D Levy – Finance)   | Finance and Management<br>Precept<br>IT<br>Council Archives<br>Asset Management   | Ben Lings   |
| <b>Environment</b><br><br>(WODC – Lidia Arciszewska)  | Flooding and Drainage<br>Waste Collection and Recycling<br>Grounds Maintenance<br>Traffic Calming/Issues<br>Transport/Bus<br>Environmental and Regulatory<br>Conservation Area Champion<br>*Rural Economy/Local Business  | Alex Chapman<br>Paul Sparrowhawk  |
| <b>Health and Leisure</b><br><br>(WODC – Joy Aitman –<br>Stronger Health Communities)   | Sports and Leisure<br>Parish Clubs/Societies<br>Community and Public Health<br>Public Events<br>Heritage<br>*Chimney Champion<br>*Cote Champion   | Paul Sparrowhawk  |
| <b>Communities [and Housing?]</b><br><br>(WODC – Geoff Saul – Housing<br>and Social Welfare)                                      | Vulnerable Residents Champion<br>Neighbourhood Policing<br>Assets of Community Value<br>Voluntary Sector Engagement<br>Liaison with Neighbouring<br>Parishes (and RAF BzN)<br>Liaison with Parochial Council<br>Broadband | Gill Ball<br>Ben Lings  |
| <b>Strategic Planning</b><br><br>(WODC – Carl Rylett – Planning<br>& Sustainable Development)                                     | Local Plan<br>Neighbourhood Plan TBC<br>Planning and Development<br>Sect 106 and CIL<br>Community Emergency Plan<br>Community Trust Liaison<br>*Shifford Champion   | Russell La Forte<br>John Ordish   |

Note: WODC – Mathew Parkinson – **Customer Delivery** –

- Parish and town empowerment
- Equality and diversity

## Aston, Cote, Shifford and Chimney Parish Council

- Customer Services
- Councillor development

ICT and services  
Broadband

### Agenda Item 9e – Parish Council Logo

The full guide has been circulated to councillors by email.



Alternative logo arrangements

Clerk's Briefing Notes – 4 August 2022  
**Aston, Cote, Shifford and Chimney Parish Council**

**Agenda Item 9f** *Cote Chapel Grass Cutting Grant Request*

Dear Elaine,

This is the time of year - though perhaps I am a little later than usual - when I submit our annual request to the Parish Council for a retrospective grant towards the cost of maintaining the graveyard at Cote Historic Baptist Chapel during the past calendar year. The cost in 2021 was the same as in 2020, namely £500 ; I will be happy to supply copies of invoices as necessary.

I am sure I need not emphasise the difficulties which we experienced in raising any revenues at all during the period of the pandemic ; no less seriously, we now anticipate with anxiety the possibility of having to undertake some necessary repairs to the fabric in the near future. Support from the Council in maintaining the graveyard in decent order will therefore, as always, be exceedingly welcome.

I look forward to your response. I trust you yourself remain in good health.

Kind regards,

(Dr.) Michael St John Parker.

(Chairman and Treasurer, Cote Chapel Local Management Committee.)

**Aston, Cote, Shifford and Chimney Parish Council**

Part 15 Aston Foreman

for 4th yr of 2021 in Cote

£125-00

Cheque no. 100055

dated 8.11.21.



## 36

FROM AUSTIN FRESH

TO COTE CHAPOL

INVOICE ER 15

## QUARTER OF SEASONS

CUTS TO CHAPOL GROUNDS

125-00

V.A.T.

TOTAL

125-00

Reid 3-6-21

**Aston, Cote, Shifford and Chimney Parish Council****INVOICE**

39

DATE 25<sup>th</sup> AUGUST 2021FROM ALAN FORESTONTO COTE CHAPELINVOICE FOR 3<sup>rd</sup> QUARTER  
OF CUTS TO CHAPEL  
GROUNDS

125-00

V.A.T.

TOTAL

125-00

Recd by cheque  
dated 5.9.21



# Aston, Cote, Shifford and Chimney Parish Council

## INVOICE

38

DATE 29 JUNE 2021

FROM AUSTIN FOLESHAW

TO COTE CHAPEL

INVOICE FOR 2<sup>ND</sup> QUARTER  
OF SEASONS CUTS TO  
CHURCHYARD GRASS

125-00

V.A.T.

TOTAL

125-00

paid by cheque  
27.7.21

## **Aston, Cote, Shifford and Chimney Parish Council**

### **Agenda Item 13 Governance – Review of Standing Orders**

Below are the elements for review – full details previous emailed to Councillors.

## **RULES OF DEBATE AT MEETINGS**

T. Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed ( ) minutes without the consent of the chair of the meeting.

## **DISORDERLY CONDUCT AT MEETINGS**

## **MEETINGS GENERALLY**

|                        |   |
|------------------------|---|
| Full Council meetings  | ● |
| Committee meetings     | ● |
| Sub-committee meetings | ● |

- The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice **OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].**
- 
- 

[A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort)] OR [A person shall raise his/her/their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chair of the meeting may at any time permit a person to be seated when speaking.

## Aston, Cote, Shifford and Chimney Parish Council COMMITTEES AND SUB-COMMITTEES

### ORDINARY COUNCIL MEETINGS

X Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

Xi Review of representation on or work with external bodies and arrangements for reporting back;

Xii In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;

Xiii Review of inventory of land and other assets including buildings and office equipment;

Xiv Confirmation of arrangements for insurance cover in respect of all insurable risks;

Xv Review of the Council's and/or staff subscriptions to other bodies;

Xvi Review of the Council's complaints procedure;

Xvii Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);

Xviii Review of the Council's policy for dealing with the press/media;

Xviii Review of the Council's employment policies and procedures;

Xx Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

Xxi Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

### EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a The Chair of the Council may convene an extraordinary meeting of the Council at any time.
- b If the Chair of the Council does **not call an extraordinary** meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.
- c The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.

## **Aston, Cote, Shifford and Chimney Parish Council**

- d If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within (7) days of having been requested to do so by (2) members of the committee [or the sub-committee], any (2) members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

## **PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least (3) councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

## **VOTING ON APPOINTMENTS**

### **MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least (5) clear days before the meeting.

If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

### **MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

## **MANAGEMENT OF INFORMATION**

### **DRAFT MINUTES**

## **CODE OF CONDUCT AND DISPENSATIONS**

*See also standing order 3(u).*

E A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR

## **Aston, Cote, Shifford and Chimney Parish Council**

[by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.

### **CODE OF CONDUCT COMPLAINTS**

The Council may:

- i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;

### **PROPER OFFICER**

subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least (5) days before the meeting confirming his/her/their withdrawal of it;

### **RESPONSIBLE FINANCIAL OFFICER**

### **ACCOUNTS AND ACCOUNTING STATEMENTS**

### **FINANCIAL CONTROLS AND PROCUREMENT**

A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).

Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

### **HANDLING STAFF MATTERS**

a A matter personal to a member of staff that is being considered by a meeting of [Council] OR [the ( ) committee] OR [the ( ) sub-committee] is subject to standing order 11.

b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of [the ( ) committee] OR [the ( ) sub-

## **Aston, Cote, Shifford and Chimney Parish Council**

committee] or, if he/she/they is not available, the vice-chair (if there is one) of [the ( ) committee] OR [the ( ) sub-committee] of absence occasioned by illness or other reason and that person shall report such absence to [the ( ) committee] OR [the ( ) sub-committee] at its next meeting.

- c The chair of [the ( ) committee] OR [the ( ) sub-committee] or in his/her/their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of [the member of staff's job title]. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by [the ( ) committee] OR [the ( ) sub-committee].
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of [the ( ) committee] OR [the ( ) sub-committee] or in his/her/their absence, the vice-chair of [the ( ) committee] OR [the ( ) sub-committee] in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of [the ( ) committee] OR [the ( ) sub-committee].
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the member of staff's job title] relates to the chair or vice-chair of [the ( ) committee] OR [the ( ) sub-committee], this shall be communicated to another member of [the ( ) committee] OR [the ( ) sub-committee], which shall be reported back and progressed by resolution of [the ( ) committee] OR [the ( ) sub-committee].
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

## **RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
- b. [If gross annual income or expenditure (whichever is higher) does not exceed £25,000] **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**
- OR
- [If gross annual income or expenditure (whichever is the higher) exceeds £200,000] **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

## **Aston, Cote, Shifford and Chimney Parish Council RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

*See also standing order 11.*

- a The Council may appoint a Data Protection Officer.

### **RELATIONS WITH THE PRESS/MEDIA**

### **EXECUTION AND SEALING OF LEGAL DEEDS**

*See also standing orders 15(b)(xii) and (xvii).*

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

- b [Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]

*The above is applicable to a Council with a common seal.*

**OR**

[Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]

*The above is applicable to a Council without a common seal.*

### **COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

### **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

### **STANDING ORDERS GENERALLY**

A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least ( 3 ) councillors to be given to the Proper Officer in accordance with standing order 9.

**Aston, Cote, Shifford and Chimney Parish Council****Agenda Item 16a*****Financial Matters*****Cash Balances**

£

*UNITY TRUST CURRENT ACCOUNT*

|                         |                  |
|-------------------------|------------------|
| Balance at 30 June 2022 | <b>32,413.75</b> |
| July payments           | (1,372.70)       |
| VAT Refund to 30.6.2022 | 357.42           |

|                                |                          |
|--------------------------------|--------------------------|
| <b>Balance at 31 July 2022</b> | <b><u>£31,398.47</u></b> |
|--------------------------------|--------------------------|

*CCLA INVESTMENT ACCOUNT*

|                              |                  |
|------------------------------|------------------|
| Balance at 31 May 2022       | <b>48,772.53</b> |
| Transactions in month of May | 35.28            |

|                                |                         |
|--------------------------------|-------------------------|
| <b>Balance at 30 June 2022</b> | <b><u>48,807.81</u></b> |
|--------------------------------|-------------------------|

|   |                          |
|---|--------------------------|
| <b>TOTAL CASH HOLDING AT 31 July 2022</b> | <b><u>£80,206.00</u></b> |
|---|--------------------------|



**Aston, Cote, Shifford and Chimney Parish Council****Agenda Item 16b Monthly (Year to Date) Financial Report – For Information**

|                                       | £            | 31/07/2022   | Performance<br>Against<br>Budget | %           | Commentary   |
|---------------------------------------|--------------|--------------|----------------------------------|-------------|--|
| <b>2022-23 Budget</b>                 |              |              |                                  |             |  |
| <b>RECEIPTS</b>                       |              |              |                                  |             |  |
| Precept                               | 29715        | 14858        | 14858                            | 50%         | Complete   |
| WODC Grant CTSG                       | 0            | 0            | 0                                | 0%          | No longer paid   |
| OCC grass cutting grant               | 1049         | 1049         | 0                                | 0%          | Received in Full against Grass Cutting Verges and WM                     |
| Interest                              | 50           | 80           | -30                              | -59%        | CCLA Investment Account  |
| VAT Refund                            | 0            | 683          | -683                             | 0%          |  |
| INVESTMENTS IN                        | 0            | 0            | 0                                | 0%          |  |
| Sundry                                | 0            | 0            | 0                                | 0%          |  |
| <b>Total Receipts</b>                 | <b>30814</b> | <b>16669</b> | <b>14145</b>                     | <b>46%</b>  |  |
| <b>EXPENDITURE</b>                    |              |              |                                  |             |  |
| Clerk's salary                        | 4,404        | 2214         | 2190                             | -50%        | Add Hours Paid in May  |
| Working from home allowance           | 216          | 72           | 144                              | -33%        |  |
| HMRC                                  | 1,155        | 628          | 527                              | -54%        | Add Hours Paid in May  |
| Bank charges                          | 72           | 18           | 54                               | -25%        | £6 per month due quarterly.  |
| Office equipment                      | 150          | 0            | 150                              | 0%          |  |
| Office running costs                  | 650          | 187          | 463                              | -29%        | Photocopying/Printing/Stamps plus sundries/Norton/Microsoft              |
| Website costs                         | 150          | 130          | 20                               | -87%        | Renewal due for 2 years in 2022  |
| Insurance                             | 364          | 341          | 23                               | -94%        |  |
| Audit                                 | 240          | 0            | 240                              | 0%          |  |
| Election Costs                        | 0            | 0            | 0                                | 0%          |  |
| Annual Parish Meeting expenses        | 40           | 0            | 40                               | 0%          |  |
| Subscriptions                         | 506          | 70           | 436                              | -14%        |  |
| Chairman's Allowance                  | 100          | 0            | 100                              | 0%          |  |
| Grass Cutting - verges & WS           | 5000         | 655          | 4345                             | -13%        |  |
| Grass Cutting - playing field & WM    | 3000         | 917          | 2083                             | -31%        |  |
| Grants paid under statute             | 5435         | 1209         | 4226                             | -22%        |  |
| Dog & Litter Bin Emptying             | 420          | 101          | 319                              | -24%        |  |
| Fete Bins                             | 0            | 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                  | 550          | 280          | 270                              | -51%        | Bus Shelter cleaning due for Renewal - Nov 202                           |
| Defibrillator pads/batteries          | 200          | 0            | 200                              | 0%          |  |
| Repairs                               | 0            | 0            | 0                                | 0%          | Included in VMB  |
| VAT Paid                              | 0            | 922          | -922                             | 0%          |  |
| Village maintenance (Lengthsman)      | 1500         | 0            | 1500                             | 0%          |  |
| <b>Small Grants</b>                   | <b>1115</b>  | <b>0</b>     | <b>1115</b>                      | <b>0%</b>   |  |
| <b>Total Expenditure</b>              | <b>26023</b> | <b>7743</b>  | <b>18280</b>                     | <b>-30%</b> |  |
| <b>Projects</b>                       |              |              |                                  |             |  |
| Aston History Project (£5K)           | 1000         | 0            | 1000                             | 0%          | History Boards   |
| Cote Noticeboard                      | 1000         | 910          | 90                               | 0%          |  |
|                                       |              |              |                                  |             | Proposed - so funding available to support                               |
| New Reserve - North Farm              | 3800         | 0            | 3800                             | 0%          | any consultations  |
| New Reserve - Office Equipment        | 1000         | 0            | 1000                             | 0%          | Proposed   |
| Chimney Defibrillator                 | 6105         | 2390         | 3715                             | 0%          | Awaiting Installation Invoice - ID                                       |
| <b>Total Project Spend</b>            | <b>12905</b> | <b>910</b>   | <b>11995</b>                     | <b>0%</b>   |  |
|                                       |              |              |                                  |             | 0%   |
| <b>Contingency Budget</b>             | <b>5000</b>  | <b>0</b>     | <b>5000</b>                      | <b>0%</b>   |  |
|                                       |              |              |                                  |             | 0  |
| <b>OVERALL EXPENDITURE</b>            | <b>37916</b> | <b>11043</b> | <b>26873</b>                     | <b>-29%</b> |  |
| <b>SURPLUS/(DEFICIT) FOR THE YEAR</b> | <b>-7102</b> | <b>8926</b>  | <b>-16028</b>                    | <b>0%</b>   |  |
| <b>Reserves</b>                       |              |              |                                  |             |  |
| Opening at 1 April                    | 74580        | 0            | 74580                            | 0%          |  |
| Closing at 31 March                   | 67478        | 0            | 67478                            | 0%          |  |
| <b>Closing reserves analysis:</b>     |              |              |                                  |             |  |
| Working day to day balance            | 18323        | 0            | 18323                            | 0%          |  |
| Contingency reserve                   | 5000         | 0            | 5000                             | 0%          |  |
| Recreation Reserve                    | 33476        | 0            | 33476                            | 0%          |  |
| Traffic Calming                       | 4876         | 0            | 4876                             | 0%          |  |
| Defibrillator Maintenance             | 0            | 0            | 0                                | 0%          | To be populated with remaining from Chimney Defib project once complete. |
| Office Equipment                      | 1000         | 0            | 1000                             | 0%          |  |
|                                       | <b>62675</b> | <b>0</b>     | <b>62675</b>                     | <b>0%</b>   |  |

## **Aston, Cote, Shifford and Chimney Parish Council**

### **Agenda Item 16c** *SLCC Membership 2022-23*

Dear Elaine,

**Your membership to the Society of Local Council Clerks is due for renewal on the 1st September 2022.**

Firstly, we would like to thank you for your valued support and commitment over the past year. We hope that your membership has provided you with training, guidance, advice and support so that you can develop the professional skills, knowledge and experience necessary to best serve your council(s) and community.

Your membership has enabled us to accomplish so much in 2021, some of the highlights include:

- **Local Governance Toolkit** - the Toolkit, available to members on the website, provides information on a range of issues including governance, roles and responsibilities, public engagement, managing information and elections, along with template policies, protocols and forms
- **Financial Introduction to Local Council Administration (FILCA)** - the Level 2, online learning tool provides an introduction to council finance for RFO's or officers with a financial element to their role
- Dedicated resource for external affairs and policy development covering priorities such as standards and behaviour, business rates, direct access to government funding and remote meetings

**Join us in 2022 to help us celebrate 50 years of SLCC!** As a thank you for your loyalty and to mark the anniversary we are excited to announce a schedule of enhancements for 2022:

- **SLCC Rewards** - an exclusive new benefit for SLCC members. The comprehensive discount scheme will provide a range of wellbeing discounts for the clerk as well as savings for the council
- **Inclusive training** - national and local events delivered in-person and virtually covering topical training such as climate change, wellbeing, finance, community engagement, management etc.
- **The Clerk magazine** - a special souvenir edition of The Clerk as well as access to all editions at a touch of a button using a new app!

**Renew instantly** - to renew your membership online, please follow these steps:

1. Visit [www.slcc.co.uk](http://www.slcc.co.uk) and login using your existing SLCC login details.
2. Once on your 'My Account' page, on the menu to the right click 'Membership'
3. Click the button 'Click here to renew'
4. This will show the membership that is due for renewal and click the button 'Click here to renew'
5. This will take you to the form that needs to be completed, the membership can be paid via cheque, bank transfer, credit or debit card.

**Aston, Cote, Shifford and Chimney Parish Council**

6. Once the form has been submitted an email confirmation will be sent to you with your invoice attached

**\*\*Please ensure that you complete this online renewal form before sending payment\*\***

*Please note our recent change of address: SLCC, Collar Factory, Suite 2.01, 112 St Augustine Street, Taunton, Somerset, TA1 1QN*

We hope that you continue to find your membership beneficial to your role, and look forward to hearing from you soon.

If you are no longer working for the council, please let us know so we can update our records.

Kind regards