

## ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

### CLERK'S BRIEFING NOTES

### PARISH COUNCIL MEETING ON 7 September 2023

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**Aston, Cote, Shifford and Chimney Parish Council**

**Agenda Item 9**

*Correspondence*

All correspondence by email

## Aston, Cote, Shifford and Chimney Parish Council

### Agenda Item 8b – WODC Local Plan – Consultation

Dear Clerk

*I am writing to let you know that the District Council has today launched an 8-week public consultation to help shape the development of the new West Oxfordshire Local Plan 2041.*

*The consultation runs from 30 August – 25 October 2023 and is focused on 3 particular elements:*

**Draft local plan objectives** – *a series of draft objectives which are intended to guide the future evolution of the plan in terms of its overall approach and anticipated policy content;*

**The future pattern of development in West Oxfordshire** – *different scenarios for how and where we might look to focus future growth in the period up to 2041;*

**Call for sites, ideas and opportunities** – *an open invitation for stakeholders to put forward their thoughts on how land in the District might be used in the future such as new housing, employment, infrastructure, community use, green space, nature recovery and renewable energy.*

*The feedback received will then be used to inform a series of preferred policy approaches which will be the subject of further consultation in due course.*

*To ensure the responses we receive are able to be easily analysed, we are encouraging all stakeholders to respond using our online digital platform: <https://yourvoice.westoxon.gov.uk/en-GB/>*

*Alternatively, written comments can also be submitted as follows:*

- Email: [planning.consultation@westoxon.gov.uk](mailto:planning.consultation@westoxon.gov.uk)
- Write to: Planning Policy Team, Woodgreen, New Yatt Road, Witney, OX28 1NB

*Hard copies of the consultation material will shortly be made available in the following locations:*

West Oxfordshire District Council Witney Town Centre Shop 3 Welch Way Witney OX28 6JH Tel: 01993 861000 Open: Monday – Friday 9am to 5pm	Witney Town Council Town Hall Market Square Witney OX28 6AG Tel: 01993 704379 Open: Mon, Tues and Thurs 8.30am to 5pm, Wed 9.30am to 5pm and Fri 8.30am to 4.30pm.	Carterton Town Council 19 Alvescot Road Carterton OX18 3JL Tel: 01993 842156 Open: Monday – Friday 9.30am to 4.00pm
Chipping Norton Town Council The Guildhall Market Place Chipping Norton OX7 5NJ Tel: 01608 642341 Open: Monday – Friday 9am to 1pm	Bampton Library Old Grammar School Church View Bampton OX18 2NE Tel: 01993 850076	Burford Library 86A High Street Burford OX18 4QF Tel: 01993 823377
Carterton Library 6 Alvescot Road Carterton OX18 3JH	Charlbury Library Charlbury Community Centre Enstone Road Charlbury	Chipping Norton Library Goddards Land Chipping Norton OX7 5NP

## Aston, Cote, Shifford and Chimney Parish Council

Tel: 01993 841492	OX7 3PQ Tel: 01608 811104	Tel: 01608 643559
Eynsham Library 30 Mill Street Eynsham OX29 4JS Tel: 01865 880525	North Leigh Library Memorial Hall Park Road North Leigh OX29 6SA Tel: 01993 882935	Stonesfield Library Village Hall Longore Stonesfield OX29 8EF Tel: 01993 898187
Witney Library Welch Way Witney OX28 6JH Tel: 01993 703659	Woodstock Library The Oxfordshire Museum Fletcher's House Park Street Woodstock OX20 1SN Tel: 01993 814124 07759 140531	Wychwood Library 29 High Street Milton-under-Wychwood OX7 6LD Tel: 01993 830281

*Please note that if you do respond to the consultation, your comments and details will be added to the Council's on-line consultation system, CitizenLab, on your behalf. View our full privacy policy [here](#). To complement the digital consultation, we will also be running a number of 'in-person' consultation events.*

### Focus for Discussion – The future Pattern of Development in West Oxfordshire.

#### 5. The Future Pattern of Development in West Oxfordshire

5.1 The Local Plan is ultimately a 'spatial' document, dealing with the distribution of different land uses across the District (e.g. housing, green space, infrastructure).

5.2 In preparing the plan, national policy requires the Council to promote a 'sustainable pattern of development' that seeks to: · Meet the development needs of the area; · Align growth and infrastructure; · Improve the environment; · Mitigate climate change (including by making effective use of land in urban areas) and adapt to its effects;

5.3 Establishing a clear pattern of development (or 'spatial strategy') also helps to provide certainty and enable change to happen in a co-ordinated, planned manner.

5.4 At this point in time, the Council does not yet have in place much of the key information that will need to feed into the Local Plan such as how many additional homes we need to plan for or how much employment space to provide.

5.5 We had originally anticipated that much of that information would flow down from the Oxfordshire Plan 2050, however because that is no longer progressing, we will need to collate our own additional evidence.

5.6 Whilst that is currently in train, it will be several months before we know the outcome and so the purpose of this part of the consultation is to generate an early discussion about how and where we might focus future growth in the District in a broad sense.

5.7 The location of future growth is a vital consideration for the new Local Plan, not least because different approaches will lead to different outcomes.

## **Aston, Cote, Shifford and Chimney Parish Council**

5.8 Thus for example a more 'dispersed' pattern of growth is generally likely to increase car use and associated carbon emissions unless coupled with significant improvements in rural public transport and EV charging capabilities. " NPPF Paragraph 11(a) 48

5.9 Conversely, a more 'concentrated' strategy focusing new development in locations which have strong public transport availability and pedestrian and cycle access, could help to reduce car use and lower carbon emissions.

5.10 For the purposes of this consultation, a total of 8 potential development 'scenarios' have been identified as follows:

- Scenario 1- Hierarchical approach
- Scenario 2 - Main Service Centre Focus (Witney, Carterton and Chipping Norton)
- Scenario 3 -Witney Focus
- Scenario 4 - Carterton Focus
- Scenario 5 - Dispersed Growth
- Scenario 6 -Village 'Clusters'
- Scenario 7 - New Settlement
- Scenario 8 - Public Transport Focus

5.11 A description of each scenario is provided below along with some brief commentary. This is intended to stimulate some broad discussion rather than providing an exhaustive critique of each approach.

5.12 The feedback received will be considered alongside relevant evidence as it emerges and used to shape a preferred approach which will be the subject of further consultation in due course. We anticipate that this will include an assessment of the relevant 'performance' of each scenario in terms of their associated carbon emissions / implications and also their impact on travel times on local roads.

5.13 It should be noted that the 8 potential development scenarios are not mutually exclusive and there is inevitably a degree of overlap between some of them. Depending on stakeholder feedback and further evidence of need and opportunity, it may be that a combination of different approaches is preferred as the Local Plan moves forward.

5.14 Before considering each scenario, it is worth emphasising that the current Local Plan will remain a live document for some time. This is important because it includes a number of allocated sites where the principle of development has already been established but construction has not yet started.

5.15 This includes:

- REEMA North, Carterton (300 homes)
- Land north of Hill Rise, Woodstock (120 homes)
- Land at Myrtle Farm, Long Hanborough (50 homes) · Woodford Way Car Park, Witney (50 homes) 49
- Land to the east of Witney (450 homes)
- Land to the north of Witney (1,400 homes) · Land to the east of Chipping Norton (1,200 homes plus 5 hectares of business land)
- Land to the west of Eynsham (763 homes<sup>2</sup>)
- Salt Cross Garden Village (2,200 homes plus 40 hectares of business land)

5.16 In preparing the new Local Plan, we will need to consider the progress being made with these sites and provided there are no significant impediments to delivery, they will be carried forward as existing commitments.

5.17 There are also a number of large sites with planning permission that are currently under construction. As of 1<sup>st</sup> April 2022, sites of 50 or more homes included the following:

## **Aston, Cote, Shifford and Chimney Parish Council**

- North Curbridge (West Witney) - under construction with around 362 homes still to be built;
  - Brize Meadows (Brize Norton) - under construction with around 466 homes still to be built;
  - Land east of Woodstock - under construction with around 224 homes still to be built;
  - Land east of Mount Owen Road, Bampton - under construction with around 107 homes still to be built;
  - Shilton Road, Burford - under construction with around 70 homes still to be built;
  - Land north of Burford Road, Witney- under construction with around 88 homes still to be built;
- and
- Land at Downs Road, Curbridge - under construction with around 68 homes still to be built.

5.18 A number of other large permissions have also been granted more recently and the intention is that these and any other current permissions will be identified as existing commitments in the new Local Plan.

5.19 This is important because the plan will effectively 'reset' West Oxfordshire's housing requirement from 1" April 2021 onwards and any housing completions since then, or sites which are currently committed, will contribute towards meeting that new requirement. " This is a residual figure based on the overall allocation of about 1,000 homes.

5.20 It will be for the new Local Plan to identify the additional land that may be needed to meet any residual growth requirement in the period up to 2041, providing sufficient flexibility in the process.

### **Framework for Residents Meeting on 20 September 2023 in the village hall at 7pm.**

1. Introduction – what and why.
2. Parish Council draft response for feedback.
3. How to respond – online and by letter or email – give contact details.

WODC and Parish councillors to be present and available to answer questions.

Should we invite the WODC Planning team to do a presentation/answer questions?

Posters?

Paper copies?

Other initiatives to publicise and encourage responses.

## **Agenda Item 8c – Neighbourhood Planning**

[Neighbourhood planning - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

### **What is neighbourhood planning?**

Neighbourhood planning gives communities direct power to develop a shared vision for their neighbourhood and shape the development and growth of their local area. They are able to choose where they want new homes, shops and offices to be built, have their say on what those new buildings should look like and what infrastructure should be provided, and grant planning permission for the new buildings they want to see go ahead. Neighbourhood planning provides a powerful set of tools for local people to plan for the types of development to meet their community's needs and where the ambition of the neighbourhood is aligned with the strategic needs and priorities of the wider local area.

### **What can communities use neighbourhood planning for?**

Local communities can choose to:

- set planning policies through a neighbourhood plan that forms part of the development plan used in [determining planning applications](#).
- grant planning permission through [Neighbourhood Development Orders](#) and Community Right to Build Orders for specific development which complies with the order.

Neighbourhood planning is not a legal requirement but a right which communities in England can choose to use. Communities may decide that they could achieve the outcomes they want to see through other planning routes, such as incorporating their proposals for the neighbourhood into the [local plan](#), or through other planning mechanisms such as [Local Development Orders](#) and [supplementary planning documents](#) or through pre-application consultation on development proposals. Communities and local planning authorities should discuss the different choices communities have to achieving their ambitions for their neighbourhood.

### **What are the benefits to a community of developing a neighbourhood plan or Order?**

Neighbourhood planning enables communities to play a much stronger role in shaping the areas in which they live and work and in supporting new development proposals. This is because unlike the parish, village or town plans that communities may have prepared, a neighbourhood plan forms part of the development plan and sits alongside the [local plan](#) prepared by the local planning authority. Decisions on planning applications will be made using both the local plan and the neighbourhood plan, and any other material considerations.

Neighbourhood planning provides the opportunity for communities to set out a positive vision for how they want their community to develop over the next 10, 15, 20 years in ways that meet

## **Aston, Cote, Shifford and Chimney Parish Council**

identified local need and make sense for local people. They can put in place planning policies that will help deliver that vision or grant planning permission for the development they want to see.

To help deliver their vision communities that take a proactive approach by drawing up a [neighbourhood plan or Order](#) and secure the consent of local people in a referendum, will benefit from 25% of the revenues from the Community Infrastructure Levy arising from the development that takes place in their area, where their authority collects contributions using this method.

Communities without a parish or town council can still benefit from this incentive. If there is no parish or town council the charging authority will retain the Levy receipts (where it is charged) but should engage with the communities where development has taken place and agree with them how best to spend the neighbourhood funding. Charging authorities should set out clearly and transparently their approach to engaging with neighbourhoods using their regular communication tools e.g. website, newsletters, etc. The use of neighbourhood funds should therefore match priorities expressed by local communities, including priorities set out formally in neighbourhood plans.

### **Does a neighbourhood plan have the same legal status as the local plan?**

A neighbourhood plan attains the same legal status as a local plan (and other documents that form part of the statutory development plan) once it has been approved at a referendum. At this point it comes into force as part of the statutory development plan. Applications for planning permission must be determined in accordance with the development plan, unless material considerations indicate otherwise (see [section 38\(6\) of the Planning and Compulsory Purchase Act 2004](#)).

The current neighbourhood plans for WODC can be found at [Made neighbourhood plans - West Oxfordshire District Council \(westoxon.gov.uk\)](#).

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**Aston, Cote, Shifford and Chimney Parish Council**

**Agenda Item 11b - OCC - EV Microhubs Expression of Interest**

To whom it may concern,

Re: Community EV Microhubs expression of interest

Oxfordshire County Council (OCC), in partnership with Oxfordshire local authorities, is looking to use central government funding to deliver a strategic network of public Electric Vehicle (EV) charging across Oxfordshire.

One of the ways of delivering EV charging at scale is through a community EV microhubs scheme that will provide grants for EV charging infrastructure in unserved parts of the county.

As part of this process, we are asking parish or town councils and community-focused non-profit organisations to inform OCC of their interest in this scheme.

The EoI will help inform the planning process, assess the level of demand and better understand the type of sites available, ahead of a grant scheme opening in early 2024.

Councils and organisations are encouraged to provide details of sites under their management or ownership, which they would consider suitable for public EV charging.

Expressions of interest can be submitted through the OCC's consultation platform Let's Talk Oxfordshire: <https://letstalk.oxfordshire.gov.uk/ev-microhubs-eoi>

The closing date for expressions of interest is 15 September 2023.

Yours faithfully,

Stuart Cole

Policy and Innovation Research Officer

Email: [stuart.cole@oxfordshire.gov.uk](mailto:stuart.cole@oxfordshire.gov.uk)

[www.oxfordshire.gov.uk/residents/environment-and-planning/energy-and-climate change/electric-vehicles](http://www.oxfordshire.gov.uk/residents/environment-and-planning/energy-and-climate-change/electric-vehicles)

## Aston, Cote, Shifford and Chimney Parish Council

### Agenda Item 11a – Grant Request for Citizen Advice



Mrs E Anstee  
Parish Clerk  
Aston, Cote, Shifford & Chimney

The Old Print House  
Marlborough Lane  
Witney  
Oxfordshire  
OX28 6DY

Adviceline: 0808 278 7908  
info@citizensadvicewestoxon.org.uk

[citizensadvicewestoxon.org](https://citizensadvicewestoxon.org)  
[citizensadvice.org.uk](https://citizensadvice.org.uk)

23rd August 2023

Dear Mrs Anstee

#### Request for Financial Support to Aston, Cote, Shifford & Chimney Parish Council

As we have done in previous years, Citizens Advice West Oxfordshire is writing to all Parish and Town Councils in the District to ask them to contribute to the ongoing cost of delivering our services in 2023/24. Although we continue to receive a generous grant from West Oxfordshire District Council, it is still a constant struggle to maintain our services at a level that meets local demand and to deliver it in such a way that it is accessible to all. We therefore depend heavily on additional contributions from other local organisations such as yours.

We have included a dashboard report to show the number of people we assisted in your ward in 2022-2023 and the range of issues we helped. As you can see we assisted **90 people** with **396 issues** over the year.

We are experiencing high levels of need locally during the current economic crisis and our services are being utilised to the fullest extent. We are continuing to develop our services and connect with as many local people as we can. Therefore we would be extremely grateful for your continued support in the coming year.

We would be most grateful if you would bring this request to the attention of the Council at your next meeting.

Yours sincerely

A handwritten signature in black ink, appearing to read "T. Archer".

**Teresa Archer**  
Chief Officer

NB: if you are able to assist us please make cheques payable to: Citizens Advice West Oxfordshire Finance Officer, Citizens Advice West Oxfordshire, The Old Print House, Marlborough Lane, Witney. OX28 6DY.

Alternatively you could transfer by BACS:

Barclays Bank: Citizens Advice West Oxfordshire; Sort code: 20-97-48; A/C No: 80803731

Chief Officer: Teresa Archer Charity registration number 1092539  
Company limited by guarantee. Registered number 4361560 England.  
Authorised and regulated by the Financial Conduct Authority FRN: 617794.  
Registered office: The Old Print House, Marlborough Lane, Witney, OX28 6DY



Bureau

Clerk's Briefing Notes – 7 September 2023

# Aston, Cote, Shifford and Chimney Parish Council

## Key Statistics

01/04/2022 30/03/2023

citizens  
advice

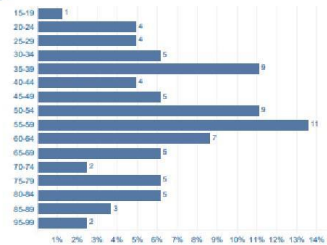
### Summary

Clients	90
Quick client contacts	
Issues	396
Activities	614
Cases	117
<b>Outcomes</b>	
Income gain	£33,090
Re-imbursements, services, loans	£5,150
Other	£17,565

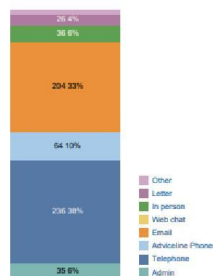
### Issues

Issues	Clients
Benefits & tax credits	85
Benefits Universal Credit	113
Charitable Support & Food Bank	26
Consumer goods & services	3
Debt	25
Employment	14
Financial services & capability	20
Health & community care	9
Housing	29
Immigration & asylum	3
Legal	8
Other	1
Relationships & family	11
Tax	1
Tenure & transport	3
Utilities & communications	8
<b>Grand Total</b>	<b>396</b>

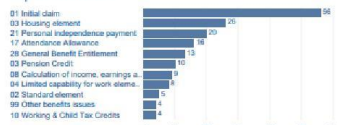
### Age



### Channel



### Top benefit issues



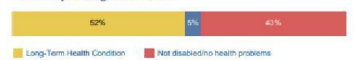
### Top debt issues



### Gender



### Disability / Long-term health



### Ethnicity



**Aston, Cote, Shifford and Chimney Parish Council****FINANCIAL STATEMENTS 31 MARCH 2022**

Company no. 4361560

Charity no. 1092539

**STATEMENT OF FINANCIAL ACTIVITIES (incorporating an income and expenditure account) FOR THE YEAR ENDED 31 MARCH 2022**

	Note	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
<b>Income</b>					
<b>Incoming resources</b>					
<b>Income from:</b>					
Donations		14,955	5,590	20,545	16,236
Charitable activities	1				
Generalist advice		98,357	-	98,357	67,166
Social policy work		10,928	-	10,928	7,463
Specialist advice		-	505,743	505,743	464,690
Investment income – interest		89	-	89	251
<b>Total incoming resources</b>		<b>124,329</b>	<b>511,333</b>	<b>635,662</b>	<b>555,806</b>
<b>Expenditure</b>					
<b>Expenditure on:</b>					
Charitable activities	2				
Generalist advice		112,169		112,169	49,511
Social policy work		12,463		12,463	5,112
Specialist advice			511,333	511,333	471,973
				<b>635,965</b>	<b>526,596</b>
Governance costs					
Audit fee		1,890		1,890	1,794
Other		113		113	900
<b>Total resources expended</b>		<b>126,635</b>	<b>511,333</b>	<b>637,968</b>	<b>529,290</b>
<b>Net (outgoing) / incoming resources</b>		<b>(2,306)</b>	<b>-</b>	<b>(2,306)</b>	<b>26,516</b>
<b>Funds at 1 April 2021</b>		<b>51,230</b>	<b>-</b>	<b>51,230</b>	<b>24,714</b>
<b>Funds at 31 March 2022</b>		<b>48,924</b>	<b>-</b>	<b>48,924</b>	<b>51,230</b>

**Aston, Cote, Shifford and Chimney Parish Council****FINANCIAL STATEMENTS 31 MARCH 2022**

Company no. 4361560  
Charity no. 1092539

**BALANCE SHEET AT 31 MARCH 2022**

	Note	2022 £	2021 £
<b>Fixed assets</b>			
Tangible assets	6	-	-
<b>Current assets</b>			
Debtors	7	14,736	18,864
Cash at bank and in hand		350,692	382,673
		<u>365,428</u>	<u>401,537</u>
<b>Creditors: amounts falling due within one year</b>	8	<u>73,504</u>	<u>101,307</u>
<b>Net current assets</b>		<b>291,924</b>	<b>294,230</b>
<b>Net assets</b>		<u><b>291,924</b></u>	<u><b>294,230</b></u>
<b>Income Funds</b>			
Unrestricted funds		48,924	51,230
Restricted funds	10	-	-
Pension reserve	9	243,000	243,000
		<u>291,924</u>	<u>294,230</u>

For the financial year ended 31 March 2022, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charity to obtain an audit of its financial statements for the year in question in accordance with section 476.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of the financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies' subject to the small companies' regime

The financial statements were approved by the Board of Trustees on 3 October 2022.

M Alexander  
Trustee

**Aston, Cote, Shifford and Chimney Parish Council****FINANCIAL STATEMENTS 31 MARCH 2022**

Company no. 4361560

Charity no. 1092539

**NOTES TO THE FINANCIAL STATEMENTS****1. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES**

	<b>2022</b>			<b>2021</b>
	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total</b>	<b>Total</b>
	£	£	£	£
West Oxfordshire District Cndl.				
Contract	-	99,730	99,730	80,000
Grant	58,700	-	58,700	58,700
Food grant	-	-	-	4,000
Helen Roll trust	10,000	-	10,000	10,000
Parish council grants	3,895	-	3,895	2,894
Oxfordshire Community Foundation	-	-	-	3,500
Citizens Advice	-	-	-	5,178
BEIS	-	23,333	23,333	16,667
RAF Brize Norton	-	14,000	14,000	15,000
Oxfordshire County Council	-	-	-	10,000
Pension Wise	-	124,940	124,940	103,534
Money Advice Service	-	45,800	45,800	21,608
MS Society	-	1,000	1,000	1,756
Energy projects	-	-	-	10,830
Benefits in Practice	-	17,000	17,000	17,000
Oxford Specialist Advice Service	-	60,000	60,000	57,092
Cottsway Debt and Benefit	-	51,000	51,000	50,000
GreenSquare	-	22,500	22,500	15,500
Community Connect	-	20,945	20,945	20,945
Universal Credit – Help to Claim	-	25,495	25,495	32,080
Citizens Advice Oxfordshire shared staff member	3,360	-	3,360	3,035
Contain Outbreak Management Fund	33,330	-	33,330	-
	<b>109,285</b>	<b>505,743</b>	<b>615,028</b>	<b>539,319</b>

Unrestricted funds are allocated as to 90% for generalist advice and 10% for social policy work. All restricted fund projects are used to provide targeted advice services

These incoming resources have been allocated as follows:

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Generalist advice	98,357	67,166
Social policy work	10,928	7,463
Restricted fund projects – Targeted advice	<u>505,743</u>	<u>464,690</u>



**Aston, Cote, Shifford and Chimney Parish Council****FINANCIAL STATEMENTS 31 MARCH 2022**

Company no. 4361560

Charity no. 1092539

<b>615,028</b>	<b>539,319</b>
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**NOTES TO THE FINANCIAL STATEMENTS (cont.)****2. CHARITABLE ACTIVITIES COSTS**

	2022				2021
	Generalist Advice	Social policy work	Targeted advice	Total	Total
	£	£	£	£	£
Staff costs	121,245	13,473	416,037	550,755	429,186
Travel and subsistence	9	1	1,751	1,761	1,124
External training	405	45	732	1,182	650
Rent	15,417	1,713	-	17,130	16,811
Insurance	3,741	416	-	4,157	3,907
Repairs and renewals	4,377	486	7,938	12,801	4,962
Utilities and rates	4,738	526	-	5,264	4,580
Telephone	6,053	672	2,441	9,166	16,776
Office supplies	4,192	467	-	4,659	2,946
Postage	2,504	277	263	3,044	2,338
Information systems	3,477	386	599	4,462	3,374
Computer support	9,608	1,067	1,511	12,186	25,364
Citizens Advice membership fee	4,916	546	-	5,462	5,462
Miscellaneous	2,793	311	832	3,936	3,762
Depreciation			-	-	5,354
Reallocation of costs	(71,306)	(7,923)	79,229	-	-
<b>TOTAL</b>	<b>112,169</b>	<b>12,463</b>	<b>511,333</b>	<b>635,965</b>	<b>526,596</b>

Employee costs have been allocated on the basis of time spent and other costs on an estimated basis in accordance with resources used.

**3. PAYMENTS TO TRUSTEES AND CONNECTED PERSONS**

No trustee or person with a family or business connection with a trustee received remuneration in the year, directly or indirectly, from either the charity or an institution or company controlled by the charity.

A total of £13 in expenses was reimbursed to Trustees during the year

## **Aston, Cote, Shifford and Chimney Parish Council**

### **Agenda Item 14a - Village maintenance**

To whom it may concern,

Unpaid work (UPW), also known as 'community payback', is often added to community orders and suspended sentence orders in England and Wales.

The main purpose of unpaid work is to provide punishment and reparation – with individuals working on projects that benefit the community. There are also potential rehabilitative benefits, as unpaid work can develop life and vocational skills which reduce reoffending.

We are keen to gather the views of local partners to understand how UPW could deliver more effectively for our communities and would be grateful if you could complete the short survey below. Please [Click Here](#) to Access Survey. More information about UPW is given below. You may find it useful to read this prior to responding.

#### A summary of Unpaid Work in the South-Central Region:

- a. More than 250,000 hrs of UPW were delivered across the South-Central region in the past 12 months.
- b. Of these, approximately 60,000 hours were supervised by external partners.
- c. All individuals on UPW are risk assessed prior to being placed to work in the community.
- d. Those engaged in one of our work groups are supervised at all times by our trained staff.
- e. UPW encourages participants to complete some hours by undertaking education and training activities to improve their employability.
- f. We monitor progress of each individual and provide support should any issues arise.
- g. We draw up agreements with partners who provide placements, stating clearly what you can expect from the UPW team.
- h. Our IOSH trained team will conduct Risk Assessments of worksites and tasks before delivery commences.

#### What work do we do?

- Painting and decorating
- Grounds work – mowing, strimming, clearance.
- Small construction projects such as shed building, water systems for allotments (where mains water is present already)
- Environmental and sustainability support, including flood defence, litter picking, dealing with fly tipping and recycling.
- Charity/Community Shop work
- Clerical tasks.

If your required activity falls outside of these tasks, we would be happy to discuss it with you to see if we can accommodate your request.

We already work in partnership with NHS, Local and County Councils, Zoos, National Trust, Regional Park authorities, schools, safer neighbourhood groups, major national and local charities and groups supporting minorities, faith, health issues, and those in need.

Kind Regards

**Diary Manager – Head of Community Integration**



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

£

*UNITY TRUST CURRENT ACCOUNT*

Balance at 31 July 2023

**35,782.98**

Payments August

**(2,689.75)****Balance at 31 August 2023****£33,093.23***CCLA INVESTMENT ACCOUNT*

Balance at 30 June 2023

**50,168.90**

Transactions in month of July

**188.30****Balance at 31 July 2023****50,357.20****TOTAL CASH HOLDING AT 31 August 2023****£83,450.43**

## Aston, Cote, Shifford and Chimney Parish Council

2023-24		AS AT		
BUDGET	EXPENDITURE	31/08/2023	Performance Against Budget	%
£	<b>Staff Costs</b>			
£ 4,872.86	Clerk's Salary - includes potential 3% payrise if PC resolves to follow the NALC/JPAG guidance.	£ 1,946.60	£ 2,926.26	40%
£ 1,218.27	HMRC	£ 486.60	£ 731.67	40%
£ 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.	£ 90.00	£ 222.00	29%
£ 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%
	<b>Office and General Expenses</b>			
£ 100.00	APM and meeting Hall Hire	£ 14.32	£ 85.68	14%
£ 190.00	Website Costs including domain registration and renewal	£ 30.93	£ 159.07	16%
£ 200.00	External Audit	£ -	£ 200.00	0%
£ 369.00	Insurance	£ 434.66	-£ 65.66	118%
£ 72.00	Bank Charges	£ 18.00	£ 54.00	25%
£ 650.00	Office running costs	£ 550.83	£ 99.17	85%
£ 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)	£ 469.77	£ 45.23	91%
£ 80.00	Election Expenses (estimated until WODC issue tax base)	£ -	£ 80.00	0%
	<b>General and Ground Maintenance</b>			
£ 5,000.00	Grass Cutting - verges & weed killing	£ 1,897.03	£ 3,102.97	38%
£ 1,500.00	Grass Cutting - playing field and WM	£ 1,241.45	£ 258.55	83%
£ 2,171.00	Dog & Litter Bin Emptying	£ 107.66	£ 2,063.34	5%
£ 229.00	Clock Maintenance	£ 150.00	£ 79.00	66%
£ 600.00	Bus Shelter Cleaning	£ 210.00	£ 390.00	35%
£ 200.00	Defibrillator pads/batteries	£ 165.00	£ 35.00	83%
£ 1,500.00	Village maintenance	£ 55.00	£ 1,445.00	4%
	<b>GRANTS</b>			
£ 1,115.00	Small Grants	£ 500.00	£ 615.00	45%
£ 5,435.00	General Grants	£ 600.00	£ 4,835.00	11%
£ 2,551.00	<b>VAT Paid</b>	£ 4,412.98	-£ 1,861.98	173%
<b>£ 31,308.00</b>	<b>TOTAL</b>	<b>£13,410.83</b>	<b>£ 17,897.17</b>	<b>43%</b>
	<b>INCOME</b>			
£ 30,166.00	Precept	£15,083.00	£ 15,083.00	50%
£ 1,049.00	OCC Grass cutting Grant	£ 1,048.60	£ 0.40	100%
£ 350.00	Interest on CCLA Investment account	£ 713.11	-£ 363.11	204%
£ 2,551.00	VAT reclaimed	£ 4,286.21	-£ 1,735.21	168%
£ -	TERRA Planning Appeal	£12,379.00	-£ 12,379.00	0%
<b>£ 34,116.00</b>	<b>TOTAL</b>	<b>£33,509.92</b>	<b>£ 606.08</b>	<b>98%</b>
	<b>RESERVED FUNDS</b>			
£ 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	£19,114.20	-£ 14,114.20	382%
£ 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%
<b>£ 82,722.54</b>	<b>TOTAL</b>	<b>£19,114.20</b>	<b>£ 63,608.34</b>	<b>23%</b>