

**Minutes of Ordinary Meeting of Avon Dassett Parish Council  
Tuesday 2<sup>nd</sup> April 2019, The Reading Room.**

**The meeting commenced at 7.30pm**

1) APOLOGIES: Martyn Heard

Present: Trevor Gill, Mike Blakeman, Darrell Muffitt, Liz Hirst, Clerk (Helen Hide-Wright), Councillor Chris Williams, Councillor John Feilding

2) DECLARATIONS OF INTEREST: None.

3) CONFIRM MINUTES OF LAST MEETING: The minutes were agreed: Proposed: Liz Hirst, Seconded: Darrell Muffitt; unanimously agreed. Signed and dated by Trevor Gill.

4) MATTERS ARISING:

- A proposed action regarding contacting the Police Commissioner about our concerns about the increase in rural crime was carried forward. **Action: Trevor Gill to progress**
- The Compton Chronicle article from the Parish Council included advising local residents to be extra vigilant and to ensure that sheds and outbuildings are securely locked.
- The property marking project will be carried forward. **Action: Trevor Gill and Darrell Muffitt to progress and explore the opportunity of using the pub.**
- An email has been sent to the War Memorial Trust asking for details of companies who clean and restore village war memorials. **Action: Trevor Gill to progress**
- A date has still to be agreed for the repair of the bus stop **Action: Trevor Gill to progress**
- The process for candidates for the forthcoming election was published on the Parish Council and Community websites.
- Parish Plan will be included on an agenda for a subsequent meeting.

5) QUESTIONS FROM THE PUBLIC: None.

6) COMMUNITY

- a) Burial Ground and Cemetery Car Park: Nothing to report.
- b) Community Policing / Neighbourhood Watch: Nothing to report.
- c) Superfast Broadband: Councillor Chris Williams conveyed an offer from members of the Superfast Broadband Team who are willing to attend a Parish Council meeting. The Parish Councillors asked Councillor Williams to convey their agreement to this and confirmed that the next Parish Council meeting is on the 13<sup>th</sup> May. The meeting will take place at 7.00pm, prior to the annual meetings.

John Feilding confirmed that David Platt had a meeting with BDUK which resulted in a list of items under review. John Feilding had passed on the letter from ADPC, outlining the issues faced by some residents. Once the election results are known, the next steps can be confirmed.

- d) Playground: The play area was confirmed to be in good order.
- e) The Post Office: The PO equipment has been removed from the Reading Room. The service is now classified as a mobile service, still based in the Reading Room. The service hours have changed. **ACTION: Trevor Gill to speak to the postmaster regarding the external signage advertising the Post Office service at the Reading Room. The old Post Office sign, which is the property of The Post Office, is being stored at The Thatches, Avon Dassett and Trevor will also discuss this with the postmaster.**
- f) Village Communications & Website: Nothing to report. Trevor Gill has monitored the usage of the Parish Council's website, averaging at 74 hits per day. 31,646 hits since the website started.

g) The Village War Memorial: Darrell Muffitt mentioned a local company which supply products for cleaning stone and wood. **ACTION: Darrell Muffitt: Will contact the company for quotes for cleaning materials for various items, including the war memorial.**

h) The Reading Room – Review of hire fee: Trevor Gill suggested that a revised scale of fees is established with fees waived for local groups (table for the Annual Meeting agenda).

Discussion took place about establishing how the Reading Room could be used in order to inform further investment in the facility. This will be carried forward to a future meeting (possibly in June).

i) Roads, Traffic & Drains: Chris Williams confirmed that he had met with Patch Byrne to look at the flow of water on Church Hill. Severn Trent are involved and have made a temporary repair with further work required. The flow of water has ceased for the time being. Councillor Williams explained that the work may not be completed before the Soap Box Derby but the carriageway will be made safe.

7) COMMUNICATION & ADMINISTRATION:

a) Parish Council Elections May 2019: Mike Blakeman will open and close the Reading Room on the 2<sup>nd</sup> May, for the election. **ACTION: Clerk to advise SDC of contact details.**

8) COUNCIL REPORTS

a) Warwickshire County Council (Appendix 1).

b) Stratford On Avon District Council: John Feilding confirmed that the nominees for the election will be known on the 3<sup>rd</sup> April at 4pm.

John Feilding spoke about a meeting with the Police Commissioner and several parish councils.

John Feilding may be attending another Parish Council meeting on the 13<sup>th</sup> April.

John Feilding confirmed that there was an appeal on the Dasset Fields planning application.

9) CORRESPONDENCE: A request has been received to use the Cemetery car park for the Open Garden's event, on the 7<sup>th</sup> July. In addition, it was requested that the mowing of the village takes place just before the event and to include the cemetery car park. This was agreed. ACTION: Organisation of mowing in advance of the Open Gardens, including the Cemetery car park.

The Clerk wrote to Bobby Qayum regarding the maintenance of the defibrillator. **ACTION: Clerk to contact Bobby Qayum to obtain a list of companies to undertake an audit of the existing equipment.**

10) PLANNING

a) Declarations of interests: Darrell Muffitt: 19/00418/FUL

b) Planning Applications:

19/00418/FUL Orchard Lodge, Dasset Road. Demolition of existing single storey outbuilding and car port. Erection of single storey annexe and garage. Comment: No Objection, subject to the following suggested conditions:

1. Any approval should be conditional on the provision of an independent tree survey being undertaken that clearly shows that the two existing mature trees are in such a poor condition and must be felled irrespective of the proposed development.
2. It is considered that a condition should be imposed to ensure that the annexe and the "host" building should remain within the same ownership.
3. If the use of the annexe is altered in any way to allow for private rental, then a new planning application should be required.

c) Planning Decisions: 19/00194/COUQ Treetops Barn Farm: Prior Approval Refused.

## FINANCE: (Appendix 2).

Audit: The internal Audit meeting will take place on the 10<sup>th</sup> April.

Budget/Precept: Trevor Gill has prepared an analysis of the services provided under each of the budget headings. This will be circulated to the Councillors for their consideration and comments. Darrell Muffitt commented that all Councillors should be prepared to explain the budget to any residents who expressed concern about the level of the Precept. John Feilding commented that he is advising Parish Councils to increase their precept by 2 ½ %, in line with inflation.

Administration expenses	£	15.00
Fireplace Ashes Box	£	36.95
Servicing of Fire Extinguishers	£	25.00
Emergency Payment (Fire Blanket RR)	£	12.00

Expenses were approved. Proposed: Trevor Gill, seconded: Mike Blakeman, unanimously agreed.

- 11) MEMBER REPORTS: Mike Blakeman raised the issue of the garden at the front of the Reading Room as well as the siting of the new noticeboard. **ACTION: Volunteers will be sought to help with these items.**

Trevor Gill confirmed that the old, "Reading Room," sign was rotten and requires replacement up to approx. £50. A search will be made for a replacement.

DATE OF MEETINGS in 2019: 13<sup>th</sup> May, 3<sup>rd</sup> June, 1<sup>st</sup> July, 5<sup>th</sup> Aug, 2<sup>nd</sup> Sept, 7<sup>th</sup> Oct, 18<sup>th</sup>/25<sup>th</sup> Nov, no meeting in December.

The meeting closed at 8.50pm.

## Appendix 1

### Avon Dassett Parish Council Meeting on 2<sup>nd</sup> April 2019 County Councillor's Report

**Children and Family Centres** – During the past year negotiations have taken place for Barnardo's to take over the management of Warwickshire County Council's Children and Family Centres across the county. Barnardo's will officially start delivering pre-birth to age 19/25 health and wellbeing support services at all 14 of the county's centres from 1<sup>st</sup> September this year. The service specification for the new contract was developed based on the service offer and delivery model agreed by the County Council's Cabinet, following engagement with children and families, and detailed work with a broad range of partners to design a cost effective and quality service that will meet the needs of children and families in Warwickshire. In addition to the 14 dedicated centres there will be a wide variety of pop-up support hubs and outreach activities in local communities. This model puts in place flexible, accessible, local services that will meet the needs of whole families now and into the future.

**Administration** - Five senior Officers are retiring from the County Council before the end of April. The most significant of these is the change in the Chief Executive's Office where for the past two years Warwickshire County Council was administered by Joint CEOs, David and Monica Fogarty. David Carter is one of the five retiring and the decision has been taken that the County will now be administered by the sole CEO, Monica Fogarty, from the 1<sup>st</sup> April. Brexit uncertainties and the political purdah as a result of the forthcoming District Council elections in four of the five County's District Councils in May, the routines of the Council have been altered.

**Public Health and Adult Care** – The County Council held a Public Interest Debate recently on the subject of combined working between Health and Adult Services. This topic has been on the national agenda since Public Health was transferred back to local government nearly 10 years ago. It was clear that one of the major problems is communicating between authorities and the conflict between sharing information and breaching personal privacy (Human Rights). There are moves towards integrated working which will need support and legislation from the government.

**Highways** - It is noticeable that a number of road closures and traffic disruptions are currently taking place. There are a large number of housing developments, all requiring additional utility services and road improvements, which are adding to the congestion.

I must end my report on a good news story in as much as Warwickshire County Council has been named the Country's Joint Top Performing County Council for Highway Maintenance. Warwickshire was among 113 highway authorities, including 28 County Councils, which took part in a national independent survey which looks at satisfaction with Highways and Transport Services.

Warwickshire came out joint top for public satisfaction amongst County Councils for Highway Maintenance, condition of road surfaces and the quality of repair to damaged roads. The Council also ranked amongst the best in other areas, including condition of road markings, speed of repair to damaged roads, keeping drains clear and dealing with potholes.

This is an excellent result and reflects the continued hard work and commitment of Warwickshire County Council's Highways Staff.

**Cllr Chris Williams**

**Member for Kineton and Red Horse Division**

**31.03.2019**

## Avon Dassett Parish Council Financial Statement

Balances as at close of business:

Sunday, 31 March 2019

<b>Current Account:</b>	£5,119.73	
<b>Deposit Account</b>	£12,840.70	(Ring fenced funds and interest received)

### Bank transactions

Current Account:						Receipt	Payment
Date	Payment Method	Payee	Details	Budget Category			
12/03/2019	FPO	Hide-Wright	Expenses February	Administration Expenses	£0.00		(£15.00)
12/03/2019	FPO	Iron & Wood	Reading Room Wood Bruning Stove	Reading Room: Maintenance	£0.00		(£800.00)
12/03/2019	FPO	Avon Dassett History Group	Community Website Costs	Community Projects	£0.00		(£250.00)
12/03/2019	FPO	Zurich Insurance	Annual Insurance	Insurance	£0.00		(£487.19)
12/03/2019	FPO	M Bedding	Exterior Of The Reading Room	Reading Room: Maintenance	£0.00		(£1,457.49)
12/03/2019	AD Mens Club	Reading Room Hire	Reading Room	Hire of Reading Room, car park etc	£5.00	£0.00	
12/03/2019	The Carrow Mgt Committee	Reading Room Hire	Reading Room	Hire of Reading Room, car park etc	£5.00	£0.00	
12/03/2019	FPO	Trevor B Gill	Expenses	Administration Expenses	£0.00		(£31.00)
13/03/2019	FPO	Iron & Wood	Reading Room Wood Bruning Stove	Reading Room: Maintenance	£0.00		(£468.00)
13/03/2019	FPO	Iron & Wood	Reading Room Wood Bruning Stove	Reading Room: Maintenance	£0.00		(£468.00)
14/03/2019	FPO	Iron & Wood	Reading Room Wood Bruning Stove	Reading Room: Maintenance	£0.00		(£949.60)
19/03/2019	FPO	Trevor B Gill	Fire Blankett	Reading Room: Maintenance	£0.00		(£12.97)
20/03/2019	DD	NPower	Electricity (Nov)	Reading Room: Electricity Supply	£0.00		(£31.00)
20/03/2019	DD	1 & 1 Internet	ADPC Website	Village Websites	£0.00		(£21.71)
20/03/2019	Standing Order	Hide-Wright	Salary (Mar)	Clerk's Pay	£0.00		(£311.52)
25/03/2019	Standing Order	Warwickshire Pension Fund	ADPC Pension Contribution	ADPC Pension Contribution	£0.00		(£77.38)
25/03/2019	Standing Order	Warwickshire Pension Fund	Employee Pension Contribution	Employee Pension Contribution	£0.00		(£18.18)
					<b>£10.00</b>		<b>(£5,399.04)</b>

### Deposit Account

Date	Payment Method	Payee	Details	Budget Category	Receipt	Payment
11/03/2019	Lloyds Bank	Bank Interest	IT Equip & Software	Bank Interest	£0.49	£0.00

### Ring Fenced Funds

Defibrillator	£250.00
St John's Steps Appeal Funds	£86.19
IT Equipment & Software	£554.51
Playground Lease Grant	£200.00
Neighbourhood Watch	£185.00
Village Cemetary	£275.00
Reading Room Maintenance	£8,810.00
Parish Plan	£2,000.00
Playground Maintenance	£250.00
Village Maintenance	£230.00
<b>Deposit Account Balances As At:</b>	<b>Sunday, 31 March 2019</b>
	<b>£12,840.70</b>

### Payments For Authorisation

#### Emergency Payments Since The Last Meeting

Payment Method	Payee	Details	Budget Category	Payment
FPO	Trevor B Gill	Fire Blankett	Reading Room: Maintenance	(£12.97)
				<b>(£12.97)</b>

#### Payment for authorisation

Payment Method	Payee	Details	Budget Category	Payment
FPO	Trevor B Gill	Ash basket	Reading Room: Maintenance	(£36.95)
FPO	Hide-Wright	Expenses February	Administration Expenses	(£15.00)
				<b>(£51.95)</b>

Dated:

Sunday, 31 March 2019

**AVON DASSETT PARISH COUNCIL 2018 - 2019 FINANCIAL YEAR****Sunday, 31 March 2019**

	<b>Actual</b>	<b>Net Receipts</b>	<b>Variance With Budget</b>	<b>Budget</b>
<b>Receipts</b>				
Precept	£15,360.00	£15,360.00	(£250.00)	£15,610.00
Bank Interest	£6.47	£6.47	£6.47	£0.00
Burial Ground	£0.00	£0.00	£0.00	£0.00
Miscellaneous - Funds From Village Functions	£158.85	£158.85	£158.85	£0.00
Hire of Reading Room, car park etc	£35.00	£35.00	£35.00	£0.00
Mowing Refund From Stratford District Council	£521.51	£521.51	£521.51	£0.00
Election Fees Re The Use Of The Reading Room	£25.00	£25.00	£25.00	£0.00
VAT Reimbursement	£0.00	£0.00	£0.00	£0.00
<b>TOTAL RECEIPTS</b>	<b>£16,106.83</b>	<b>£0.00</b>	<b>£16,106.83</b>	<b>£15,610.00</b>

	<b>Actual</b>	<b>Ring Fenced Funds</b>	<b>Net Expenditure</b>	<b>Variance With Budget</b>	<b>Budget</b>
<b>Payments (Annual expenses)</b>					
<b>The Reading Room</b>					
Reading Room: Cleaning	£0.00		£0.00	£0.00	£0.00
Reading Room: Electricity Supply	(£435.22)		(£435.22)	(£85.22)	£350.00
Reading Room: Maintenance	(£6,381.33)	£0.00	(£6,381.33)	(£5,081.33)	£1,300.00
Reading Room: Rates	£0.00		£0.00	£0.00	£0.00
<b>Total Reading Room</b>	<b>(£6,816.55)</b>	<b>£0.00</b>	<b>(£6,816.55)</b>	<b>(£5,166.55)</b>	<b>£1,650.00</b>

**Administration****Staff costs:**

Clerk's Pay	(£3,747.23)		(£3,747.23)	£502.77	£4,250.00
ADPC Pension Contribution	(£928.56)		(£928.56)	£71.44	£1,000.00
Employee Pension Contribution	(£218.18)		(£218.18)	(£218.18)	£0.00
Administration Expenses	(£200.82)		(£200.82)	£399.18	£600.00
ADPC Training	£0.00		£0.00	£300.00	£300.00
Audit Fees	(£330.00)		(£330.00)	(£30.00)	£300.00
Data Protection	(£35.00)		(£35.00)	£15.00	£50.00
Election Fees	£0.00		£0.00	£0.00	£0.00
Councillors' expenses	£0.00		£0.00	£0.00	£0.00
WALC subscriptions	(£104.00)		(£104.00)	£6.00	£110.00
Insurance	(£970.94)		(£970.94)	(£320.94)	£650.00
<b>Total Administration</b>	<b>(£6,534.73)</b>	<b>£0.00</b>	<b>(£6,534.73)</b>	<b>£725.27</b>	<b>£7,260.00</b>

**Village Maintenance**

Street Light Maintenance	(£276.77)		(£276.77)	(£276.77)	£0.00
Street Light Electricity Supply	(£482.37)		(£482.37)	£267.63	£750.00
Village Maintenance & Mowing	(£2,799.72)	£521.51	(£2,278.21)	£721.79	£3,000.00
Tubs Etc	(£292.60)		(£292.60)	(£42.60)	£250.00
<b>Total Village Maintenance</b>	<b>(£3,851.46)</b>	<b>£521.51</b>	<b>(£3,329.95)</b>	<b>£670.05</b>	<b>£4,000.00</b>

**Playground**

Playground Lease & Inspections	(£100.80)		(£100.80)	(£0.80)	£100.00
Playground Equipment and Repairs	(£424.98)		(£424.98)	£75.02	£500.00
Playground General Maintenance	£0.00		£0.00	£250.00	£250.00
<b>Total Playground</b>	<b>(£525.78)</b>	<b>£0.00</b>	<b>(£525.78)</b>	<b>£324.22</b>	<b>£850.00</b>

**Communications & IT Expenditure**

Avon Dasset Parish Council Website	(£251.84)		(£251.84)	£148.16	£400.00
Communications & Surveys	£0.00		£0.00	£0.00	£0.00
IT Software, Hardware & Consumables	(£180.00)	£0.00	(£180.00)	£120.00	£300.00
<b>Total Communications &amp; IT Expenditure</b>	<b>(£431.84)</b>	<b>£0.00</b>	<b>(£431.84)</b>	<b>£268.16</b>	<b>£700.00</b>

**Miscellaneous**

Coffee Morning Expenses & Xmas Gathering	£0.00		£0.00	£150.00	£150.00
Other - Section 137	(£50.00)		(£50.00)	(£50.00)	£0.00
Defibrillator	(£118.80)		(£118.80)	(£118.80)	£0.00
Community Projects	(£250.00)		(£250.00)	£750.00	£1,000.00
<b>Total Miscellaneous</b>	<b>(£418.80)</b>	<b>£0.00</b>	<b>(£418.80)</b>	<b>£731.20</b>	<b>£1,150.00</b>

**TOTAL PAYMENTS**

<b>(£18,579.16)</b>	<b>£521.51</b>	<b>(£18,057.65)</b>	<b>(£2,447.65)</b>	<b>£15,610.00</b>
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**Ring Fenced Funds**

	<b>01 April 2018</b>	<b>Deposits</b>	<b>Withdrawals</b>	<b>31 March 2019</b>
Defibrillator	£250.00	£0.00	£0.00	£250.00
St John's Steps Appeal Funds	£86.19	£0.00	£0.00	£86.19
IT Equipment & Software	£548.04	£6.47	£0.00	£554.51
Playground Lease Grant	£200.00	£0.00	£0.00	£200.00
Neighbourhood Watch	£185.00	£0.00	£0.00	£185.00
Village Cemetery	£275.00	£0.00	£0.00	£275.00
Reading Room Maintenance	£8,810.00	£0.00	£0.00	£8,810.00
Parish Plan	£2,000.00	£0.00	£0.00	£2,000.00
Playground Maintenance	£250.00	£0.00	£0.00	£250.00
Village Maintenance	£230.00	£0.00	£0.00	£230.00
<b>Deposit Account Balances As At:</b>	<b>£12,834.23</b>	<b>£6.47</b>	<b>£0.00</b>	<b>£12,840.70</b>

**Closing Period Bank Balances As At:****31 March 2019**

Current Account	£5,119.73
Deposit Account	£12,840.70
<b>Total Bank Balances</b>	<b>£17,960.43</b>