

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL



CLERK'S BRIEFING NOTES

PARISH COUNCIL MEETING ON 2nd APRIL 2026

	Pages
Finance Report	1 - 3
Draft Agenda for Parish Meeting	4
Parish Signs	5 - 6

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL FINANCE REPORT – 2nd April 2026

- a) **Account balances** – see below. The current account balance is sufficient to cover the expense for the next month, so no transfer is required. At the time of writing, we have not received a final account for the MUGA from Charles Lawrence Courts. We already have a signed transfer from the investment account to cover the payment when it is requested.

These are also the balances anticipated at the year end.

Cash Balances

Unity Trust Current Account

Balance B/F	30-Dec-25	13,170.62
Payments	Jan-26	(1,018.51)
Income	Jan-26	0.00
Payments	Feb-26	(9,514.06)
Income	Feb-26	2,099.62
Payments	Mar-26	(3,240.24)
Transfer - In	Mar-26	10,000.00
Balance at 31 March 2026		£ 11,497.43

CCLA Investment Account

Balance B/F	31-Dec-25	107,774.56
Payments		0.00
Income	Jan-26	344.46
Income	Feb-26	348.70
Income	Mar-26	313.10
Transfer - Out		(10,000.00)
Balance at 31 March 2026		£ 98,780.82

TOTAL CASH HOLDING	31-Mar-26	£ 110,278.25
---------------------------	------------------	---------------------

- b) **To RESOLVE:** To approve the following payments for the period April 2026.

	NET	VAT	Total
D Shenton – March pay & WFH	483.76		483.76
HMRC – PAYE on above	137.44		137.44
D Johnston – Grounds Maintenance	160.00		160.00
Total to be decided and approved	£686.20	£0.00	£686.20
Monthly Standing Orders/DDs			
Lloyds Bank Card – Bank Charge £3	3.00	0.00	3.00
Total SDOs	£3.00	£0.00	£686.20
Total	£689.20	£0.00	£686.20

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

c) Below is the final position for the year for income and expenditure (this excludes transactions that relate to the reserves).

- The original budget had an operating loss of £2.5k (covered by a surplus from the previous year). The current full year forecast gives an operating surplus of £10.2k – overall £12.7k better than budget.
- Income is £1.9k better than budget mainly due to improved cash management and therefore higher interest income.
- Expenses are forecast £8.3k underbudget for the full year, predominantly due to underspend on staff costs (£3.3k), grants (£2.9k) and village maintenance (£1.8k).
- Although this review was done shortly before the end of March, no changes are anticipated.

2025-26		AS AT			
BUDGET	EXPENDITURE	31/03/26 - Full Yr Actual	Full Year Actual V Budget	% Full Year	Commentary
£	Staff Costs				
£ 5,815.00	Clerk & RFO Salary - includes potential 3% payrise if PC resolves to follow the NALC/JPAG guidance.	£ 6,146.34	(£331.34)	106%	Slightly over budget due to staff changes
£ 624.00	Clerk & RFO WFH allowance. Currently £26pm	£ 546.00	£78.00	88%	Slightly under budget due to Clerk
£ 5,000.00	Clerk sickness/Overtime/Special Project Contingency	£ 2,924.97	£2,075.03	58%	Underspent - no special projects
£ 1,500.00	Travel and Training (Includes RFO CILCA & ILCA)	£ -	£1,500.00	0%	Not utilised during year
	Office and General Expenses				
£ 430.00	Hall Hire (Inc £7.50ph Ordish room & £16ph main hall).	£ 260.00	£170.00	60%	Overbudgeted
£ 300.00	Website Costs including domain registration and renewal	£ 84.77	£215.24	28%	Overbudgeted
£ 210.00	External Audit	£ 210.00	£0.00	100%	
£ 525.00	Insurance	£ 577.90	(£52.90)	110%	Renewal higher than expected
£ 144.00	Bank Charges	£ 118.00	£26.00	82%	
£ 1,251.60	Office costs (includes software and equipment)	£ 1,463.65	(£212.05)	117%	Microsoft changed to annual billing
£ 1,000.00	Professional Fees (contingency)	£ 1,200.00	(£200.00)	120%	Costs for flood report for planning
£ 750.00	Subscriptions (CPRE, CFO, SLCC, OALC, ICO)	£ 454.35	£295.65	61%	All billed annually towards Y/E
£ 80.00	Election Expenses (estimated until WODC issue tax base)	£ -	£80.00	0%	
	General and Grounds Maintenance				
£ 4,800.00	Grass Cutting - verges & weed killing	£ 4,090.20	£709.80	85%	Fewer cuts required
£ 2,400.00	Grass Cutting - playing field and WM	£ 2,080.00	£320.00	87%	Fewer cuts required
£ 2,611.44	Dog & Litter Bin Emptying	£ 2,176.20	£435.24	83%	One fewer bin than budget
£ 600.00	Clock Maintenance	£ 442.00	£158.00	74%	Costs as repairs required
£ 600.00	Bus Shelter Cleaning	£ 110.00	£490.00	18%	Did not require more cleaning
£ 500.00	Defibrillator pads/batteries	£ 576.90	(£76.90)	115%	As required
£ 1,500.00	Village maintenance	£ 897.33	£602.67	60%	As required
	Datalogger Maintenance	£ 871.20	(£871.20)		New annual cost for dataloggers
	GRANTS				
£ 1,115.00	Small Grants	£ 1,300.00	(£185.00)	117%	More requests than budgeted
£ 5,535.00	General Grants	£ 2,475.40	£3,059.60	45%	Very under-utilised
	Net VAT				
£ 37,291.04	TOTAL	£ 29,005.21	£ 8,285.83	78%	
	INCOME				
£ 31,546.76	Precept	£ 31,659.00	£112.24	100%	Slightly more residences than budget
£ 1,052.17	OCC Grass cutting Grant	£ 1,051.57	(£0.60)	100%	Annual grant received
£ 2,200.00	Interest on CCLA Investment account	£ 3,994.69	£1,794.69	182%	£106 money invested short-term
£ -	Net VAT	546.83			
£ 34,798.93	TOTAL	£ 37,252.10	£1,906.33	107%	

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

B/F	RESERVED FUNDS YTD TO 28/02/26	Movement	C/F		
£ 10,000.00	General Contingency fund (For example: 3 months running costs/insurance excess)	£ -	£ 10,000.00	0%	
£ 9,174.00	Working Day to Day Balance	£ -	£ 9,174.00	0%	
£ 9,679.00	Traffic Calming	£ 7,376.56	£ 2,302.44	76%	
£ 3,200.00	Aston History Boards (£1,000 per board)	£ -	£ 3,200.00	0%	
£ 3,800.00	North Farm	£ -	£ 3,800.00	0%	
£ 1,000.00	Office Equipment	£ -	£ 1,000.00	0%	
£ 3,000.00	Defibrillator Maintenance	£ 491.66	£ 2,508.34	16%	
£ 33,476.00	Recreation Reserve	£ -	£ 33,476.00	0%	
£ 3,000.00	War Memorial	£ -	£ 3,000.00	0%	
£ 6,050.00	Community Trust (50% match funding pot)	£ 2,535.99	£ 3,514.01	42%	Community Trust 50% matching
£ 2,000.00	Coronation (St James Church Tower Gate)	£ 980.75	£ 1,019.25	49%	
	S106 Funding	-£ 29,037.50	£ 29,037.50		S106 funding for MUGA
£ 84,379.00	TOTAL	-£ 17,652.54	£ 102,031.54		
	TOTAL CASH SURPLUS FOR THE YEAR - YTD	£25,899.43			
	OPERATING SURPLUS FOR THE YEAR - YTD	£ 8,246.89			

Prepared by: Deborah Shenton, 27th March 2026

**Parish of Aston, Cote, Shifford & Chimney
Annual Parish Meeting
Wednesday 22 April 2026 – 7.30pm
Agenda**

Questions relating to the presentations will be taken after each item.

1. Welcome by Parish Council Chairman
2. Present/Apologies for absence
3. Consideration of minutes of Annual Parish Meeting held on 23 April 25
4. Parish Council Report
5. Oxfordshire County Council Report
6. West Oxfordshire District Council Report
7. Reports from local groups:
 - Lunch Club at the Fellowship
 - Community Trust – Chairman Ian Dunstan
 - Community Shop – Alaric Smith
 - Allotments – Chair/Secretary
8. Matters raised by members of the parish.

Sign	Location and Issue
	<p>W3W ///softest.flags.sprains</p> <p>Poor condition and 'No Through Road' (NTR) very worn.</p> <p>Replace</p>
	<p>W3W ///chainsaw.minute.amplifier</p> <p>Poor condition and 'No Through Road' (NTR) very worn.</p> <p>Replace</p>
	<p>W3W ///shortcuts.scans.squares</p> <p>Damaged by contractor reversing into is many years ago.</p> <p>Replace</p>
	<p>W3W ///only.fools.cones</p> <p>Needs a new NTR sticker.</p>
	<p>W3W ///grudges.downs.nation</p> <p>Needs a new NTR sticker.</p>
<p>Shifford Road - Cote</p>	<p>There are no signs to indicate that the road through Cote is Shifford Road. Google maps uses this road name.</p>

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

Sign	
	<p>W3W ///roosts.excavated.blotting</p> <p>Poor condition and 'No Through Road' (NTR) very worn.</p> <p>Replace</p>
	<p>W3W ///teaspoons.action.slept</p> <p>Needs a new NTR sticker.</p>
	<p>W3W ///scavenger.enclosing.headache</p> <p>Poor condition and 'No Through Road' (NTR) very worn.</p> <p>Replace</p>
	<p>W3W ///snug.innocence.courage</p> <p>Damaged.</p> <p>Replace</p>
	<p>W3W ///morphing.offer.withdrew</p> <p>Very poor condition and 'No Through Road' (NTR) very worn.</p> <p>Replace</p>