

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

CLERK'S BRIEFING NOTES

PARISH COUNCIL MEETING ON 7 October 2021

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Prepared by Elaine Anstee
1st October 2021

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 9

Correspondence

Ltr – Barley Park Partnership re Bull Street Ditch – 26.9.21

All other correspondence by email.

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 11a

Oxfordshire Local Plan 2050

The latest consultation on the Oxfordshire Plan 2050 has now launched and runs until 8 October.

Why should you care what Oxfordshire will look like in 30 years' time?

This is an opportunity for older residents to leave a legacy for future generations and younger residents to have a say and live through the changes.

The Oxfordshire Plan will set the development framework for the county for the next generation. It will affect all Oxfordshire residents: either directly, through development; or indirectly, through impacts on services, infrastructure, and our countryside.

CPRE Oxfordshire wants to ensure the Oxfordshire Plan only commits our future generations to a level of growth that can be accommodated without undue damage to our countryside and reflects the County's rural character. That means guiding development to the right places and building high-quality compact housing to make the best use of scarce land.

How can generated growth be absorbed throughout Oxfordshire?

Overall, there is a lot of land already released in Local Plans, therefore, CPRE Oxfordshire believe we should be looking at how such sites can be maximised before sacrificing yet more countryside.

How much growth should there be?

The consultation document sets out three growth scenarios for 2020-2050:

- Standard Method 'Adjusted' - 102,000 houses
- Economic Growth Model 1, described as 'Business as Usual', - 123,000 houses (2 more OxforDs)
- Economic Growth Model 2, described as 'Transformational', - 153,000 houses (2.5 more OxforDs)¹.

All options would be challenging, with the lowest - Standard Method - being the least likely to cause unacceptable harm.

We urge you to respond to the consultation it is our best chance of having a say and influencing both the outcomes of this Plan and the OxCam Arc proposals.

What level of growth is consistent with protecting our environment and rural character?

It's time to get the balance right.

**** CPRE Oxfordshire has produced an 'Initial Views' Briefing to help navigate the Oxfordshire Plan 2050 and a Ten Minute Response Guide if you'd like to respond but don't know where to start! ****
Both can be downloaded below.

Aston, Cote, Shifford and Chimney Parish Council



Oxfordshire Plan 2050 Policy Options Consultation

Regulation 18 Part 2 – Consultation response form

Please Return to the Oxfordshire Plan Team by Friday 8th October 2021

By Post: Oxfordshire Plan Team,
Speedwell House,
Speedwell Street,
Oxford.
OX1 1NE

Or by Email: info@oxfordshireplan.org

This form has two parts-
PART A – Personal Details
PART B – Your Representation(s).

PART A

	Personal details	Agent's details (if applicable)
Title		
First Name		
Last Name		
Job Title		
Organisation		
Address line 1		
Line 2		
Line 3		
Line 4		
Postcode		
Telephone Number		
Email		

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PART B

To which part of the consultation does this representation relate?

General Comment ☐ **Paragraph** ☐ **Policy Option** ☐ **Spatial Option** ☐

What is the nature of your comment?

Support ☐ **Object** ☐ **Observation** ☐

Please provide details of your response as necessary:

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

Agenda Item 11b

Consultation on Ox-Cam Arc



Thursday, 2 September 2021

Dear Parish Councillor,

Re: Oxford-Cambridge Arc public consultation – closes on 12 October 2021

On 20th July, central government published a consultation to engage with local communities about the future of the Oxford-Cambridge Arc, seeking views to help shape a vision for the Spatial Framework.

It's about this consultation that we write today, as we urgently want to make sure as many people have the opportunity to contribute to this consultation. We are particularly keen to hear from those communities that may be traditionally less well heard or have little experience of engaging with government and consultations. We are therefore asking if you could help to share information about it among residents, businesses and local organisations. For example, you could share information in your resident newsletters, on your Facebook page or on your noticeboards.

Consultation information:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1003974/Creating_a_vision_for_the_Oxford-Cambridge_Arc.pdf

Consultation responses online submission: <https://placebuilder.io/futureofthearc>

Background

The Arc spans the five counties of Oxfordshire, Bedfordshire, Buckinghamshire, Northamptonshire and Cambridgeshire. This forms an 'Arc', which provides a place to live for approximately 3.7 million residents and supports over 2 million jobs. It is a unique place, home to cutting-edge research, globally renowned science and technology clusters, and some of the most productive towns and cities in the country. It contains a vibrant natural environment, world-leading universities, and a rich cultural heritage, all of which makes it a desirable place to live, visit, work and invest. The Arc is home to one of the fastest growing economies in England, and has been designated by the Government as an area of national economic importance.

We have an opportunity to benefit communities by better connecting people, places, services and businesses through more sustainable transport and ensuring development across the area is truly sustainable. However, if we are to meet the challenges that come with growth and protect and enhance the Arc's heritage and environment, we must plan better across administrative boundaries and seek to provide for future needs, delivering the right development and supporting infrastructure in the right places at the right times.

In February this year, the Government [published details](#) about the intention to create a long-term strategic plan for the Arc, called a 'spatial framework'. This Spatial Framework will provide a vision for the future of the whole area to 2050 and beyond, in order to better coordinate and focus investment and shape future local planning decisions on how land is

Aston, Cote, Shifford and Chimney Parish Council

used, how the environment is protected and enhanced, where and what type of new development happens, and what infrastructure is provided. It will set national planning policy and national transport policy for the Arc, helping to guide strategic development in the area in a way that supports sustainable economic growth and benefits communities across the Arc.

Consultation

This consultation is the first phase of the Government's work on this Spatial Framework and brings a different approach to how and when central government engages locally on what will be national policy. The Government is engaging at this early stage to make sure those who live, work or have an interest in the region can have a meaningful voice in the development of the Spatial Framework, and that it can be built upon the aspirations and needs of the people it will serve.

This first consultation is seeking views from the public about their vision for the area, and their priorities for the Arc in the years to come.

These views will help shape the vision for the Arc Spatial Framework, ultimately guiding future growth in the Arc to 2050. Alongside the consultation to create a vision, the Government is also seeking views on its initial plans for the Framework's Sustainability Appraisal - its process for ensuring that any policy going into the Framework is developed with environmental, economic and social sustainability at its heart.

This consultation marks the first of a three-stage process for the development of the Spatial Framework, as outlined by the Government. There will be two further consultations and other opportunities to liaise with central Government on the future of the Arc across the two-year project.

Maximising participation

It is important that the vision for this Spatial Framework reflects the aspirations and priorities of those living, working, or with an interest in communities across the Arc. This is why we ask directly for your help in bringing this consultation to the attention of your residents and networks, particularly younger people and people who wouldn't normally engage in processes like this.

To this e-letter, we attach a poster and some promotional materials that you could share online.

The government has also created an [online toolkit](#) which can be used by councils and local organisations to help inform discussion about what the Spatial Framework will be and about the key themes in the consultation. The central government team has engaged with the communications teams and representatives of the County, Unitary and District councils across the Oxford-Cambridge Arc on this consultation and toolkit.

We expect that local councils will be submitting individual responses to the consultation, as well as a joint response through the Arc Leadership Group. We encourage all Parish Councillors and councils to respond also.

To gather views from residents and local businesses, the Government has launched a new online tool, designed to make it as quick and easy as possible for residents and members of the public to make their voice heard. This can be found here: <https://placebuilder.io/futureofthearc>. Alternatively, written submissions can be sent in also. Details about this can be found in the [consultation information](#).

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Agenda Item 13b

Governance – Policies for Review –

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

Media Policy

**Adopted by the Parish Council at the meeting on 4 March 2010
Reviewed at the monthly meeting on 7 October 2021**

1.0 Introduction

- 1.1 The purpose of this policy is to define the roles and responsibilities within the Council for contact with the media.

2.0 Contact with the Media

- 2.1 Approaches from the media should be referred to the Chairman who is the authorised contact with the media in consultation with the Parish Clerk. The Parish Clerk is, however, given permission to speak to the media in the Chairman's absence.
- 2.2 Statements made by the Chairman to the media should reflect the Council's opinion.
- 2.3 Other Councillors can talk to the media but must ensure that it is clear that the opinions given are their own and not necessarily those of the Council.
- 2.4 Caution should be exercised when submitting letters to the editor for publication in newspapers. There are occasions when it is appropriate for the Council to submit a letter, for example to explain important policies or to correct factual errors in letters submitted by other correspondents. However, such letters should be kept brief and balanced in tone and correspondence should not be drawn out over several weeks.
- 2.5 Letters representing the views of the Council should only be submitted by the Chairman or the Parish Clerk. If other Members choose to use the letters column to express their own opinions on Council policies, they should make clear that the views put forward are those of the individual Member. Care should be taken not to disclose any information of a confidential nature, if a member is unclear whether information is confidential they should consult the Parish Clerk.
- 2.6 At all times consideration should be given as to how the correspondence may affect the reputation of the Council. The Parish Council's Code of Conduct is relevant here – section 5. states that "You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute."

Elaine Anstee
Parish Clerk
October 2021

Aston, Cote, Shifford and Chimney Parish Council

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

PROTOCOL FOR RECORDING AT PUBLIC MEETINGS

There is no requirement to notify the Council if you intend to record a public Council meeting, but as a matter of courtesy and in the interests of avoiding disruption, members of the public and press are requested to tell the Clerk of their intentions.

It should be noted that the Chairman of the meeting has absolute discretion to suspend or terminate any activities that, in his or her opinion, are disruptive.

To avoid disruption those recording, and in particular those filming the meeting, will be required to do so from one fixed point. An individual "roaming" around the meeting room will inevitably be disruptive and will not be tolerated.

A notice will be placed inside the meeting room warning members of the public that the meeting may be recorded in order that they may make an informed decision as to whether to attend. The statutory right to record the meeting overrides any individual objection to being recorded.

The Council asks those recording the meeting:

- Not to edit the recording in any way that could lead to misinterpretation of the proceedings. This includes not editing an image or views expressed in a way that may ridicule or show lack of respect towards those being recorded.
- To avoid recording members of the public present unless they are addressing the meeting.

Those intending to use large equipment or wishing to discuss any special requirements are advised to contact the Clerk (email: clerk@astonoxon-pc.gov.uk) at least 24 hours in advance of the meeting to seek advice and guidance. The use of flash photography or additional lighting will not be allowed unless it has been agreed in advance and can be done without disrupting the meeting.

At the beginning of each meeting, the Chairman will ask if anyone wishes to record proceedings and announce that the meeting is to be recorded should a notification have been received in advance.

E Anstee
Clerk and Responsible Financial Officer
October 2021

Aston, Cote, Shifford and Chimney Parish Council

Protocol on pre application meetings for major developments **Guidance for councillors and developers**

Adopted at a meeting on 5 March 2015

Preamble

Aston, Cote, Shifford & Chimney Parish Council recognises that pre-application discussions play an important role in major planning applications and welcomes the desire of many developers to consult both the council and the public more widely. However, the council is also aware of the importance of public perception in planning and the critical need to avoid any appearance that the council is conducting secretive negotiations or colluding with developers.

Pre-determination

In all meetings with developers' members are reminded of the critical importance of not pre-determining their position on any future application, as this could require them to take no part in the discussion. It is noted however that expressing a pre-disposition, for example of either 'welcome in principle' or 'concerns', is permissible.

Individual members' discussions

Individual members may be approached by developers for informal discussions of possible future applications. Whilst it is left to the individual judgement of members whether to take part in such discussions, based on the nature and likely level of controversy of the application, they are advised:

- i. To carefully consider the public perception of such meetings.
- ii. To avoid any appearance of collusion in applications likely to cause controversy.
- iii. To avoid accepting hospitality in connection with such meetings.
- iv. To advise the Chairman, and where possible the council, of such meetings

Members must not purport to be representing the council at such meetings, unless expressly authorised to do so by the council.

Pre application briefings

The council is, in general, willing to hold meetings with developers prior to public consultation on the following two conditions:

- i. Full public consultation is either already scheduled or firmly planned.
- ii. The meeting is open to the public to attend and has been reasonably advertised.

The policy of the council is not to hold private meetings with developers unless there is a necessary and compelling reason that could be justified to the public (for example a strong commercial sensitivity, where a developer wishes to receive a initial steer before deciding whether to progress).

Pre application public consultations

The council strongly encourages developers to carry out full public consultation before submitting plans for major developments, on the following basis:

- i. An accessible and convenient venue.
- ii. Sufficient publicity to likely interested parties, in good time.
- iii. Appropriate timings to allow as wide a range of people as possible to attend.
- iv. A genuinely open mind and willingness to adapt plans in response to feedback.

In general members are advised not to attend separate private briefings as part of public consultation, but instead to attend with the public.

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

£

UNITY TRUST CURRENT ACCOUNT

Balance at 31st August 2021	25,683.53
September payments	(3040.38)
WODC Precept (2)	14659.50

Balance at 30 September 2021**37,302.65***CCLA INVESTMENT ACCOUNT*

Balance at 31 st July 2021	48,699.84
Transactions in month of August	90.00

Balance at 31st August 2021**48,700.74****TOTAL CASH HOLDING AT 30 September 2021****£86,003.39**

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 14b

Bank Reconciliation to 30 September 2021

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL			
BANK RECONCILIATIONS AT 30 September 2021			
	£	£	£
	Receipts	Payments	
<u>Unity Trust Current Account</u>			
<u>Balance per Cash Book:</u>			
Balance b/f at 1/4/21			23,756.71
Total receipts in year	32447.53		
Total expenditure in year		18,901.59	
	32,447.53	18,901.59	13,545.94
<u>Closing balance per Cash Book</u>			<u>37,302.65</u>
RECONCILIATION			
Balance per Bank Statement			37302.65
<i>Reconciling Items</i>			
NONE	0.00	0.00	
	0.00	0.00	0.00
Balance per Cash Book			<u>37,302.65</u>
<u>CCLA</u>			
Balance per Bank Statement (no new statement)			48,698.53
Less: uncleared transactions			
NONE			0.00
Balance per Cash Book			<u>48,698.53</u>
TOTAL CASH BALANCES			<u>86,001.18</u>
Prepared by:	E Anstee	Date:	30.09.2021
Reviewed by:		Date:	

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

Monthly (Year to Date) Financial Report – For Information

	£	As at 30/09/2021	Performance Against Budget	%	Commentary
2021-22 Budget					
RECEIPTS					
Precept	29319	29319	0	0%	Complete
WODC Grant CTSG	0	0	0	0%	No longer paid
OCC grass cutting grant	1049	1049	0	0%	Recieved in Full against Grass Cutting Verges and WM
Interest	100	7	93	93%	CCLA Investment Account
VAT Refund	0	2080	-2080	0%	
INVESTMENTS IN	0	0	0	0%	
Sundry	0	0	0	0%	
Total Receipts	30468	32454	-1986	-7%	
EXPENDITURE					
Clerk's salary	4,073	2712	1361	-67%	
Working from home allowance	216	90	126	-42%	
HMRC	967	773	194	-80%	
Bank charges	72	36	36	-50%	£6 per month due quarterly.
Office equipment	250	0	250	0%	
Office running costs	384	397	-13	-103%	Photocopying/Printing/Stamps plus sundries
Website costs	150	17	133	-11%	Renewed for 2 years in 2020
Insurance	347	347	0	-100%	
Audit	240	0	240	0%	
Election Costs	0	0	0	0%	
Annual Parish Meeting expenses	40	0	40	0%	
Subscriptions	506	406	100	-80%	
Chairman's Allowance	100	0	100	0%	
Grass Cutting - verges & WS	7607	2174	5433	-29%	
Grass Cutting - playing field & WM	1909	1819	90	-95%	
Grants paid under statute	4235	2626	1609	-62%	
Dog & Litter Bin Emptying	400	204	196	-51%	WODC - plus new bin from September 2021
Fete Bins	0	0	0	0%	
Training & Travel	527	50	477	-9%	
Clock Maintenance	229	0	229	0%	New contract with Derby's from March 2020 for 3 years
Bus Shelter Cleaning	747	269	478	-36%	New bus shelter added in Nov 2020
Defibrillator pads/batteries	200	0	0	-100%	
Repairs	500	0	500	0%	
VAT Paid	0	1585	-1585	0%	
Village maintenance (Lengthsman)	1500	0	1500	0%	
Small Grants	1115	870	245	-78%	
Total Expenditure	26314	14375	11939	-55%	
Projects					
Aston History Project (£5K)	1280	0	1280	0%	
Traffic Calming Reserve	7210	4077	3133	0%	Section 106 funding received £10k
Defib in Cote Phone Box (3.5K)	550	450	100	0%	Refurb of Telephone box.
VE 75 Bench - 8 May 2020	0	0	0	0%	Funded from Village Maintenance Budget
New Dog Bin - Great Brook Road	0	0	0	0%	Funded from repairs budget
					Proposed - so funding available to support
New Reserve - North Farm	5000	0	5000	0%	any consultations
New Reserve - Office Equipment	500	0	500	0%	Proposed
New Dog Bin - Ham Lane	287	0	287	0%	Agreed
Chimney Defibrillator	7000	0	7000	0%	Working Balance
Total Project Spend	21827	4527	17300	0%	
Contingency Budget	5000	0	5000	0%	
			0		
OVERALL EXPENDITURE	37916	18902	19014	-50%	
SURPLUS/(DEFICIT) FOR THE YEAR	-7448	18079	-25527	0%	
Reserves					
Opening at 1 April	72451	0	72451	0%	
Closing at 31 March	44965	0	44965	0%	
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	0	4126	0%	
	44965	0	44965	0%	

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 14e

External Audit



Our ref: 979/911338/CAR/hd

6 September 2021

Mrs E Anstee
Aston Cote Shifford and Chimney Parish Council
16 Foxwood
Aston
Oxfordshire
OX18 2DZ

Moore East Midlands
Oakley House
Headway Business Park
3 Saxon Way West
Corby, NN18 9EZ

T 01536 461900

Moore East Midlands
Rutland House
Minerva Business Park
Lynch Wood
Peterborough, PE2 6PZ

T 01733 397300

www.moore.co.uk

Dear Elaine

Annual Governance and Accountability Return for the Year ended 31 March 2021

Please find enclosed the signed External Audit Report to accompany your Annual Governance and Accountability Return for the year ended 31 March 2021.

We also enclose a note of our charges based on the fixed rate audit fee as set by the Smaller Authorities' Audit Appointments Ltd.

Authorities who have not claimed exemption

Regulation 13 of the Accounts and Audit Regulations 2015 stipulate that Authorities, who are not inactive Authorities, must publish the following (including on the Authority's website):

- (a) The Statement of Accounts and Annual Governance Statement
- (b) The auditor's certificate and opinion
- (c) Any public interest report or other recommendation of the auditor.
- (d) A form of Notice of Conclusion of Annual Audit

A Notice of Conclusion of Audit form is available, if required, on our website using the link here <http://bit.ly/SmallerAuthorities>.

The notice must also state that an elector may inspect those documents at all reasonable times and without payment. The address and times when this inspection may be carried out must also be given.

Yours sincerely

Moore

Encs.

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

Section 3 - External Auditor Report and Certificate 2020/21

In respect of

Aston, Cote, Shifford & Chimney Parish Council

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it does not provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor report 2020/21

Except for the matter reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The Practitioners' Guide requires at paragraph 1.43 that a minute reference be entered in support of the approval process undertaken for Section 1 of the Annual Governance and Accountability Return. The minute reference provided on Section 1 does not relate to the meeting where Section 1 was found to have been approved by the Full Council on reviewing minutes held on its website. We note that this appears to be an error when inserting the date element of the reference as it has been provided as 2020 rather than 2021. The Council in the future should ensure that all minute references are accurately entered.

Other matters not affecting our opinion which we drew to the attention of the authority:

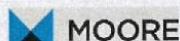
The date of approval provided on Section 1 of the Annual Governance and Accountability Return was incorrectly entered. The form was later amended and resubmitted with a date consistent with the date of approval provided on Section 2 and minute evidence found on the Council's website.

3 External auditor certificate 2020/21

We certify/ do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

*We do not certify completion because:

External Auditor Name



External Auditor Signature

Date

26/08/2021