

CLERK'S BRIEFING NOTES

PARISH COUNCIL MEETING ON 5th February 2026

	Pages
Finance Report	1 - 4
Grant Request – Emma Hunter	5 - 8
Reminder of Allotments Trust Deed	9 - 11
Request from Community Trust - Matched Funding for 50 chairs	12
Request from Community Trust for funding for new footpath	13

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL FINANCE REPORT – 5th February 2026

- a) **Account balances** – see below. Current account balance will reduce in February due to payments totalling £9.5k. Therefore, an immediate transfer of £10,000 from the investment account to the current account is recommended.
- b) **Signatories** – The Chairman and one other Councillor have now been approved as signatories. Elaine Anstee has been removed as main contact by Unity Trust and replaced by the RFO, along with the relevant addresses.

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
Balance at 31 January 2026		£ 12,152.11

CCLA Investment Account

Balance B/F	31-Dec-25	107,774.56
Payments		0.00
Income	Jan-26	344.46
Balance at 31 January 2026		£ 108,119.02

TOTAL CASH HOLDING 31-Jan-26 **£ 120,271.13**

- c) **To RESOLVE:** To approve the following payments for the period February 2026.

	NET	VAT	Total
D Shenton – January pay & WFH	418.21		418.21
HMRC – PAYE on above	108.98		108.98
Signway – VAS opposite Aston Pottery	7,376.56	1,475.31	8851.87
SLCC Annual Membership - RFO	116.00		116.00
Total to be decided and approved	£8,019.75	£1,475.31	£9,495.06
Total of already approved/paid	£0.00	£0.00	£0.00
Monthly Standing Orders/DDs			
Lloyds Bank Card – Bank Charge £3, Key Cutting £10	11.33	1.67	13.00
Total SDOs	£11.33	£1.67	£13.00
Total	£8,031.08	£1,476.98	£9,508.06
Transfer from Investment Account to Current A/C	£10,000.00		£10,000.00

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

- d) The Year-To-Date position at 10 months of the year continues to be close to budget, the overall position, being an underspend against budget in a number of areas.
- 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 £3.1k – overall £5.6k better than budget.
 - Income is £2k better than budget mainly due to improved cash management and therefore higher interest income.
 - Expenses are forecast £3.6k underbudget for the full year, predominantly due to underspend on staff costs. There has not been any spend on travel and training and the sickness/overtime/special project contingency is forecast to be underspent by £2k at the year end.

2025-26		AS AT				
BUDGET	EXPENDITURE	31/01/2026 - 10 Months	Full Year Forecast	Performance Against Budget YTD	% YTD	Commentary
£	Staff Costs					
£ 5,815.00	Clerk & RFO Salary - includes potential 3% payrise if PC resolves to follow the NALC/JPAG guidance.	£ 5,129.59	£ 6,128.00	£ 685.41	88%	Run rate close to budget
£ 624.00	Clerk & RFO WFH allowance. Currently £26pm	£ 494.00	£ 546.00	£ 130.00	79%	Run rate close to budget
£ 5,000.00	Clerk sickness/Overtime/Special Project Contingency	£ 2,364.19	£ 3,000.00	£ 2,635.81	47%	Likely to be underspent at Y/E
£ 1,500.00	Travel and Training (Includes RFO CILCA & ILCA)	£ -	£ 250.00	£ 1,500.00	0%	Likely to be significantly underspent at Y/E
	Office and General Expenses					
£ 430.00	Hall Hire (Inc £7.50ph Ordish room & £16ph main hall).	£ 148.00	£ 350.00	£ 282.00	34%	Community Trust invoice periodically
£ 300.00	Website Costs including domain registration and renewal	£ 84.77	£ 150.00	£ 215.24	28%	
£ 210.00	External Audit	£ 210.00	£ 210.00	£ -	100%	Paid per budget
£ 525.00	Insurance	£ 577.90	£ 577.90	-£ 52.90	110%	Renewal higher than expected
£ 144.00	Bank Charges	£ 99.00	£ 144.00	£ 45.00	69%	
£ 1,251.60	Office costs (includes software and equipment)	£ 991.85	£ 1,500.00	£ 259.75	79%	Microsoft to change to annual billing
£ 1,000.00	Professional Fees (contingency)	£ 1,200.00	£ 1,200.00	-£ 200.00	120%	YTD costs for flood report for planning
£ 750.00	Subscriptions (CPRE, CFO, SLCC, OALC, ICO)	£ -	£ 750.00	£ 750.00	0%	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	£ 4,800.00	£ 709.80	85%	Run rate as per budget
£ 2,400.00	Grass Cutting - playing field and WM	£ 2,080.00	£ 2,400.00	£ 320.00	87%	Running close to budget
£ 2,611.44	Dog & Litter Bin Emptying	£ 2,176.20	£ 2,176.20	£ 435.24	83%	One fewer bin than budget
£ 600.00	Clock Maintenance	£ 442.00	£ 442.00	£ 158.00	74%	
£ 600.00	Bus Shelter Cleaning	£ 110.00	£ 400.00	£ 490.00	18%	
£ 500.00	Defibrillator pads/batteries	£ 235.74	£ 500.00	£ 264.26	47%	As required
£ 1,500.00	Village maintenance	£ 832.33	£ 1,250.00	£ 667.67	55%	
	Datalogger Maintenance	£ 871.20	£ 871.20	-£ 871.20		New annual cost for dataloggers
	GRANTS					
£ 1,115.00	Small Grants	£ 1,300.00	£ 1,500.00	-£ 185.00	117%	
£ 5,535.00	General Grants	£ 2,475.40	£ 4,500.00	£ 3,059.60	45%	Very underbudget YTD
	Net VAT					
£ 37,291.04	TOTAL	£ 25,912.37	£33,645.30	£ 11,378.67	69%	
	INCOME					
£ 31,546.76	Precept	£ 31,659.00	£31,659.00	-£ 112.24	100%	
£ 1,052.17	OCC Grass cutting Grant	£ 1,051.57	£ 1,051.27	£ 0.60	100%	Annual grant received
£ 2,200.00	Interest on CCLA Investment account	£ 3,332.89	£ 4,038.00	-£ 1,132.89	151%	\$106 money invested short-term
£ -	Net VAT	240.46				
£ 34,798.93	TOTAL	£ 36,283.92	£36,748.27	-£ 1,484.99	104%	

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

B/F	RESERVED FUNDS	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	£ -	£ 9,679.00	0%	
£ 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	£ -	£ 3,000.00	0%	
£ 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%	
	\$106 Funding	-£ 29,037.50	£ 29,037.50		\$106 funding for MUGA
£ 84,379.00	TOTAL	-£ 25,520.76	£ 109,899.76		
TOTAL CASH SURPLUS FOR THE YEAR - YTD		£35,892.31			
OPERATING SURPLUS FOR THE YEAR - YTD		£ 10,371.55			
TOTAL CASH SURPLUS FOR THE YEAR - FY FORECAST		£ 28,623.73			
OPERATING SURPLUS FOR THE YEAR - FY FORECAST		£ 3,102.97			

- e) **To Discuss and RESOLVE:** On the basis of contract for the continuation of services with the current contractor, for the upkeep of the War Memorial and other village maintenance.
- f) **To RESOLVE:** To appoint Nicholas Hoskins as the internal Auditor for the year ending 31st March 2026.
- g) **To RESOLVE:** To accept the bank reconciliation as set out below, prepared by the RFO & checked Cllr Ordish.

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL			
BANK RECONCILIATION AT 31 December 2025			
	£	£	£
	Receipts	Payments	
<u>Unity Trust Current Account</u>			
Balance per Cash Book:			
Balance b/f at 01/04/2025			29,592.69
Total receipts to 31/12/2025	54,430.02		
Total net transfers to Investment A/C		50,000.00	
S106 Funding Received	126,611.50		
Total expenditure to 31/12/2025		147,463.59	
	181,041.52	197,463.59	-16,422.07
Closing balance per Cash Book			13,170.62
RECONCILIATION			
Balance per Bank Statement 31/12/2025			13,170.62
Reconciling Items	0.00	0.00	
	0.00	0.00	0.00
Balance per Cash Book			13,170.62
<u>CCLA</u>			
Balance per Cash Book:			
Balance b/f at 01/04/2025			54,786.13
Total receipts to 31/12/2025	2,988.43		
Total net transfers from Current A/C	50,000.00		
Total expenditure to 31/12/2025		0.00	
	52,988.43	0.00	52,988.43
Closing balance per Cash Book			107,774.56
RECONCILIATION			
Balance per Bank Statement 30/09/2025			107,774.56
Reconciling Items	0.00	0.00	
	0.00	0.00	0.00
Balance per Cash Book			107,774.56
TOTAL CASH BALANCES			120,945.18
Prepared by:	D Shenton		Date: 20/01/2025
Reviewed by:			Date:

Prepared by: Deborah Shenton, 28th January 2026

**ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL
SMALL GRANT SCHEME
APPLICATION FORM – 2025/26**

ABOUT YOUR ORGANISATION:		
Name	Aston and Cote Community Events	
Address	41 Marsh Furlong Aston OX18 2FN	
Email address:	rdbelb140206@outlook.cc	
Website:		
Contact Details:	First Contact	Second Contact
Name:	Emma Hunter	
Position:		
Address:	41 Marsh Furlon Aston OX18 2FN	
Phone Number:		
Mobile Number:	07849016388	
Email Address:	rdbelb140206@outlook.com	

DETAILS OF ORGANISATION STRUCTURE:				
Constitution		Do you have a constitution? Please indicate: YES (Please attach) NO		
Status: Are you one of the following? (If not, it does not prevent you from applying for a grant)				
Please indicate:	A registered charity?	A company limited by guarantee?	Applying for charitable status?	Other: Please state:
Charity/Company No.				
When did your group/organisation start?	Started back in 2023			
What does your organisation do?	Organising family events for both local and outside charities, this year's carnival will be supporting FACS, The Community Trust, Macmillan, and the Heart Foundation.			
Who does your group /organisation serve mainly?	e.g. children, young people, senior citizens, rurally isolated people etc This will support the school and the local community at the villa hall by updating play equipment, as well as funding research for cancer cures and heart condition diagnosis.			
DETAILS OF ORGANISATION FINANCES: Please attach a copy of your most recent accounts				
Total income in the last financial year including date of year end:				
Total amount spent in the last financial year:				
Current unrestricted reserve or savings as at date of application:				
Current restricted reserve or savings as at date of application:				
From what sources does your organisation raise its income?	Income Source		Amount £	
	Self Funded by Mysel			
	From			
	Personal account			
Bank Details	Acc No:	Sort Code:		
	Bank Name:	Bank Address:		
DETAILS OF MANAGEMENT STRUCTURE:				
How many people are there on your management committee?			1 myself	
How many staff do you employ?				
How many volunteers do you have?			10 all family	

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

PROJECT SPECIFIC INFORMATION:	
Please give more details about the project for which you are applying for this grant:	
Aston has faced challenges with hosting fetes over the past two years. I previously organized the fete in 2023 after lockdown for the Queen's Platinum Jubilee, and more recently, I've put together small gatherings like the VE celebration in May 2025.	
Please justify the need for this project?	
After chatting with residents at the VE celebrations, they shared their interest in having more of these events regularly, with one big summer event and a couple of smaller family fun days, like at Easter or on bank holidays. Some even suggested hosting a Beer Festival.	
How will you monitor the progress of the project?	
I handle all the planning and financial costs on my own.	
How do you plan to judge the success of the project?	
I'll ask the residents to fill out a questionnaire or share their feed on the event's social media page.	
TIMESCALE:	
Start Date	12/07/2026
Finish Date	12/07/2026
Ongoing, give details	
Please confirm that the expenditure has not yet been occurred nor the order placed by ticking in this box:	<input type="checkbox"/>
FINANCIAL INFORMATION ABOUT THE PROJECT :	
Please provide a breakdown of the total cost of this project including VAT (please provide details on a separate sheet if necessary)	
Hire of Venue	£300
Public Liability	£100
Tens Licence	£25
Children Activities	£2500
How much funding is your organisation requesting from Aston, Cote, Shifford & Chimney Parish Council via this form?	The maximum you allow.
Please detail other sources of funding obtained for this project, including funds being provided from the organisation's reserves	I will personally fund the majority of the event, as I have for previous ones, and PD Hook Hatchery has generously donated £500 towards it.

DECLARATION:	
<p>I am authorised to make this application on behalf of the above organisation and the information contained in this application is correct. If the information changes in any way I will inform Aston, Cote, Shifford & Chimney Parish Council at the earliest opportunity. I give permission for Aston, Cote, Shifford & Chimney Parish Council to record the information on this form electronically.</p>	
Signed:	EHunter
Dated:	20/1/2026
Please include the following:	<ul style="list-style-type: none"> • Up to date accounts/financial statements & latest report (if available) • Constitution or a set of rules, if available • Copies of written estimates or catalogue pages if grant for equipment or capital costs
<p>Please either email to the Clerk at clerk@astonoxon-pc.gv.uk or post the signed application together with all supporting papers to: Elaine Anstee, Clerk, Aston, Cote, Shifford & Chimney Parish Council. 16 Foxwood, Aston, Bampton, OX18 2DZ.</p>	

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

Sealed 21st July 1970

1729
70.

County - Oxford.
Former) - Aston and Coate.
Hamlet)
Charity - Allotments for Labouring
Poor.

Ll.
204,849 A/l.

Stamp £1

Scheme including appointment of
Trustees and vesting in Official
Custodian for Charities.

CHARITY COMMISSION.

In the matter of the Charity for Allotments for the
Labouring Poor, in the former Hamlet of Aston
and Coate, in the County of Oxford, comprised
in an inclosure award dated the 15th December
1855 made in pursuance of the General Inclosure
Acts;

In the matter of the Commons Act, 1899; and
In the matter of the Charities Act, 1960.

THE CHARITY COMMISSIONERS FOR ENGLAND AND WALES HEREBY
ORDER that the following Scheme be approved and established:-

S C H E M E.

1. Administration of Charity. - The above-mentioned
Charity and the property thereof specified in the schedule
hereto and all other the property (if any) of the Charity
shall be administered and managed subject to and in conformity
with the provisions of the above-mentioned inclosure award as
affected by the provisions of this Scheme by the body of
Trustees hereinafter constituted.

2. Vesting. - The land specified in the said schedule
is hereby vested in the Official Custodian for Charities for
all the estate and interest therein belonging to or held in
trust for the Charity.

- 2 -

3. Investments and cash. - The investments specified in
the said schedule shall be transferred into the name of the
said Official Custodian. Sums of cash at any time belonging
to the Charity and not needed for immediate working purposes
shall be invested in the name of the said Official Custodian
unless the Charity Commissioners otherwise direct.

TRUSTEES.

4. Trustees. - The body of Trustees shall consist when
complete of three competent persons.

5. First Trustees. - The following persons shall be the
first Trustees under the provisions of this Scheme and shall
be entitled to hold office for the following periods
respectively:

Sydney Beckinsale, of Byeways, Aston Bampton,
Retired Engineer,
for four years from the date of this Scheme;
George John Hook, of Cote Lodge Farm,
Aston Bampton, Farmer,
for three years from the said date;
William Norman Watson, of The Elms,
Aston Bampton, Laundry Manager,
for two years from the said date.

6. Future Trustees. - Every future Trustee shall be
appointed by the Parish Council of Aston Bampton and
Shifford. Each appointment shall be made for a term of
four years at a meeting convened and held according to the
ordinary practice of the council. The person appointed may
be but need not be a member of the council. Any competent
Trustee may be re-appointed.

7. Power of resignation. - Any Trustee may resign his
trusteeship at any time by giving to his Co-trustees notice
in writing of his wish to resign.

- 3 -

LETTING.

8. Letting. - If the said land or part thereof shall no longer be required for use for the purposes of the Charity the Trustees may let the same provided that the Trustees shall not without the sanction of the Commissioners or a competent court create any tenancy wholly or partly in consideration of a fine or for a term ending more than 22 years after it is granted or for less than the best rent obtainable.

SALE.

9. Sale. - If the said land or part thereof shall no longer be required for use for the purposes of the Charity the Trustees may sell the same and may do and execute all proper acts and assurances for carrying any such sale into effect subject nevertheless to the authority of any further Order or Orders of the Commissioners.

10. Proceeds of sale. - Unless the Commissioners otherwise direct the Trustees shall pay over the clear proceeds of any such sale as aforesaid for investment in trust for the Charity in the name of the said Official Custodian.

11. Discharge of restrictions. - Any land let or sold as aforesaid shall be discharged during the period of the letting or upon completion of the sale from any restrictions as to use thereof imposed by or under the above-mentioned General Inclosure Acts and any other enactment relating to inclosure.

APPLICATION OF INCOME.

12. Expenses of management. - The Trustees shall first defray out of the income of the Charity the cost of maintenance and all other charges and outgoings payable in respect of the property of the Charity and all the proper costs, charges and expenses of and incidental to the administration and management of the Charity.

13. Application of income. - Subject to the payments aforesaid the Trustees shall apply the income of the Charity for the relief of poor persons resident in the Parish of Aston Bampton and Shifford either in gifts in kind or grants of money: Provided that income shall not be applied directly in relief of rates, taxes or other public funds but may be applied in supplementing relief or assistance provided out of public funds.

2238-16-8-67x(1)

- 4 -

GENERAL PROVISIONS.

14. Trustees to act jointly. - The appropriation of the benefits of the Charity shall be made by the Trustees from time to time acting jointly and not separately by any individual Trustee or Trustees.

15. Trustees not to be personally interested. - No Trustee shall take or hold any interest in property belonging to the Charity otherwise than as a Trustee for the purposes thereof and no Trustee shall receive remuneration, or be interested in the supply of work or goods, at the cost of the Charity.

16. Questions under Scheme. - Any question as to the construction of this Scheme or as to the regularity or the validity of any acts done or about to be done under this Scheme shall be determined by the Commissioners upon such application made to them for the purpose as they think sufficient.

SCHEDULE.

The following land situate in the Parish of Aston Bampton and Shifford in the County of Oxford:

1. Land containing 5.518 acres or thereabouts situate at Aston being part of the land numbered 112 on the Ordnance Survey map (1921 edition).

2. Land containing 4.038 acres or thereabouts situate at Cote being the land numbered 133 on the said map.

The following investments standing in the name of the Parish Council of Aston Bampton and Shifford representing the clear proceeds of sale of land containing 0.682 acres or thereabouts at Aston Bampton and Shifford being part of the land numbered 112 on the said map formerly belonging to the Charity:

£55 12s. 3d. cash on deposit account with the National Savings Bank (Account No. SOC C No. 763).

£143 9s. 10d. cash on investment account with the National Savings Bank (Account No. 138 000 804).

- 5 -

Note. - The land numbered 1 and 2 above is subject to the payment of an apportioned yearly rentcharge of £16 ls. 3d.

This Schedule is made up to the 28th April 1970.

Sealed by Order of the Commissioners this 21st day
of July 1970.

L.S.

 Outlook

Match funding scheme

From Ian Dunstan <iandunstan5@gmail.com>

Date Fri 23/01/2026 16:17

To Deborah Shenton <RFO@astonoxon-pc.gov.uk>

Dear Deborah,

Could Aston and Cote community trust apply for the parish council match funding scheme in regard to buying 50 new chairs for the village hall ? The chairs are an upgrade to the existing with padded seats and backs . The total cost is £2906 for 50 chairs .

Kind regards , Ian

Sent from my iPhone

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

[<laforte289@btinternet.com>](mailto:laforte289@btinternet.com)

Subject: Contingency 106 money for Muga

Dear Deborah ,

Could the Community trust ask the parish council (at next meeting) to apply for the contingency sum available (all of it £12, 750) to install a path around the new muga .

We are currently acquiring quotes. Also , could we ask for precept money raised for Muga to cover any shortfall ?

Many thanks Ian

Sent from my iPhone