

## **Minutes of Ordinary Meeting of Avon Dasset Parish Council**

**Monday 9<sup>th</sup> May 2016, 7.30 pm at The Reading Room.**

The meeting commenced at 7.30pm.

1. APOLOGIES (with acceptance of apologies): None  
Present: Trevor Gill, Mike Blakeman, Martyn Heard, Darrell Muffitt, Councillor Chris Williams, Clerk (Helen Hide-Wright).  
Public: Alastair Whetstone
2. DECLARATION OF INTERESTS: None
3. CONFIRM MINUTES OF LAST MEETING: The minutes were accepted by the meeting. Proposed: Trevor Gill, Seconded: Mike Blakeman, unanimous.
4. QUESTIONS FROM THE PUBLIC: None
5. MATTERS ARISING: Two bags of compost will be purchased for the cemetery.

### Community

- a) Burial Ground: Nothing to report.
- b) Community Policing/Neighbourhood Watch: Nothing to report.
- c) Playground: Trevor Gill confirmed that the area is in good order. Trevor outlined that at the recent internal audit it was suggested that a tick-list should be employed to record the regular checks. It was decided to follow up this suggestion.
- d) Superfast Broadband: Installation is ongoing.
- e) Post Office: Nothing to report.
- f) Village Communications: Several more residents have come forward to join the database.
- g) Her Majesty Queen Elizabeth II's 90<sup>th</sup> birthday celebrations: The programmes for the event are due to come out shortly. The programmes will be used to gain entry to the event.

Roads: Traffic, Roads and Drains: Councillor Williams: the Council has changed its contractor. They are aware of the situation opposite the pub. Mike Blakeman said that the road works are causing lorries to go over the pavement and damaging it.

Trevor Gill explained that he is using the Warwickshire website to record problems with the roads. Alastair Whetstone asked about what is happening to deal with the volume of water coming down the road. Councillor Williams said that this is due to the height of the water table so no work is planned.

### Environment/Maintenance

- h) Green areas (including condition of verges): The Parish Council is still following up the issue of the repairs to the verges and remains keen to resolve the issue. Mike Blakeman said this is now a safety issue as the footpaths are being affected which has an impact on pedestrians.
- i) Reading Room maintenance: Martyn Heard will chase up the contractor for the installation of the windows.

Communication/Administration

j) Administration – Internal Audit. The Clerk confirmed that the Internal Audit had been held on Saturday 30<sup>th</sup> April 2016. The Internal Auditor, Mr Bill Robinson, had signed the audit papers. The Internal Audit Report was emailed through today. Trevor Gill confirmed that the auditor had not raised any issue for the PC to address. The Chairman and Clerk signed and dated the audit papers ready for submission to Grant Thornton. The audit submission was signed and dated by the Chairman and Clerk.

**ACTION: Clerk to send audit return to Grant Thornton.**

6. COUNCIL REPORTS: Councillor Williams confirmed that the Core Strategy has been signed off today. It is expected that the first houses at Gaydon/Lighthorne Heath will be available in 2 years and the school in 4 years. The County Council is about to set its budget. It is operating an austerity programme. It is getting harder to make savings. (Bart Dalla-Mura arrived at 8.15pm).

Chris Williams highlighted the survey regarding satisfaction and living in Warwickshire. The deadline for submission is the 25<sup>th</sup> May. This could go onto the village website.

Mike Blakeman will be attending the forthcoming meeting to discuss the access and road use relating to the Gaydon Lighthorne Heath development.

The proposed speed reduction to the B4100 will be considered later in the month. Councillor Williams confirmed that the reduction in speed reduction has resulted in fewer accidents.

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

8. PLANNING (Declarations of interests): 16/01163/TREE Knight's Barn, Miss Jane Starkey. Fell of cherry tree. No representation was made.

## 9. FINANCIAL STATEMENT

**Balance at close of business 30.4.16**

Current Account	£ 10,751.83
Savings Account	£ 9,282.33* Ring fenced funds and interest received.

**Bank Transactions**

<b>Current Account</b>	<b>Chq/SO/DD</b>	<b>In</b>	<b>Out</b>
5 April	Npower		23.00
6 April	1365		7.41
6 April	1364		8.45
6 April	1370		5.20
11 April	Deposit (Hire RR)	10.00	
11 April	1367		470.23
12 April	1369		246.00
13 April	1368		15.20
15 April	Int. Transfer		277.00
20 April	Payroll		235.35
25 April	SDC Precept	5,550.00	
25 April	HMRC PAYE DD		16.00
<b>Deposit Account</b>		<b>In</b>	<b>Out</b>
11 April	Interest	£0.41	

<b>Cheques issued from mtg</b>	<b>Cheque No</b>	<b>Amount</b>
9.5.16 J. Sherriff Coffee (April)	1371	£ 7.96
9.5.16 H. Hide-Wright (Expenses April)	1372	£ 19.30
9.5.16 J. Sherriff Coffee (May)	1373	£ 8.00
9.5.16 MFM Services April Mowing	1374	£246.00
9.5.16 W. J. Robinson Internal Audit	1375	£ 60.00

**Total Cheques****£341.26****New Balances for Ring Fenced Funds:**

Neighbourhood Watch	£	185.00
<b>St John's Steps appeal Funds</b>	<b>£</b>	<b>359.13</b>
Community Grant Fund (Laptop)	£	10.79
Interest Received	£	0.41
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
Transparency Grant	£	277.00
 Total	 £	 9,282.33

Approval of DD's, PAYE and HMRC transactions: General approval to pay salary, PAYE, Direct debits for tax: Proposed: Martyn Heard, Seconded: Darrell Muffitt. The Clerk confirmed that she would remove Alastair Whetstone's details from the Bank Mandate. **ACTION: Clerk to contact bank and alter signatories list.**

10. MEMBER REPORTS: Philip Secombe is the newly elected Crime and Police Commissioner.

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

The meeting closed at 8.40pm.

Clerk Expenses: April 2016

Phone £8.50  
 Printing  
 Petrol £10.80 (24 @45p per mile)  
 Overtime (x hours)  
 Stamps

Total £19.30

pd 9-5-16 chq 1371

Coffee Morning 6-4-2016 66

2pts of MILK 0.97  
 Coconut sponge 1.00  
 Angel Layer Cake 1.00  
 Raspberry Swirl cheesecake 2.00  
 Dairytea 1.29  
 French Brie cheese 1.70  
TOTAL = 7.96

J A Sherriff

pd 9-5-16 chq 1373

Coffee Morning 4-5-2016 67

Cheese cake £1.75  
 Banana loaf £2.00  
 Cheese £1.50  
 Fresh milk 0.75  
 Chse with Bits £2.00  
Total = £8.00

J A Sherriff

pd 9-5-16 chg 1374

**M  
F  
M**

# SERVICES

**SPORTS, AMENITY DOMESTIC MOWING  
FENCING LANDSCAPING  
MICHAEL MANN**

**TO:**

**Avon Dasset Parish Council**

**DATE**

**30/4/16**

**INVOICE NO**

**10079**

**INVOICE**

**VAT**

5/4/16	Mow Cemetry,village and playing field		£123.00
19/4/16	Mow Cemetry,village and playing field		£123.00
		<b>Sub TOTAL</b>	<b>£246.00</b>
		<b>VAT 20</b>	<b>£0.00</b>
		<b>TOTAL</b>	<b>£246.00</b>

**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)**



Consultant

W.J.Robinson. BA(Hons) MA

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Southam  
Warwickshire CV47 8JT

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Mobile: 07732 638336  
e-mail: wj.robinson@tiscali.co.uk

**INVOICE**

Invoice No. ADPC 005

To:-  
Ms.H.Hide-Wright  
Parish Clerk  
Avon Dasset Parish Council  
12 Meadow Way  
Fenny Compton  
Southam  
Warwickshire  
CV47 2WD

9<sup>th</sup> May 2016

Dear Ms.Hide-wright

Here is the invoice for the Internal Audit carried out for Avon Dasset Parish Council on the date identified below.

The fee as agreed is £15 per hour.

Date	Service	Hours	Total
30 <sup>th</sup> April 20156	Audit and report	4	£60

**Total cost** £60

I remain

W.J.Robinson.