

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

CLERK'S BRIEFING NOTES

PARISH COUNCIL MEETING ON 6 February 2020

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Aston, Cote, Shifford and Chimney Parish Council

Correspondence sent since 2 January 2020

1. Ltr – Resident re flooding on Great Brooke Road – 5 Jan 2020
2. Ltr – 1st Aston Brownies – 5 Jan 2020
3. Ltr – Planning Inspectore – Appeal 4 Chimney – 6 Jan 2020
4. Ltr – WODC Planning – 19 03403 FUL – 20 Jan 2020
5. Ltr – WODC Planning – 19 03222 FUL – 21 Jan 2020
6. All other correspondence by email.

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 8c

Resident Request – Dog Bin on Great Brook Road

Hi Elaine, As discussed... here are the prices for the purchase and installation of a dog waste bin, along with the cost per emptying of the bin:

X1 dog bin (purchased and installed) = £233.83

X1 Dog bin (Per emptying) = £3.04

These prices do not include the 20% VAT

Many Thanks

Justin Gargan
Street Cleansing & Waste & Recycling Team Leader

Ubico Limited
Tel: 01993 861733
Email: justin.gargan@ubico.co.uk
Website: www.ubico.co.uk

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 8b

Traffic Calming Project for 2019/20

Below are the initial costings for up-dating the patrol crossing signs and lights outside Aston and Cote Primary School in Aston. Cllr Matthews had offered some funding from the Councillor Priority Fund (CPF) but this had to be in by 31 January 2020 which as the school has not yet confirmed that it wishes this to be done and the parish council had not seen the quote to give a decision has not been done. It may be possible to access funding from the CPF in the 2020/21 cycle depending on the timing of the project. The clerk has chased WODC with reference the S106 funding as no response had been received from the initial enquiry in December 2019. The parish council has £3274 in the budget for traffic calming and we can ask OCC if there is any matched funding available.

Initial costings are shown below:

From: Marks, Christopher - Communities <Christopher.Marks@Oxfordshire.gov.uk>

Sent: 10 January 2020 09:33

To: Wright, James - Communities <James.Wright@Oxfordshire.gov.uk>; Cockbill, Alan - Communities <Alan.Cockbill@Oxfordshire.gov.uk>

Subject: RE: Aston - Traffic Calming etc

Hi James

I hope you are well, depending on the age of the posts we might need to swap for new,

*The cost for this if needed would be – (which includes removal, replacement and service transfer for both) - **£1749.22***

*The new FAL units and signage would cost if you are looking for the programmable kind – **£2100**, it may be slightly less, I can ask for a new quote when asked to proceed, but was around this for the same in Bletchington in late 2019*

Prices don't include VAT, TM or any site complications on contractor pre-assessment

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 10c

Membership of Community First Oxfordshire 2020/21.

Dear Parish Clerk,

Membership of Community First Oxfordshire 2020/21.

Please find attached the CFO membership leaflet for 2020/21, detailing our latest membership offer.

Alongside its traditional work of supporting volunteers in communities, CFO will continue to focus on new housing developments and how to integrate current and new residents while promoting affordable housing and alternative, community-led approaches.

The membership form for completion is attached and the membership fees remain as previous:

Parish Meeting	£25
Parish Council (population below 300)	£35
Parish Council (population between 301-1000)	£55
Parish Council (population between 1001 – 5000)	£70
Town/Parish Council (population over 5001)	£85

2020/21 will be an exciting time for CFO as we celebrate one hundred years of providing community support in Oxfordshire. We will be keeping in touch about our centenary celebrations and hope to see you at one of our events!

To finalise your membership for this year, please complete the attached form with relevant payment details and return to us. We will also be sending this out by hard copy.

Emily Lewis-Edwards
Joint Chief Executive

Tom McCulloch
Joint Chief Executive

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 10f

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 2019.

2.0 Risk Assessment Review 2020

- 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) The updating of the Parish Plan under 'Public Involvement' has not been done since 2001 so is this now relevant?
 - b) Under the 'Financial' business area there is currently no mention of an annual Investment Review or statement – this would be good practice?
 - c) Under 'Legal Statutory Powers' – adoption of General Power of Competence in November 2019.
- 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
31 January 2020

Aston, Cote, Shifford and Chimney Parish Council

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

Aston, Cote, Shifford and Chimney Parish Council

Business Area	Risk	Likelihood	Impact	Control Measures
Councillors	Bringing Parish Council into disrepute) L) H	<ul style="list-style-type: none"> Obtain training on Code of Conduct and other regulations/procedures as appropriate Ensure Councillors have up to date documentation on Code of Conduct Clear procedural Standing Orders Libel and slander insurance All official correspondence to be sent by the Clerk Official media contact to be conducted through Chair, with statements to be agreed by Parish Council
	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"> Personal Accident insurance
Legal/Statutory Powers	Acting outside of legal powers	M	H	<ul style="list-style-type: none"> Use of reference books Membership of NALC – referring new and unclear matters to them Identify legal power for new activities before commit to them Legal powers used for expenditure noted on agendas and minutes
	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

Business Area	Risk	Likelihood	Impact	Control Measures
Data Protection & Freedom of Information	Not complying with Data Protection Regulations or Freedom of Information Act	M	H	<ul style="list-style-type: none"> • The Parish Council is registered with the Information Commissioner as a Data Controller • Model Publication Scheme as recommended by Information Commissioner adopted by Parish Council on 4 December 2018 • Model Publication Scheme published on Parish Council website • Clerk trained on Freedom of Information Act to appropriate level • All Parish Council records to be held by Parish Clerk only; councillors made aware of need to destroy records containing personal data • 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 • Clerk and councillors to receive appropriate training on General Data Protection Regulations 2018 • <i>Data Protection Officer not required by Data Protection Act (1998)</i>

Aston, Cote, Shifford and Chimney Parish Council

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

Aston, Cote, Shifford and Chimney Parish Council

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

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	Failure to comply with audit regulations	L	M	<ul style="list-style-type: none"> • Training for Clerk • Training for Councillors • Reference books • Financial Procedure Manual maintained; changes to procedures to be agreed at Parish Council meeting • Retention of suitable internal auditor to check accounts and records on an annual basis • Quarterly accounts circulated to Councillors and included on meeting agendas • Actual cash balance notified to Councillors on a monthly basis • Expenditure checked against budget before it is committed to • Bank reconciliation checked to original documentation on a quarterly basis by Nominated Councillor/Chairman
	Inadequate precept	L	H	<ul style="list-style-type: none"> • Budget prepared by Clerk following input from Councillors • Precept set on basis of draft budget

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

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	insured			insurance as appropriate
Business Area	Risk	Likelihood	Impact	Control Measures
	Competitive Pricing/Best Value	L	M	<ul style="list-style-type: none"> Quotation/tender procedures specified in Standing Orders and followed for new contracts
	Management of relationship with major supplier/contractor	L	M	<ul style="list-style-type: none"> 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 All paperwork to be routed through Clerk
Benches	Health and Safety – risk of injury to public	M	H	<ul style="list-style-type: none"> Public liability insurance Inspect every 6 months Carry out maintenance where necessary
	Loss/Damage	L	L	<ul style="list-style-type: none"> Visual confirmation of existence at least every 6 months Ensure properly secured Theft/accidental damage insurance
War Memorial	Health and Safety – risk of injury to public	L	M	<ul style="list-style-type: none"> Public liability insurance Inspect every 6 months Carry out maintenance where necessary
	Loss/Damage	L	M	<ul style="list-style-type: none"> Theft/accidental damage insurance

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Bus Shelters	Health and Safety – risk of injury to public	M	H	<ul style="list-style-type: none"> Public liability insurance Inspect every 6 months Carry out maintenance where necessary
	Loss/Damage	L	L	<ul style="list-style-type: none"> Theft/accidental damage insurance
Business Area	Risk	Likelihood	Impact	Control Measures
Notice Boards	Health and Safety – risk of injury to public	L	M	<ul style="list-style-type: none"> Public liability insurance Inspect every 6 months Carry out maintenance where necessary
	Loss/Damage	L	L	<ul style="list-style-type: none"> Visual confirmation of existence at least every 6 months Ensure properly secured Theft/accidental damage insurance
Dog Bins/Litter Bins provided by Parish Council	Health and Safety – risk of injury to public	L	M	<ul style="list-style-type: none"> Public liability insurance Inspect every 6 months Carry out maintenance where necessary
	Loss/Damage	L	L	<ul style="list-style-type: none"> Visual confirmation of existence at least every 6 months Ensure properly secured

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Electrical Equipment	Health and Safety – risk of injury to user/fire risk	L	H	<ul style="list-style-type: none">• Only purchase electrical equipment that complies with current safety standards• Keep equipment properly maintained• Users to do a visual check on flexes for wear and tear every six months and remove damaged equipment• Test electrical equipment as appropriate
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Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 10g

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			
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			

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Litter bin	Next to bus stop Vicarage Close			
Telephone kiosk				
Red phone box	Cote			

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			
Dell Laptop with Norton Anti Virus and Microsoft 8.1	Stored by Clerk at private address			

Completed by: _____

Date: ____

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Agenda Item 13b

St James Clock Service Agreement – due for renewal

Ref:8034

Dear Helen

The previous 3-year service agreement for the Church clock has now ended. The annual service is now due. As a valued customer and to say thank you for your custom over the years, I am pleased to be able to write to you with a special renewal offer.

For a limited period, we are offering our customers that were on a three-year contract, the opportunity to renew at a reduced cost. Your renewal price will be £534.00 net plus vat.

If you would like to take advantage of this opportunity, please let me know so that I can arrange to send an invoice as payment is required in advance as before.

If you would prefer to return to an annual contract the cost would be £209.00 net plus vat subject to a small increase each following year. This invoice would be sent after the service has been carried out.

To ensure the continued and prolonged reliability of your clock and associated equipment we recommend that your clock continues to receive the specialist care and attention provided by our service agreement

Kind Regards

Barbara Wall

Finance Co-Ordinator

DD: +44 (0) 1332 345569 ext.2203

smithofderby.com

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 14b - Bank Reconciliation as at 31st December

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL			
BANK RECONCILIATIONS AT	31 December 2019		
	£	£	£
	Receipts	Payments	
<u>Unity Trust Current Account</u>			
<u>Balance per Cash Book:</u>			
Balance b/f at 1/4/19			52,018.27
Total receipts in year	30,381.62		
Total expenditure in year		70,800.02	
	30,381.62	70,800.02	-40,418.40
<u>Closing balance per Cash Book</u>			<u>11,599.87</u>
RECONCILIATION			
Balance per Bank Statement			11599.87
<i>Reconciling Items</i>			
NONE			
	0.00	0.00	0.00
Balance per Cash Book			<u>11,599.87</u>
<u>Santander Current Account</u>			
<u>Balance per Cash Book:</u>			
Balance b/f at 1/4/18			0.00
Total receipts in year	0.00		
Expenditure in year		0.00	
	0.00	0.00	0.00
<u>Closing balance per Cash Book</u>			<u>0.00</u>
RECONCILIATION			
Balance per Bank Statement			0.00
<i>Reconciling Items - None</i>			
Balance per Cash Book			<u>0.00</u>
<u>Santander Deposit Account</u>			
Balance per Bank Statement			537.46
Less: uncleared transactions			-537.70
Receipts - interest			0.24
Balance per Cash Book			<u>0.00</u>
<u>CCLA</u>			
Balance per Bank Statement (no new statement)			<u>48,483.37</u>
Less: uncleared transactions			
NONE			0.00
Balance per Cash Book			<u>48,483.37</u>
TOTAL CASH BALANCES			<u>60,083.24</u>

Aston, Cote, Shifford and Chimney Parish Council**Agenda Item 15a****Financial Matters****1. Cash Balances (Forecast)**

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UNITY TRUST CURRENT ACCOUNT

Balance at 31 December 2019	11,617.87
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December payments	(641.74)
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Service Charge	(18.00)
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Balance at 31 January 2020	<u>10,958.13</u>
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CCLA INVESTMENT ACCOUNT

Balance at 31 December 2019	48,483.37
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Transactions in month of January	27.49
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Balance at 31 January 2020	<u>48,511.36</u>
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TOTAL CASH HOLDING AT 31 January 2020	<u>£59,441.50</u>
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Aston, Cote, Shifford and Chimney Parish Council

CONFIDENTIAL ITEM

CLERK'S PAY REVIEW – 2020/21

1.0 Basic Pay

- 1.1 The Clerk is currently paid £13.15 per hour for 28 hours per month (hours including leave entitlement). This equates to LC2 (Local Council) Scale point 20 on the NALC guidance for pay scales. The number of meetings and level of Precept would give an indicative LC scale of LC2.
- 1.2 An annual pay review is carried out, with any increases payable from 1 April of the following year.
- 1.3 Background information includes the following was taken from the Office of National Statisticsⁱ 'The Consumer Prices Index including owner occupiers' housing costs (CPIH) 12-month inflation rate was 1.5% in October 2019, down from 1.7% in September 2019.' There has been no indicative pay award guidance from NALC (National Association of Local Councils) and the LGA (Local Government Association) so the 19/20 guidance is the most current but the CPI is a good reference for any future proposal.
- 1.4 In the 2019/20 Clerk's pay review the parish council adopted the NJC and NALC guidance for pay scales. Unfortunately the pay claim for 20/21 has been delayed until the New Year and may be delayed still further.
- The council could decide to keep the clerk on the current pay scale point and agree to adopt any increase to that scale point when the pay claim is issued.
 - There are three further scale points in the LC2 range with scale point 21 currently being £13.41 per hour (£4505.76 per annum) though this potentially will also increase with the pay claim.
 - An indicative 1.5% increase on LC SP 20 would be £13.35 per hour (£4484.68) and on LC SP 21 would be £13.61 per hour (£4573.34). The budget for salary for 20/21 is £4640.00.
- 1.5 In 2019 the clerk has successfully completed the first year of the Level 5 Diploma in Community Governance from the University of De Montfort in association with the SLCC. The clerk has also attended courses on audit, planning and website/cloud storage.

2.0 Recommendation

- 2.1 That the Parish Council considers this report and makes a decision on the Clerk's annual inflationary pay review.

Prepared by: Elaine Anstee, Clerk and RFO
20 December 2019.

ⁱ (<https://www.ons.gov.uk/economy/inflationandpriceindices/bulletins/consumerpriceinflation/october2019>)

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Agenda Item 10a

Small Grant Application – Aston Brownies