

# ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

## CLERK'S BRIEFING NOTES

### PARISH COUNCIL MEETING ON 4 February 2021

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Prepared by Elaine Anstee  
29<sup>th</sup> January 2021

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

### **Agenda Item 9**

#### *Correspondence*

All correspondence by email.

## Aston, Cote, Shifford and Chimney Parish Council

### Agenda Item 11a

#### *WODC Climate Action Day for Parish and Town Councils*

Dear Parish and Town Councils, and Parish Meetings

#### **A Climate Action Day for the Parish and Town Council Forum**

West Oxfordshire District Council has been developing and implementing a full work programme as action against climate change since declaring its climate and ecological emergency in 2019. To help us in this work, in spring last year we asked you for your views on climate action and what you thought the Council should focus on in supporting and helping others to take action against climate change. It was clear from the consultation that respondents felt the Council had an important role in leading by example and helping others in taking local action. Many local town and parish councils have already declared their own climate emergencies and we are keen to learn more about those positive experiences. In our bid to support and further empower local communities to take climate action, we would like to offer you the opportunity to come together at a forum event and to share and discuss your experiences as part of a Climate Action Day. This is intended for spring of this year. Further to a Climate Action Day, we would then propose a follow-up forum event so that everyone has the chance to reconvene and review their experiences and local achievements since the initial Climate Action Day.

The purpose of this email is to invite your expressions of interest so that we can develop an understanding of the level of interest before confirming arrangements for a Climate Action Day. The reason we are inviting your expressions of interest first is because a Climate Action Day would require an investment from the Council to co-ordinate the event. Therefore we want first to make sure this is something that you would like to participate in and support. The event will be delivered by the Centre for Sustainable Energy (CSE) as part of their widespread programme to support local councils. More details on their Climate Action Days can be found here: <https://www.cse.org.uk/news/view/2516>

If the response to this proposal is positive, we will go ahead and confirm a date with you for a Climate Action Day.

#### **Using the voting buttons:**

**Please vote 'Yes' if you would like to participate at a Climate Action Day.**

**Please vote 'No' if you would not like to participate at a Climate Action Day.**

If the voting buttons are not available to you for your reply, please respond Yes or No to [climate.action@westoxon.gov.uk](mailto:climate.action@westoxon.gov.uk), ensuring that the name of your council or parish meeting is included in the subject line.

We would like to request your responses as soon as possible but by **no later than Monday 22 February 2021**. I hope this date provides you with ample time to consider the request and submit a response on behalf of your Council or Meeting.

Best regards,

**Ness Scott**

Climate Change Manager

West Oxfordshire District Council

M: 07525 802994

## Aston, Cote, Shifford and Chimney Parish Council

### Agenda Item 11b

*To carry out the annual review of the Parish Council's risk assessment (not open spaces)*

### ANNUAL REVIEW OF PARISH COUNCIL'S RISK ASSESSMENT

#### 1.0 Introduction

- 1.1 As part of its Annual Governance Statement which is submitted to the external Auditor, the Parish Council is required to confirm that "we have carried out an assessment of the risks facing the council and taken appropriate steps to manage those risks."
- 1.2 The Practitioner's Guide to Governance and Accountability for Local Councils, produced by NALC states that "risk management is the process whereby local councils methodically address the risks associated with what they do and the services which they provide. The focus of good risk management is to identify what can go wrong and take proportionate steps to avoid this or successfully manage the consequences. Risk management is not just about financial management; it is about ensuring the achievement of objectives set by the council to deliver high quality public services."
- 1.3 The council is expected to keep the risks it faces under review and to formally review the risk assessment at least once per year.
- 1.4 Aston, Cote, Shifford & Chimney Parish Council last carried out a review of its risk assessment in February 2020.

#### 2.0 Risk Assessment Review 2021

- 2.1 The Clerk has reviewed the risk assessment.
- 2.2 The inclusion of a new section relating to Data Protection and the Freedom of Information Act (highlighted in grey) was implemented in 2018.
- 2.3 Potential changes for debate:
  - a) Change the Control Measure – Misappropriation of funds under Clerk from '*Bank Reconciliation checked to original documentation on a quarterly basis from Chairman*' to '*Designated Councillor*' to be consistent with Control measures under Financial.
  - b) Under 'Financial' – '*actual cash balance reported to Councillors monthly*' remove as no cash held by Parish Council.
- 2.4 The Clerk is not proposing any further amendments, although it is for the Council to make the final decision on whether the risk assessment is complete and whether any amendments need to be made.

#### 3.0 Recommendation

- 3.1 That the Parish Council considers the risk assessment, proposing any amendments considered necessary. If there are no amendments to be made, that the Parish Council approves and adopts the risk assessment as attached.

Prepared by Elaine Anstee, Clerk & RFO  
29 January 2021

# ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

## RISK ASSESSMENT

Originally adopted at a meeting of the Parish Council on 6 March 2008

Last reviewed and reapproved at a meeting of the Parish Council on 7 February 2019

Business Area	Risk	Likelihood	Impact	Control Measures
Clerk	Misappropriation of funds	L	H	<ul style="list-style-type: none"> <li>Recruitment procedures – interview/references</li> <li>Maintain appropriate level of fidelity guarantee insurance</li> <li>Bank reconciliation checked to original documentation on a quarterly basis by Chairman-change to 'designated Councillor'</li> </ul>
	Poor performance/incompetence	L	H	<ul style="list-style-type: none"> <li>Recruitment procedures – interview/references</li> <li>Membership of SLCC</li> <li>Training courses</li> <li>Oversight by experienced councillors</li> </ul>
	Health & safety issues – lone working at home	L	M	<ul style="list-style-type: none"> <li>Require Clerk to keep up to date on Health &amp; Safety issues</li> <li>Employers' liability insurance</li> </ul>
	Loss of trained and experienced Clerk through resignation	M	M	<ul style="list-style-type: none"> <li>Recruitment procedures – ensuring Clerk is committed</li> <li>Training</li> <li>Support</li> </ul>

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

<b>Business Area</b>	<b>Risk</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Control Measures</b>
<b>Councillors</b>	Bringing Parish Council into disrepute	) L	) H	<ul style="list-style-type: none"> <li>• Obtain training on Code of Conduct and other regulations/procedures as appropriate</li> <li>• Ensure Councillors have up to date documentation on Code of Conduct</li> <li>• Clear procedural Standing Orders</li> <li>• Libel and slander insurance</li> <li>• All official correspondence to be sent by the Clerk</li> <li>• Official media contact to be conducted through Chair, with statements to be agreed by Parish Council</li> </ul>
	Not declaring an interest as necessary			
	Misrepresenting Parish Council; acting in isolation but claiming to represent Council			
	Health and Safety	L	L	<ul style="list-style-type: none"> <li>• Personal Accident insurance</li> </ul>
<b>Legal/Statutory Powers</b>	Acting outside of legal powers	M	H	<ul style="list-style-type: none"> <li>• Use of reference books</li> <li>• Membership of NALC – referring new and unclear matters to them</li> <li>• Identify legal power for new activities before commit to them</li> <li>• Legal powers used for expenditure noted on agendas and minutes</li> </ul>
	Not maximising use of legal powers – missing out on things the Parish Council are permitted to do Adoption of General Power of Competence in November 2019.	M	L	

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

<b>Business Area</b>	<b>Risk</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Control Measures</b>
<b>Data Protection &amp; Freedom of Information</b>	Not complying with Data Protection Regulations or Freedom of Information Act	M	H	<ul style="list-style-type: none"> <li>• The Parish Council is registered with the Information Commissioner as a Data Controller</li> <li>• Model Publication Scheme as recommended by Information Commissioner adopted by Parish Council on 4 December 2018</li> <li>• Model Publication Scheme published on Parish Council website</li> <li>• Clerk trained on Freedom of Information Act to appropriate level</li> <li>• All Parish Council records to be held by Parish Clerk only; councillors made aware of need to destroy records containing personal data</li> <li>• Physical files kept in locked cabinets; electronic files maintained on a computer protected with up-to-date firewall and anti-virus software with password required for access</li> <li>• Clerk and councillors to receive appropriate training on General Data Protection Regulations 2018</li> <li>• <i>Data Protection Officer not required by Data Protection Act (1998)</i></li> </ul>

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

<b>Business Area</b>	<b>Risk</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Control Measures</b>
<b>Public Involvement</b>	Acting without a mandate from the public represented by the Parish Council	M	H	<ul style="list-style-type: none"> <li>• Encourage local residents to register as candidates for elections</li> <li>• Support local Parish magazine, enter an article providing updates from the Parish Council written by the Chair.</li> </ul>
<b>Public Involvement</b>				<p>Parish Council in each edition of the magazine</p> <p>Parish Council pages on Parish website – includes recent Minutes</p> <ul style="list-style-type: none"> <li>• Parish Council Twitter account</li> <li>• Actively promote Annual Parish Meeting</li> <li>• Keep Parish Noticeboards up to date with Parish Council news</li> </ul>
<b>Procedures</b>	Not following correct procedures for meetings – exposing decisions taken to challenge	L	M	<ul style="list-style-type: none"> <li>• Use of reference books</li> <li>• Membership of NALC – referring new and unclear matters to them</li> <li>• Training of Clerk</li> <li>• Experience of Councillors</li> <li>• Ensure Councillors are aware of procedure for calling Extraordinary Meetings</li> <li>• Clear procedural Standing Orders</li> </ul>



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

<b>Business Area</b>	<b>Risk</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Control Measures</b>
<b>Emergencies</b>	Not dealing effectively with major local emergencies	L	H	<ul style="list-style-type: none"> <li>• Basic emergency plan developed. Consider further development of emergency procedures</li> <li>• Ensure Councillors are aware of procedure for calling Extraordinary Meetings in event of emergency</li> </ul>
<b>Records</b>	Loss by fire/flood/computer failure	L	L	<ul style="list-style-type: none"> <li>• Records kept in secure premises</li> <li>• Back-ups of computerised records maintained</li> </ul>
	Destruction by error	L	L	<ul style="list-style-type: none"> <li>• Clerk to refer to legal time period for document retention before destroying records</li> <li>• Clerk to consider historical significance of records before destroying them, and if in any doubt to seek advice from Parish Council/third party expert</li> </ul>
<b>Financial</b>	Poor cashflow management	M	H	<ul style="list-style-type: none"> <li>• Recruitment procedures – appointment of suitably qualified/experienced Clerk, and</li> </ul>
	Poor record keeping	L	H	
	Failure to comply with VAT/Inland Revenue regulations	L	M	

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

	Failure to comply with audit regulations	L	M	<p>identification of training needs</p> <ul style="list-style-type: none"> <li>• Training for Clerk</li> <li>• Training for Councillors</li> <li>• Reference books</li> <li>• Financial Procedure Manual maintained; changes to procedures to be agreed at Parish Council meeting</li> <li>• Retention of suitable internal auditor to check accounts and records on an annual basis</li> <li>• Quarterly accounts circulated to Councillors and included on meeting agendas</li> <li>• Actual cash balance notified to Councillors on a monthly basis – <i>remove as cash not held</i></li> <li>• Expenditure checked against budget before it is committed to.</li> <li>• Bank reconciliation checked to original documentation on a quarterly basis by Nominated Councillor/Chairman</li> </ul>
	Inadequate precept	L	H	<ul style="list-style-type: none"> <li>• Budget prepared by Clerk following input from Councillors</li> <li>• Precept set on basis of draft budget</li> </ul>

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

<b>Business Area</b>	<b>Risk</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Control Measures</b>
	Incorrect salary payments made	L	M	<ul style="list-style-type: none"> <li>• Changes to salaries decided at Parish Council meetings and minuted</li> <li>• Salary payments made are signed/authorised (cheque or online) by 2 Councillors</li> </ul>
	Payments made to incorrect suppliers/for wrong amount	L	M	<ul style="list-style-type: none"> <li>• Payments to be made included on agenda of full Parish Council meetings for review/approval</li> <li>• Payments signed (cheque or online) by 2 Councillors</li> <li>• Original invoices provided to Councillors signing cheques</li> <li>• Direct Debit payments to be limited and mandates signed in accordance with cheque signature procedures</li> </ul>
	Not maximising interest	L	L	<ul style="list-style-type: none"> <li>• Maximise funds kept in interest bearing account</li> <li>• Review banking arrangements from time to time</li> <li>• Annual Investment Review/Statement</li> </ul>
	Not maximising grant income	L	L	<ul style="list-style-type: none"> <li>• Consider availability of grants when undertaking new projects and apply for any that are appropriate</li> </ul>
<b>Suppliers/Contractors</b>	Poor reputation of supplier/contractor impacting on Parish Council	L	M	<ul style="list-style-type: none"> <li>• Obtain references before trading with new supplier/contractor as appropriate</li> </ul>
	Supplier/contractor not properly insured	L	M	<ul style="list-style-type: none"> <li>• Obtain copy of current insurance as appropriate</li> </ul>

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

<b>Business Area</b>	<b>Risk</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Control Measures</b>
	Competitive Pricing/Best Value	L	M	<ul style="list-style-type: none"> <li>• Quotation/tender procedures specified in Standing Orders and followed for new contracts</li> </ul>
	Management of relationship with major supplier/contractor	L	M	<ul style="list-style-type: none"> <li>• Consider need for dealings with contractor/supplier to be carried out by more than one member of the Parish Council, particularly for initial meeting and signing off work</li> <li>• All paperwork to be routed through Clerk</li> </ul>
<b>Benches</b>	Health and Safety – risk of injury to public	M	H	<ul style="list-style-type: none"> <li>• Public liability insurance</li> <li>• Inspect every 6 months</li> <li>• Carry out maintenance where necessary</li> </ul>
	Loss/Damage	L	L	<ul style="list-style-type: none"> <li>• Visual confirmation of existence at least every 6 months</li> <li>• Ensure properly secured</li> <li>• Theft/accidental damage insurance</li> </ul>
<b>War Memorial</b>	Health and Safety – risk of injury to public	L	M	<ul style="list-style-type: none"> <li>• Public liability insurance</li> <li>• Inspect every 6 months</li> <li>• Carry out maintenance where necessary</li> </ul>
	Loss/Damage	L	M	<ul style="list-style-type: none"> <li>• Theft/accidental damage insurance</li> </ul>
<b>Bus Shelters</b>	Health and Safety – risk of injury to public	M	H	<ul style="list-style-type: none"> <li>• Public liability insurance</li> <li>• Inspect every 6 months</li> <li>• Carry out maintenance where necessary</li> </ul>
	Loss/Damage	L	L	<ul style="list-style-type: none"> <li>• Theft/accidental damage insurance</li> </ul>
<b>Business</b>	<b>Risk</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Control Measures</b>

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

<b>Area</b>				
<b>Notice Boards</b>	Health and Safety – risk of injury to public	L	M	<ul style="list-style-type: none"> <li>• Public liability insurance</li> <li>• Inspect every 6 months</li> <li>• Carry out maintenance where necessary</li> </ul>
	Loss/Damage	L	L	<ul style="list-style-type: none"> <li>• Visual confirmation of existence at least every 6 months</li> <li>• Ensure properly secured</li> <li>• Theft/accidental damage insurance</li> </ul>
<b>Dog Bins/Litter Bins provided by Parish Council</b>	Health and Safety – risk of injury to public	L	M	<ul style="list-style-type: none"> <li>• Public liability insurance</li> <li>• Inspect every 6 months</li> <li>• Carry out maintenance where necessary</li> </ul>
	Loss/Damage	L	L	<ul style="list-style-type: none"> <li>• Visual confirmation of existence at least every 6 months</li> <li>• Ensure properly secured</li> </ul>
<b>Electrical Equipment</b>	Health and Safety – risk of injury to user/fire risk	L	H	<ul style="list-style-type: none"> <li>• Only purchase electrical equipment that complies with current safety standards</li> <li>• Keep equipment properly maintained</li> <li>• Users to do a visual check on flexes for wear and tear every six months and remove damaged equipment</li> <li>• Test electrical equipment as appropriate</li> </ul>

Prepared by the Clerk – 29<sup>th</sup> January 2021 and proposed amendments highlighted.

## Aston, Cote, Shifford and Chimney Parish Council

### Agenda Item 11c

*Half yearly review of external Parish Council assets*

#### 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			
<b>Bus Shelters</b>				
1	High Street, Aston			
2	Near Cote crossroads, Cote			
3	End of Saxel Close, Aston			
<b>Notice Boards</b>				
General	Corner of Southlands			
Parish Council	Cote Road, corner with Bull Street			
<b>Benches &amp; Seats</b>				
Cote				
<b>Benches &amp; Seats</b>				
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			
<b>Litter &amp; Dog Bins (funded by Parish Council)</b>				
Dog waste bin	Lane leading from Bull Street, Aston – by Cote turn			
Litter bin	Next to bus shelter, High Street, Aston			

## Aston, Cote, Shifford and Chimney Parish Council

Litter bin	Next to bus stop Vicarage Close			
Dog Bin, Isle of Whyte Bridge, Great Brook Road				
<b>Telephone kiosk</b>				
Red phone box	Cote			
<b>White Entrance Gates and signage</b>				
Entrance sign and gate	Cote - by the allotments			
Entrance sign and gate	Aston – by the village hall			
Entrance sign, speed sign and gate	Aston – by Westfield House			
Entrance sign and gate	Aston – North Street entrance to village.			

### 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			
HP Laptop with Norton Anti Virus and Microsoft 365 and Windows 10	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 on 31 December 2020	<b>29,004.06</b>
January payments	(2703.62)
VAT Refund to 31 December 2020	1,142.14
OCC AP – CPF	750.00

<b>Balance on 31 January 2021</b>	<b><u>28,192.58</u></b>
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*CCLA INVESTMENT ACCOUNT*

Balance on 30 November 2020	<b>48,686.56</b>
Transactions in month of December	2.52

<b>Balance on 31 December 2020</b>	<b><u>48,689.08</u></b>
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<b>TOTAL CASH HOLDING AT 31 January 2021</b>	<b><u>£76,881.66</u></b>
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Clerk's Briefing Notes – 4 February 2021  
**Aston, Cote, Shifford and Chimney Parish Council**

Monthly (Year to Date) Financial Report – For Information

	£	As at 31/01/2021	Performance Against Budget	%	Commentary
<b>2020-21 Budget</b>					
<b>RECEIPTS</b>					
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 Clr PG for Lights
Interest	360	89	271	-25%	CCLA Investment Account
VAT Refund	0	2570	-2570	0%	
INVESTMENTS IN	0	0	0	0%	
Sundry	0	10000	-10000	0%	S106 for Traffic Calming in Aston
<b>Total Receipts</b>	<b>30833</b>	<b>43632</b>	<b>-12799</b>	<b>-42%</b>	
<b>EXPENDITURE</b>					
Clerk's salary	3,740	3071	669	-82%	
Working from home allowance	216	172	44	-80%	
HMRC	900	840	60	-93%	
Bank charges	72	54	18	-75%	£6 per month due quarterly.
Office equipment	2,000	693	1307	0%	
Office running costs	284	505	-221	-178%	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	200	40	-83%	
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	3691	2648	-58%	Ubico - Renewal due 2021
Grass Cutting - playing field	1591	1190	401	-75%	DJ - renewal due 2021
Grants paid under statute	4235	4885	-650	-115%	
Dog & Litter Bin Emptying	249	300	-51	-121%	WODC - plus new bin from Feb 2020
Fete Bins		0	0	0%	
Training & Travel	527	340	187	-65%	
Clock Maintenance	229	150	79	-66%	New contract with Derby's from March 2020 for 3 years
Bus Shelter Cleaning	732	384	348	-52%	New bus shelter added in Nov 2020
Defibrillator pads/batteries	100	0	0	-100%	
Repairs	500	0	500	0%	
VAT Paid	0	2300	-2300	0%	
Village maintenance (Lengthsman)	1500	200	1300	-13%	VE/VJ Bench Installation
<b>Small Grants</b>	<b>1115</b>	<b>500</b>	<b>615</b>	<b>-45%</b>	
<b>Total Expenditure</b>	<b>25702</b>	<b>20017</b>	<b>5685</b>	<b>-78%</b>	
<b>Projects</b>					
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%	
<b>Total Project Spend</b>	<b>7214</b>	<b>0</b>	<b>7214</b>	<b>0%</b>	
<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>26393</b>	<b>11523</b>	<b>-70%</b>	
<b>SURPLUS/(DEFICIT) FOR THE YEAR</b>	<b>-7083</b>	<b>23615</b>	<b>-30698</b>	<b>0%</b>	
<b>Reserves</b>					
Opening at 1 April	52048	0	52048	0%	
Closing at 31 March	44965	-6059	51024	13%	
<b>Closing reserves analysis:</b>					
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%	
	<b>44965</b>	<b>-6058</b>	<b>51024</b>	<b>13%</b>	

## Aston, Cote, Shifford and Chimney Parish Council

### Agenda Item 8a

#### Traffic Calming Update and Parish Walk Round

Additional sites for entrance gates to Shifford, Cote and Chimney.

1. Bull Street, on the left-hand side as you leave Aston, at the 'passing places sign to install a small gate with 30 mph sign and 'Welcome to Aston, please drive carefully'. To also include moving the 30 mph signs in line with the gate and consolidate signage the thinking being that this is a footpath and will then be beyond the boundary of the Matthews Homes site. Lastly to investigate putting a hard surface down at the entrance to the footpath to 'make safe' this area that currently becomes a mud bath with vehicles driving over it to accommodate on coming traffic as well as parking.
2. Chimney – to site a small gate and 30mph sign (discussed below) saying 'Chimney single track road/ No through road' just after the last corner, after the car park. On the left-hand side as, you drive to the hamlet. To investigate initiating a 20mph/30mph speed limit from this point as currently the national speed limit of 60mph is in place. One concern of putting any form of boundary/name signs in was urbanisation. There are no existing signs identifying where the hamlet starts.
3. Entrance to Cote, opposite PD Hooks, left hand side in front of 30 mph signs, small gate – 'Welcome to Cote, please drive carefully'.
4. As you leave Cote towards Shifford, small gate on right hand side in line with the hedge line from the last house. 30mph on sin with 'Welcome to Cote, please drive carefully'. To try and get the 30mph limit moved as part of the wider package of 30 mph revision across the parish.
5. From Cote to Shifford, on the left-hand side by the 'manor boundary', last field boundary before the corner before the church, small gate with 'Welcome to Shifford, Doomsday Manor 1085'.
6. From B4095 towards Shifford on left hand side between telegraph poles before cottages a small gate with 'Welcome to Shifford, Doomsday Manor 1085'.
7. 30 mph revisions:
  - North Street to beyond housing in line with gate
  - Chimney from bridge is possible and if not from the car park or last resort from the corner before the hamlet.
  - Bull Street to beyond the Matthew Homes site/footpath
  - B4095 – try to get the 30mph extended so it goes all the way from Aston to Cote
  - Cote – extend 30mph beyond last house towards Brighthampton.
8. Other notes from walk round:
  - Dragon surfacing – raise concerns with OCC about state of roads now – particular concern at Jubilee bench with erosion of the verge following the resurfacing.
  - Green spaces at the back of both the Mears Homes and Matthews Homes sites – identify the management companies and establish dialogue.
  - Defib for Chimney – consensus is in approval – site by the BBOWT sign in the hamlet – suggested a roofed, three -sided stone construction to house it. Clerk to talk to supplier for ideas.

Report prepared by the Clerk – 30<sup>th</sup> January 2021.