

# **ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL**

## **CLERK'S BRIEFING NOTES**

### **PARISH COUNCIL MEETING ON 10 MAY 2018**

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Prepared by Helen Sandhu  
4 May 2018

**Correspondence sent since 5 April 2018**

- 1) Letter to St Mary's Church, containing grant cheque for grass cutting
- 2) Letter to Aston & Cote Community Trust, containing grant cheque for playground maintenance
- 3) Letters to Des Johnston, Ubico & Oxford Direct Services requesting quotation for weedspraying
- 4) Letter to Andrew Long confirming his appointment as a trustee to the Bampton Exhibition Foundation
- 5) Letter to David Hawkins, Chairman of Bampton Exhibition Foundation advising him of the appointment of Andrew Long as a trustee nominated by the Parish Council
- 6) Letter to Matthew Homes requesting that they arrange for maintenance work on the hedge alongside their development site on Cote Road
- 7) Letters to Ian Hudspeth and Yvonne Constance (Oxfordshire County Council) expressing dissatisfaction with condition of highways

## **ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL COMPLIANCE WITH GENERAL DATA PROTECTION REGULATIONS 2018**

### **1. Introduction**

- 1.1. The General Data Protection Regulations (GDPR) take effect on 25 May 2018. The GDPR replaces the existing law on data protection. The UK's Data Protection Act 2018 is currently going through Parliament (now at the Committee stage).
- 1.2. Many of the concepts and principles of the GDPR are the same as in existing data protection law, but the GDPR places increased emphasis on transparency, openness, the requirement to obtain informed consent to process information and the documentation the Council will need to keep in order to show that the legislation is being complied with. The fines and penalties for non-compliance and data breaches have been substantially increased.
- 1.3. The Parish Council as a corporate body acts as a Data Controller (defined as a body which "determines the purposes and means of the processing of personal data").
- 1.4. Compliance with the GDPR will be monitored by the Information Commissioner's Office (ICO). The Parish Council is already registered with the ICO as a Data Controller.
- 1.5. The Parish Council considered the first detailed report of the Clerk which included the six Principles of Data Protection, the reasons for which processing of personal data is lawful, the requirement for local authorities to have a Data Protection Officer, and a draft Privacy Notice, Data Subject Access Request Procedure, Data Breach Procedure at the meeting on 5 April 2018. At that meeting it was resolved to defer final approval of the policy/procedures contained therein to this meeting.

### **2. Update on progress towards compliance**

- 2.1. Unfortunately due to ill health during the week leading up to the preparation of the agenda, the Clerk has not been able to complete the outstanding work on the Data Retention Policy and Data Security Policy. This will be continued over the coming month with the aim to present these policies to the June meeting. This should not cause any issues because the Information Commissioner has made it clear that she understands that achievement of compliance with the new regulations is a process and that provided organisations are taking data protection seriously and are making robust steps towards compliance, this will be satisfactory ("25 May is not the end of anything, it is the beginning, and the important thing is to take concrete steps to implement your new responsibilities." – ICO 3 May 2018).
- 2.2. Website
  - As agreed at the April 2018 meeting, the page on local businesses has been deleted
  - The archive of "Contact Forms" on the website has been deleted
  - The Clerk is in the process of contacting the individuals whose personal data is included on the website to obtain their informed consent for their data to be processed in this way
  - In addition to the basic "Contact Form", the website includes a form for residents to record sewerage problems. This was introduced in response to concerns raised at the Annual Parish Meeting in 2017. The Parish Council's intention was to use it to store the data only, with no clear intention for action to take on reports made. The form has never been used.  
The Clerk is recommending that this form is removed from the website to reduce the amount of personal data processing the Parish Council is carrying out.

2.3. Data Protection Officer (DPO)

Since the last meeting, the Government has tabled an amendment to its own Data Protection Bill to exempt all parish and town councils and parish meetings in England from the requirement to appoint a Data Protection Officer.

The proposal is that appointing a DPO will be discretionary and may be regarded as good practice.

The Bill is currently at the Report Stage, and so the situation could still change.

In the light of this, the Clerk is recommending (as advised by NALC) that the Parish Council does not appoint a DPO at this point in time.

2.4. Data Security

Whilst there is still work to be done on the review of the Parish Council's Data Security and the preparation of a Data Security Policy, the Clerk has requested information from Dropbox on the compliance of their cloud data storage services with the GDPR.

The Parish Council's digital files are stored on Dropbox. Up to now the Clerk has used a free account, but Dropbox now advises that only their business accounts are compliant with GDPR.

The minimum Dropbox business account costs £30.00 per month + irrecoverable VAT (as Dropbox is based in Ireland) when billed annually. The payment has to be made by credit/debit card.

Due to the high cost (relating to the requirement to pay for a minimum of three licences, when only one is required), the Clerk is in the process of researching alternative GDPR compliant cloud storage providers. The preferred option is likely to be Office365/Microsoft OneDrive which will cost £7.90 per month + VAT.

2.5. Policies

- **Privacy Notice** – a revised draft Notice follows at Appendix 1 for review. This is in the spirit of the GDPR and the UK Data Protection Bill but may be subject to change as the Data Protection Bill goes through parliament.  
The draft Notice has been updated since it was presented to the April meeting to take out the reference to the Data Protection Officer (replacing it with Clerk).  
The Clerk recommends that the Parish Council approves and adopts this Notice for publication on the website at this meeting.

**Data Subject Access Requests** – draft policy/procedure follows at Appendix 2 for review. The draft policy has been updated since it was presented to the April meeting to take out the reference to the Data Protection Officer (replacing it with Clerk).

The Clerk recommends that the Parish Council approves and adopts this Policy for publication on the website at this meeting.

- **Data Breach Policy and Procedure** – draft policy/procedure follows at Appendix 3 for review. Again, references to the Data Protection Officer have been replaced with Clerk.  
The Clerk recommends that the Parish Council approves and adopts this Policy at this meeting. This is an internal policy and will not be published on the website.

3. Work Remaining

- 3.1. Further policies remaining to be prepared, reviewed and adopted:
- Document Retention and Destruction Policy;
  - Data Security Policy;
  - Privacy Notice for Employees and Councillors
- . The Clerk will aim to prepare these for the June meeting.
- 3.2. Review of use of external processors, examination of the contract that exists between them and the Parish Council, consideration of how this complies with the GDPR.

4. Recommendations

- 4.1. To review and adopt:
- Privacy Notice
  - Data Subject Access Requests procedure
  - Data Breach Procedure
- 4.2. To decide whether to delete the sewerage problems form from the website.
- 4.3. To note the Government's proposed amendment to the Data Protection Bill to permit parish councils not to appoint a Data Protection Officer and to resolve not to appoint one at this point in time because it is considered that the low level of personal data processing carried out by the Parish Council does not make this separate role necessary. To reconsider this position should the amendment not be enacted in the Bill.
- 4.4. To note the further work required to move towards full compliance.

## **Appendix 1**

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

#### **Privacy Notice**

**This Notice sets out the type of information Aston, Cote, Shifford & Chimney Parish Council collects (or are supplied with). It tells you how the information is held, who we share it with and how it is used. There are contact details for queries about your personal information. All personal data collected (or supplied) will be treated in accordance with current data protection laws in the UK.**

**The data controller for all information covered by this Privacy Notice is Aston, Cote, Shifford & Chimney Parish Council.**

#### **What information do we collect and what information are we supplied with?**

When you contact us, we create a record in your name. To that record we add information that you give us. We keep records when you contact us. We collect and use information about our councillors and our employees. We are supplied with a copy of the register of electors by the district council. We are supplied with a copy of planning applications in our parish by the district council.

#### **How do we use your information?**

We use your personal information in the following ways:

- To process and respond to enquiries;
- To include contact details for local organisations on the parish website

#### **Who might we share your information with?**

We might share information with the district or county council or with the emergency services where we consider this would be necessary or helpful. We would seek your explicit consent to this other than where such sharing is considered necessary in an emergency or for health and safety reasons.

If you contact us your letter and/or email will be in the public domain unless you make it clear you do not wish it to be and we are able to justify confidentiality under the relevant legislation (this is very unlikely to be the case in planning matters).

Your information may be used to detect and prevent fraud in respect of public funding and we may release information to the police and other law enforcement organisations for crime prevention and detection purposes if required to do so.

We do not sell personal information to other organisations.

#### **Automated Decision Making and Profiling**

We do not use any form of automated decision making or the profiling of individual personal data.

## **Children**

We will not process any data relating to a child (under 13) without the express parental/guardian consent of the child concerned.

## **Transfer of data outside the European Economic Area (EEA)**

We will only transfer your personal information outside the EEA where necessary safeguards have been secured by contract.

## **How long do we keep data?**

We only keep data for as long as necessary and in accordance with our Data Retention Policy, a copy of which is available on our website or from the Clerk via the contact details below.

We publish on our website any changes we make to our data protection/information management policies and will notify you by other communication channels where appropriate.

Where you exercise your right to removal of your personal data, we will continue to maintain a core set of personal data (name, address and email address) to ensure that we do not contact you inadvertently in the future.

## **How can I access the information you hold about me?**

You are entitled to know what personal information Aston, Cote, Shifford & Chimney Parish Council holds about you and how that information is processed. You are entitled to ask for your personal data to be corrected where you believe it is inaccurate. You are entitled to withdraw your consent to the processing of your personal data by the council. You are entitled to ask for your personal data to be deleted.

However, if the processing is necessary to provide you with the service (or information) you have requested then withdrawal may mean you will not receive that service or information. We may also have a lawful reason why we need to continue processing your data. We will make it clear if this is the case and discuss your concerns directly with you before we stop processing your data.

Please make any requests or complaints to:

The Clerk: Mrs Helen Sandhu  
Aston, Cote, Shifford & Chimney Parish Council  
1 Manor Close, Aston, Bampton, OX18 2DD  
Email - [astonpc@live.co.uk](mailto:astonpc@live.co.uk)  
Telephone – 01993 851774

If you are dissatisfied with the handling of your request or complaint, you have a right to appeal to the Information Commissioner. There is no charge for making an appeal. The contact details are:

The Information Commissioner's Office  
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF  
Email – [casework@ico.gov.uk](mailto:casework@ico.gov.uk)  
Telephone – 01625 545745 or 0303 123 1113 (local rate)

## **Appendix 2**

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

#### **Data Subject Access Requests**

You are entitled to know what personal information Aston, Cote, Shifford & Chimney Parish Council holds about you and how that information is processed. Aston, Cote, Shifford & Chimney Parish Council is the Data Controller for all data covered by this policy.

#### **How to make a Data Access Request**

In order for us to properly understand your request you need to make it in writing, either by email or in the form of a letter.

Emails should be sent to [astonpc@live.co.uk](mailto:astonpc@live.co.uk).

Letters should be sent to: Mrs Helen Sandhu, Clerk  
Aston, Cote, Shifford & Chimney Parish Council  
1 Manor Close, Aston, Bampton, OX18 2DD

#### **What we do when we receive a request**

It is important that we only disclose personal data to the correct person. When you submit a request we will first check that we have enough information to be sure of your identity. Often we will have no reason to be uncertain, for example, if we have regularly corresponded with you. However, if we have good cause to be uncertain of your identity we can ask you to provide any evidence we reasonably need to confirm your identity. For example, we may ask you for a piece of information held in your records that we would expect you to know, a witnessed copy of your signature or proof of your address.

If the person requesting the information is a relative/representative of the individual concerned, then the relative/representative is entitled to personal data about themselves but must supply the individual's consent for the release of their personal data. If you have been appointed to act for someone under the Mental Capacity Act 2005, you must confirm your capacity to act on their behalf and explain how you are entitled to access their information. If you are the parent/guardian of a child under 13, we will need to consider whether the child can provide their consent to you acting on their behalf.

Should you make a data subject access request but you are not the data subject, you must stipulate the basis under the Data Protection Act that you consider makes you entitled to the information.

Where the records containing your personal information also contain personal information about a third party, this will be removed from any information provided unless that person has agreed to it being included.

#### **Fees**

Information you have requested will be provided free of charge unless the request is considered to be "manifestly unfounded or excessive" (see further information below), in which case a reasonable fee may be charged. A reasonable fee may be charged for supplying further copies of the same information that you have previously been supplied with. Any fee charged will be based on the actual administrative cost of providing the information.



### **When can you expect a response?**

We will aim to provide you with the information you have requested as soon as possible and at the latest within one month of the receipt of the request. This timescale can be extended by up to three months if the information requested is complex or numerous, and in this case you will be told within one month how much extra time is required and why.

### **How will I receive the response?**

If you have submitted your request electronically, we will respond electronically wherever possible, unless you advise us that you wish to receive the response by another means. If you have submitted your response as a printed letter, we will respond in writing to the address provided.

### **Your rights in relation to your data**

You are entitled to ask for your personal data to be corrected where you believe it is inaccurate. You are entitled to withdraw your consent to the processing of your personal data by the council. You are entitled to ask for your personal data to be deleted.

However, if the processing is necessary to provide you with the service (or information) you have requested then withdrawal may mean you will not receive that service or information. We may also have a lawful reason why we need to continue processing your data. We will make it clear if this is the case and discuss your concerns directly with you before we stop processing your data.

### **Subject access requests which are “manifestly unfounded or excessive”**

If we consider your request to be “manifestly unfounded or excessive”, we can charge a reasonable fee or refuse to provide the information requested. We will only apply this provision in exceptional circumstances and if we think it is applicable we will inform you within one month of the date of the request why we believe your request to be unfounded or excessive. You will have the right to complain to the Information Commissioner's Office and/or to apply to the courts to force disclosure and for compensation.

### **Complaints**

Complaints about the way your request has been handled should be addressed to:  
The Clerk:

Mrs Helen Sandhu  
Aston, Cote, Shifford & Chimney Parish Council  
1 Manor Close, Aston, Bampton, OX18 2DD  
Email - [astonpc@live.co.uk](mailto:astonpc@live.co.uk)  
Telephone – 01993 851774

If you are dissatisfied with the handling of your request or complaint, you have a right to appeal to the Information Commissioner. There is no charge for making an appeal. The contact details are:

The Information Commissioner's Office  
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF  
Email – [casework@ico.gov.uk](mailto:casework@ico.gov.uk)  
Telephone – 01625 545745 or 0303 123 1113 (local rate)

## **Appendix 3**

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

#### **Data Breach Policy and Procedure**

Aston, Cote, Shifford & Chimney Parish Council is a Data Controller. The Parish Council is required to keep the personal data it holds secure, to identify when a breach has occurred and to know how to deal with a breach should one occur.

All matters relating to data protection, including the handling of data breaches are delegated to the Clerk.

#### **What is a personal data breach?**

A personal data breach means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. This includes breaches that are the result of both accidental and deliberate causes. It also means that a breach is more than just about losing personal data.

Personal data breaches can include:

- access by an unauthorised third party;
- deliberate or accidental action (or inaction) by a controller or processor;
- sending personal data to an incorrect recipient;
- computing devices containing personal data being lost or stolen;
- alteration of personal data without permission; and
- loss of availability of personal data.

A personal data breach can be broadly defined as a security incident that has affected the confidentiality, integrity or availability of personal data. In short, there will be a personal data breach whenever any personal data is lost, destroyed, corrupted or disclosed; if someone accesses the data or passes it on without proper authorisation; or if the data is made unavailable, for example, when it has been encrypted by ransomware, or accidentally lost or destroyed.

#### **What to do when a breach occurs**

The Clerk must be notified as soon as an officer or councillor becomes aware that it has occurred. This includes evenings, weekends, and holidays.

The Clerk will obtain as much information as possible from the person reporting the breach.

The Clerk will establish the likelihood and severity of the risk to people's rights and freedoms, referring to the guidance published by the Information Commissioner's Office. If it is likely that there will be risk, the Clerk will notify the Information Commissioner's Office via their website without undue delay and certainly within 72 hours of the time that the officer or councillor became aware that the breach occurred.

If the Clerk concludes that there is unlikely to be a risk to people's rights and freedoms, then the breach will not be reported. The Clerk will make a clear record of the reasons for not reporting the breach.

The Clerk will ensure that any and all steps are immediately taken to contain the breach and minimise the potential risk of harm to the people whose data has been breached.

If the Clerk concludes that the breach is likely to result in a high risk to the rights and freedoms of individuals, the Clerk will consider whether the individuals affected should be informed directly, applying the assessment guidance published by the Information Commissioner's Office. Where necessary the Clerk will ensure that these individuals are informed directly and without undue delay to enable them to take steps to protect themselves from the potential effects of the breach.

The Clerk will also consider whether it would be appropriate to notify third parties such as the police, insurers, professional bodies, or bank or credit card companies who can help reduce the risk of financial loss to individuals.

When assessing how to deal with a breach the Clerk will ensure that the decision-making process is fully documented in accordance with the principle of accountability in data processing.

The Clerk will then carry out an investigation to determine how the breach occurred, whether any Council policies were breached and by whom, and what measures can be put in place to reduce the risk of a similar breach occurring in the future.

If the breach is deemed to be due to any action or inaction by a councillor or officer, then there will be an assessment of whether it will be appropriate to invoke the Parish Council's Disciplinary Policy (for staff) or the Code of Conduct Policy (for councillors).

### **The role of external Data Processors**

The Parish Council uses the following external organisations to store personal data:

- **Dropbox to store the Parish Councils computerised documents;**
- HMRC to store the Parish Council's payroll data;
- Unity Trust Bank and Santander Bank for payment processing

If an external processor suffers a breach, it is required to inform the Parish Council without undue delay as soon as it becomes aware. This requirement enables the Parish Council to take steps to address the breach and meet its reporting obligations under the GDPR.

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### **Record Keeping**

A record of all breaches will be maintained. The record will include the facts relating to the breach, its effects, the reasons why the breach was/was not reported to the Information Commissioner's Office and/or the individuals affected, and the remedial action taken.

# **ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL INSURANCE RENEWAL 2018**

1. At the renewal last year, the Parish Council placed its insurance with Aon (underwritten by Maven Underwriting).
2. Aon's local council business was transferred to BHIB Ltd in September 2017.
3. BHIB is the preferred insurance supplier of NALC (National Association of Local Councils), which acts as an introducer of insurance services and is regulated by the Financial Conduct Authority.
4. BHIB's local council insurance is underwritten by Aviva Insurance Ltd.
5. The insurance period runs from 1 June.
6. A renewal notice has been received from BHIB. The quoted premium is £363.55, a reduction of £38.12 (9.5%) compared to last year's renewal premium.
7. The quotation includes continuation of the three year long term agreement (this is year two) which the Parish Council entered into last year.
8. Because of the Long Term Agreement, no alternative quotations have been requested.
9. The insured levels for parish council assets incorporated in the quotation incorporate a fixed block cover which is substantially higher than the Parish Council requires. There is not an option to reduce the block cover. The block cover does mean that if the Parish Council were to replace/increase the assets held, there would be no increase in the insurance cost, as the new assets would be covered by the block cover.
10. The levels of cover provided are shown below. These are unchanged from the prior year and previous insurer.

## 11. **Insured Details**

| <b>Insured Item</b>  | <b>Sum Insured</b>                                     |
|--|--|
| <i>Mandatory covers:</i>   |  |
| Public Liability   | £10 million  |
| Employers Liability  | £10 million  |
| Money  | Varies by type   |
| Fidelity Guarantee   | £250,000   |
| <i>Optional Covers</i>   |  |
| Property Damage:<br>Cote Road Noticeboard<br>2 bus shelters<br>5 benches<br>War Memorial | Block street<br>furniture cover:<br>£72,000<br>£56,317 |
| Officials' Indemnity   | £500,000   |
| Legal expenses   | £250,000   |
| Libel & Slander  | £250,000   |
| Personal Accident  | £100,000   |
| Property damage excess   | £125   |

12. The policy changes this year include:
  - expansion of the coverage for the breaches of data protection legislation, including the new GDPR, including the payment of legal expenses and any compensation awarded to a third party
  - payment of any additional expenses incurred due to the death or permanent disablement of the Clerk preventing them from doing their work
13. **Recommendations**
  - 13.1. That the Parish Council reviews and considers the insurance renewal and decides whether the level of cover remains appropriate to the Parish Council's needs.
  - 13.2. That the Parish Council resolves to renew the insurance.

Prepared by Helen Sandhu, Clerk & RFO  
3 May 2018

Aston & Cote  
Community  
Trust

Blythehale  
Cote  
Bampton  
OX18 2EG

Phone: 07790 689074  
Email: paulfarrow@yahoo.co.uk

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

25 April 2018

Dear Helen

**RE: Play Facilities Reserve for new playground for Aston, Cote, Chimney & Shifford**

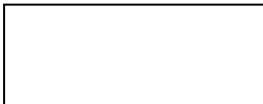
I am writing as trustee of Aston & Cote Community Trust to formally request financial support from the Parish Council of Aston, Cote, Chimney & Shifford as we raise funds for the new playground for young and disabled children at the village hall on Cote Road, Aston.

As members of the Parish Council will know, the existing playground is in dire need of replacement. The Community Trust has a plan in place to provide an inspirational new playground that will be enjoyed for generations to come. To date, we have raised over £2,800 from local groups and organisations. A number of large grant applications have been submitted and more are soon to follow – written confirmation of financial support from the Parish Council will no doubt strengthen these applications.

We request that the Parish Council pledges the money from the Play Facilities Reserve that remained from the parish precept on 31 March 2018. We believe that we have met the request from the Parish Council to provide a business plan including a 5-year vision for the village hall site. We look forward to working closely with the Parish Council as we aim to inspire educational, recreational and leisure time activities, to the benefit of the residents of Aston & Cote. Below you will find a point-by-point response to the queries raised as per your letter of 19 March.

Thank you for considering our request and please do not hesitate to get in touch if you would like to discuss the project further.

Yours sincerely



Paul Farrow  
On behalf of Aston & Cote Community Trust

- 1) Any funding application must be made formally in writing by an approved member of the Committee

**Response:** please count this letter as the formal written application as I am an approved member of the committee.

- 2) Before the Parish Council would be able to provide any funding commitment, the Council will first require information on the overall short and longer term plans for the village hall site, to include: the layout of the sports pitches; position of the playground spaces; parking (to include potential future parking expansion); position of the future multi-use games court for which the Community Trust is aware that the Parish Council has set aside a reserve to be matched with developer funding from the Saxel Close development site.

**Response:** The following details are taken from the business plan submitted to the Parish Council. Modification of this plan will occur following discussion between the Community Trust and Parish Council.

The new playground is phase 1 of a longer-term project to enhance the play and sporting facilities at the Aston & Cote village hall and recreation grounds. We are committed to working closely with Aston & Cote Parish Council to provide a multi-use games area (MUGA) and low-impact additional parking on the site. This will be phase 2 of the project. The included drawing shows the proposed locations of the playground, MUGA and overflow parking.

#### **MUGA**

The MUGA will replace the existing small basketball court, which is situated next to the site of the new young and disabled children's playground. It will provide a larger play area (30 x 20 metres included in the drawing for illustration only), adding the facility for a range of sports including all-weather football, basketball and hockey, that can be enjoyed by all ages. Side walls will prevent balls being lost out of court.

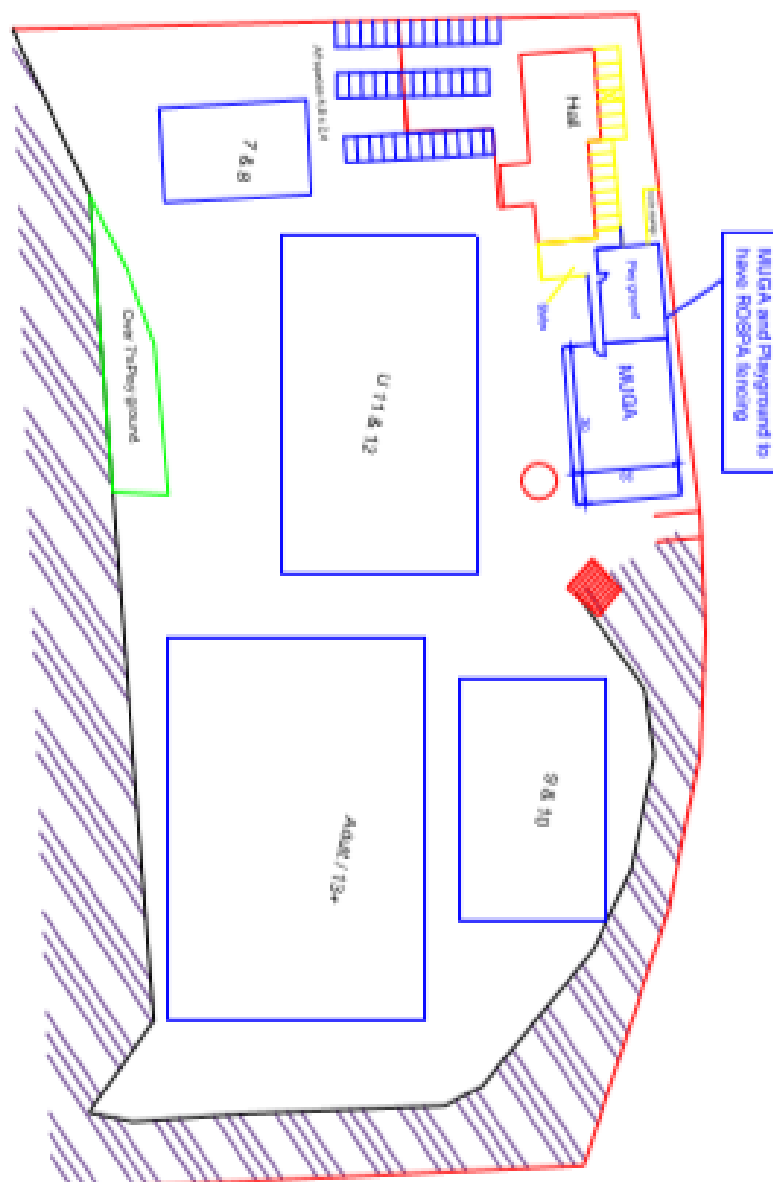
Image for illustration only.

Source: <http://www.hags-smp.co.uk/>



#### **Increased parking**

A two-step approach will be taken to accommodate the anticipated increase in use of the facilities at the village hall and recreation grounds. First, local residents will be encouraged to access the site via bicycle, with the provision of secure bike stands (e.g. Sheffield bicycle stands, see location in drawing). Second, additional parking spaces will be made available by expansion of the existing car park, using low-impact grass protection grids. The current car park provides parking for approximately 35 cars (unstructured spaces). Placement of the playground next to the village hall will result in the loss of approximately 7 parking spaces. We propose addition of 14 parking spaces (standard 4.8 x 2.4 meters each) to take the total number of spaces to 49 (a 40% increase in the available parking).



The illustration shows the position of football pitches for various age groups (3 pitches for youth football and one pitch for over 13s/adults). The playground, MUGA and additional parking will be located near to the village hall to remove the need for people to cross the playing fields for access. This will provide easier disabled access to the facilities and encourage use. Strategically placed entrances through approved safety fencing will keep children away from Cote Road.



- 3) Proposals on how additional parking will be accommodated on the site, particularly as some parking space will be lost when the playground is built, and given that the creation of additional sports space following the relocation of the playground will increase the amount of parking required at the site.

**Response:** see answer to point 2.

- 4) Any funding that the Parish Council would offer to the Community Trust would not be released until the Community Trust would be in a position to formally confirm that all the funds required to complete the project are either in the Trust's bank account, or are formally committed to by other funders. The Parish Council would reserve the right to request documentary evidence of the funds in hand/promised.

**Response:** the Community Trust agrees to this approach.

- 5) Any funding commitment that the Parish Council would make during the 2018/19 financial year would be valid to 31 March 2019 and should the Community Trust not be able to complete the project before that date, then the funding commitment would be reviewed, with the Parish Council either withdrawing it or confirming an extension, subject to further communication with the Community Trust.

**Response:** the Community Trust agrees to this approach.

- 6) The Parish Council would require a report post completion of the project summarising the total project costs and the funding sources; should any of the funds provided by the Parish Council not have been required to complete the project, then the Parish Council would reserve the right to request refund of any excess funds paid.

**Response:** the Community Trust agrees to this approach.

***Email from Cabinet Member for the Environment, Councillor Yvonne Constance,  
in response to letter from Parish Council about the condition of the roads  
Received on 2 May 2018***

“Thank you for writing. We try hard to let residents know that County Council is overwhelmed with reports about potholes and roads breaking up. Until December the repair teams managed to repair 99% of average 2,000 reports each month. Since the snow, ice and salt damage reports to Fix My Street are up to 7000/8000 per month. We have responded by bringing in two extra repair teams and an additional Dragon Patcher and Gov has provided extra £2.8 million making about £16 million available for road repairs this year, and the repair team will get to you as soon as possible.

Rest assured County Council assess the state of our roads constantly. In fact we know that we compare very well nationally with other counties (13% below standard compared with 17% nationally) and are seen as achieving ‘excellence’ in management of our roads on the resources available. We aim to patch repair as much as possible, because patches last much longer, but highway authorities have a statutory obligation to fill pothole 3cms or more deep within 24 hours, so you will see ‘sweep and fill’ repairs which aim to meet this obligation, but we know don’t last as long.

I must add that OCC spends 50% of its revenue on social care, which is on 2% of the population.

And I know we need £150 million to resurface our roads, and am happy to consider any ideas about where/how to raise that sum!

Cllr Yvonne Constance”

## Financial Matters

1. **Cash Balances**

|   |                          |
|---|--------------------------|
|   | £                        |
| <i>SANTANDER CURRENT ACCOUNT</i>                  |                          |
| Balance at 31 March 2018                          | NIL                      |
| Transactions in month                             | NIL                      |
| <b>Balance at 30 April 2018</b>                   | <b><u>NIL</u></b>        |
| <br><i>UNITY TRUST CURRENT ACCOUNT</i>            |                          |
| Balance at 31 March 2018 (as previously advised)  | 16,600.69                |
| Receipt on 31 March – Nationwide Deposit Interest | 169.40                   |
| Payment on 31 March – Service charge x 3 months   | (18.00)                  |
| April payments                                    | (1,873.38)               |
| First half of precept & Council Tax support grant | 13,269.50                |
| <b>Balance at 30 April 2018</b>                   | <b><u>28,148.21</u></b>  |
| <br><i>NATIONWIDE DEPOSIT ACCOUNT</i>             |                          |
| Balance at 31 March 2018                          | 39,106.79                |
| Transactions in month                             | NIL                      |
| <b>Balance at 30 April</b>                        | <b><u>£39,106.79</u></b> |
| <br><i>SANTANDER BUSINESS DEPOSIT ACCOUNT</i>     |                          |
| Balance at 31 March 2018                          | 535.71                   |
| Transactions in month: interest received          | 0.14                     |
| <b>Balance at 30 April 2018</b>                   | <b><u>535.85</u></b>     |
| <br><b>TOTAL CASH HOLDING AT 30 APRIL 2018</b>    | <b><u>£67,790.85</u></b> |

**ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL**  
**YEAR ENDED 31 MARCH 2018**  
**RECEIPTS & PAYMENTS ACCOUNT**

|   |                   | BUDGET                         |                               | ACTUAL                            | PRIOR YR                          |
|---|-------------------|--------------------------------|-------------------------------|-----------------------------------|-----------------------------------|
|   | Relevant Statute  | Full Year<br>Budget<br>2017/18 | Budget for<br>Year<br>2017/18 | Year ended<br>31 March<br>2017/18 | Year ended<br>31 March<br>2016/17 |
| RECEIPTS  |                   |                                |                               |                                   |                                   |
| Precept   |                   | 25,582                         | 25,582                        | 25,582.00                         | 25,055.00                         |
| Council tax support grant (WODC)                              |                   | 559                            | 559                           | 559.00                            | 760.00                            |
| Grants (grass cutting)  |                   | 1,049                          | 1,049                         | 1,048.60                          | 1,048.60                          |
| Interest  |                   | 30                             | 30                            | 170.28                            | 241.30                            |
| Sundry  |                   |                                |                               |                                   | 8.00                              |
| VAT refund received   |                   |                                |                               | 1,053.72                          | 1,708.57                          |
| TOTAL RECEIPTS  |                   | 27,220                         | 27,220                        | 28,413.60                         | 28,821.47                         |
| PAYMENTS  |                   |                                |                               |                                   |                                   |
| Ordinary Expenditure  |                   |                                |                               |                                   |                                   |
| Clerk's Salary  | LGA 1972, s112    | 4,445                          | 4,445                         | 4,445.00                          | 4,358.20                          |
| Office equipment  | LGA 1972, s111    |                                |                               |                                   |                                   |
| Office running costs  | LGA 1972, s111    | 500                            | 500                           | 389.83                            | 305.24                            |
| Bank charges  |                   | 72                             | 72                            | 72.00                             | 54.00                             |
| Website   | LGA 1972, s111    |                                |                               |                                   | 193.20                            |
| Insurance   | LGA 1972, s111    | 432                            | 432                           | 401.67                            | 411.86                            |
| Audit   | LGA 1972, s111    | 200                            | 200                           | 200.00                            | 200.00                            |
| Village Hall Rental/Cost APM                                  | LGA 1972, s111    | 40                             | 40                            | 18.50                             | 32.39                             |
| Subscriptions   | LGA 1972, s143    | 362                            | 362                           | 347.29                            | 336.04                            |
| Chairman's Allowance  | LGA 1972 s15(5)   | 100                            | 100                           | 7.50                              |                                   |
| Expenditure under Statute                                     |                   |                                |                               |                                   |                                   |
| Grass Cutting - verges & War Mem                              | HA 1980, s116     | 4,961                          | 4,961                         | 3,146.90                          | 3,068.49                          |
| Grass Cutting - playing field                                 | LG(MP)A 1976, s19 | 1,296                          | 1,296                         | 1,152.00                          | 1,152.00                          |
| Grants - See Separate Analysis                                |                   | 3,950                          | 3,950                         | 4,640.00                          | 2,790.00                          |
| Dog & Litter Bin Emptying                                     | Litter Act 1983   | 217                            | 217                           | 219.36                            | 212.52                            |
| Training & Travel   | LGA 1972, s174    | 220                            | 220                           | 40.00                             |                                   |
| Clock Maintenance   | PCA 1957, ss2 & 6 | 440                            | 440                           | 509.00                            | 638.00                            |
| Bus Shelter Cleaning  | LG(MP)A 1953, s4  | 110                            | 110                           | 27.00                             | 108.00                            |
| Repairs (incl Cote phone kiosk)                               |                   | 500                            | 500                           | 881.11                            |                                   |
| Expenditure from "Free Resource" (S137)                       |                   |                                |                               |                                   |                                   |
| Village maintenance/Lengthsman                                |                   | 1,500                          | 1,500                         | 437.00                            | 190.00                            |
| Subscriptions   |                   | 111                            | 111                           | 106.00                            | 106.00                            |
| Grants - See Separate Analysis                                |                   | 1,400                          | 1,400                         | 650.00                            | 285.00                            |
| Projects  |                   |                                |                               |                                   |                                   |
| Southlands Noticeboard  |                   | 1,800                          | 1,800                         | 1,371.55                          |                                   |
| VAS on Bampton Road   |                   | 5,000                          | 5,000                         |                                   |                                   |
| Queen's Birthday Medals                                       | LGA 1972, s137    |                                |                               |                                   | 367.29                            |
| Bench donated to Comm.Trust                                   |                   |                                |                               | 20.00                             | 361.23                            |
| Bench at Southlands   |                   |                                |                               | 324.98                            |                                   |
| Pedestrian Barrier Works                                      |                   |                                |                               |                                   | 421.81                            |
| Defib at Village Hall   | PHA 1936 s234     |                                |                               |                                   |                                   |
| Contingency Sum   |                   | 5,000                          | 5,000                         |                                   |                                   |
| VAT Paid  |                   |                                |                               | 1,174.05                          | 1,014.92                          |
| TOTAL PAYMENTS  |                   | 32,656                         | 32,656                        | 20,580.74                         | 16,606.19                         |
| Excess/(Deficit) of Receipts over Payments for Financial Year |                   |                                |                               |                                   |                                   |
|   |                   | (5,436)                        | (5,436)                       | 7,832.86                          | 12,215.28                         |
| Reserves  |                   |                                |                               |                                   |                                   |
| Opening at 1 April  |                   | 48,562                         | 48,562                        | 48,561.73                         |                                   |
| Closing at period end   |                   | 43,126                         | 43,126                        | 56,394.59                         |                                   |
| Closing reserves analysis:                                    |                   |                                |                               |                                   |                                   |
| Working day to day balance                                    |                   | 8,650                          | 10,362                        | 16,918.59                         |                                   |
| Contingency Reserve   |                   | 0                              |                               | 5,000.00                          |                                   |
| Recreation reserve  |                   | 34,476                         | 32,764                        | 34,476.00                         |                                   |
|   |                   | 43,126                         | 43,126                        | 56,394.59                         |                                   |

**Bank Reconciliations at 31 March 2018**SANTANDER CURRENT ACCOUNT

|                                    |            |
|------------------------------------|------------|
|                                    | £          |
| Bank Statement Balance at 31 March | NIL        |
| Reconciling items                  |            |
| NONE                               | NIL        |
| Cash Book Balance at 31 March      | <u>NIL</u> |

UNITY TRUST CURRENT ACCOUNT

|   |                  |
|---|------------------|
|   | £                |
| Bank Statement Balance at 31 March              | 17,302.69        |
| Reconciling items                               |                  |
| Uncredited lodgement – interest from Nationwide | 169.40           |
| Chq 300038 St James Church                      | (720.00)         |
| Cash Book Balance at 31 March                   | <u>16,752.09</u> |

SANTANDER DEPOSIT ACCOUNT

|                                    |               |
|------------------------------------|---------------|
|                                    | £             |
| Bank Statement Balance at 31 March | 535.71        |
| Reconciling items                  |               |
| NONE                               | NIL           |
| Cash Book Balance at 31 March      | <u>535.71</u> |

NATIONWIDE DEPOSIT ACCOUNT

|                                    |                  |
|------------------------------------|------------------|
|                                    | £                |
| Bank Statement Balance at 31 March | 39,106.79        |
| Reconciling Items                  |                  |
| NONE                               | NIL              |
| Cash Book Balance at 31 March      | <u>39,106.79</u> |
| Total Cash Balances at 31 March    | <u>56,394.59</u> |

**ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL  
ANNUAL GOVERNANCE STATEMENT 2018**

**1.0 Introduction**

The Annual Governance Statement that must be completed by the Parish Council and submitted to the external auditor is attached.

**2.0 The Clerk offers her advice on the Parish Council's completion of the Statement as follows:**

**2.1 Assertion 1 – effective financial management & preparation of accounts**

The accounts have been properly prepared in accordance with current Accounts and Audit Regulations and proper practices.

**2.2 Assertion 2 – system of internal control**

The Parish Council's Statement of Internal Control and Annual Review of Effectiveness of Internal Control were reviewed and approved at the meeting on 1 March 2018.

**2.3 Assertion 3 – legal powers, codes of practice**

Legal powers for activities and expenditure are noted at every meeting on the Agenda and Minutes.

**2.4 Assertion 4 – exercise of electors' rights**

Current Freedom of Information regulations adopted. Proper display of notices about annual accounts and audit put on Noticeboard.

**2.5 Assertion 5 – risk assessment**

Risk assessment reviewed and readopted at the Parish Council meeting on 1 February 2018.

**2.6 Assertion 6 – internal audit**

Independent internal auditor retained. Review of the effectiveness of internal audit carried out as part of the review of the effectiveness of the system of internal control at the Parish Council meeting on 1 March 2018.

**2.7 Assertion 7 – response to internal and external audit**

No matters arising requiring action at the external or internal audits for 2017.

**2.8 Assertion 8 – matters arising after the year end**

The Clerk reports that there are no such matters arising.

**3.0 Recommendation**

That the Parish Council considers and completes the Annual Governance Statement in conjunction with the Clerk's comments as given in section 2 above.

Prepared by Helen Sandhu, Clerk & RFO  
5 May 2018

## Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

|   | Agreed |     | Yes | No* | Yes means that this authority:  |
|---|--------|-----|-----|-----|---|
|   | Yes    | No* |     |     |   |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.  | Yes    |     |     |     | prepared its accounting statements in accordance with the Accounts and Audit Regulations.   |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.  | Yes    |     |     |     | made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.   |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | Yes    |     |     |     | has only done what it has the legal power to do and has complied with Proper Practices in doing so.   |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.   | Yes    |     |     |     | during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.   |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.  | Yes    |     |     |     | considered and documented the financial and other risks it faces and dealt with them properly.  |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.  | Yes    |     |     |     | arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority. |
| 7. We took appropriate action on all matters raised in reports from internal and external audit.  | Yes    |     |     |     | responded to matters brought to its attention by internal and external audit.   |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.                                  | Yes    |     |     |     | disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.   |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.                         | Yes    | No  | N/A |     | has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.   |
|   |        |     | N/A |     |   |

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval is given:

|                  |          |                    |
|------------------|----------|--------------------|
| MINUTE REFERENCE | Chairman | SIGNATURE REQUIRED |
| DD/MM/YY         | Clerk    | SIGNATURE REQUIRED |

Other information required by the Transparency Codes (not part of Annual Governance Statement)  
Authority web address

WWW.ASTONOXON.COM TE ADDRESS

## Section 2 – Accounting Statements 2017/18 for

ASTON, COTE, SHIFFORD &amp; CHIMNEY PARISH COUNCIL

|   | Year ending        |                    | Notes and guidance  |
|---|--------------------|--------------------|---|
|   | 31 March 2017<br>£ | 31 March 2018<br>£ |   |
| 1. Balances brought forward   | 36346              | 48562              | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.  |
| 2. (+) Precept or Rates and Levies  | 25055              | 25582              | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.   |
| 3. (+) Total other receipts   | 3767               | 2832               | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.   |
| 4. (-) Staff costs  | 4358               | 4445               | Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses. |
| 5. (-) Loan interest/capital repayments   | NIL                | NIL                | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).  |
| 6. (-) All other payments   | 12248              | 16136              | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).  |
| 7. (=) Balances carried forward   | 48562              | 56395              | Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).   |
| 8. Total value of cash and short term investments                                   | 48562              | 56395              | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>                              |
| 9. Total fixed assets plus long term investments and assets                         | 12992              | 14142              | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.  |
| 10. Total borrowings  | NIL                | NIL                | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).  |
| 11. (For Local Councils Only) Disclosure note re Trust funds (including charitable) | Yes                | No                 | The Council acts as sole trustee for and is responsible for managing Trust funds or assets.   |
|   | —                  | N0                 | N.B. The figures in the accounting statements above do not include any Trust transactions.  |

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where approval of the Accounting Statements is given

SIGNATURE REQUIRED

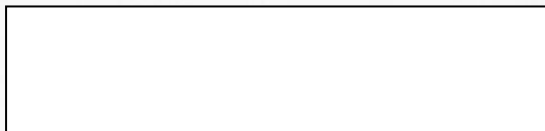


**"Wyvern"  
COTE  
Near Bampton  
Oxfordshire OX18 2EG**

24<sup>th</sup> April, 2018

**To the Members of the Aston, Cote, Shifford and Chimney Parish Council**

I have completed the Internal Audit once again in accordance with the "Governance and Accountability for Smaller Authorities in England" Practitioners' Guide. No matters have arisen which require your attention.



Nick Hoskins, FCA  
Hon Internal Auditor