

## AVON DASSETT PARISH COUNCIL

### Minutes of Meeting held at the Reading Room on Monday 14 May 2007

Present A Fraser; J Burgess; L Hope-Frost; S Richardson; P Wallace;  
Cllr C Williams; Cllr D Booth; Clerk

In Attendance D Brangwyn; A Brangwyn; J Davies; PC Rod Joy (part attendance);  
PC Anita Reading (part attendance)

1. Apologies: -

2. Declaration of Interest:

J Burgess declared an interest in item 5.g) due to her participation in the Parish Plan Steering Group.

A Fraser declared an interest in item 5.b) D Lawson (Reading Room repairs); 5.d) M Mann (playground) and 5.e) R Randerson (burial ground review of rules) as a result of his friendship with those mentioned.

2.1. The Local Authorities (Model Code of Conduct) Order 2007:

The Parish Council passed a resolution to adopt the Standards Board Model Code for Parish and Town Councils including paragraph 12(2) with effect from 14 May 2007. Clerk to inform the Standards Board.

Revised 'Notification ... of Financial and Other Interests' forms were completed by Councillors. Clerk to forward documents to the Monitoring Officer at SDC.  
(See also Item 5. below.)

3. Confirmation of Minutes:

The minutes of the previous meeting were approved as correct by L Hope-Frost and seconded by J Burgess; they were then signed by A Fraser.

4. Matters Arising:

a) Community Policing/Neighbourhood Watch (NW) – PC Rod Joy introduced PC Anita Reading (Community Support Officer) to the Council.

PC Joy led discussions promoting 'PACT' meetings (to be held every 3 months) at which the priority issues for local community policing are determined. Police wish to encourage attendance by representative(s) of Avon Dasset and asked for nominations. Next meeting to be held on 26 June 2007 in Southam School at 5.30 pm.

L Hope-Frost and D Brangwyn attended a presentation by Nick Stephens reference 'Smart Water' and proposed that this presentation be repeated at a public event in Avon Dasset. See item 8. below.

b) Reading Room – No contact made with D Lawson. P Wallace to source new quotation from builder in Fenny Compton to undertake repairs to the porch and window.

Electrical assessment completed in April and wall-mounted hot water heater installed in the the kitchen area.

c) 'Speed Aware' – Following a mail-drop to householders, J Burgess had obtained their consent to apply for temporary speed cameras to be placed near The Avon Pub and near the 30mph sign on the road approaching the village from the B4100. J Burgess awaits further information from the County Council regarding final decisions on placement of cameras and timescales, after which details will be published in the Compton Chronicle.

'CATS' leaflets to be issued to all residents and posters displayed on noticeboards.

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J Burgess wished the Council to consider whether beige-coloured tarmac should be employed as a measure to slow speeding traffic in the middle of the village. J Burgess stated that there were cost implications to the Parish Council including c£1000 to pay for a second survey and safety audit. 25% of the costs of laying the tarmac would also fall to the Parish. J Burgess to ascertain exact figures from the County Council – Action J Burgess.

d) Playground – No progress on repairs.

The new mowing contractor had commented that grass cuttings were being dumped in the corner of the playground. J Burgess to contact Penny Holmes for advice on sourcing the most appropriate composting bins to alleviate this problem. Once information received, a decision on purchase and storage of bins will be made by the Council.

e) Burial Ground – Review process of the 'Rules for the Avon Dassett Cemetery' – no progress. Clerk notified Council of the Gardening Club's renewed desire to create a memorial garden for Peggy Wormald in the burial ground, following permissions granted by the Council some 2 years ago.

f) Parish Website – Permissions gained from Awards for All for extension to £5,000 grant expenditure deadline of 1 May 2007, requested as a result of delays caused by SDC; new deadline is 1 May 2008.

Content Management System training for J Burgess, S Richardson and Clerk to take place at SDC on Monday 4 June at 10.00 am.

Report produced by SDC detailing their costs to the Parish for implementing this project leaves less than £2000 for the purchase of hardware, installation of 'phone line, and ongoing telephone and broadband rental fees. As a result of this, it was suggested that consideration be made at the next meeting that provision of the website itself should be the priority, with provision of hardware a secondary issue; it is suspected that those villagers interested in the website facility are likely to possess their own home computer facilities. Decision to be made at June meeting.

Clr Williams suggested that the Council views the Priors Marsden village website as a possible template for Avon Dassett.

g) Parish Plan – Clerk presented a request from A Rice that payment of certain invoices be made by the Parish Council to enable VAT charges to be re-claimed. Parish Plan Steering Group will cover all costs (excluding VAT). Suggested items include: charges for publication of Ordnance Survey maps within the Parish Plan document (minimum license charge is £47.40 + VAT) and design and printing costs for the Plan. Clr Williams confirmed that this method of accounting has been utilised in other villages. Clerk to notify A Rice of Council's agreement.

J Burgess confirmed that the Steering Group is working on the final format of the Plan and hopes to be in a position to present this to the July meeting.

Housing Needs Survey - undertaken in conjunction with WRCC – issued to all villagers in April 2007. Results should be available by June meeting.

h) Allotments – Discussion ensued reference possible sites for allotments in Avon Dassett, taking into account provision of water supply and land ownership issues. It was agreed to assess both demand for take-up of allotments and what allotment holders would be prepared to pay for this facility. S Richardson to place notice in Compton Chronicle.

5. Correspondence:

The Local Authorities (Model Code of Conduct) Order 2007 – information received from 1) Department for Communities and Local Government (Paul Rowsell); 2) Monitoring Officer at SDC; 3) WALC; enclosing a copy of the Model Code of Conduct for Parish and Town Councils produced by the Standards Board for England. Resolution to adopt the Code must be notified to Standards Board - Clerk to action. Training sessions on Code provided by Monitoring Officer. Clerk to request: Monday 11 June, 6.00 pm, Elizabeth House, Stratford for J Burgess, P Wallace, L Hope-Frost and Clerk. Thursday 26 July, 6.00 pm, Graham Adams Centre, Southam

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for A Fraser and S Richardson. Clerk to advise Monitoring Officer of requirements and to confirm availability of places at these sessions to Councillors once this is confirmed.

Zurich Municipal Insurance – Upon completion of Local Council Activities Questionnaire, Zurich Municipal advise that costs will be increased next year to reflect increased number of items of play equipment. Zurich to be contacted to: 1) increase public liability coverage to £10m (advice given by the Internal Auditor); 2) incorporate ownership and storage of computer equipment in Reading Room; and 3) ensure that liability for use of Website is covered by the policy. Clerk to action once decision is made on purchase of equipment and when the website scheme is closer to implementation.

Planning Training – training sessions arranged by SDC reference considerations to be taken into account in dealing with planning applications. Clerk to contact SDC with proposed date of Thursday 7 June 2007 for all Parish Councillors to attend training at Stratford.

WALC – proposed programme of briefing events including training session 'Being a Good Councillor and Clerk' recommended for new Councillors. S Richardson to consider documents.

Funding Opportunities in Warwickshire – J Burgess to forward WCC booklet to A Rice.

Moving Pictures – further information reference the SDC 'rural cinema' scheme. A Fraser to complete form by deadline of 30 May. A Fraser suggested that a joint venture with a neighbouring village may be the best way forward.

Central Networks Parish Council Pack – demonstration pack produced by E-on containing various items that could be of use during power cuts (eg analogue telephone, battery operated torch, battery operated radio, foil blanket, etc). Clerk had contacted Central Networks who were unable to supply additional packs. Clerk to bring pack to next meeting for further Council discussion.

Planning – no provisional meeting set for May.

Consent (with conditions) was given to construct a new building for storage purposes at 'Sinclair' to Mr M Watts. Conditions to protect the surrounding hedge were noted as an important aspect of the permission. The current poor condition of the hedge was noted. Retrospective planning permissions granted for the building of a shed at Spinney Bank were discussed again. The Council was keen to enforce the conditions to provide suitable planting/landscaping to screen the structure by the stated deadline.

#### 6. Financial Statement:

Balances at close of business on Monday 14 May 2007:

Current account	£195.92 credit
Deposit account	£13,686.82 credit

Emergency cheque raised on 28 April:

Npower (Reading Room electricity supply)	£304.00
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Cheques to be issued on 14 May:

a) M Maughan (Clerk's pay & expenses)	£116.67
b) J Kipling (Cleaning)	£16.00
c) W Sherriff (Coffee morning April and May)	£11.56
d) M Harris (Mowing verges)	£25.00
e) M W Jones (Mowing)	£110.00
f) EIC (Electrical check & water heater installation)	£449.44
g) WALC (Subscription renewal)	£77.00
h) A Sheasby (Grass cutting)	£70.50

The payment of cheques was proposed by L Hope-Frost and seconded by J Burgess.

Clerk to contact WALC for legal advice reference Contractor invoices set below minimum wage

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and with regard to the Parish Council's liability for possible injuries to Contractors who may not have their own insurance cover.

6.1 The Clerk had completed the Audit for 2006/7 and her findings were presented to the Council by the Chair.

John Anderson had, once again, kindly agreed to undertake the internal audit for the Council and had inspected the accounts and completed Section 4 – Annual Internal Audit Report of the Annual Return form in advance of the meeting.

Section 1 – Statement of Accounts of The Annual Return form for 2006/7 was authorised by A Fraser and the Clerk (as Responsible Financial Officer).

6.2 Section 2 – Annual Governance Statement of The Annual Return form for 2006/7 was authorised by A Fraser and the Clerk (as Responsible Financial Officer).

With reference to Section 2. Q8. the Clerk has received written confirmation from the Monitoring Officer at SDC that no costs would fall to the Parish Council reference the recent Standards Board enquiry.

Clerk to return completed Annual Return to External Auditor: Clement Keys – Action Clerk.

## 7. Council Report:

Clr Williams presented the results of the election as follows:

Conservatives: 37 seats  
 Liberal Democrats: 14 seats  
 Independents: 2 seats.

The local turnout was approximately 50%.

Problems were encountered with the electronic counting system and results were delayed by this.

Clr Booth informed the meeting that the Park & Ride at (north) Stratford is free before 9.00am.

## 8. Any Other Business:

- a) L Hope-Frost congratulated Cllr Williams on his election results.
- b) L Hope-Frost expressed her thanks to Deborah Brangwyn for her years of service to the Parish Council with particular appreciation of Deborah's support as Vice Chair when L Hope-Frost held the position of Chair to the Council. (Deborah Brangwyn chose not to stand for re-election to the Parish Council in May 2007.)
- c) L Hope-Frost notified the Council that St John the Baptist Church would be closed for one year as a result of major works to the spire. The traffic light system would be in place for the duration of the works.
- d) Comments were made reference the poor state of the hedge outside Knights Farm; A Fraser stated that work was in hand to rectify this.
- e) J Burgess made the Council aware of residents' concerns regarding the increase in dog fouling throughout the village. Environmental Health Dept will be requested to contact one dog owner whose pet was known to run loose in the village. It was suggested that a further mail-drop of the 'Dog Fouling' leaflet be made to all dog owners in the village in the near future.
- f) J Burgess had contacted WCC reference a requested extension to the footpath opposite St John the Baptist Church as part of minor works capital scheme. Awaiting response from WCC.
- g) J Burgess had sent pictures of potholes at 'Farnborough Lane' to Gez Romano at County Highways in an attempt to get this matter resolved.
- h) Reference proposed memorial for George Macdonald: J Burgess had contacted the land-owner who, in principle, had no problem with the bench and tree being placed in the playground.

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- i) Playground landowner had requested back-rent for use of his land.
- j) P Wallace asked when the village was due for 'proper' road resurfacing? It was stated that it was likely to be some years hence, as the roads were 'top-dressed' relatively recently.
- k) A Fraser reported that the sign on the B4100 (between Arlescote and Splash Leys Farm) was still missing. Clerk had already reported this again to County Highways prior to the meeting.
- l) A Fraser requested that the Flag pole be an item on the next agenda – Clerk to action.
- m) Various items of vegetation were reported as causing an obstruction to pavements as follows:
  - hedge at the Laurels; J Burgess to contact owners
  - hedge at Post Box Cottage; P Wallace to contact owner
  - Philadelphus overhanging footpath from Hillside Farm leading to Honeywood House; P Wallace to contact owners.

9. Questions from the Public:

- D Brangwyn reported subsidence in the road on either side of the motorway bridge leading to the B4100. Clerk had reported this to County Highways some months ago; Clerk to contact Highways Department again.
- Further to item 4.a) above, D Brangwyn (in her role as Neighbourhood Watch Co-ordinator) agreed to contact Nick Stephens to request that he make his presentation reference 'Smart Water' to a public meeting in Avon Dassett. It was suggested that this take place immediately prior to the July meeting of the Parish Council ie at 7.00 pm on Monday 2 July 2007 in the Reading Room. D Brangwyn to confirm Nick Stephens's availability and to notify the Council accordingly. It was agreed that – once confirmed - publication of this event be made in the Compton Chronicle and on village and Pub noticeboards in an attempt to maximise attendance.

10. Date of Next Meeting:

The next meeting will be held on Monday 4 June at 7.30 pm in the Reading Room.

Meeting closed at 11.00 pm.

AJ Fraser  
14/5/07