

**Minutes of Ordinary Meeting of Avon Dassett Parish Council  
Held on Monday 11 March 2019, 7.30 pm at The Reading Room, Avon Dassett**

- 1) APOLOGIES: ADPC Clerk; Mike Blakeman;  
Present: Trevor Gill; Darrell Muffitt; Liz Hirst; Martyn Heard: Cllr Chris Williams; Cllr John Feilding.
- 2) DECLARATIONS OF INTEREST: None
- 3) CONFIRM MINUTES OF LAST MEETING: The minutes of the meeting held on 11 February 2019 were accepted. Proposed: Liz Hirst; Seconded: Martyn Heard
- 4) MATTERS ARISING: None
- 5) COMMUNITY
  - a) Burial Ground and Cemetery Car Park: Work to replace the fencing and gate will be done when the weather improves.
  - b) Community Policing / Neighbourhood Watch: There has been a robbery in the village with a substantial amount of work tools stolen. It was suggested that after the May 2019 elections we write to the Police Commissioner asking for either a meeting to discuss rural crime or to receive his comments on the perceived increase in rural crime in local villages and what is being done to address this issue. It was agreed that a letter would be drafted and after agreement by Avon Dassett Parish Council it will be circulated to other Parish Councils in the area asking for their agreement to their names being added as signatories as this would add more weight to the request. **Action: Trevor Gill to draft a letter for circulation to councillors for their approval prior to distributing it to local Parish Councils.**

It was agreed that we will send an email to residents asking that they be extra vigilant and ensure that their sheds and outbuildings are securely locked to try to reduce the incidents of crime in the village. **Action: Trevor Gill to action.**

It was agreed that it is now appropriate to hold a property marking event in the village and we would approach the tenant of The Yew Tree to get his agreement to holding such an event and to obtain dates for this event. Once available we will contact the Rural Crime Officer and arrange for this event to be arranged. **Action: Trevor Gill and Darrell Muffitt to progress.**
  - c) Superfast Broadband: We have received an updated from the CSW project detailing property by property the current status. Clarification has been sought on one post code as the information provided differs from that available via the Openreach post code checker facility. We continue to press for a date on which Bitham Hall will be connected.

As reported in the last meeting, Stratford on Avon District Council is preparing a business case to secure funding for a project to provide enhanced broadband to rural villages in their area. The project will be run by Stratford on Avon District Council, but they would like to also link the names of local district councils to their bid. The bid was the subject of a recent Oversight and Scrutiny meeting which was attended by Trevor Gill at the invitation of Cllr John Feilding. Cllr Feilding explained the outline of the project. It was agreed that we review the business case prior to making any decision to participate and that Trevor Gill would continue to liaise with Stratford On Avon District Council. **Action: Trevor Gill to liaise with Stratford on Avon District Council and circulate the business case when available.**
  - d) Playground: Nothing to report
  - e) Defibrillator: Trevor Gill advised the meeting of the process in place in the case of an emergency where the 999 service decide and advise if the use of the defibrillator is required.

Details on the procedure to be followed in the case of an emergency have been updated on the village websites. A copy of this information is also attached to these minutes – Appendix 1. In short, in the case of an emergency, dial 999.

- f) The Post Office: Nothing to report.
- g) Village Communications & Website: Nothing to report.
- h) The Village War Memorial: The shrubs surrounding the War Memorial have been pruned. The question of the repairs and renovations needed was raised and it was agreed that the possibility of grant funding would be explored. However, it was also agreed that the extent of the renovation work required should be assessed, before grant funding was requested.  
**Action: Trevor Gill to identify companies that specialise in renovating War Memorials and to approach them for an estimate for the required work.**
- i) The Reading Room:
  - i) Painting: The work has been completed with additional work to paint the inside of the window surrounds and the porchway also being undertaken. There have been many favourable comments from residents.
  - ii) Exterior Woodwork: The renovation of the woodwork and guttering has been completed and we await the final invoice. During the work it was discovered that there was a large amount of the wood that was rotten, and following approval by Councillors further work was approved, at an additional cost. The meeting approved the additional cost and authorised the payment of the contractor.
  - iii) Wood burning stove: We have received two estimates for the installation of a wood burning stove. It was agreed to accept the estimate from Iron Wood and the new stove will be installed on 13 March. The meeting approved the cost of £2,685.60 which after the VAT is reclaimed means a net cost of £2,238.00
  - iv) Additional work: There is now some work required to complete the outside refurbishment. It was agreed that we will ask for volunteers to help with the garden area renovation outside the Reading Room and also to install the new notice board.
  - v) Further discussions are required in respect of the work to replace the kitchen and toilet and these will be progressed in the near future. It was agreed that once we have the required estimates, we should apply for grant funding to cover the cost. **Action: Trevor Gill to progress.**
- j) Roads Traffic & Drains:
  - i) Work is required to repair the bus shelter and also to remove four overhanging branches. This is being progressed. **Action: Trevor Gill to progress.**
  - ii) There is still a large quantity of leaves on Church Hill and it was agreed that we will seek volunteers to help to clear the footpaths.
  - iii) A short discussion took place regarding the condition of the verges and it was noted that the majority if not all of the damage has been done by large lorries. The situation is not help by cars being parked near junctions in the village meaning that vehicles have to cut across the verges to navigate around them.
  - iv) It was noted that, once again, Church Hill is suffering from a water leak from either a burst pipe or a leak. Unless remedied the presence of water could cause a hazard for competitors in the Soap Box event in June 2019. It was agreed that we will contact Warwickshire Highways to ask for their assistance in making the area safe for the soapbox. **Action: Trevor Gill to progress.**

## 6) COMMUNICATION &amp; ADMINISTRATION

## a) Parish Council Elections May 2019

- i) We have the request for the use of The Reading Room for the Elections. Trevor Gill to ensure that everything requested is available and that authorised key-holders are on hand to open and lock up the building before and after the Election process. We have submitted the contact details to the relevant authority.
- ii) The nomination forms for Avon Dassett Parish Council were distributed to existing Councillors and Trevor Gill asked that completed forms are returned to him by 18 March 2019 to ensure that they can be delivered Nomination forms to Trevor Gill by 22 March 2019. Other members of the community wishing to stand for election were encouraged to contact the Clerk. **Action: Trevor Gill to post details of the process that prospective candidates should follow, on the Council website.**

## 7) COUNCIL REPORTS

- a) Warwickshire County Council – Appendix 3  
b) Stratford On Avon District Council

A short discussion took place regarding the Avon Dassett Parish Plan which is in need of review and the merits or otherwise of preparing a Neighbourhood Plan. It was agreed that this matter would be placed on the agenda for the June 2019 meeting for a further discussion. **Action: The clerk to include this item on the relative agenda.**

## 8) CORRESPONDENCE

Date	Detail	Action
10 February 2019	Email re Keep Britain Tidy	Avon Dassett Parish Council decided not to participate in the event in 2019
20 February 2019	Email re Hospital to Home Settling Service provided by Warwickshire Fire & Rescue	A copy of the Hospital to Home Settling Service presentation is attached to these minutes and has been placed on the Avon Dassett Community Website.
1 March 2019	Email re Dog walking on private land	The clerk has replied to this email referring to previous minutes on this subject.
5 March 2019	Email re Planning Application for a change of use at Tree Tops Farm	We have replied stating that this matter is now in the hands of the Planning Officer.
8 March 2019	Email re CSW Broadband provision of enhanced facility to Avon Dassett	The meeting noted the contents of this email and will continue to press the CSW project to deliver broadband to those properties who have not yet had the benefit of the enhanced service.
8 March 2019	Email re Signs outside the village boundary	We have responded stating that unfortunately signs erected outside the village are outside the responsibility of the Parish Council
11 March 2019	Email re Parish Community Survey	Trevor Gill to respond on behalf of the Parish Council and Darrell Muffitt will respond on behalf of Avon Dassett Benefit Society Limited.

## 9) PLANNING

- a) Declarations of interests: None
- b) Planning Enforcement: None
- c) Planning Applications: 19/000194 COUQ Tree Tops Farm Conversion of barn to dwelling. Mike Blakeman has submitted our response.

## 10) FINANCE:

The Financial Statement as at 28 February 2019 was presented and agreed. Appendix 2

A discussion took place regarding the Grant application to maintain the Community Website received from Avon Dassett History Group, Appendix 4. The grant application was approved.

<b>Payments Authorised at Meeting</b>			
Date	Supplier	Description	Amount
11/3/2019	Helen Hide-Wright	Admin Expenses	£ 46.00
11/3/2019	Iron & Wood	Wood Burning Stove	£ 2,685.60
11/3/2019	Avon Dassett History Group	Community Website Costs	£ 250.00
11/3/2019	Zurich Insurance	Annual Insurance Premium	£ 487.19
11/3/2019	MJB Glazing	Reading Room Refurbishment	£ 1,500.00

The meeting agreed to appoint Bill Robinson as our internal auditor for the financial year to end 31 March 2019.

11) MEMBER REPORTS: None

12) QUESTIONS FROM THE PUBLIC: None

13) DATE OF MEETINGS in 2019: 2nd April, 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.

**Please note that the meeting in April 2019 has been moved from 1 April 2019 to 2 April 2019.**

## Avon Dassett Parish Council

### Defibrillator

In 2017 Avon Dassett Parish Council with assistance from Warwickshire Ambulance Service and funding from the Big Lottery Fund, were able to purchase and install a defibrillator in Avon Dassett. It is situated outside The Reading Room in the middle of the village.

With the assistance of the Warwickshire Ambulance Service, 12 local residents were trained in the use of the equipment, and following training, 10 local residents agreed to be placed on a call out service operated by Numbers Plus.

In all cases access to the defibrillator will follow a call to 999 and the ambulance service will decide if the defibrillator is required. If this is the case, then one of the following will apply:

1. if the caller is near the defibrillator and confident that they can use the equipment then the ambulance service could advise the caller of the release code, and the caller can then have access. Following this the caller will be guided at every step by the ambulance service. Under no circumstances should the equipment be used without the specific request of the ambulance service.
2. if the caller is not able to use the equipment for whatever reason, or cannot leave the patient, then the ambulance service will initiate the call out process contacting each volunteer in turn until they can identify someone who is able to assist. The volunteer will then be given the access code and as above they will be guided every step of the way by the ambulance service.

The parish council asks that residents **do not** try to contact any trained staff directly, all contact must be via the Warwickshire Ambulance Service.

## Avon Dassett Parish Council Financial Statement

Balances as at close of business:

Thursday, 28 February 2019

<b>Current Account:</b>	£10,508.77	
<b>Deposit Account</b>	£12,840.21	(Ring fenced funds and interest received)

### Bank transactions

Current Account:

			Receipt	Payment
06/02/2019 FPO	Hide-Wright	Expenses December	£0.00	(£29.40)
06/02/2019 Transfer	Warwickshire County Council	Street Light Maintenance	£0.00	(£139.97)
11/02/2019 Lloyds Bank	Bank Interest	IT Equip & Software	£0.00	£0.00
13/02/2019 FPO	Peter Coughlan	Reading Room Painting	£0.00	(£200.00)
20/02/2019 Standing Order	Hide-Wright	Salary (Feb)	£0.00	(£311.52)
20/02/2019 DD	1 & 1 Internet	ADPC Website	£0.00	(£5.99)
20/02/2019 DD	NPower	Electricity (Nov)	£0.00	(£31.00)
20/02/2019 FPO	Peter Coughlan	Reading Room Painting	£0.00	(£960.00)
25/02/2019 Standing Order	Warwickshire Pension Fund	ADPC Pension Contribution	£0.00	(£77.38)
25/02/2019 Standing Order	Warwickshire Pension Fund	Employee Pension Contribution	£0.00	(£18.18)
28/02/2019 FPO	Peter Coughlan	Reading Room Painting	£0.00	(£480.00) <u>(£1,640.00)</u>

Deposit Account

			Receipt	Payment
11/02/2019 Lloyds Bank	Bank Interest	IT Equip & Software	£0.58	£0.00

### Ring Fenced Funds

Defibrillator	£250.00
St John's Steps Appeal Funds	£86.19
IT Equipment & Software	£554.02
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>Thursday, 28 February 2019</b>
	<u><u>£12,840.21</u></u>

### Payments For Authorisation

Payment for authorisation

FPO	Hide-Wright	Expenses February	(£46.00)
FPO	Iron & Wood	Reading Room Wood Bruning Stove	(£2,685.60)
FPO	Avon Dassett History Group	Community Website Costs	(£250.00)
FPO	Zurich Insurance	Annual Insurance	(£487.19)
FPO	M Bedding	Exterior Of The Reading Room	(£1,500.00)
			<u>(£4,968.79)</u>

Dated:

Monday, 11 March 2019

**AVON DASSETT PARISH COUNCIL 2018 - 2019 FINANCIAL YEAR**

Thursday, 28 February 2019

	<u>Actual</u>	<u>Net Receipts</u>	<u>Variance With Budget</u>	<u>Budget</u>
<b>Receipts</b>				
Precept	£15,360.00	£15,360.00	(£250.00)	£15,610.00
Bank Interest	£5.98	£5.98	£5.98	£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	£25.00	£25.00	£25.00	£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>£16,096.34</b>	<b>£0.00</b>	<b>£16,096.34</b>	<b>£486.34</b>

	<u>Actual</u>	<u>Ring Fenced Funds</u>	<u>Net Expenditure</u>	<u>Variance With Budget</u>	<u>Budget</u>
<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	(£441.00)		(£441.00)	(£91.00)	£350.00
Reading Room: Maintenance	(£2,225.27)	£0.00	(£2,225.27)	(£925.27)	£1,300.00
Reading Room: Rates	£0.00		£0.00	£0.00	£0.00
<b>Total Reading Room</b>	<b>(£2,666.27)</b>	<b>£0.00</b>	<b>(£2,666.27)</b>	<b>(£1,016.27)</b>	<b>£1,650.00</b>

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

Clerk's Pay	(£3,435.71)		(£3,435.71)	£814.29	£4,250.00
ADPC Pension Contribution	(£851.18)		(£851.18)	£148.82	£1,000.00
Employee Pension Contribution	(£200.00)		(£200.00)	(£200.00)	£0.00
Administration Expenses	(£154.82)		(£154.82)	£445.18	£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	(£483.75)		(£483.75)	£166.25	£650.00
<b>Total Administration</b>	<b>(£5,594.46)</b>	<b>£0.00</b>	<b>(£5,594.46)</b>	<b>£1,665.54</b>	<b>£7,260.00</b>

**Village Maintenance**

Street Light Maintenance	(£276.77)		(£276.77)	(£276.77)	£0.00
Street Light Electricity Supply	(£445.59)		(£445.59)	£304.41	£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>(£3,814.68)</b>	<b>£521.51</b>	<b>(£3,293.17)</b>	<b>£706.83</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	(£230.13)		(£230.13)	£169.87	£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>(£410.13)</b>	<b>£0.00</b>	<b>(£410.13)</b>	<b>£289.87</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	£0.00		£0.00	£1,000.00	£1,000.00
<b>Total Miscellaneous</b>	<b>(£168.80)</b>	<b>£0.00</b>	<b>(£168.80)</b>	<b>£981.20</b>	<b>£1,150.00</b>

**TOTAL PAYMENTS**

<b>TOTAL PAYMENTS</b>	<b>(£13,180.12)</b>	<b>£521.51</b>	<b>(£12,658.61)</b>	<b>£2,951.39</b>	<b>£15,610.00</b>
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**Ring Fenced Funds**

	01 April 2018	Deposits	Withdrawals	28 February 2019
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	£5.98	£0.00	£554.02
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>£5.98</b>	<b>£0.00</b>	<b>£12,840.21</b>

**Closing Period Bank Balances As At:**

28 February 2019

Current Account	£10,508.77
Deposit Account	£12,840.21
<b>Total Bank Balances</b>	<b>£23,348.98</b>

**Avon Dassett Parish Council 11<sup>th</sup> March 2019**  
**County Councillor's Report**

**Administration** – After the excitement of the Budget debate it has been quiet at the County Council. Five senior Officers are retiring from the County Council before the end of April and with Brexit uncertainties and the political purdah as a result of the forthcoming the District Council elections in four of the five County's District Councils in May is making major decision making difficult at the present time.

**The Fire Service** – The County Council is the Fire Authority for Warwickshire and the recent inspection report is being assessed and an Action Plan will go to Cabinet. Most of the areas of concern relate to administrative and HR areas. The fire prevention and operations are rated Good. A new Chief Fire Officer is joining in April. Over the past years there have been initiatives to link up our Fire Service provision with adjacent authorities. Any merger is complex and this one has proved difficult. We are presently looking at a form of collaboration with West Midlands Fire Service. At present there is a national debate regarding a combined Blue Light service.

**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. The Director of Public Health retires next month and an interim appointment has been made until a permanent position has been filled.

**Finances** - The County's revenue finances are in a healthy state with sufficient contingency reserves to cover any unforeseen events. Future income streams are unknown as the movement away from Government Grants towards Business Rates as a source of funding is continuing with pilot schemes in some authorities. Council Tax continues to be capped although ring-fenced increases are allowed to meet specific budgets. There is an interim Director in post until a permanent replacement has been appointed. The capital budget is mainly allocated to Schools and Highway projects to meet the population increase.

**Schools** - The County Council's responsibility with respect to education, has been diluted since the introduction of Academies and Free Schools. It is the County's responsibility to ensure there are sufficient school places to meet the needs, that pupils can access their local school and that there is sufficient provision of "Good" education for those with Special Education Needs. There are only two Secondary Schools in the County that are not Academies.

**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 will keep the Parish Council informed if there are any decisions that will have an affect on the Parish Council.

**Cllr Chris Williams**  
**Member for Kineton and Red Horse Division**  
**10.03.2019**

# Avon Dassett Parish Council

## Grant Application Form

Please refer to the Avon Dassett Grants Policy guidance before submitting your application. If you need any assistance, please contact the clerk at:

Email : avondassett.clerk@googlemail.com

Phone : 07713 892835

Website : www.avondassettparishcouncil.com

Name of Organisation	
Main contact	
Main contact address	
Main contact daytime telephone number	
Main contact email address	

Are you a newly formed group? (less than 1 year)	<del>Yes</del> /No
How long has your Organisation been operating	
Do you have a voluntary management committee / steering group	Yes / <del>No</del>
Does your Organisation have a formal constitution	Yes / <del>No</del>
Does your Organisation have an equal opportunities policy / statement	Yes / <del>No</del>
Does your Organisation have an annual record of accounts ( <i>Please attach a copy of the latest audited accounts to this application</i> )	<del>Yes</del> / No

Please describe your Organisation's main activities

How much are you applying for?	
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What is the grant for?

# Avon Dassett Parish Council

## Grant Application Form

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Who in Avon Dassett will benefit from your project?	Number of people:

How will Avon Dassett benefit from your project?

Have any other bodies been approached from grant funding in relation to this application / project	<del>Yes</del> / No
If so, please provide details:	



# Avon Dassett Parish Council

## Grant Application Form

applications, retrospective applications or the failure to complete any section of the application form may result in your application being delayed or rejected.

Information about your group and your project may be made available as part of Avon Dassett Parish Council's decision-making system. Personal contact details and bank details will not be made public.

You have given due regard to health and safety considerations and have controls in place to eliminate or reduce risk exposure.

You will provide Avon Dassett Parish Council with any information they request to enable them to assess your application. This may include (but is not restricted to) a copy of your constitution, accounts or bank statements, equal opportunities policy, insurance and relevant health & safety policies.

You will provide Avon Dassett Parish Council with any evidence or monitoring information they request to ensure that any grant awarded has been spent in accordance with this application and any other terms and conditions.

Grant funding may be subject to additional terms and conditions, which will be made available to you if your application is successful.

I confirm that the information given in this application is a fair and accurate description of our group and our proposed project. I am authorised to apply for funding on behalf of the group and agree to abide by the terms and conditions of the grants process.

Signature: .....

Date: .....

Position in Group / Organisation: .....