

Minutes of Ordinary Meeting of Avon Dasset Parish Council

Monday 17th October 2016, at The Reading Room.

The meeting commenced at 7.30pm.

1. **APOLOGIES** (with acceptance of apologies): Darrell Muffitt – accepted by the meeting. The meeting was informed that Liz Hirst was delayed and would arrive late to the meeting (arrived at 8.30pm)

Present: Trevor Gill, Mike Blakeman, Martyn Heard, Councillor Williams, Councillor Bart Dalla-Mura, Clerk (Helen Hide-Wright). Liz Hirst arrived at 8.30pm. Public: Peter Biddlestone.

2. **DECLARATION OF INTERESTS**: None.
3. **CONFIRM MINUTES OF LAST MEETING**: Unanimously accepted. Proposed: Mike Blakeman, seconded: Martyn Heard. Signed and dated by Trevor Gill.
4. **QUESTIONS FROM THE PUBLIC**: None.
5. **MATTERS ARISING**:

Community

- a) **Burial Ground**: Nothing to report.
- b) **Community Policing/Neighbourhood Watch**: Two incidents in the village: theft of motor home and theft of pub signs. The Parish Council received notification that during the night a motor home had been stolen. On a separate occasion, the signs for The Avon pub were stolen from the junction with the B4100 and the play area. Both matters are in the hands of the Police.
- c) **Playground** – (weekly inspection reports): RoSPA has undertaken its inspection and the Parish Council is awaiting the report. Trevor Gill confirmed that, from his inspection of the areas, one of the benches needs repairing. Trevor Gill has been approached to ask if a play tractor could be installed in the area. The Parish Council agreed that a quotation could be sought. Proposed: Trevor Gill, seconded: Martyn Heard.

Darrell Muffitt suggested that the Parish Council approach the owners of the play area to see if the land could be sold to the village. It was agreed that a letter would be drafted.

- d) **Superfast Broadband**: Martyn Heard confirmed that Superfast Broadband was connected to his phone line and that service speeds were better but intermittent. Martyn commented that the service should improve as there is a settling period after the initial connection.

Trevor Gill spoke about the people who have phone service provided through the exchange. The Carrow, Bitham Hall and several other properties appear do not have access to Superfast Broadband and it may be that they are in a development programme. It is unknown when they will have access to the service. It was decided to list the properties which do not have the service and send this to Chris Williams who had offered to look into this matter for residents. Peter Biddlestone was keen to know what could be done on this aspect and will be contacted with any update.

- e) **Post Office**: The Post Office is temporarily closed. Trevor Gill has spoken to the PO and

has been told that there may be someone who will take over on a temporary basis in mid-November until a permanent solution can be found. Opening hours were also discussed and it is likely that the hours will be reduced and possibly the day of the week for the service in Avon Dassett will be changed also. Trevor Gill has agreed to seek an update next week. Trevor Gill has asked for the key to the room in the Reading Room as well as permission to switch off the PO equipment located there.

- f) **Village Communications**: The Clerk is dealing with the Mail Chimp email system.
- g) **The Avon Pub** – Mike Blakeman recapped on the situation. The application was withdrawn on the day of the Committee Hearing (14th September 2016). Expression of Interest Notice was posted by SDC outside the Avon on 7th October 2106 and was removed on the same day. SDC was contacted by the owners who queried the requirement for the notice as they claimed that it was being sold as a going concern and therefore the notice did not apply. The Parish Council has challenged this as it considers that the business is not a going concern as it has been closed since June. There is no firm definition of a going concern but a material point is that it must be operating as a business for this to apply. The Parish Council may seek legal advice on this matter and other related matters to The Avon. The Avon is clearly no longer operating and has not been for some time.

Martyn Heard sought clarification on the impact of the pubs registration as a community asset within the Localism Act: Mike explained that it triggers a 6 month moratorium in selling the business unless it is sold to the community. Interest can be registered in that period but no sale can go through, unless it is to the community. Trevor went on to say that this is why a bid needs to be registered with SDC, within the set down period of time, if the community wishes to make a bid.

Bart Dalla-Mura commented that it is difficult for SDC to make a judgement on the matter when the classification of the business is in dispute. In addition, if the business is considered a going concern by the owners, then business rates should be applied and backdated. If it is a going concern, a VAT return should also be submitted.

It was agreed to submit the form to SDC for a community bid. Proposed: Trevor Gill, seconded: Martyn Heard. Unanimous. Appendix 1.

Trevor Gill recapped on the role of the Plunkett Foundation. In December 2014 an application went in for support but this was withdrawn when an offer went in for The Avon and the purchase proceeded. Trevor Gill proposed that another application should go in and asked whether the Parish Council agreed with this undertaking. It was also agreed that formal membership of The Plunkett Foundation would be progressed and approval given given for the fee of £240 (previously approved Dec 2014). Proposed: Mike Blakeman, seconded: Martyn Heard. Appendix 2.

Darrell Muffitt had submitted a written submission to the Parish Council which was reviewed at the meeting.

- h) **Remembrance**: Darrell Muffitt submitted a written report and confirmed that the service will be held at 12.30 at the War Memorial. Full details will be in the November Compton Chronicle. A wreath will be purchased. Trevor Gill to ensure that the wreath is blessed before the service. Approval of £50 for Remembrance wreath (Appendix 3: Financial Statement). Proposed: Trevor Gill, seconded: Liz Hirst. **ACTION: Details of the Remembrance service will be sent out via the communications facility in early November.**
- i) **Parish Champion**: It was decided not to participate in this initiative as there are already several residents volunteering to assist and report issues to the Parish Council.
- j) **Grants**: Councillor Grant, Community Building Grant Fund: Darrell Muffitt had submitted a written report suggesting three possible projects: Reading Room Refurbishment, Playground lease: Purchase, Nature Reserve: replace/refurbish eating and picnic benches. It was decided to carry forward this item in order and that consideration would be given to what the village

would like.

8.30pm Liz Hirst arrived at the meeting.

Roads: Traffic, Roads and Drains: Patch Byrne wrote to two residents regarding the overgrown vegetation, opposite the Old Rectory which was causing difficulties for motorists. Work has been undertaken to reduce the amount of vegetation going into the roadway and improved the situation. It is hoped that the vegetation will be kept away from the roadway.

Sarah Richardson has confirmed that Bitham Hall has engaged a contractor to clear the leaves on the footpath and that this is likely to take place shortly.

Environment/Maintenance

l) **Green areas** (including condition of verges): Clerk to review the green area contract. Trevor Gill and Liz Hirst to formulate a specification to seek tenders when the current contract expires. Trevor has agreed with SDC to confirm the green area meterage for Streetscene in order to confirm the rebate amount for the green area maintenance.

m) **Reading Room** – Decorating and maintenance £1k. Trevor Gill commented on the quality of the new windows and everyone agreed that they are an improvement to the building. Discussions moved on to the final window which could not be installed because of the poor condition of the electrical cables which are also in the way. Trevor Gill volunteered to speak to Western Power about the relocation of the electrical cable to enable the fitting of the final window. Quotes for exterior decoration will be sought. **ACTION: Trevor Gill to contact Western Power to discuss the repositioning of the electrical cable at the top of the cable end.**

It was decided to review the garden area at the front of the Reading Room, in front of the noticeboard with a view to install stone chips and site two tubs on the area. It is difficult to access the notice board because of plants and weeds.

n) **Nature Area:** During the last clean up the table was removed because it was in a poor state of repair. Discussions took place and it was decided not to replace it for the present.

Communication/Administration

o) **Local Council Charter:** It was decided not to pursue this initiative.

5. COUNCIL REPORTS

Councillor Chris Williams: Awaiting the Chancellors Autumn Statement to see the impact on SDC's budget priorities. There have been meetings around the District to encourage comments from the public. The message has come through that the care of children and the elderly are the priority. In November, more details will be known about the Chancellors intention for the finding which will affect Council's. It is likely that there will be a need for further changes and savings.

A copy of the Core Strategy is available to purchase and contains key information relevant to the area from Sue Nash at a cost of £25. Proposed: Mike Blakeman, seconded: Martyn Heard. **ACTION: Clerk to order a copy of the Core Strategy.**

A Joint Working Party has been set up to consider the needs of pedestrians needing access between the two villages on either side of the B4100. Various options are being considered.

Chris Williams offered to deal with queries concerning broadband if he can receive details of the properties unable to access the superfast broadband service. **ACTION: Parish Council to produce a list of properties in Avon Dassett without access to superfast broadband and send to Chris Williams for investigation.**

Trevor Gill mentioned that the play area sign is still not up. Councillor Williams will chase up the matter of the sign with Patch Byrne.

Councillor Bart Dalla-Mura: Boundary changes are being considered nationally. This may affect the number of MP's who will serve the area. This is to balance the number of electors to the MP's so that they serve an equal number of people.

7. **CORRESPONDENCE** – Paper copies circulated at meeting. Emails circulated prior to meeting.

8. **PLANNING** (Declarations of interests): Thanks to all contributors to the recent planning matter relating to The Avon.

Planning Comments Filed: 16/02590/FUL & 16/02591/LBC: Hillside Farm: Cladding to building: No Representation.

9. **FINANCIAL STATEMENT**

Accounts for Payment (Appendix 3). The Direct Debit for Data Protection registration was signed and countersigned ready for submission, this will trigger an annual renewal of the Data Protection cover at a cost of circa £35. Proposed: Trevor Gill, seconded: Mike Blakeman.

List of invoices: Appendix 4.

Authorisation for the following was agreed: £340 for painting of the windows and £1,480 for installation costs, as per the estimate 21.1.16 (which was accepted in December 2015). Proposed: Mike Blakeman, Seconded: Martyn Heard.

Second Quarterly Review: The Clerk presented the review and confirmed that expenditure is on track for this period in the financial year. Ring fenced funds have been allocated to cover the expenditure on the windows. Appendix 5. **ACTION: Clerk to transfer the balance payment for the windows to the current account, after the invoice has been paid and obtain an up to date VAT refund.**

Budget and precept 2017/18. Trevor Gill ran through the draft budget and asked the Councillors for comments ready for the budget's approval at the December PC meeting and precept request early in 2017. Appendix 6.

10. **MEMBER REPORTS:** Trevor Gill undertook to progress the detail of the defibrillator. Martyn Heard offered to send the details through of the system that he is familiar with. The Clerk commented that any system has to be checked with the Ambulance Service to ensure it is supported by them.

11. **DATE OF NEXT MEETINGS:** 12th Dec (No meeting January 2017).

2017: 6 Feb, 6th March, 3rd April, 8th May, 5th June, 3rd July, 7th Aug, 4th Sept, 2nd Oct, 6th Nov, 4th Dec.

The meeting closed at 9.05pm.

Appendix 1 – Community Right To Bid

This information can be found at the following link.

<http://www.avondasset.com/wp-content/uploads/2014/07/Appendices-Minutes-October-2016.pdf>

Appendix 2 – Application To The Plunkett Foundation For Support

This information can be found at the following link.

<http://www.avondasset.com/wp-content/uploads/2014/07/Appendices-Minutes-October-2016.pdf>

Appendix 3 – Financial Statement

Appendix A: FINANCIAL STATEMENT October 2016, Avon Dassett Parish Council:

Balance at close of business 30.9.16

Current Account	£ 12,380.80
Savings Account	£ 7,349.05* Ring fenced funds and interest received.

Bank Transactions

Current Account	Chq/SO/DD/TRF	In	Out
5 Sept	DD		23.00
6 Sept	1388		120.00
9 Sept	1387		95.00
9 Sept	1389		148.00
15 Sept	1385		4.97
15 Sept	1386		8.49
20 Sept	Elec Payment		291.43
26 Sept	SDC Precept	5,550.00	

Deposit Account		In	Out
09 Sept	Interest	£0.30	

Payments Authorised from mtg			Cheque No	Amount
17.10.16	J. Sherriff	Coffee (Sept)	1390	£ 8.35
17.10.16	J. Sherriff	Coffee (Oct)	1391	£ 9.95
17.10.16	WALC	Arnold- Baker 10 th Ed.	1392	£ 76.50
17.10.16	MFM Services	Mowing (Aug)	Electronic	£ 123.00
17.10.16	MFM Services	Mowing (Sept)	Electronic	£ 324.00
17.10.16	H. Hide-Wright	ICO Registration	Electronic	£ 35.00
17.10.16	H. Hide-Wright	Expenses Jul, Aug, Sept, Oct	Electronic	£ 56.40
17.10.16	Messenger Bros.	Windows Balance	Electronic	£ 2,363.32
Total Payments				£ 2,996.52

Additional Payment for approval:

17.10.16	Messenger Bros. Windows Painting (ref: Dec 2015)	Electronic	£ 340.00
17.10.16	Messenger Bros. Windows Installation (ref: Dec 2015)	Electronic	£ 1,480.00
17.10.16	Remembrance Wreath	Electronic	£ 50.00

New Balances for Ring Fenced Funds:

Neighbourhood Watch	£ 185.00
St John's Steps appeal Funds	£ 359.13
I.T. (& Bank Interest)	£ 289.92
Play area lease grant from AD Fete Committee	£ 200.00
The Reading Room	£ 3,560.00
Playground (from fete committee)	£ 250.00
Ring fenced Parish Plan/RR Refurbishment	£ 2,000.00
Open Gardens	£ 230.00
Burial Ground	£ 275.00
Total	£ 7,349.05



17 OCT 2016

Appendix 4 - Invoices

pd 17-10-16 chq 1390

Coffee Morning	7-9-2016	71
Ce Iced Ring Doughnut		1.00
Ce T/T Crt cake		£2.00
Espresso re Kona BT Inbgs		1.59
Ce Semi-skim milk		0.97
Flap Jack Bars		1.00
Krft Dairy Lea Spread		1.79
Total		8.35

J A Sharuff



79682400020007030160010452042654

pd 17-10-16 chq 1391

Coffee Morning	5-10-2016	72
Fondant Fancies		0.99
Nescafe Original Refill		2.49
French Brue		0.99
Semi Skimmed Milk 2pt		0.74
Chocolate/Lemon Slices		0.75
Cupcake platter		3.99
Total		9.95

pd 17-10-16 chg 1392

Warwickshire and West Midlands Association of Local Councils
(Affiliated to the National Association of Local Councils)



Warwick Enterprise Park, Wellesbourne, Warwickshire CV35 9EF
Tel 01789 472 616 Email: alison@walc.org.uk Website: www.walc.org.uk

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Arnold Baker on Local Council Administration 10 th Edition by Paul Clayden		£73.50	£
Delivery (per book)		£3.00	£
		Total amount due	£ 76.50

**M
F
M**

SERVICES

SPORTS, AMENITY DOMESTIC MOWING
FENCING LANDSCAPING
MICHAEL MANN

TO:

Avon Dasset Parish Council

DATE

31/8/16

INVOICE NO

10243

INVOICE

VAT

4/8/16	Mow village, play area and cemetry		£123.00
Sub TOTAL			£123.00
VAT		20	£0.00
TOTAL			£123.00

Bank Transfer preferred payment, to HSBC Bank PLC, Sort Code:40-27-06, A/C No: 32321734, A/C Name: MFM Services, referencing Invoice Number

F M Farmers Limited (Company Number 9205779) trading as MFM Services

THE ELMS FARM, PLOUGH LANE, BISHOPS ITCHINGTON, SOUTHAM, CV47 2QG
TEL 07759 863269 (ANYTIME) 01926 612346 (AFTER 6PM)



Information Commissioner's Office

Registration Payment

Order reference : 0023a6b50302

Total charge : 35.00 GBP

**Beneficiary : Information
Commissioners Offi**

Your payment is accepted

Payment reference :3207003338

**You will now be redirected to the merchant's website.
A warning message might be displayed, as you are
about to leave the secure environment.**

[OK](#)

[Back to merchant site](#)

Clerk Expenses: July, Aug, Sept, Oct 2016

<u>Month</u>	<u>Phone</u>	<u>Printing</u>	<u>Mileage</u>	<u>Stamps</u>
July	£ 7.50		£ 7.20	
Aug	£ 7.50		£ 5.40	
Sep	£ 7.50			£ 6.60
Oct	£ 7.50		£ 7.20	
Sub Totals	£30.00		£19.80	£ 6.60
<u>Total</u>	<u>£56.40</u>			

Messenger Brothers Joinery

JOINERY MANUFACTURERS

Nichols Ash, Christmas Corner, Shenington, Banbury, Oxon. OX15 6NR

Telephone: 01295 688288

V.A.T. Reg. No. 443 8736 27

Partners: M. Messenger & L. Messenger

Avon Dassett Reading Room
c/o Mr M Heard
Honeywood House
Avon Dassett
Warwickshire
CV47 2AH

30th September 2016
Ref : LWJSC1192(507)

INVOICE

Ref : Replacement Windows.

Supply the following purpose made joinery as per estimate E507RE and details below.

Windows. (manufacture)

All flush casement design, with bonded on glazing bars to divide each casement onto 6 small panes to match existing.

Made from Sapele hardwood complete with weather seals, double glazing, black antique ironmongery as required and arch head fillers to fit brickwork. Treated with preservative, and 1 primer / base coat of paint, install glass and glazing beads ready for collection, installation and finishing by C.Sabin & Son.

3 - 1070mm x 1140mm (2 light with 1 opening casement).		
As estimated cost...	£875.00 (x 3)	...£2625.00
Less ironmongery PC...	£25 (x 3)	...£ 75.00
	Balance...	£2550.00
		...£2550.00
Plus actual cost of ironmongery...	£23.72 (x 3)	...£ 71.16
2 - 570mm x 1140mm (1 light with 1 opening casement)		
As estimated cost...	£540.00 (x 2)	...£1080.00
Less ironmongery PC...	£25 (x 2)	...£ 50.00
	Balance...	£1030.00
		...£1030.00
Plus actual cost of ironmongery...	£23.72 (x 2)	...£ 47.44
1 - 450mm x 700mm (1 light fixed <u>no</u> opening casement)		
As estimated cost...	£370.00	...£ 370.00

Ref : LWJSC1192(507) cont

Windows. (extra paint)

Before final assembly, rub down / de-nib as necessary and spray apply 1 top coat of paint to 6 frames, 9 casements and all glazing beads.

As estimated cost...£340.00

...£ 340.00

Sub total...£4408.60

Plus 20% VAT...£ 881.72

Total...£5290.32

Less deposit payment LWJSC1180 18th Jun 2016...£1464.00

Less stage payment LWJSC1183 4th Jul 2016...£1464.00

Balance...£2362.32

BALANCE OWING PLEASE...£2362.32

(Payment now due - Thank You)

Note.

If you wish to pay direct into our bank please find account details below.

Otherwise we look forward to receiving your cheque, thank you.

Messenger Brothers Carpentry & Joinery

Lloyds Bank plc

Sort code 30-90-42

A/C No 01361005

Appendix 5 – Quarterly Review

AVON DASSETT PARISH COUNCIL 2016 - 2017 FINANCIAL YEAR
Friday, 30 September 16

Receipts

	Actual		Budget	Variance
Precept	£11,100.00		£11,100.00	100%
VAT Reimbursement	£0.00		£0.00	0%
Hire of Reading Room, car park etc	£35.00		£0.00	0%
Bank Interest	£2.13		£0.00	0%
Burial Ground	£275.00		£0.00	0%
SDC hire of Reading Room for Election	£420.00		£0.00	0%
Grants	£250.00		£0.00	0%
Miscellaneous - Electricity Refund Reading Room	£146.72		£0.00	0%
Miscellaneous - Funds From Village Functions	£230.00		£0.00	0%
Total Receipts	£12,458.85	£0.00	£0.00	£0.00

Payments

	Actual	Ring Fenced Funds	Net Expenditure	Budget	Variance
Reading Room					
Insurance	£470.23		£470.23	£935.00	50%
Reading Room: Rates	£0.00		£0.00	£100.00	0%
Reading Room: Cleaning	£0.00		£0.00	£165.00	0%
Reading Room: Maintenance	£2,928.00	-£2,440.00	£488.00	£1,400.00	209%
	£3,398.23	-£2,440.00	£958.23	£2,600.00	
Administration					
Staff costs:					
Clerk's Pay	£1,551.33		£1,551.33	£3,250.00	48%
Administration expenses	£113.95		£113.95	£470.00	24%
ADPC Training	£0.00		£0.00	£100.00	0%
Councillors' expenses	£0.00		£0.00	£0.00	0%
WALC subscriptions	£95.00		£95.00	£100.00	95%
Community Links	£0.00		£0.00	£0.00	0%
Xmas Cards	£0.00		£0.00	£0.00	0%
Total Administration	£1,760.28	£0.00	£1,760.28	£3,920.00	
Utilities					
Electricity Supply	£138.00		£138.00	£600.00	23%
RR Annual Charges	£0.00		£0.00	£0.00	0%
Street Light Supply & Replacement	£28.21		£28.21	£892.00	3%
Total Utilities	£166.21	£0.00	£166.21	£1,492.00	
Miscellaneous					
Parish Council Elections	£0.00		£0.00	£0.00	0%
Playground Lease	£0.00		£0.00	£0.00	0%
Website	£216.66		£216.66	£800.00	27%
Playground	£510.59		£510.59	£150.00	340%
Other - Section 137					
Queens Birthday	£450.00				
Compost	£12.00				
Tubs	£122.60				
	£584.60		£584.60	£0.00	0%
Grants	£0.00		£0.00	£0.00	0%
Street Lights	£0.00		£0.00	£0.00	0%
Total Miscellaneous	£1,311.85	£0.00	£1,311.85	£950.00	
Maintenance					
Village Gardening, Mowing	£1,355.00		£1,355.00	£1,800.00	75%
Audit Fees	£160.00		£160.00	£200.00	80%
Safe Fees	£0.00		£0.00	£0.00	0%
Coffee Morning Expenses & Xmas Gathering	£42.16		£42.16	£138.00	31%
Election Fees	£0.00		£0.00	£0.00	0%
Total Maintenance	£1,557.16	£0.00	£1,557.16	£2,138.00	
Total Payments	£8,193.73	-£2,440.00	£5,753.73	£11,100.00	74%

Notes To Accounts**Ring Fenced Funds**

St John's Steps Appeal Funds	£359.13
IT Equipment & Software	£289.92
Playground Lease Grant	£200.00
Neighbourhood Watch	£185.00
Village Cemetary	£275.00
Reading Room Maintenance	£3,560.00
Parish Plan	£2,000.00
Playground Maintenance	£250.00
Village Maintenance	£230.00
	£7,349.05

Appendix 6 – Budget 2017 - 2018

AVON DASSETT PARISH COUNCIL

	2015 - 2016 Budget Figures	2016 - 2017 Budget Figures	2017 - 2018 Budget Figures	Variance
Receipts				
Precept	£10,480	£11,100	£11,720	£620
VAT Reimbursement Claim (period 1 Apr to 31 March following year)	£0	£0	£0	£0
Hire of Reading Room, car park etc	£0	£0	£0	£0
Bank Interest	£0	£0	£0	£0
Burial Ground	£0	£0	£0	£0
SDC hire of Reading Room for Election	£0	£0	£0	£0
Grants	£0	£0	£0	£0
Miscellaneous	£0	£0	£0	£0
TOTAL RECEIPTS	£10,480	£11,100	£11,720	£620
Payments (Annual expenses)				
Reading Room				
Insurance	£935	£935	£600	-£335
Reading Room: Rates	£100	£100	£0	-£100
Reading Room: Cleaning	£165	£165	£0	-£165
Reading Room maintenance	£400	£1,400	£1,000	-£400
	£1,600	£2,600	£1,600	-£1,000
Administration				
Staff costs:				
Clerk's Pay	£2,800	£3,250	£4,000	£750
Administration expenses	£400	£470	£470	£0
ADPC Training	£100	£100	£0	-£100
Audit Fees	Transferred From Maintenance		£200	£0
Councillors' expenses – 5 x £30	£0	£0	£0	£0
Safe Fees	Transferred From Maintenance		£0	£0
WALC subscriptions	£100	£100	£100	£0
Total Administration	£3,400	£3,920	£4,770	£650
Utilities				
Electricity Supply	£650	£600	£300	-£300
RR Annual Charges	£0	£0	£0	£0
Street Light supply (unmetered) & Maintenance	£892	£892	£750	-£142
Total Utilities	£1,542	£1,492	£1,050	-£442
Miscellaneous				
Parish Council Elections	£1,000	£0	£0	£0
Election Fees (£750 or £500 for byelection)	Transferred From Maintenance		£0	£0
Playground rental	£50	£0	£0	£0
Website	£400	£800	£400	-£400
Playground Maintenance	£150	£150	Transferred To Maintenance	
Coffee Morning Expenses	Transferred From Maintenance		£150	£12
Community Projects	£0	£0	£1,000	£1,000
Other Section 137	£0	£0	£0	£0
Grants & Donations	£0	£0	£0	£0
Total Miscellaneous	£1,600	£950	£1,550	£612
Maintenance				
Village Mowing and Green Area Maintenance	£1,800	£1,800	£2,000	£200
Village Maintenance - Tubs Etc	£0	£0	£500	£500
Playground Maintenance	Transferred From Miscellaneous		£250	£100
Audit Fees	£200	£200	Transferred To Administration	
Safe Fees	£0	£0	Transferred To Administration	
Coffee Morning Expenses	£138	£138	Transferred To Miscellaneous	
Election Fees (£750 or £500 for byelection)	£200	£0	Transferred To Miscellaneous	
Total Maintenance	£2,338	£2,138	£2,750	£800
Total Payments	£10,480	£11,100	£11,720	£620

**Minutes of Ordinary Meeting of
Avon Dassett Parish Council**

Monday 17th October 2016, at The Reading Room.

Appendix 1 – Community Right To Bid



Community Right to Bid for Assets of Community Value

Intention to bid form

This form enables eligible groups to submit an intention to bid upon an asset listed on the **Stratford On Avon District Council List Of Assets Of Community Value** under the Localism Act 2011.

Intentions to bid must be submitted within six weeks of the owner's notification of their intention to sell.

Under the Localism Act 2011, only the following organisations are eligible to submit an intention to bid:

- (a) A charity
- (b) A community interest company
- (c) A company limited by guarantee that is non profit distributing
- (d) An industrial and provident society/community benefit society
- (e) A town or parish council

Part A - About the group submitting the intention to bid

A1. Organisation's name and address

Name Of Organisation	Avon Dassett Parish Council
Address Including Post Code	The Reading Room Avon Dassett Southam Warwickshire CV47 2AL

A2. Contact details

Name	Mr Darrell Muffitt
Position In Organisation	Councillor
Address Including Post Code	Avon Dassett, Southam Warwickshire

	CV47 2AS
Daytime telephone number	01295 690232
Email address	darrell.muffitt@gmail.com
Fax number	

A3. Type of organisation

Description	Please tick all that apply	Registration number
Town or Parish council	✓	
Charity		
Company limited by guarantee which does not distribute any surplus it makes to its members		
Industrial and provident society/community benefit society which does not distribute any surplus it makes to its members		
Community interest company		

A4. Local Connection

For groups other than town and parish councils, please confirm and provide evidence (see A6) that the group is wholly or partly concerned with the area covered by Stratford on Avon District Council or a neighbouring local authority area

A5. Distribution of surplus funds

For groups other than town and parish councils, please confirm and provide evidence (see A6) that any surplus made by the group is wholly or partly applied for the benefit of the area covered by Stratford on Avon District Council or a neighbouring local authority area

A6. Your organisation

Please provide a copy of the following as relevant to your organisation	Please tick documents provided
Memorandum of Association	
Articles of Association	
Companies House return and current Directors/Members	
Trust Deed	
Constitution / Terms of reference	
Standing Orders	
Registration Form and Interest Statement for Community Interest Company	

Part B - About the asset your organisation intends to bid upon

B1. Name and address of asset being nominated

Name	The Avon
Address including post code	Avon Dassett, Southam Warwickshire CV47 2AS

By signing your name here (if submitting by post) or typing it (if submitting electronically) you are confirming:

- **that the contents of this form are correct, to the best of your knowledge and**
- **you are giving Stratford On Avon District Council permission to pass your details to the owner of the asset to which this intention to bid relates.**

Name: Trevor B Gill Chair Avon Dassett Parish Council

Signature

Date: 17 October 2016

Data Protection Statement

We will process the information provided in accordance with the Data Protection Act for the purposes of administering the Community Right to Challenge procedure. Personal contact details you have provided in this form will be made available to the owner of the asset to which this intention to bid relates in order that they may contact you. The information provided will be stored securely by Stratford On Avon District Council and will be destroyed after 6 years following the expiry of the extended moratorium period. The information provided will be subject to the Freedom of Information Act, but personal information (names and contact details) will not be released in responses to Freedom of Information requests.

Appendix 2 – Application To The Plunkett Foundation For Support

Looking to set up a community co-operative? Already running one and need some support?

We're here to help. Just fill in this form and send it back to us.

The Plunkett Foundation helps communities use community ownership to take control of their challenges and overcome them together. We support people, predominantly in rural areas, to set up and run life-changing community co-operatives; enterprises that are owned and run democratically by large numbers of people in their community. Thanks to our partners and funders we're able to offer a range of support, typically consisting of:

- A visit from a **Plunkett Adviser** to help you develop the vision for your community co-operative
- Support producing an **action plan** to help advance your project ideas and proposals
- A **facilitated study visit** to learn from, and be inspired by, other community co-operatives
- Support choosing or changing a **legal structure**
- **Mentoring support** from individuals involved in other community co-operatives who can share their knowledge and experience
- Guidance developing and launching a **community share issue**
- Advice from a **Specialist Adviser** to help with areas like marketing, business planning, financial management and HR
- A **healthcheck** to help existing community co-operatives evaluate their trading performance, and identify opportunities for growth
- **Training** for a group of communities or co-operatives with similar needs
- Support to source and sell **local food** (if applicable)
- **Merchandising** and specialist retail advice (if applicable)

If you would like to apply for support, please complete this form and return it to us within two months of issue by emailing the Frontline Team at support@plunkett.co.uk

Section 1

1.1 Your contact details:

Please give us the contact details of the person filling out this form:

Name of main contact person for this application:	Darrell Muffitt
Position in the group or enterprise:	Councillor
Address:	Orchard Lodge Avon Dassett Southam Warwickshire
Postcode:	CV47 2AY
Telephone:	01295 690232 or 07802 247275
Email:	darrell.muffitt@gmail.com

1.2 Group or co-operative contact details:

Please give us the contact details for your co-operative or group:

Name (or provisional name) of your community co-operative:	Avon Dassett Parish Council On Behalf Of: Provisional - The Avon Dassett Community Enterprise
Address:	The Reading Room Avon Dassett Southam Warwickshire
Postcode:	CV47 2AL
Telephone:	01295 690987
Email:	avondassettchair@gmail.com
Website:	http://www.avondassett.com
Twitter handle:	

Facebook page:

<https://www.facebook.com/avondassettparishcouncil/>

1.3 Your community

Please tell us more about your community:

What is the settlement name (or closest settlement) where your community co-operative will be based?	Avon Dasset
In which county will your community co-operative be based?	Warwickshire
How many people will your community co-operative reach?	200
How many vulnerable people will your community co-operative benefit?	25

Section 2

2.1 Legal status

Please tell us what the current legal status for your group or co-operative is.

No legal identity	<input checked="" type="checkbox"/>
Co-operative Society (IPS Co-operative)	<input type="checkbox"/>
Community Benefit Society (IPS Bencom)	<input type="checkbox"/>
Community Interest Company (By Shares)	<input type="checkbox"/>
Community Interest Company (By Guarantee)	<input type="checkbox"/>
Company Limited by Guarantee	<input type="checkbox"/>
Other	<input type="checkbox"/>
Please specify:	

2.2 Trading status

Please tell us what the current trading status for your group or co-operative is.

Are you trading?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, which year did your organisation begin trading?		
If no, when do you anticipate starting to trade?		

2.3 Community consultation

Have you carried out a community consultation to determine the level of demand for your co-operative? Please tick as appropriate.

Yes , a community consultation has been carried out.	<input checked="" type="checkbox"/>
If yes, please provide a brief summary of the results of the community consultation below (i.e. response rate; number in favour; number against; number wanting to get involved in the project):	
Please find attached a copy of the survey undertaken in December 2014. We confirm that the results of this survey are still valid despite the survey being undertaken in December 2014.	
No , a community consultation has not yet been carried out yet.	<input type="checkbox"/>
If no, please tell us when you are planning to carry out a consultation below (eg April 2017):	

2.4 Working group/steering committee

Has a working group or steering committee been established to take the project forward? Please tick as appropriate.

Yes , a working group/steering committee been set up.	<input checked="" type="checkbox"/>
If yes , please provide the names, email addresses and telephone numbers of the members of the working group / steering committee:	

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An interim steering group has been setup to undertake the initial work and the members are

Mike Blakeman, Rosary Cottage, Avon Dassett, Southam, Warwickshire, CV47 2AP, Phone 01295 690674 Email:michaelblakeman127@btinternet.com

Darrell Muffitt Orchard End, Avon Dassett, Southam, Warwickshire, CV47 2AY Phone 01295 690232 Email:darrell.muffitt@gmail.com

Trevor Gill The Thatches, Avon Dassett, Southam, Warwickshire CV47 2AT, Phone 01295 690987; Email: avondassettchair@gmail.com

Once we have completed the initial work a formal Steering Group will be set up.

If yes, please specify how many people are involved as:

Employees:

Members:

Volunteers:

3

No, a working group/steering committee has **not** been set up.

If no, please tell us when you are planning to set up a working group / steering group (eg April 2017):

2.5 Assets of Community Value

Does your project involve the acquisition of an asset (such as land or buildings) and has that asset been listed as an 'Asset of Community Value' (ACV)? Please tick as appropriate.

The project does **not** involve the acquisition of an asset.

Yes, the asset has been listed as an ACV

No, the asset has not been listed as an ACV

If yes, what stage of the moratorium has been reached?

We are in the initial 6-week moratorium period (the owner has notified the local authority of their intention to sell).

The initial 6-week moratorium comes to an end on (date):	1 November 2016
We are in the second moratorium period (6 months less the initial 6-week moratorium) when a community interest group can make a written request to be treated as a potential bidder).	<input type="checkbox"/>
The second moratorium period comes to an end on (date):	

Section 3

3.1 Your vision

Please tell us about your community co-operative or idea. This question is to be filled in by both existing co-operatives and groups still setting up.

Please describe in about **250 words** the background of your community co-operative or idea for one (what is the aim of the enterprise, what services/products does/will it provide, why does it/will it work etc).

If you have a concept paper for your business proposal or any business planning documents, please send a copy with this request.

Avon Dasset is a small village with approximately 200 inhabitants. The only real amenity is the village pub” The Avon”.

Over many years The Avon has been in steady decline with a reducing trade and a high turnover of landlords. Early in 2015 a Community Project was initiated with the intention of purchasing the freehold and running The Avon as a Community Enterprise. As we were progressing with this project we were advised by the selling agents that a purchaser had been identified and representatives from the village met with this purchaser and after some discussion it was agreed that we would not progress our interest. The purchaser stated that he had a record of running other pubs successfully and was prepared to invest in the fabric of the building and would ensure that The Avon was run successfully.

Unfortunately all did not progress as well as we had hoped and after a very short period of being open, less than 4 months, the new owner closed The Avon and applied to Stratford on Avon District Council for a change of use to a residential property. Avon Dasset Parish Council with the support of the majority of the residents opposed this application and eventually the application was withdrawn. The Avon has now been advertised for sale by the owner.

We would now like to purchase The Avon as a community asset and have submitted An Intention To Bid form to Stratford On Avon District Council. In addition we have circulated a brief survey to residents asking for pledges of financial support and initial responses indicate that we are well on the way to raising a substantial amount, either by share capital or loans, towards the cost.

The aim will be to provide all the diverse services of a village pub and restaurant, plus accommodation, and, with planning permission and investment, the possibility of establishing small businesses in the outbuildings.

Alongside the potential of providing village community services, there is considerable potential trade from visitors (walkers and cyclists), to the adjacent conservation area of natural beauty (the Burton Dasset Hills) and large local employers (Army base and Jaguar Landrover/Aston Martin). This additional trade has not been fully developed to date.

What impact does/will your co-operative have? Please consider the benefits to:

- **Individuals** (eg improved wellbeing, addressing isolation)
- **Community** (eg improved cohesion, place for young people to socialise)

Any other benefits or impact your co-operative has/may have.

The population of the village and surrounding area, plus the many visitors who come all year round to this popular conservation area of natural beauty. It should also help to provide rural employment and premises for small businesses.

Does/will your co-operative bring benefits to people in your community who are experiencing the following:

- isolated
- lonely
- experiencing poverty
- lack mobility or access to transport?

If yes, approximately how many people?

The Avon is the only substantial meeting place within the Avon Dassett. We do not have any other social amenities, no shops, no regular bus services. Residents rely on private transport and a number residents rely on The Avon for social events and as a place to meet other residents.

The intention is to ensure that The Avon is open regular hours and providing services needed by all residents and we will pay particular attention to the small number of residents who are elderly, isolated and lack transport.

Please describe in about **250 words** what you have achieved to date (how far have you developed your enterprise idea, what market research have you carried out, what funding have you raised, what is your trading track record or trading achievements).

As stated above we did start this process late 2014 and have undertaken an initial survey as to the aspirations of local residents. In addition an additional survey recently undertaken indicate that we have substantial funds available towards the purchase.

If you are an existing co-operative, please tell us of all business development activity carried out within the last year or so. Please attach supporting documents as this will help us to give you appropriate support.

N/A

3.2 Existing co-operatives

Please only fill in this section if your co-operative is open and trading. Answer as many questions as you can.

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What was your turnover last year (please give year end date)? Please put NK if not known.	
What was your net profit or loss (please say which) in the last trading year? Please put NK if not known.	
What is your predicted turnover for this year?	
How confident do you feel at the moment about the future of your enterprise?	<input type="checkbox"/> Very confident <input type="checkbox"/> Confident <input type="checkbox"/> Not very confident <input type="checkbox"/> Not at all confident

Section 4

4.1 Support required

Please tell us about the support you need.

Please tell us in about **200 words** what you **most need** help with and how you think Plunkett might be able help.

Please prioritize three areas where Plunkett support is needed, from the list provided at the beginning of this form.

The most essential help from the Plunkett Foundation would be:

1. Providing Mentoring support and regular contact with the Steering Group and, subsequently, the Community Enterprise Management Committee. This would involve answering queries as the business plan is drafted and then put into practice through establishing the Community Enterprise.
2. A Community Advisor visit to help develop the vision for a new community enterprise, win the support of the village and prepare an action plan to advance ideas and proposals. Then through ongoing consultation to assist with the implementation of the action plan.
3. Specialist Business Advisors to help:
 - Prepare an action/project plan,
 - Prepare a business plan,
 - Assist with grant funding applications,
 - Decide on the appropriate legal structure,
 - Prepare a share prospectus and subsequently a share issue,
 - Negotiate the pub acquisition,
 - Undertake market research,
 - Oversee the preparation of operational plans and then their implementation to manage the pub.
 - Train individuals or small groups in developing the documents, referred to above, and then in their ongoing implementation.

Are there other areas of support that would help your group? Please tell us in about **150 words** about any other support requirements.

Other areas of specific support would be:

4. A facilitated study visit to see and learn from other established community enterprises.
5. Enabling use of the Plunkett Foundation website to gain access to Community Pub information, templates and materials.

Ongoing support will be required over at least the first 3 years of this community enterprise being established. This will continue to include the Community Advisor, Specialist Business advisors (as the tasks described above are undertaken and implemented) and Mentors from other community enterprises, (to gain ideas and solutions from their experiences as this project proceeds through the implementation stage through to sustainability).

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What difference will support from Plunkett make to your group?

We believe support from Plunkett would make a considerable difference to the success of this community enterprise in becoming a sustainable business. At the moment, this project is just at the early planning stage by a few people who want to try and save the "The Avon" pub for the benefit of the village and local area. This will require a huge amount of support, advice and guidance, funding and commitment from many people if it is to succeed. Hopefully the Plunkett Foundation will be able to help make this community enterprise succeed.

Have you previously received support from Plunkett? If yes, what was this for?

We received initial support from Plunkett in late 2014 and early in 2015 when we initially started the project to purchase The Avon.

Please tell us which, if any, other organisations are providing support to your group.

We have been in touch with the chair of the local branch of CAMRA who will provide additional support as necessary.

4.2 Membership

Please tell us whether your co-operative or group is a member of the Plunkett Foundation.

Yes, we are a member of the Plunkett Foundation

No, we are not a member of the Plunkett Foundation.

Are any individuals associated with your group members of the Plunkett Foundation?

Yes, the following individual(s) is/are member(s) of the Plunkett Foundation.

Name

Name

Name

No, none of the individuals associated with the organisation are members of the Plunkett Foundation.

The Plunkett Foundation has two membership packages: **Supporter Membership**, aimed at individuals or organisations that share our values and wish to support our work, and the **Plunkett Community Enterprise Network (PCEN)**, a benefits package exclusively for community co-operatives. Our members tell us that the extra support and benefits they receive as part of their membership is extremely valuable.

Please tick this box if you would like to receive more information about membership.

Section 5

What inspired you to contact the Plunkett Foundation? Where did you hear about us?

We need all the specialist help we can find and The Plunkett Foundation came highly recommended from "Pub is the Hub".

Section 6

Date form submitted:

17 October 2016

Thank you for applying

Thank you for applying for support from the Plunkett Foundation. **Please send your completed Request for Support Form to us at support@plunkett.co.uk**

Please note that information within your completed Request for Support form may be shared with partner organisations should we apply for support on your behalf. Email addresses provided in this form will be added to the distribution list for our monthly newsletter to make

sure you are kept up to date with relevant information including support that is available, funding opportunities, forthcoming events and membership benefits.

Please tick this box if you do not wish to receive our monthly newsletter.

What happens next?

We aim to acknowledge receipt of your application within three working days. If you haven't had a response within five working days, please contact us directly by calling 01993 810730 or by emailing us at support@plunkett.co.uk Feedback on the outcome of your application will be provided to you within **14 working days** from when you returned the form to us.

Some important notes about our support:

- You've been issued this Request for Support Form to complete because we understand that your community group has at least three people that are interested in setting up a community owned enterprise and the local community has been consulted too, and this engagement has identified the need for your idea.
- Provided they meet our core criteria, we nurture all communities through their journey, free of charge. Our core criteria is:
 - The venture is using enterprise as a means to alleviate rural poverty (or disadvantage) and social exclusion.
 - The enterprise exists to provide community benefits that are identified as needed and supported by its immediate population.
 - The enterprise is based in or is serving a rural community.
 - The enterprise is owned by and is run democratically by the local community.

Whilst this support isn't time-bound, we ask communities to understand that this support won't be in-depth or specialist.

- Communities wishing to access more in-depth or specialist support will be asked to complete and return the Request for Support Form in order to apply for 'funded' support

which Plunkett can provide to them free of charge. Funded support is made possible thanks to specific funding streams, as well as income generated from Plunkett Foundation membership and donations. As a result, this support is time-bound and will require communities to provide feedback on about the support they received.

- Funded support is offered to communities based on our assessment to a number of questions the panel will answer when considering your application. These questions are:
 - ✓ To what extent does the community meet our core criteria (as outlined above)?
 - ✓ Does the community demonstrate a potential to inspire locals?
 - ✓ How would our support make a substantial difference to the viability or sustainability of the enterprise?
 - ✓ If already an established enterprise, are they members of the Plunkett Foundation?
 - ✓ What is the best way to support the community?
 - ✓ How can our support be resourced?
 - ✓ Are there any other criteria set by the specific strand of support or its funder?
- Communities should not expect to receive more than two allocations of funded support in any 12-month period, but exceptions may be made depending on the availability of funded support packages.
- In cases where funded support is no longer available or a community is ineligible for free support, communities will have the opportunity to pay for support. This will be subsidised for Plunkett members. Please see the **Information, Advice & Support** resource for more information.