

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL



CLERK'S BRIEFING NOTES

PARISH COUNCIL MEETING ON 6 July 2023

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Prepared by Elaine Anstee
2 July 2023

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 9

Correspondence

All correspondence by email

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 11c – *Neighbourhood Plans*

The CPRE says 'Neighbourhood Plans provide a great opportunity for you to have more influence on how the places in which you live, and work will change over time. Your local knowledge and sense of what needs to be protected and what needs to change can really make a difference. We've put together eight simple steps to take if you want to prepare a Neighbourhood Plan and involve the whole community to make sure it becomes formally adopted as part of the development plan for your community.'

The Parish Councillors were emailed the CPRE 'How to shape where you live: a guide to neighbourhood planning' ([How_to_shape_where_you_live.pdf \(cpre.org.uk\)](https://www.cpre.org.uk/How-to-shape-where-you-live.pdf)) for information.

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 11d – Stop Botley West – CPRE Call to Parish Councils

Dear CPRE Member

Like many of us who are trying their best to reduce our carbon footprint I have often felt conflicted with new green technologies and the cumulative impact they have on the landscape and on our ancestral sense of belonging within it. The sheer industrial scale of the proposed Botley West solar farm would have a generational permanence in predominantly protected green belt land. Its panels and fences, signage and battery storage would industrialise this rural part of Oxfordshire for decades. The villages surrounding the solar farm have, for centuries, maintained a connection with the farming community and its seasonal harvest, and there is a deep understanding about where our food comes from. While the proposals state there will be biodiversity net gain, the Preliminary Environmental Impact Report has yet to be published which examines the carbon footprint of such a large infrastructure project. Research by Randell-Boggis et al. in 2020 also highlighted that “the scientific evidence on biodiversity impacts is still evolving meaning there is higher uncertainty” of the benefits to wildlife. Whether some of our most iconic ground nesting birds would be better off with or without the solar farm has yet to be determined.

CPRE has recently published their research on how best to provide solar energy and its conclusion is that roof tops and brown field sites are not only viable alternatives to provide space for the solar we need, but essential to avoid industrialisation to greenfield sites not seen on this scale for half a century. It is with this in mind that I urge you to sign the petition to stop Botley West and for you to join the CPRE Rooftop Solar Campaign to send a clear message to the Government to start a revolution in roof top renewables now.

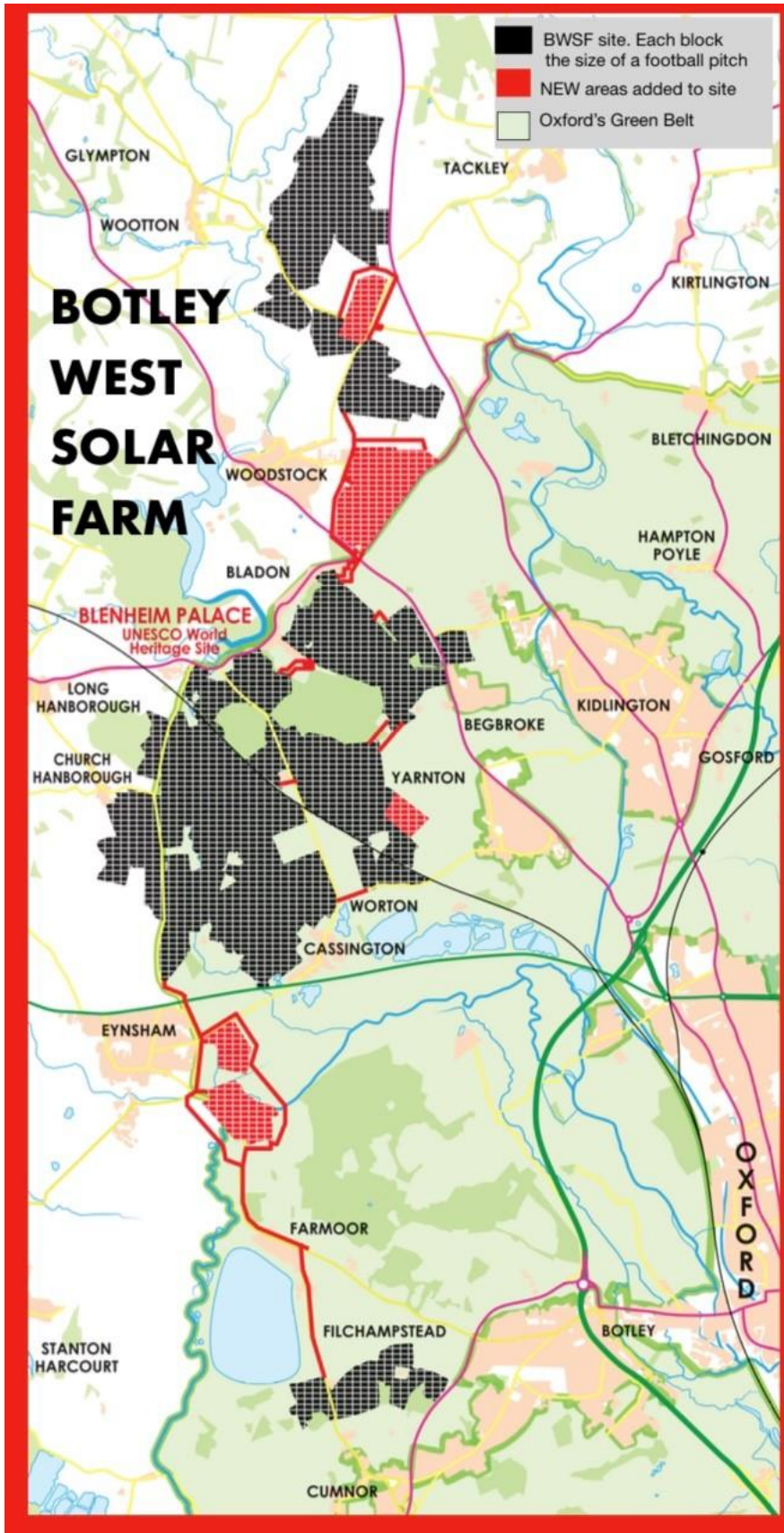
The Stop Botley West petition can be found here à <https://stopbotleywest.com/> and please help by signing the petition on this page à [Call for rooftop revolution](#) .

Botley West Solar Farm - Scoping Report Submitted

At this stage only specified organisations and bodies are consulted, if they fail to respond, it is assumed they have no comments. It is therefore of the utmost importance that every Parish Council, Local, District and City Authority is fully aware of how the Oxfordshire community feels about this proposed development. Please urge your Parish / Town Council to start preparing their responses NOW!

[The Stop Botley West campaign](#) is updating as much information as possible on the website. The group have mapped the proposal, see above, showing even MORE LAND has been added to the proposed development.

Aston, Cote, Shifford and Chimney Parish Council



Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 11e – Community Resilience Funding 2023 - SSEN

Good Morning all,

This is a reminder that the deadline for an SSEN application for the Resilient Communities Fund 2023 closes on **Monday 31st July 2023** at **5pm**.

Please find attached three additional documents which will be of use:

- **SSEN RCF Guidelines:**

There's lots of useful guidance within this document, some of which is below. Please read the guidelines before making your application:

- Who to contact if you have questions?
- Who can apply?
- How to apply?
- What's the criteria for the fund?
- How are the decisions made?
- What can the grants can be used for?
- When do grants need to be spent by?

- **SSEN Application Form:**

- Please use this form for your application.
- Contains details of who to send it to.

- **RCF Generator Specification Form:**

- Please complete this form and attach it with your application form if you are requesting a generator.

If you have not done so already, please share this email chain within your relevant networks so this opportunity can reach as many people as possible within the SSEN catchment area.

Good luck with your applications.

Kind regards,

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 12 – Governance

At the OALC chair's meeting in June 2023 the following question was asked and answered.

It was asked if there was a set list of policies which councils should have because those freely available on the internet varied hugely in scope, length, depth and usefulness. Each council being different.

- Co-option Policy
- Community Engagement Policy
- **Complaints Policy**
- **Digital and Social Media Policy**
- **Dignity at Work Policy**
- **Disciplinary Policy**
- Equal Opportunities and Diversity Policy
- Filming and Recording of Council Meeting Policy
- **Financial Regulations**
- **Freedom of Information, GDPR, Subject Access Request**
- **Grant Giving Policy (Small Grant Scheme)**
- **Grievance Policy**
- Health and Safety Policy Statement
- **Investment Strategy and Loans & Investments Policy**
- Lone Worker
- **Media Communication Policy**
- Member-Officer Protocol
- **Publications Scheme**
- Recruitment
- **Records Management**
- Safeguarding Policy
- Training and Development Policy
- Vexatious Policy

Those in bold are active policies for ACSC parish council.

Aston, Cote, Shifford and Chimney Parish Council**Financial Matters****Cash Balances**

£

UNITY TRUST CURRENT ACCOUNT

Balance at 24 May 2023	49,011.31
Payments June	(19,951.01)
Receipts June	2,590.00

Balance at 24 May 2023	<u>£31,650.30</u>
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CCLA INVESTMENT ACCOUNT

Balance at 30 April 2023	49,812.05
Transactions in month of May	159.73

Balance at 31 May 2023	<u>49,971.78</u>
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TOTAL CASH HOLDING AT 30 June 2023	<u>£81,622.08</u>
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Clerk's Briefing Notes – 6 July 2023
Aston, Cote, Shifford and Chimney Parish Council

2023-24		AS AT		
BUDGET	EXPENDITURE	30/06/2023	Performance Against Budget	%
£	Staff Costs			
£ 4,872.86	Clerk's Salary - includes potential 3% payrise if PC resolves to follow the NALC/JPAG guidance.	£ 1,157.78	£ 3,715.08	31%
£ 1,218.27	HMRC	£ 54.00	£ 1,164.27	5%
£ 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.	£ 289.40	£ 22.60	1281%
£ 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	£ 14.32	£ 85.68	17%
£ 190.00	Website Costs including domain registration and renewal	£ -	£ 190.00	0%
£ 200.00	External Audit	£ -	£ 200.00	0%
£ 369.00	Insurance	£ 434.66	-£ 65.66	-662%
£ 72.00	Bank Charges	£ 18.00	£ 54.00	33%
£ 650.00	Office running costs	£ 285.66	£ 364.34	78%
£ 150.00	Office Equipment (transfer to reserve if unspent at year end	£ -	£ 150.00	0%
£ 1,000.00	Professional Fees	£ -	£ 1,000.00	0%
£ 35.00	ICO Fee (DD)	£ -	£ 35.00	0%
£ 515.00	Subscriptions (CPRE, CFO, SLCC, OALC)	£ 357.77	£ 157.23	228%
£ 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	£ 369.01	£ 4,630.99	8%
£ 1,500.00	Grass Cutting - playing field and WM	£ 405.00	£ 1,095.00	37%
£ 2,171.00	Dog & Litter Bin Emptying	£ 107.66	£ 2,063.34	5%
£ 229.00	Clock Maintenance	£ 150.00	£ 79.00	190%
£ 600.00	Bus Shelter Cleaning	£ 105.00	£ 495.00	21%
£ 200.00	Defibrillator pads/batteries	£ -	£ 200.00	0%
£ 1,500.00	Village maintenance	£ -	£ 1,500.00	0%
	GRANTS			
£ 1,115.00	Small Grants	£ 500.00	£ 615.00	81%
£ 5,435.00	General Grants	£ 600.00	£ 4,835.00	12%
£ 2,551.00	VAT Paid	£ 3,906.38	-£ 1,355.38	-288%
£ 31,308.00	TOTAL	£ 8,784.64	£ 22,523.36	39%
	INCOME			
£ 30,166.00	Precept	£15,083.00	£ 15,083.00	100%
£ 1,049.00	OCC Grass cutting Grant	£ 1,048.60	£ 0.40	262150%
£ 350.00	Interest on CCLA Investment account	£ 327.69	£ 22.31	1469%
£ 2,551.00	VAT reclaimed	£ 148.84	£ 2,402.16	6%
£ -	TERRA Planning Appeal	£ 9,879.00	-£ 9,879.00	-100%
£ 34,116.00	TOTAL	£26,487.13	£ 7,628.87	347%
	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	£18,545.95	-£ 13,545.95	-137%
£ 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	£18,545.95	£ 64,176.59	29%