

# ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

## CLERK'S BRIEFING NOTES

### PARISH COUNCIL MEETING ON 9 APRIL 2015

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Prepared by Helen Sandhu  
30 March 2015

**Correspondence sent since 5 March 2015**

- a) Letter to Chair of Aston & Community Trust, inviting their attendance at APM
- b) Response to pre-application consultation by Gladman Developments on proposed Cote Road development
- c) Letter to Historic Chapels Trust regarding their proposed grass management scheme for 2015
- d) Letter to OCC, copied to WODC District Councillors and OCC Councillor Charles Mathew in response to OCC's proposed unitary structure
- e) Letter to St James' Church containing donation for grass cutting

**Planning and Sustainable Housing**

**Reply to:** Giles Hughes  
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**WEST OXFORDSHIRE  
DISTRICT COUNCIL**

Mrs Helen Sandhu  
Aston, Cote, Shifford & Chimney Parish  
Council  
1 Manor Close  
Aston  
Bampton  
OX18 2DD

**Please ask for:** Giles Hughes  
**Tel:** 01993 861000  
**Our Ref:**

**Date:** 11 March, 2015

Dear Mrs Sandhu

**Re: Cumulative impact of small developments on rural communities**

I write replying to your recent letter, dated 28<sup>th</sup> February 2015, outlining your concerns over the cumulative impact of developments of less than 10 homes on water supply, sewerage disposal, and on affordable housing needs.

I can fully appreciate your concerns.

Thames Water has provided West Oxfordshire District Council with standing advice for new developments. Essentially, this does, as you refer in your letter, assume that small developments, of under 10 dwellings, will not have an adverse impact on water supply or sewerage. Therefore these issues are not explored in detail on such developments. You are correct in identifying that a number of these developments could potentially have a cumulative impact on a small community.

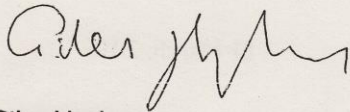
In your letter you ask for my comments on this issue and for suggested strategies to address it. If a Parish Council is aware that the capacity of these types of infrastructure is constrained in a village, and that there have been a number of small developments in that village, then these issues could be raised in the Parish Councils response to a planning application. Planning Officers could then raise this concern with Thames Water and ask for their comments on the situation. This is one way of tackling the issue. I will also ask the District Council's Area Planning Manager to raise these concerns with his colleagues from other Oxfordshire authorities to see whether that are other approaches that we could use.

The new government policy that you also refer to means that the District Council cannot require developments of 10 dwellings or less to contribute to affordable housing, or make other tariff style contributions, except on sites of between 6 to 10 dwellings in the area of outstanding natural beauty. Given the clarity of this government policy I do not consider that the District Council could require developers to make these contributions on these small sites. These restrictions will also mean that the District Council could not seek tariff style Section 106 contributions from small developments towards any water or sewerage infrastructure upgrades aimed at addressing any cumulative impact.

This change in policy towards affordable housing contributions from small sites reinforces the importance of delivering affordable housing through exception sites in rural areas. I appreciate your comments on the difficulty of obtaining land for rural exception sites, but this may well be the only avenue left to deliver affordable housing in some villages.

I hope that you find my response helpful.

Yours sincerely



Giles Hughes  
Head of Planning & Sustainable Housing

**ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL  
COUNCILLORS' TRAVELLING ALLOWANCES SCHEME  
FINANCIAL YEAR 2015/2016**

Aston, Cote, Shifford & Chimney Parish Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003, hereby makes the following scheme:

1. Name and Duration

- 1.1. This scheme may be cited as the Aston, Cote, Shifford & Chimney Parish Council Councillors' Travelling Allowances Scheme.
- 1.2. This scheme shall have effect for the period 1 April 2015 to 31 March 2016.

2. Travel and other Expenses

- 2.1. The duties and activities in respect of which travel and related expenses will be payable, are:
  - (a) the attendance at a meeting of the authority or of any committee or sub-committee of the authority, or of any other body to which the authority makes appointments or nominations, or of any committee or sub-committee of such a body, subject to the meeting taking place outside the parish boundary, in accordance with clause 2.9 ;
  - (b) the attendance at a meeting of any association of authorities of which the authority is a member;
  - (c) the performance of any duty in pursuance of any standing order made under section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened, subject to the venue being outside the parish boundary, in accordance with clause 2.9;
  - (d) attendance at training events and information seminars either organised by the Council or where attendance has been authorised; and
  - (e) the carrying out of any other duty approved by the authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the authority or any of its committees or sub-committees.
- 2.2. The approval for members to carry out additional duties falling within 2.1(e) above will in general be granted at a previous Parish Council meeting. Where that is not possible, the Clerk, after consultation with the Chairman, has the authority to approve additional duties falling within 2.1(e) above.
- 2.3. A Councillor may be reimbursed for travel and other expenses incurred in connection with or relating to the duties specified in 2.1 above.
- 2.4. Notwithstanding 2.3 above, the following shall be excluded from the scheme in relation to travel and other expenses:
  - (a) attendance at social events unless this is attendance at such functions as the Parish Council deems it proper for the member to attend as representative of the Council ;
  - (b) attendance at a meeting of an outside body for which travel and other expenses are paid for by that body

- 2.5. The rates of the allowances in respect of travel shall be as follows:
- |              |   |
|--------------|---|
| All Vehicles | Inland Revenue non profit making rate<br>(currently 45p per mile) |
|--------------|---|
- 2.6. Taxis should be used, and payment will be made, only where travel by other forms of public transport or by car is not possible.
- 2.7. Standard class fares only will be reimbursed.
- 2.8. Related travel expenses, including car parking and road tolls will be reimbursed.
- 2.9. Travel allowances and related expenses will only be reimbursed for travel or duties undertaken outside the parish boundary.
- 2.10. In respect of all the claims for travel allowances and related expenses, it is expected that members exercise economy and efficiency, to minimise claims.

### 3. Claims and Payments

- 3.1. A claim for travel or other expenses under this scheme shall be made on the claim form designed for the purpose, a copy of which can be obtained from the Clerk.
- 3.2. A claim for travel or the reimbursement of expenses shall include details of the duty/activity in respect of which the claim has arisen, and a travel claim shall specify the total number of miles travelled.
- 3.3. A claim for the reimbursement of expenses, shall be supported by a receipt.

### 4. Publicity

- 4.1 The Travelling Allowances Scheme will be publicised on the noticeboards in the parish for 14 days after its adoption and will be published on the Parish Council website.
- 4.2 After the end of each financial year the total amount paid to each member of the Parish Council under the Travelling Allowances Scheme will be publicised on the noticeboards in the parish for 14 days and will be published on the Parish Council website.
- 4.3 Reports of the Parish Remuneration Panel, a body of the District Council, will be published on the noticeboards and on the Parish Council website.

This allowances scheme was adopted by  
Aston, Cote, Shifford & Chimney Parish Council  
on (9 April 2015)

## Financial Matters

### 1. Cash Balances

	£
<i>CURRENT ACCOUNT</i>	
Balance at 28 February 2015	9,253.56
HMRC – VAT refund to 31 December 2014	210.33
Payments authorised & signed on 5 March 2015	(2,318.07)
<b>Balance at 31 March 2015</b>	<b><u>£ 7,145.82</u></b>
 <i>BUSINESS DEPOSIT ACCOUNT (Santander Bank)</i>	
Balance at 28 February 2015	16,773.89
Transactions in February: interest received	5.79
<b>Balance at 31 March 2015</b>	<b><u>£16,779.68</u></b>
 <b>TOTAL CASH HOLDING AT 31 MARCH 2015</b>	 <b><u>£23,925.50</u></b>