

Minutes of Ordinary Meeting of Avon Dasset Parish Council

Monday 4th April 2016, 7.30 pm at The Reading Room.

The meeting commenced at 7.30pm.

1. APOLOGIES (with acceptance of apologies): Bart Dala-Mura.

Present: Trevor Gill, Alastair Whetstone, Martyn Heard, Darrell Muffitt, Mike Blakeman, Councillor
Chris Williams, Clerk (Helen Hide-Wright)

2. DECLARATION OF INTERESTS: None
3. CONFIRM MINUTES OF LAST MEETING: The minutes were accepted by the meeting.
4. QUESTIONS FROM THE PUBLIC: None.
5. MATTERS ARISING:

Community

- a) Burial Ground – Memorial. Alastair Whetstone has examined the burial ground. He noted the moss that has been reported but considered that it would come back even if it could be reduced in quantity. Alastair also acknowledged that some of the graves are sinking. The meeting highlighted that any work on graves would have to be authorised and be undertaken within legal guidelines and that the Clerk could look into this if required. The memorial application has been withdrawn. The meeting agreed in principle that a memorial bench could be placed outside The Avon near to the stocks.
- b) Community Policing/Neighbourhood Watch: Trevor Gill relayed the Neighbourhood Watch report from Lily Hope-Frost. There was a report that someone in black Hyundai car had asked several residents with 4-wheel drive cars to come to Farnborough Lane to assist someone who was stuck in a ditch. When one resident went, there was no-one there. This incident will be reported.
- c) Playground – (including monthly check): Notices regarding dog fouling have now gone up. If people are seen failing to clear up after their dog, the people will be reported to the Dog Warden with the possibility of fines. If instances of dog fouling are reported to the Parish Council the information will be passed to the Dog Warden at Stratford District Council. For this to happen details of dates, location and the dog owner will need to be supplied.

Trevor Gill has undertaken minor repairs to the fence to try to prevent badgers entering the playground.

Permission has been received from Mark Worrall for the replacement of the rotting fencing in the playground. Mark asked if any more work was going to be put into the issue of the lease and it was agreed that Trevor will contact Mark in this respect.

A discussion took place as to the possibility of the Parish Council progressing this as a part of the commemorations of Queen Elizabeth II's 90th birthday celebrations.

Action: Trevor to progress.

A bolt is missing from a hinge on one of the gates. Trevor has a new bolt and will arrange for it to be installed.

- d) Superfast Broadband: Chris Williams confirmed that the green cabinets are being installed. WALC has issued a consultation on Broadband which will be circulated tomorrow for

comment.

- e) Post Office: Nothing to report. Trevor Gill has chased the matter up with Zoe Hibberd.
- f) Village Communications: The database is now operating. The database has been broken into specific interest groups. The attendance for the Village Tidy Up session was the best ever and it was felt that this was as a consequence of the improved communications.

The Fenny Compton Surgery has asked whether their newsletter could go out. Trevor commented that perhaps this could be done through a link on the website so that people could access the information if they wish.

The Memorandum of Understanding and costing are to be progressed.

ACTION: Darrell Muffitt.

- g) Her Majesty Queen Elizabeth II's 90th birthday celebrations: Update meeting at Farnborough on the 5th April. Tables and chairs may be required from the RR. This was approved by the meeting.

Trevor Gill asked about the lighting of the Beacon at Burton Dassett Hills. The Clerk confirmed that it is due to be lit at 8/8.15pm on Thursday 21st April.

Roads: Traffic, Roads and Drains. There are several matters which need work and were highlighted in the earlier part of the meeting.

Environment/Maintenance

h) Green areas (including condition of verges): It was confirmed that the contract for the 2016/17 season will remain with MFM Services. The contract is up for renewal at the end of the season. Trevor Gill confirmed that during the village tidy up, an area of land was worked on which was privately owned. Trevor Gill has contacted the land owner, via the agent and offered an apology for this. The landowner has accepted the apology and was content with the work.

- h) Reading Room maintenance: Martyn Heard confirmed that the work will be undertaken in May.

There has been no response on the offer of the computer equipment. It was decided to dispose of the items. The computer table will be offered on Freegle

Communication/Administration

The Clerk confirmed that the audit return papers have been received.

The Clerk confirmed that the account has been debited for over £140 by NPower. Upon enquiry Trevor Gill had established that Npower had altered billing retrospectively, based on the higher, current rates. They have also been charging VAT at 20% when it should be 5%. After discussions it was decided to review supply options.

- j) Administration – Internal Audit: Appointment has been confirmed for the internal audit.

6. COUNCIL REPORTS: Councillor Chris Williams: In February the District Council had its meeting and the budget has gone up by 5%. Dispensation was granted by Central Government allowing a bigger than normal increase because the existing Band D property rate was so low.

There have been changes in the senior management structure.

The Core Strategy has been approved by the inspector with some minor adjustments. Planning for a growth in population and significant house build. The Gaydon Lighthorne Heath scheme has been accepted. The matter has gone to consultation. Local centre villages have been allocated around 2,000 houses between them and in accordance with their rating. The Core Strategy is on the website.

County Council: Has been considering spending priorities.

Trevor Gill asked Councillor Williams to raise the repair to the road outside with Avon Pub with Patch Byrne. Trevor Gill is also going to report two blocked drains at the top of the hill.

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

8. PLANNING (Declarations of interests): 16/00736/FUL: Lime Cottage, Church Hill. Full application for a new access to Paddock and the stopping up of the existing access. Comment: No representation. With the request for a condition regarding the reinstatement of the original access.

9. FINANCIAL STATEMENT April 2016, Avon Dassett Parish Council:

Balance at close of business 31.3.16

Current Account	£ 6,495.67
Savings Account	£ 9,004.92* Ring fenced funds and interest received.

Bank Transactions

<u>Current Account</u>	<u>Chq/SO/DD</u>	<u>In</u>	<u>Out</u>
4 Mar 2016	1360		11.82
7 Mar 2016	SDC Credit (in Error)	2,338.05	
7 Mar 2016	N Power DD		23.00
16 Mar 2016	SDC Transfer (Error Correction)		2,338.05
17 Mar 2016	1363		244.99
21 Mar 2016	Salary Transfer		226.30
30 Mar 2016	1366		9.30
31 Mar 2016	N Power DD		146.72

Deposit Account

	<u>In</u>	<u>Out</u>
9 Mar Interest	£0.36	

<u>Cheques issued from mtg</u>	<u>Cheque No</u>	<u>Amount</u>
4.4.16 Zurich Insurance	1367	£470.23
4.4.16 H. Hide-Wright March Expenses	1368	£ 15.20
4.4.16 MFM Services Mowing (10031)	1369	£246.00
4.4.16 J. Sherriff Coffee (Nov)	1370	£ 5.20
<u>Total Cheques</u>		<u>£736.63</u>

New Balances for Ring Fenced Funds:

Neighbourhood Watch	£	185.00
St John's Steps appeal Funds	£	359.13
Community Grant Fund (Laptop)	£	10.43
Interest Received	£	0.36
Play area lease grant from AD Fete Committee	£	200.00
RR Maintenance (From Fete Committee)	£	1,000.00
Playground (from fete committee)	£	250.00
Ring fenced RR Maintenance	£	5,000.00
Ring fenced Parish Plan/RR Refurbishment	£	2,000.00
 Total	 £	 9,004.92

The Clerk was asked to undertake a transfer of £277 from the current to the deposit account (balance on the Transparency Grant) and will be used for computer needs such as software.

Invoices are contained in Appendix 1.

The Final quarterly review was presented and discussed at the meeting. See appendix 2.

10. MEMBER REPORTS: Mike Blakeman asked for an update on the review of the Emergency Plan. Trevor Gill confirmed that the Plan is being reviewed and that it will be updated in time for the annual parish meetings. Once the draft changes are developed and listed, the draft plan will be made available.

Alastair Whestone explained that he is planning to stand down from the Parish Council at the May AGM. The Councillors thanked Alastair for his work on the Parish Council.

11. DATE OF NEXT MEETINGS for 2016: 9th May, 6th June, 4th July, 22nd Aug, 3rd Oct, 7th Nov, 5th Dec.

The meeting closed at 8.30pm.

Appendix 1.

pol 4-4-16
chg 1367



Avon Dassett Parish Council
12 Meadow Way
Fenny Compton
Southam
Warwickshire
CV47 2WD

Zurich Town, Parish and
Community Council Team
PO Box 726
Chichester
PO19 9PS

INVOICE

Invoice Date: 8th March 2016

Invoice No: 21312079

Client ref: 3646122

Policy	Policy Term	(£) Premium
YLL-122000-4213	06/04/2016-05/04/2017	429.42
Inspection Contract (If Applicable)		0.00
Sub total		429.42
Inspection Contract VAT @ 20%		0.00
Insurance Premium Tax (IPT) @ 9.50%		40.81
TOTAL		£470.23

Payment should be received within 30 days of effective date.

Please make cheques payable to **Zurich Municipal** and return with your remittance advice in the envelope provided to the above address.

If paying by BACS

Acc Name: Zurich Insurance plc

Acc Number: 31319493

Sort Code: 40 - 02 - 50

Bank: HSBC Bank plc

Please quote your Policy Number on all BACS transactions

Invoice Queries
Phone: 0800 917 9426
Email: accounts@zurichtownandparish.co.uk

Zurich Municipal is a trading name of Zurich Insurance plc

A public limited company incorporated in Ireland. Registration office: Zurich House, Ballsbridge Park, Dublin 4, Ireland.
UK Branch registered in England and Wales Registration No. BR7985
UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire, PO15 7JZ.
Authorised by the Irish Financial Regulator and subject to limited regulation by the Financial Conduct Authority. Details about the extent of our regulation by the Financial Conduct Authority are available from us on request. FCA registration number 203093. These details can be checked on the FCA's register by visiting their website <http://www.fca.org.uk/> or by contacting them on 0800 111 6768 VAT registration no. 107 8316 77

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chg 1368

Clerk March 2016 Expenses:

Phone	£ 8.00	
Printing		
Petrol	7.20	@ 45p per mile
Overtime		(x hours)
Stamps		
Total	£15.20	

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Services

Sports, Amenity, Domestic Mowing
Fencing Landscaping
Michael Mann

Avon Dasset Parish Council

TO:

Date 3/11/2015
Invoice no 10031
VAT

INVOICE

06/10/15	mow cemetary, village green and play area	£123.00
03/11/15	mow cemetary, village green and play area	£123.00
Sub TOTAL		£246.00
	VAT 20	£0.00
TOTAL		£246.00

Payment by bank transfer preferred, to HSBC Bank PLC
Sort Code: 40-27-06 a/c no: 32321734
a/c name: MFM Services, referencing Invoice Number

TEL 07759 863269 (ANYTIME)

Elms Farm, Plough Lane,
Bishops Itchington, Warks
CV47 2QG

pt 4-4-16 dg 1370

Coffee Morning	4-11-2015	61
Semi Skimmed Milk	2pt	0.74
WARBURTONS Crumpets		0.68
Fudge Cakes		1.29
Butterfly Cakes		0.85
Butterfly cakes		0.85
Butter		0.79
Total =		5.20

J A Sherry

Appendix 2

Accounts Summary

AVON DASSETT PARISH COUNCIL 2015 - 2016 FINANCIAL YEAR
DRAFT SUMMARY AS AT 31 March 2016 (SUBJECT TO AUDIT)

Receipts					
	Actual	Budget	Net Spend	Variance	Net Variance
Precept	£10,480.00	£10,480.00		100%	100%
VAT Reimbursement	£312.49	£0.00		0%	0%
Hire of Reading Room, car park etc	£0.00	£0.00		0%	0%
Christmas Cards	£0.00	£0.00		0%	0%
Bank Interest	£4.20	£0.00		0%	0%
Burial Ground	£0.00	£0.00		0%	0%
SDC hire of Reading Room for Election	£220.00	£0.00		0%	0%
Miscellaneous - AD Fete Re Reading Room & Playground	£750.00	£0.00		0%	0%
Miscellaneous - Mowing Refund	£382.24	£0.00		0%	0%
Miscellaneous - Transparency Grant	£522.00	£0.00		0%	0%
Miscellaneous - Electricity Refund	£346.04	£0.00		0%	0%
Total Receipts	£13,827.87	£10,480.00	£0.00	124%	124%
Payments					
	Actual	Budget		Variance	
Reading Room					
Insurance	£817.76	£935.00	£817.76	87%	87%
Reading Room: Rates	£0.00	£100.00	£0.00	0%	0%
Reading Room: Cleaning	£0.00	£165.00	£0.00	0%	0%
Reading Room: Maintenance	£0.00	£400.00	£0.00	0%	0%
	£817.76	£1,600.00	£817.76	51%	87%
Administration					
Staff costs:					
Clerk's Pay	£2,910.85	£2,800.00	£2,910.85	104%	104%
Administration expenses	£254.21	£400.00	£254.20	136%	64%
ADPC Training	£0.00	£100.00	£0.00	0%	0%
Councillors' expenses	£0.00	£0.00	£0.00	0%	0%
WALC subscriptions	£94.00	£100.00	£94.00	94%	94%
Community Links	£0.00	£0.00	£0.00	0%	0%
Xmas Cards	£0.00	£0.00	£0.00	0%	0%
Total Administration	£3,559.06	£3,400.00	£3,259.05	105%	99%
Utilities					
Electricity Supply	£478.00	£950.00	£105.10	74%	76%
RR Annual Charges	£0.00	£0.00	£0.00	0%	0%
Street Light Supply & Replacement	£873.51	£892.00	£846.17	95%	95%
Total Utilities	£1,351.51	£1,542.00	£951.27	68%	62%
Miscellaneous					
Parish Council Elections	£100.00	£1,000.00	£100.00	10%	10%
Playground Lease	£0.00	£50.00	£0.00	0%	0%
Website	£0.00	£400.00	£0.00	0%	0%
Playground	£261.00	£150.00	£221.67	174%	148%
Other - Section 137	£1,294.35	£0.00	£610.57	0%	0%
Grants	£0.00	£0.00	£0.00	0%	0%
Street Lights	£0.00	£0.00	£0.00	0%	0%
Total Miscellaneous	£1,655.35	£1,600.00	£932.24	103%	58%
Maintenance					
Village Gardening, Mowing	£1,230.00	£1,800.00	£837.76	68%	47%
Audit Fees	£180.00	£200.00	£160.00	90%	80%
Coffee Morning Expenses & Xmas Gathering	£115.32	£138.00	£115.32	84%	84%
Election Fees	£0.00	£200.00	£0.00	0%	0%
Total Maintenance	£1,525.32	£2,338.00	£1,113.08	69%	48%
Total Payments	£8,909.08	£10,480.00	£7,073.40	85%	67%
Ring Fenced Funds					
St John's Steps Appeal Funds	£358.13				
Community Grant - Laptop	£10.79				
Playground Lease Grant From AD Fete Committee	£450.00				
Neighbourhood Watch	£185.00				
Reading Room Maintenance - AD Fete Committee	£1,000.00				
Reading Room Maintenance - AD Parish Council	£5,000.00				
Parish Plan & Reading Room Refurbishment	£2,000.00				
Total	£9,004.92				
Current Account Balances As At 30 June 2015	£5,485.67				