

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

CLERK'S BRIEFING NOTES

PARISH COUNCIL MEETING ON 7 MAY 2015

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Prepared by Helen Sandhu
30 April 2015

Correspondence sent since 9 April 2015

- a) Letter to Aston & Community Trust containing playground maintenance grant and asking about the maintenance plans for 2015 and the longer term plans for the playgrounds
- b) Letter to WODC requesting trigger of six month sale moratorium on Red Lion
- c) Letter to St Mary's Church, Shifford enclosing grass cutting grant

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL INSURANCE RENEWAL 2015

- 1.0 The Parish Council's insurance is currently with Aon (underwritten by Allianz).
- 2.0 The insurance period runs from 1 June.
- 3.0 A renewal notice has been received from Aon, with the premium held at the prior year level (£434.03).
- 4.0 The Clerk requested quotations from two other insurers; Came & Company and Zurich. Zurich's quotation is £453.29 - £19.26 higher than Aon's. Came & Company advised by telephone that their quotation would be around £700. As this is substantially higher than the alternative insurers, the Clerk agreed with Came & Company that there was no point in them submitting a detailed quotation.
- 5.0 For their renewals in 2015, Aon has introduced new "block" insured levels for parish council assets, which are substantially higher than the Parish Council requires. They have advised by telephone that there is not an option to reduce the block cover, and that this change in approach has not affected the insurance premium. The block cover does mean that if the Parish Council were to replace/increase the assets held, there would be no increase in the insurance cost, as the new assets would be covered by the block cover.

6.0 **Insured Details**

Insured Item	Sum Insured - Aon	Sum Insured - Zurich
<i>Mandatory covers:</i>		
Public Liability	£10 million	£12 million
Employers Liability	£10 million	£10 million
Money	Varies by type	Varies by type
Fidelity Guarantee	£250,000	£250,000
<i>Optional Covers</i>		
Property Damage:		
Cote Road Noticeboard	Block street	£1,337
2 bus shelters	furniture cover:	£9,549
5 benches	£72,000	£3,714
War Memorial	£48,000	£48,339
Officials' Indemnity	£500,000	£12 million
Legal expenses	£250,000	£100,000
Libel & Slander	£250,000	£250,000
Personal Accident	£100,000	£50,000
Property damage excess	£125	£100

7.0 **Recommendation**

- 7.1 That the Parish Council reviews and considers the insurance renewal and decides whether the level of cover remains appropriate to the Parish Council's needs.
- 7.2 That the Parish Council decides which quotation to accept.

Prepared by Helen Sandhu, Clerk & RFO
30 April 2015



EDEN HOUSE
TWO RIVERS BUSINESS PARK
STATION LANE
WITNEY
OX28 4BL

TEL: (01993) 890760
FAX: (01993) 779746
enquiries@edegroup.community.co.uk

Mrs Helen Sandha
1 Manor Close
Aston
Bampton
Oxfordshire
OX18 2DD

Our Ref: NB/raa
17 April 2015

Dear Mrs Sandha

Please find enclosed a copy of our proposed Construction Management Plan, which is yet to be approved by WODC, for Ham Lane, Aston.

If you require any further information please do not hesitate to contact me.

Yours faithfully

PP RH

Neil Bound
Building Manager/ Surveyor

Enc



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www.edehomes.co.uk

CONSTRUCTION METHOD STATEMENT

THISTLE COTTAGE HAM LANE ASTON

In accordance with current legal and company policy, the following actions will be implemented.

With reference to the attached drawing from Oxford Planning Partnership AST2/P/3

The site compound with parking and light storage facilities, along with the welfare and office, will be within the confines of the existing copse known as Thistle Cottage. This compound will be made secure using Heras panels with a locked gated entrance at cease work.

Bulk storage, welfare and parking will be as indicated on the site drawing.

The duration of the planned works is approximately 12 months, and at no time during this period, will there be any activities involving the loading or unloading of materials on Ham Lane. Signage will be in place directing site contractors to park within the confines of the site. No parking will be permitted on Ham Lane, the Site Agent will reiterate this policy during the Site Induction.

Within the site there is sufficient space available for all building work activities to take place. I have taken into account the use of mobile all terrain cranes, The use of forklifts and the operating area required for safe working. Where necessary, protective netting will be installed on the scaffolding to prevent any loose materials being blown onto Ham Lane and neighbouring properties.

There are currently a number of trees under a Tree Protection Order and are protected by scaffold and steel mesh, statutory signage will also be prominently displayed.

Delivery timings have been given close consideration and are to be from 0800 to 1600 Mon-Fri with only an occasional delivery on Saturdays, which will take place during the hours of 08.30 to 12.00 The Company Site Agent will be informed from the supplier of any large loads, and prepare the site accordingly. Delivery vehicles are to enter the site as normal, as illustrated on the site plan, and if necessary using a Banks Man to exit the site. The primary route for deliveries will be via the A40 and A415.

In accordance with Ede Homes Ltd Health & Safety Policy, the Site Agent will actively encourage the philosophy of a '*clean site is a safe site regime*' and in addition to this we will have in place the option of a road sweep via mechanical means should the need arise.

To summarise and conclude:- Given the layout and topography of this site I feel that there will be only a negligible impact, on Ham Lane and the local road infrastructure of Aston. Traffic and pedestrian activities during the construction phase will be minimalized as much as possible.

15 March 2015



Vince Mingham

Company HSO/Administrator



EDEN HOUSE
TWO RIVERS BUSINESS PARK
STATION LANE
WITNEY
OX28 4BL

TEL: (01993) 890760
FAX: (01993) 779746
enquiries@edegroup.community.co.uk
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THISTLE COTTAGE HAM LANE ASTON SITE WASTE MANAGEMENT POLICY

FORECASTING WASTE PRODUCTION DURING CONSTRUCTION.

Waste can be generated on site in a variety of ways, namely:

1. Changes in design specifications leading to unused materials on site.
2. Material damage due to inappropriate storage and handling of materials.
3. Lack of recording the material supplied, delivered and used on site.
4. Lack of communication between the tradesmen and rework done on the structure as a result.
5. Excess material left due to over ordering.
6. Temporary works surrounding the building.
7. Off-cuts of different materials during the construction of the building.
8. Office and canteen waste.
9. Dumping domestic waste on site, and vandalism.

PROVISIONS MADE FOR WASTE MANAGEMENT

Where possible site waste will be placed in a designated 20 yard skip for segregation at the waste recycling depot, waste metals and timber will have a dedicated skips.

Timber that has not been the subject of a previous recycling process will be placed in the timber skip. A designated area of the site will be provided for the safe storage of skips

Building materials such as blocks and bricks will be on a 'call off' process and there for, should not generate excess waste, where possible the remaining blocks etc, will be re-located within the company's existing building projects.

CONTRACTUAL AGREEMENTS

Builders Ede Ltd, objective for good practice waste management will translate into a clear minimum requirement in the tender documentation.

Appointing a supply chain manager during the construction and operation.

Using waste management contracts tendered on the basis of optional prices for segregation of waste and increased reuse and recycling.

Prospective sub contractors will be required in their tenders to indicate the likely waste recovery targets that can be achieved on the project given the stage of the design.

SUB-CONTRACTORS PRODUCING SIGNIFICANT WASTE

Wain & Francis Ltd (bricklayers)

Kevin Hood Carpentry Ltd

B Jacks (groundworks)

Plastering company to be decided

OVERALL STRATEGY

1. **Waste minimisation**- reducing the quantity of waste before it comes on to site and avoiding unnecessary waste produce on site.
2. **Waste reuse**- reusing material generated on site through both the demolition and construction phases.
3. **Waste management**-minimising the quantity of waste generated that is sent to landfill, through segregation and recycling.

REGULATORY REQUIREMENTS

Waste Carrier Licences

Waste Management Licenses

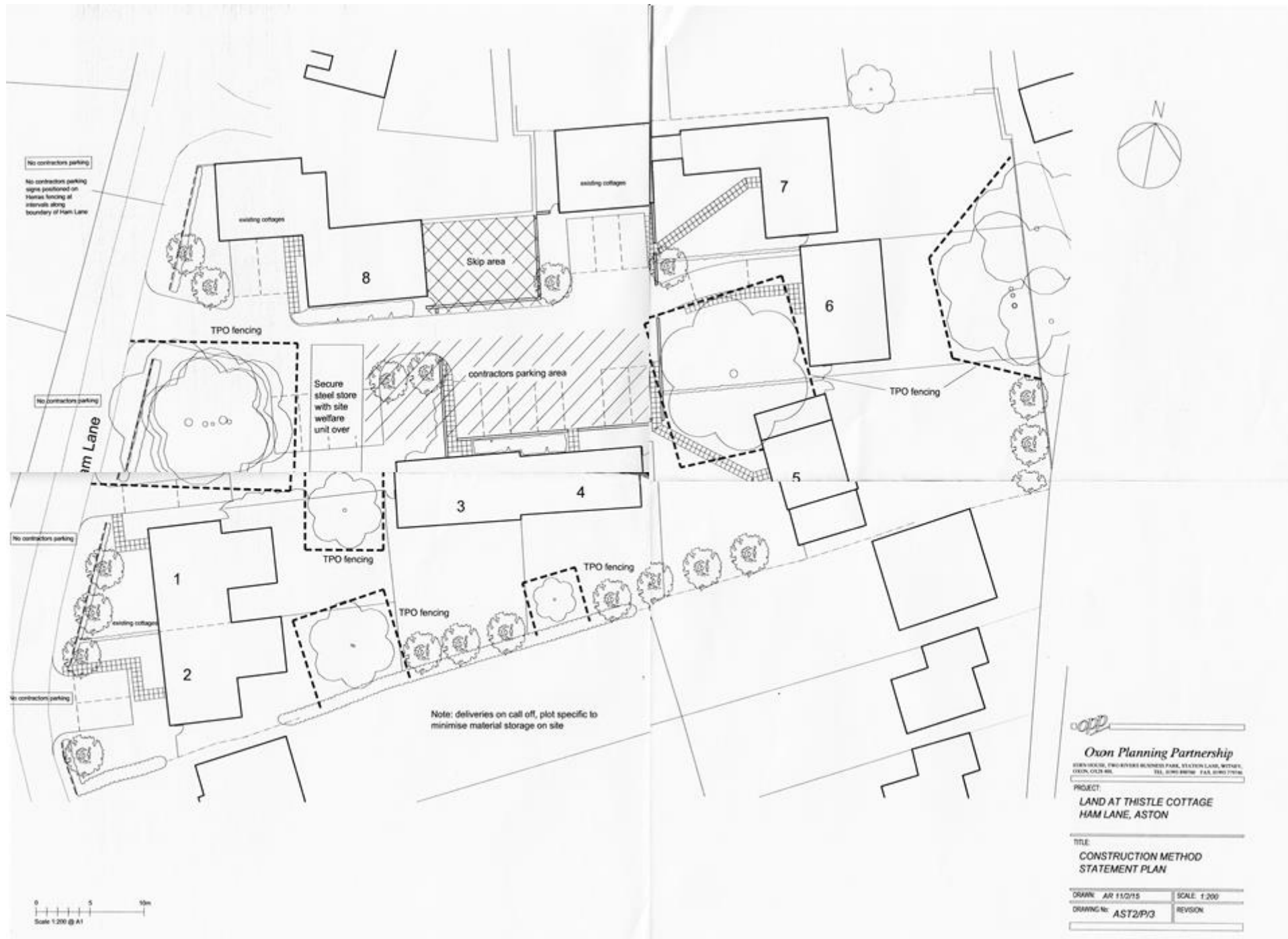
Waste Transfer Notes

Special Waste Consignment Notes

15 04 15



Vince Mingham
HSO/Administrator



Financial Matters

1. Cash Balances

	£
<i>CURRENT ACCOUNT</i>	
Balance at 31 March 2015	7,145.82
Payments authorised & signed on 9 April 2015	(1,566.93)
Receipts in month – first half precept and WODC grant, OCC grass cutting grant	13,555.34
Balance at 30 April 2015	<u>19,134.23</u>
 <i>BUSINESS DEPOSIT ACCOUNT (Santander Bank)</i>	
Balance at 31 March 2015	16,779.68
Transactions in month: interest received	6.41
Balance at 30 April 2015	<u>£16,786.09</u>
 TOTAL CASH HOLDING AT 30 APRIL 2015	<u>£35,920.32</u>

2. Bank Reconciliations at 31 March 2015

<i>CURRENT ACCOUNT</i>	£
Bank Statement Balance at 31 March	8,314.66
Reconciling items	
Unpresented cheques	
22282 – Information Commissioner	(35.00)
22284 – WODC	(533.84)
22286 – St James' Church	(600.00)
Cash Book Balance at 31 March	<u>7,145.82</u>
 <i>DEPOSIT ACCOUNT</i>	
Bank Statement Balance at 31 March	16,779.68
Reconciling items	
NONE	NIL
Cash Book Balance at 31 March	<u>16,779.68</u>

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL
YEAR ENDED 31 MARCH 2015
RECEIPTS & PAYMENTS ACCOUNT

	Relevant Statute	Full Year Budget 2014/15	Year ended 2014/15	Year ended 2013/14
RECEIPTS				
Precept		18,136	18,136.00	17,510.00
Council tax support grant (WODC)		732	731.71	990.00
Grants (grass cutting & posts)		1,945	2,472.21	2,266.76
Funding for footway works at The Square				4,974.00
Interest		100	126.82	137.03
Sundry				176.25
VAT refund received			1,323.92	1,896.50
TOTAL RECEIPTS		20,913	22,790.66	27,950.54
PAYMENTS				
<u>Ordinary Expenditure</u>				
Clerk's Salary	LGA 1972, s112	4,140	4,139.80	4,020.80
Office running costs	LGA 1972, s111	572	439.25	540.69
Website	LGA 1972, s111	121	155.36	95.90
Insurance	LGA 1972, s111	447	434.03	425.87
Audit	LGA 1972, s111	100	200.00	100.00
Village Hall Rental/Cost APM	LGA 1972, s111	40		4.59
Subscriptions	LGA 1972, s143	360	312.78	344.20
Chairman's Allowance	LGA 1972 s15(5)	100	40.23	
<u>Expenditure under Statute</u>				
Grass Cutting - verges & War Mem	HA 1980, s116	4,108	4,979.79	2,764.00
Grass Cutting - playing field	LG(MP)A 1976, s19	840	784.00	284.16
Grants - See Separate Analysis		3,100	2,740.00	2,160.00
Dog & Litter Bin Emptying	Litter Act 1983	209	220.39	199.08
Training & Travel	LGA 1972, s174	220	173.15	
Clock Maintenance	PCA 1957, ss2 & 6	202		675.00
Bus Shelter Cleaning	LG(MP)A 1953, s4	105	75.00	100.00
Repairs (incl Cote phone kiosk)		500		63.00
<u>Expenditure from "Free Resource" (S137)</u>				
Village maintenance/Lengthsman		2,000		744.00
Subscriptions		91	101.00	87.50
Grants - See Separate Analysis		1,430	285.00	735.00
<u>Projects</u>				
Footway resurfacing	LG(MP)A 1976, s19			4,974.00
Aston Square	LGA 1972, s137	5,000		250.00
War Memorial Posts	WM (LAP) Act 1923 s1 & 3	1,000	750.00	1,260.00
Replacement bench	PCA 1957 s1			407.82
Cote info signs	LGA 1972, s144		29.80	
Aston Pottery signs	LGA 1972, s144			352.49
Contingency Sum		7,000		
VAT Paid			1,187.25	2,134.04
TOTAL PAYMENTS		31,685	17,046.83	22,722.14
Excess/(Deficit) of Receipts over Payments for Financial Year				
		(10,772)	5,743.83	5,228.40
Add: Surplus b/f from prior years		18,182	18,181.67	
Surplus c/f		7,409	23,925.50	
Representing:				
Recreational amenities reserve			13,925.50	
General reserve			10,000.00	
			23,925.50	

Section 1 – Accounting statements 2014/15 for

Enter name of

reporting body here:

ASTON, COTE, SHIFFORD & CHIMNEY PARISH

Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2014 £	31 March 2015 £	
	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.		
1 Balances brought forward	12953	18182	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	17510	18136	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) Total other receipts	10441	4655	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	4021	4140	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	18701	12907	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	18182	23926	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	18182	23926	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - to agree with bank reconciliation.
9 Total fixed assets plus other long term investments and assets	12119	12869	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March
10 Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Disclosure note Trust funds (including charitable)	yes —	no NO	The council acts as sole trustee for and is responsible for managing trust funds or assets. N.B. The figures in the accounting statements above do not include any trust transactions.

I certify that for the year ended 31 March 2015 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

I confirm that these accounting statements were approved by the council on this date:

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

**ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL
ANNUAL GOVERNANCE STATEMENT 2015**

1.0 Introduction

The Annual Governance Statement that must be completed by the Parish Council and submitted to the external auditor is attached.

2.0 The Clerk offers her advice on the Parish Council's completion of the Statement as follows:

2.1 Assertion 1 – preparation of accounts

The accounts have been properly prepared in accordance with current Accounts and Audit Regulations and proper practices.

2.2 Assertion 2 – system of internal control

The Parish Council's Statement of Internal Control and Annual Review of Effectiveness of Internal Control were reviewed and approved at the meeting on 5 March 2015.

2.3 Assertion 3 – legal powers, codes of practice

Legal powers for activities and expenditure are noted at every meeting on the Agenda and Minutes.

2.4 Assertion 4 – exercise of electors' rights

Current Freedom of Information regulations adopted. Proper display of notices about annual accounts and audit put on Noticeboard.

2.5 Assertion 5 – risk assessment

Risk assessment reviewed and readopted at the Parish Council meeting on 5 March 2015.

2.6 Assertion 6 – internal audit

Independent internal auditor retained. Review of the effectiveness of internal audit carried out as part of the review of the effectiveness of the system of internal control at the Parish Council meeting on 5 March 2015.

2.7 Assertion 7 – response to internal and external audit

No matters arising requiring action at the external or internal audits for 2014.

2.8 Assertion 8 – matters arising after the year end

The Clerk reports that there are no such matters arising.

3.0 Recommendation

That the Parish Council considers and completes the Annual Governance Statement in conjunction with the Clerk's comments as given in section 2 above.

Prepared by Helen Sandhu, Clerk & RFO
30 April 2015

Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

ASTON, COTE, SHIFFORD & CHIMNEY PARISH

Council/Meeting

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2015, that:

	Agreed –		'Yes' means that the council.
	Yes	No*	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	Yes		prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Yes		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances.	Yes		has only done what it has the legal power to do and has complied with proper practices in doing so.
4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	Yes		during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Yes		considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.	Yes		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the council.
7 We took appropriate action on all matters raised in reports from internal and external audit.	Yes		responded to matters brought to its attention by internal and external audit.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.	Yes		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	yes	no NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by the council and recorded as minute reference

dated

Signed by:

Chair

dated

Signed by:

Clerk

dated

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the council will address the weaknesses identified.

Section 4 – Annual internal audit report 2014/15 to

ASTON, COTE, SHIFFORD & CHIMNEY PARISH

Council/Meeting

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2015.

Internal audit has been carried out in accordance with the council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the council.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A Appropriate accounting records have been kept properly throughout the year.	✓		
B The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	✓		
H Asset and investments registers were complete and accurate and properly maintained.	✓		
I Periodic and year-end bank account reconciliations were properly carried out.	✓		
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	✓		
K Trust funds (including charitable) The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit

N. HOSKINS

Signature of person who carried out the internal audit

Date 28/04/15

If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

**"Wyvern"
COTE
Near Bampton
Oxfordshire OX18 2EG**

29 April, 2015

To the Members of the Aston, Cote, Shifford and Chimney Parish Council

I have completed the Internal Audit and signed that section of the Annual Return for the year ended 31 March, 2015. No matters arose which require bringing to your attention.

Nick Hoskins, FCA
Hon Internal Auditor