

**Mrs Madhu Richards**  
**Chief Finance Officer**  
**West Oxfordshire District Council**

**Council Offices**  
Woodgreen  
WITNEY  
Oxfordshire OX28 1NB  
Tel: 01993 861000  
[www.westoxon.gov.uk](http://www.westoxon.gov.uk)



Mrs Anne Ogilvie  
Clerk to Chadlington Parish Council  
Grove Cottage  
Chapel Row  
Chadlington  
Oxon  
OX7 3NA

**Please ask for:** Paul Lelliott  
**Tel:** 01993 861180  
**Date:** 9th December 2024

Dear Mrs Ogilvie

**RE: (REVISED) PARISH PRECEPTS AND COUNCIL TAX 2025/26**

I am writing to inform your parish/town of the estimated Tax Base for the 2025/26 financial year. It is:-

404.92

The District Council is preparing its budget for the next financial year and will need to include your precept requirement for 2025/26.

The setting of the Taxbase is a complex process, which involves forecasting the impact on the Taxbase of various elements such as exemptions, discounts, Local Council Tax Support and the addition of new properties. The starting point of working out the Taxbase is to establish how many dwellings are in that parish each year. The calculation takes into account exemptions, discounts and Local Council Tax Support. It also includes the forecast on the number of new properties completing within the coming year.

Taxbase can go down by a small amount by there simply being one or two properties that have become exempt, more people receiving a reduction for living on their own or a higher adjustment to take into account eligibility for Local Council Tax Support. Where the Parish Councils / Meetings have a larger decreased amount, the major contributors can be as following:

- higher adjustment in council tax support
- increasing in number for exemption properties
- increasing in number for empty properties

Please complete the attached precept form and return it to Paul Lelliott, in Accountancy Services, WODC Accountancy Office, Woodgreen, Witney, OX28 1NB, **not later than Friday 10th January 2025**, keeping a copy for your own records. If you wish it may alternatively be sent as a scanned email attachment to [paul.elliott@westoxon.gov.uk](mailto:paul.elliott@westoxon.gov.uk).

I must emphasise that where there is **no** parish/town expenditure and therefore **no** precept requirement a NIL return is still required; and **must** be completed and returned by the above date.

I trust that this is all clear, but please do not hesitate to contact my colleague Paul Lelliott ([paul.elliott@westoxon.gov.uk](mailto:paul.elliott@westoxon.gov.uk); 01993 861180) if you have any queries.

Yours sincerely



Madhu Richards  
Chief Finance Officer

WEST OXFORDSHIRE DISTRICT COUNCIL

**Chadlington Parish Council**

**(REVISED) PRECEPT 2025/26**

The amount required to be raised by way of Council Tax to meet the expenditure of this Town/Parish during the year 2025/26 will be:-

(Please note your total precept amount must be rounded up to the nearest £1)

1	Town/Parish general expense (Budget)	£
2	Town/Parish council election expenses	NA
3	Town/Parish precept for tax setting purpose (line 3 = line 1 + line 2)	£
4	Proposed precept 2025/26 (from line 3)	£
5	Tax base for 2025/26	404.92
6	Band D Tax - Please divide line 4 by line 5 (line 6 = line 4 / line 5)	£
7	Previous Year Band D Tax	£94.63
8	Tax rise ( line 6 – line 7) / line 7 x 100	

----- DATE -----

CLERK/CHAIRMAN

(FOR THE ATTENTION OF PAUL LELLIOTT – ACCOUNTANCY)

**PLEASE RETURN BY FRIDAY 10th JANUARY 2025**  
**THIS FORM MUST BE RETURNED EVEN FOR A NIL PRECEPT**  
**SEE COVERING LETTER FOR HOW TO RETURN**

## Chadlington Parish Council

The Council's preferred method of payment is by direct BACS payment into your bank account. Please confirm the bank, branch, sort code and account number of your account and where you would like the remittance details sent.

Account Number:

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Bank Name:

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Sort Code:

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Branch:

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Remittance to:


**PLEASE RETURN BY FRIDAY 10th JANUARY 2025**  
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