

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

CLERK'S BRIEFING NOTES

PARISH COUNCIL MEETING ON 7 January 2021

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Prepared by Elaine Anstee
30th December 2020

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 9

Correspondence

Ltr to J Wright OCC – Thank you re Gates – 09/12/2020

Ltr to Cllr C Mathew – Thank you for CPF Grant for 2mph lights – 09/12/2020

Ltr to WODC Planning – 20/03010/FUL Planning response – 04/12/2020

Ltr to WODC Planning – 20/03222-FUL Planning Response – 11/12/2020

All other correspondence by email.

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 8b

Future of North Farm – Feed Back Report

North Farm Feedback (Working Document as at 30/12/2020)

The following is a list of the responses received, by email, to the informal consultation launched on 30th October 2020 and concluding on the 20th December. The finish date has been treated flexibly and those received after the cut off but before drafting of the report have been included. Names of responders have been redacted for GDPR reasons, but the Clerk has retained the original emails so that individuals can be contacted if appropriate.

Firstly, apologies for missing the 20th December deadline but life was somewhat hectic in run up to Christmas with my day job.

I have been involved in leading the process of delivering holistic Rural Estate Master Plans for clients up and down the Country for the past 25 years. These have often included sites such as North Farm within a village settlement. My suggestion is therefore be to deliver a mixed-use development to include housing, employment opportunities and community facilities.

Without going into too much detail at this stage under each of these headings I would envisage the following being incorporated:

Housing – a mix of ownerships and tenure but focused on young people, families starting out on the housing ladder and the elderly given the location of the site and the facilities highlighted below. Also live/work homes where the two elements are clearly separated within the one property.

Employment – a range of modest office and workshop units potentially by converting some of the existing buildings on the site. These would be available to let to local businesses or start-ups which cannot necessarily be run from home. Elsewhere I have seen such facilities prove to be very successful with entrepreneurs supporting each other rather than working in isolation.

Community Facilities – we now have an excellent Village Shop but for the future the premises are constrained and car parking can be problematic so a move to this site might make sense? There could also be a benefit in providing a flexible social space which might incorporate a modest café whilst not wishing to compete with The Aston Pottery which does not lie in heart of the village. Also, a central business area where people can come to work for at least part of the time if they based at home particularly in the post Covid world. The three facilities could be housed and managed under one roof.

I am sure others have come up with similar and possibly better ideas but if I can be of any help to the Parish Council at any stage just let me know.

I am writing this email to put forward some ideas for the North Farm development. As a parent with a teenager, I think it would be great to have an area for older children to "play" and "hang out", the current play areas are aimed for younger children in the area so something for children aged 12 plus would be fab, a skate park (see examples of carterton skate park attached,) and pump track (example attached), would be fab for older teens and a multi sports court, eg basket ball, tennis, etc etc. The other idea I have is for a dedicated dog walking area and dog park.

Aston, Cote, Shifford and Chimney Parish Council

Could make the area fenced in for safe dog walks and runs and have a corner with dog agility activity (example attached from Burnham on sea) can have a dog poo bin and a special post (example attached) with bags in case of an emergency.

This would save lots of disagreements about walking dogs down the current cricket field and a good way to socialise dogs and meet new people.

If houses have to be built here it would be great to have a council house estate of 2 and 3 bed room houses, so many people wish to move back to the village that are on waiting lists for a council house and would be great not to have 40 or 59 houses that are privately owned and in then in the area 5 council houses like a lot of the new developments have in Aston. Would be fab to have a dedicated council estate and maybe 10 or 15 houses and maybe 5 low cost 2 or 3 bedroom houses that can be brought.

Thank you for your time and I'll look forward to finding out what becomes of this area

I am writing regarding the notice on the parish council website on North Farm and would be very supportive of community involvement at the site. Regarding facilities/ use of the site, my preference would be for the majority of site to be maintained as a greenspace. This is currently lacking within the village.

I would be interested in being involved with conversations moving forward if I can be of help. I have experience of managing nature reserves and public amenity spaces locally having managed the Lower Windrush Valley Project for the last 5 years.

We are responding to the request for comments on the future of North Street Farm.

As residents of St James Court, we would naturally prefer not to have more high density housing on the fields adjacent to our house. However, we would strongly welcome a Community Hub based in the farm buildings, perhaps with a community green space (garden/park/allotments) containing paths for dog walking/running in the fields. The green space could perhaps contain tree planting, beehives, and nature reserve.

The Community hub could be based around gradually converting the disused barns into a community Maker Space, for local people to engage in collaborative art, craft, upcycling and engineering projects. Think BBC Repair Shop.

A facility like this would pull in talented people from the local area, especially if there was ample parking and opportunities to set up "pop up" shops selling craft items and local produce. Perhaps host regular markets. There are many talented people in the area who would benefit from a shared space to develop their interests with the help of others. It would be possible to gradually acquire communally owned tools and workshop equipment.

It would be possible for small businesses to set up permanently as the centre became established. A good example is the [Bicester Heritage](#) centre. Allowing access to mobile food and beverage vans like Milton Park's [Wandering Feast](#) would be great. I wonder if it would be possible to create a summer beer garden, run as a seasonal "outpost" of the Red Lion to take advantage of summer sun ? Not sure of the licensing rules.

Some communal tennis courts, or perhaps a bowling green, cricket pitch, bike pump track or

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skateboard park, or other outdoor sports facilities would be great, and would complement the football fields.

Of course, this sounds like daydreaming, and I have no idea how it would be financed, but Aston could grow its already good community atmosphere if a way were found to engage many of the talented professional people who live here. I'd be willing to help set up a Maker Space / Upcycling Centre. All of this would complement Aston Pottery, without competing.

I'd like to put forward a suggestion regarding the North Farm Site development opportunity. I agree with the idea of a community Hub and recreational space, but would also like to propose a suggestion for a 'hot desk' open office style working space. With the increase in home working, it would be great to have a community area to visit to work away from the home. This would provide people who live alone the opportunity to interact with others or those with a busy home some much needed quiet working time.

Please include my proposal within the scope of future discussions.

I have lived in Aston for 50 years and I am a builder . I have , as long as I can remember viewed the farm site and thought that it would be ideal to place for a convenience store and restaurant/ wine bar pub .

The main reasons being parking space that would be enabled and maybe a drive in through system with an entry and exit at opposite ends of the site .

I am obviously aware of the recent set up of a community shop and competition the new bar /restaurant would be for The Red Lion . I wonder whether both establishments could be moved to the North Farm site as the positions in the Square that they currently reside are not ideal .

Following the article on North Farm development in The Voices Newsletter (Issue 178) I would be grateful for a little more information.

1. Could you outline/give more details about the informal discussions you have had with the WODC planners including which builders have been involved in consultation.
2. Have TVP Crime Prevention Design Advisors been involved at this stage/have DOCO principles been considered?
3. You mention a commercial/social hub. What exactly is meant by this?
4. You mention affordable housing. How many houses are being considered? Why is this necessary given the recent new builds that already stand empty in Aston?
5. North Street is already a congested road with heavy traffic volume. How do you propose to manage the increase that adding a development this size will add?

Whilst I appreciate that you are keen not to see the site left empty and that at some point plans need to be made I am frustrated that the article was not made more prominent and that we have not had a separate communication detailing this so that it is not overlooked amongst other newsletter articles.

Aston, Cote, Shifford and Chimney Parish Council

<p>This is a very important development and whatever options are considered need to be sustainable, offer real benefits to the local community, whilst being sensitive to the environment.</p> <p>In this context, and most importantly, the farm buildings support an active family of barn owls and whatever plans are adopted, need to ensure minimal disturbance to them.</p> <p>I look forward to consulting with you further with this at an appropriate stage, if and when further plans are developed.</p>
<p>I have just realised I am a day late with the email. My apologies.</p> <p>It would be lovely to see this site developed for the community. Suggestions</p> <ul style="list-style-type: none">- Public parking space: the village is devoid of parking for the shop and the pub and many houses do not have parking making it difficult for visitors.- Convert the house into a pub/restaurant B&B- Horse riding school/stables- Erection of workshops/studios to let for arts, crafts, forge, farrier etc with possibility of classes.- Public/community garden <p>IF there has to be any housing, it should be limited to genuinely affordable, ie low cost, units such as studios and flats for singles or couples. There are far too many enormous houses in the village already.</p>

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 11c

Aston Football Club Small Grant Funding Request

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL SMALL GRANT SCHEME APPLICATION FORM – 2020/21

ABOUT YOUR ORGANISATION:		
Name	ASTON FOOTBALL CLUB	
Address	ASTON VILLAGE HALL PLAYING FIELDS COTE ROAD OX18 2DU	
Email address:	N/A	
Website:	N/A	
Contact Details:	First Contact	Second Contact
Name:	NICK AUGUS	IAN DUNSTAN
Position:	CLUB COACH	CHAIRMAN
Address:	39 RESSINGTON DRIVE WIMBORNE OX28 5FG	
Phone Number:	07972037882	07864322913
Mobile Number:	07972037882	07854322913
Email Address:	NICKAUGUS@HOTMAIL.CO.UK	IAN.DUNSTAN@GMAIL.COM

Aston, Cote, Shifford and Chimney Parish Council

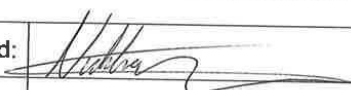
DETAILS OF ORGANISATION STRUCTURE :				
Constitution	Do you have a constitution?: Please indicate: YES (Please attach) NO			
Status: Are you one of the following? (If not, it does not prevent you from applying for a grant)				
Please indicate:	A registered charity?	A company limited by guarantee?	Applying for charitable status?	Other: Please state: <i>Football Club</i>
When did your group/organisation start?	<i>Unsure</i>			
What does your organisation do?	<i>Provides organised football for men aged 16 and above. We field 2 mens teams in the local utreney & district football league</i>			
Who does your group /organisation serve mainly?	<i>e.g. children, young people, senior citizens, rurally isolated people etc</i>			
DETAILS OF ORGANISATION FINANCES : Please attach a copy of your most recent accounts				
Total income in the last financial year including date of year end:	<i>E 1,621.60 E 1,621.60</i>			
Total amount spent in the last financial year:	<i>E 1,871.00</i>			
Current unrestricted reserve or savings as at date of application:	<i>E 0 - E 740 in account is usually what we have year on year</i>			
Current restricted reserve or savings as at date of application:	<i>E 0</i>			
From what sources does your organisation raise its income?	Income Source	Amount £		
	<i>Match Fees / Reg Fees</i>	<i>E 1,461.60</i>		

DETAILS OF MANAGEMENT STRUCTURE :	
How many people are there on your management committee?	<i>5</i>
How many staff do you employ?	<i>0</i>
How many volunteers do you have?	<i>5</i>

Aston, Cote, Shifford and Chimney Parish Council

PROJECT SPECIFIC INFORMATION :	
Please give more details about the project for which you are applying for this grant:	
We are applying for this grant because the current goals are old and in need of replacing, they are rusted and don't sit straight in the ground.	
Please justify the need for this project?	
In a year or so time these goals may be deemed as unsafe and at the moment they do not conform to current regulations.	
How will you monitor the progress of the project?	
As this is a one piece of equipment, once installed it will be used as normal	
How do you plan to judge the success of the project?	
We aim to have youth teams using these goals as they move up the age groups. Our 13 ^s already play on this pitch and thus would benefit from this grant as well	
TIMESCALE :	
Start Date	N/A
Finish Date	N/A
Ongoing, give details	We are raising funds for new goalposts
Please confirm that the expenditure has not yet been occurred nor the order placed by ticking in this box:	<input checked="" type="checkbox"/>
FINANCIAL INFORMATION ABOUT THE PROJECT :	
Please provide a break down of the total cost of this project including VAT (please provide details on a separate sheet if necessary)	
GOALS	£2,900 inc VAT
How much funding is your organisation requesting from Aston, Cote, Shifford & Chimney Parish Council via this form?	£500
Please detail other sources of funding obtained for this project, including funds being provided from the organisation's reserves	FF (Football Foundation) £1440 - Confirmed Bampton Welfare Trust £500 - TBC Club funds £400 - Confirmed

Aston, Cote, Shifford and Chimney Parish Council

DECLARATION:	
I am authorised to make this application on behalf of the above organisation and the information contained in this application is correct. If the information changes in any way I will inform Aston, Cote, Shifford & Chimney Parish Council at the earliest opportunity. I give permission for Aston, Cote, Shifford & Chimney Parish Council to record the information on this form electronically.	
Signed:	
Dated:	3/12/2020
Please include the following:	<ul style="list-style-type: none"> • Up to date accounts/financial statements & latest report (if available) • Constitution or a set of rules, if available • Copies of written estimates or catalogue pages if grant for equipment or capital costs
Please post the signed application together with all supporting papers to: Elaine Anstee, Clerk, Aston, Cote, Shifford & Chimney Parish Council. 16 Foxwood, Aston, Bampton, OX18 2DZ.	

Aston, Cote, Shifford and Chimney Parish Council**Aston FC Accounts
Season 19/20**

Opening Balance	£989.60
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Income

Match Fee's (inc. Fines/Reg Fee's)	1461.6
Aston Youth FC Membership (share)	£120.00
OFA Fines	£40.00
	<u>1,621.60</u>

Expenditure

OFA Affiliation	£238.00
W&D Affiliation	£57.50
W&D Reg Forms	£111.00
Line Paint	£38.00
Trophy Centre	£50.00
Postage	£1.50
Competition Entry OFA	£20.00
Kitwash	£520.00
Footballs	£125.00
OFA Fines	£100.00
Ref	£420.00
Lottery Licence Renewal	£20.00
Pitch Hire	<u>£170.00</u>
	1871

Summary

B/BF	£989.60
Income	£1,621.60
Expenditure	<u>£1,871.00</u>
Balance	£740.20

Aston, Cote, Shifford and Chimney Parish Council**Agenda Item 14a*****Financial Matters*****Cash Balances**

£

UNITY TRUST CURRENT ACCOUNT

Balance on 30 November 2020	30,025.20
December payments	(1864.48)
VAT Refund to 30 Sept 2020	843.34

Balance on 30th November 2020

29,004.06

CCLA INVESTMENT ACCOUNT

Balance on 31 st October 2020	48,682.94
Transactions in month of October	3.62

Balance on 30th November 2020

48,686.56

TOTAL CASH HOLDING AT 30th November 2020

£77,690.62

Aston, Cote, Shifford and Chimney Parish Council**Agenda Item 14b – Bank Reconciliation to 31st December 2020**

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL			
BANK RECONCILIATIONS AT	31 December 2020		
	£	£	£
	Receipts	Payments	
<u>Unity Trust Current Account</u>			
<i>Balance per Cash Book:</i>			
Balance b/f at 1/4/20			10,326.13
Total receipts in year	42400.79		
Total expenditure in year		23,722.86	
	42,400.79	23,722.86	18,677.93
<i>Closing balance per Cash Book</i>			<u>29,004.06</u>
RECONCILIATION			
Balance per Bank Statement			29004.06
<i>Reconciling Items</i>			
NONE	0.00	0.00	
	0.00	0.00	0.00
Balance per Cash Book			<u>29,004.06</u>
<u>CCLA</u>			
Balance per Bank Statement (no new statement)			48,686.56
Less: uncleared transactions			
NONE			0.00
Balance per Cash Book			<u>48,686.56</u>
TOTAL CASH BALANCES			<u>77,690.62</u>
Prepared by:	E Anstee		Date: 31.12.2020
Reviewed by:			Date:

Clerk's Briefing Notes – 7 January 2021
Aston, Cote, Shifford and Chimney Parish Council

Monthly (Year to Date) Financial Report – For Information

	£	As at 31/12/2020	Performance Against Budget	%	Commentary
2020-21 Budget					
RECEIPTS					
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 Cllr PG for Lights
Interest	360	89	271	-25%	CCLA Investment Account
VAT Refund	0	1428	-1428	0%	
INVESTMENTS IN	0	0	0	0%	
Sundry	0	10000	-10000	0%	\$106 for Traffic Calming in Aston
Total Receipts	30833	42490	-11657	-38%	
EXPENDITURE					
Clerk's salary	3,740	2763	977	-74%	
Working from home allowance	216	154	62	-71%	
HMRC	900	763	137	-85%	
Bank charges	72	36	36	-50%	£6 per month due quarterly.
Office equipment	2,000	693	1307	0%	
Office running costs	284	417	-133	-147%	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	2751	3588	-43%	Ubico - Renewal due 2021
Grass Cutting - playing field	1591	1190	401	-75%	DJ - renewal due 2021
Grants paid under statute	4235	4385	-150	-104%	
Dog & Litter Bin Emptying	249	280	-31	-113%	WODC - plus new bin from Feb 2020
Fete Bins		0	0	0%	
Training & Travel	527	25	502	-5%	
Clock Maintenance	229	0	229	0%	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	2063	-2063	0%	
Village maintenance (Lengthsman)	1500	200	1300	-13%	VE/VJ Bench Installation
Small Grants	1115	500	615	-45%	
Total Expenditure	25702	17347	8355	-67%	
Projects					
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%	
Total Project Spend	7214	0	7214	0%	
Contingency Budget	5000	0	5000	0%	
			0		
OVERALL EXPENDITURE	37916	23723	14193	-63%	
SURPLUS/(DEFICIT) FOR THE YEAR	-7083	25142	-32225	0%	
Reserves					
Opening at 1 April	52048	0	52048	0%	
Closing at 31 March	44965	-6059	51024	13%	
Closing reserves analysis:					
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%	
	44965	-6058	51024	13%	