

Minutes of Ordinary meeting
Avon Dassett Parish Council, Monday 13th May 2019 at The Reading Room.

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The meeting commenced at 8.55 pm.

- 1) APOLOGIES: Chris Williams, John Feilding.
Present: Trevor Gill, Mike Blakeman, Liz Hirst, Darrell Muffitt, Phil Baxter, Clerk (Helen Hide-Wright). 1 member of the public.
- 2) DECLARATIONS OF INTEREST: None
- 3) CONFIRM MINUTES OF LAST MEETING: Proposed: Liz Hirst, seconded: Darrell Muffitt, signed and dated by Trevor Gill.
- 4) MATTERS ARISING:
- 5) QUESTIONS FROM THE PUBLIC: None.
- 6) COMMUNITY
 - a) Burial Ground and Cemetery Car Park: Trevor Gill confirmed that the Soap Box Derby committee has requested the use of the cemetery car-park. This was agreed. The area will need to be cut before the event and Phil Baxter agreed that the Soap Box Derby committee would undertake this. **ACTION: Phil Baxter to organise the grass cutting of the cemetery car-park, prior to the soap Box Derby.**
 - b) Community Policing / Neighbourhood Watch. Darrell Muffitt recently attended a meeting on property marking organised by Oxhill PC. There is an offer of both traditional marking and using Smartwater. The key message was that it would require more than 50% of the village residents to sign up in order to make the kits affordable to buy. Each Smartwater kit has its own chemical footprint, which is registered to the individual owner, on a central database. If any item is subsequently sold, the register has to be adjusted to reflect the change of ownership. The Smartwater markings are visible under UV light and the Police and a number of second hand goods dealers and antique shops which have signed up to the “We don’t buy stolen goods” initiative have UV torches which show where Smartwater has been used. Recovered stolen goods are sent to the Smartwater laboratory which can analyse the markings and identify the owners. This allows the Police to reunite stolen goods with their rightful owners.

Darrell Muffitt recommended inviting Bob Church to the PC meeting to outline the scheme and then for the Parish Council to promote it to residents. Proposed: Liz Hirst, seconded: Trevor Gill.

The member of the public spoke about the use of Smartwater, from some years ago. It was suggested that the Neighbourhood Watch coordinator is approached to discuss this matter.
ACTION: Darrell Muffitt to contact the Neighbourhood Watch coordinator.
 - c) Superfast Broadband: Prior to the meeting, a meeting was held with two members of the Superfast Broadband team (Gavin Tristram and Richard Hopkins) who answered property specific questions. A schedule of questions had been submitted to the team before the meeting and it was agreed that the answers would be sent through to the PC for publication. It was agreed that the outstanding questions from that meeting would be sent on to the Superfast Broadband team and those answers will also be published.
 - d) Playground: Nothing to report. Trevor Gill reported that the area has been subject to its regular inspections and was found to be in good order.
 - e) The Post Office: The sign was removed, during the refurbishment. A new sign is being discussed with the Post Master.
 - f) Village Communications & Website: Nothing to report.
 - g) The Village War Memorial – Quotation for cleaning and repair: Trevor Gill has written to Bradshaws, asking for a quotation for putting the stones right and cleaning it. Phil Baxter explained that he may have a contact who can assist with this matter. The Clerk asked Phil Baxter to send her the details.

h) The Reading Room – Review of hire fee: Trevor Gill will report to the next meeting.

Trevor Gill has circulated details of a potential replacement in wood. The sign will be sited under the light.

Trevor Gill has asked for a quote for the annual check of the defibrillator unit. This cost is likely to be circa £120. Phil Baxter agreed to send the contact details of a company to quote for this work.

The Clerk asked for both quotations to be sent to her and confirmed that the item can then go forward for consideration at the June meeting.

The Noticeboard is ready for installation.

A yoga group has started in the Reading Room. There is limited room for the class. It was decided to remove the shelf at the back of the room to increase the storage area for the chairs. Proposed: Trevor Gill, seconded: Mike Blakeman.

i) Roads Traffic & Drains: Mike Blakeman highlighted some issues: The corner of Park Close is badly eroded by heavy vehicles turning and the drain cover has been exposed creating a risk of collapse if a large vehicle runs over it. The rotting leaves on Church Hill have turned slippery and need removing. In addition, there is a long thin drain which is covered by leaves which need removing. On Farnborough Road the various signs appear to be rusting at their bases and may need replacing at some point in the near future.

j) St John's Church – Gate. Trevor Gill has written to Angela Lloyd at SDC to seek a replacement. The matter has then been sent on to the Contracts Manager at the District Council.

7) COMMUNICATION & ADMINISTRATION

a) Parish Council Elections May 2019: The Clerk confirmed that the notices have been sent out and posted up.

Trevor Gill spoke about roles and responsibilities. A list of suggested roles had been circulated prior to the meeting. These were unanimously agreed. The roles are as follows:

- o Trevor Gill: Finance, Governance (standing Orders etc), Broadband.
- o Mike Blakeman: Planning.
- o Phil Baxter: Roads, Drains, Street Lights, Green Area contractor and maintenance, including the grass cutting in the cemetery.
- o Liz Hirst: Play area and Churchyard.
- o Darrell Muffitt: Community Events, The Avon Public House, The Reading Room.

8) COUNCIL REPORTS

- a) Warwickshire County Council: Appendix 1.
- b) Stratford On Avon District Council: No report was available.

9) CORRESPONDENCE: The electronic correspondence list was circulated prior to the meeting.

10) PLANNING

- a) Declarations of interests: None.
- b) Planning Applications: No new applications have been received for consideration.
- c) Planning Decisions: 19/00194/COUQ Treetops Barn Farm: Prior Approval Refused.

FINANCE:

Audit: The Clerk confirmed that the internal audit has been concluded. The AGAR has been signed and will be submitted.

Budget/Precept: An update of spend to budget was circulated prior to and at the meeting. Appendix 2.

Administration expenses	£ 11.10
Thomas Fox Inv 26464	£ 186.60
Thomas Fox Inv 26634	£ 373.20
WALC Membership	£ 104.00
Reading Room Sign	£ 100.00

Financial transactions were scrutinised and accepted for payment. Proposed: Mike Blakeman, seconded: Liz Hirst.

- 11) MEMBER REPORTS: Darrell Muffitt reported that he had received an email from Sarah Richardson discussing the Soap Box Derby.

Phil Baxter was welcomed to the Parish Council. Martyn Heard was thanked for his work during his term with the Parish Council.

- 12) DATE OF MEETINGS in 2019: 3rd June, 1st July, 5th Aug, 2nd Sept, 7th Oct, 18th/25th Nov, no meeting in December.

The meeting closed at 9.35 pm.

Appendix 1.

Avon Dassett Parish Council Meeting on 13th May 2019 County Councillor's Report

April is the last month of the council year and is traditionally very quiet. Steps are being taken to implement new procedures and obviously all Council Members are getting to know the new Officers that have recently been appointed. Add to this the uncertainties of Brexit and the political purdah we are in as a result of the forthcoming District Council elections in four of the five District/Borough Councils within the county of Warwickshire, I am pleased to report that no decisions have been taken that would impact upon Avon Dassett Parish Council.

One important issue that we, at the County, would like resolved is the long-awaited Green Paper by parliament on the importance of social care which should give guidance as to the financing of this vital ingredient in all aspects of community welfare. The issue of this guidance has been delayed for two years during the domination of parliamentary time due to Brexit.

I have little to add at this time of year but am sure that my next report after our Annual Meeting in mid-May will contain a comprehensive review as to how the council will proceed for the next twelve months.

If there are any specific queries requiring my attention, please contact me directly and I will be happy to arrange for an officer to reply, if necessary. I am sorry I am not able to deliver this report in person, but I have been hospitalised again and have only recently come out. Hopefully, my health will improve, and I will be able to attend your meetings more regularly.

Cllr Chris Williams
Member for Kineton and Red Horse Division
11.05.2019

**Avon Dassett Parish Council
Financial Statement**

Balances as at close of business:

Monday, 29 April 2019

Current Account:	£11,878.72
Deposit Account	£12,841.21 (Ring fenced funds and interest received)

Bank transactions

Current Account:					Receipt	Payment
Date	Payee	Details	Budget Category			
03/04/2019	T. Gill	Fire Extinguisher Service	Reading Room: Maintenance			(£25.00)
03/04/2019	T. Gill	Fire Ashes Box	Reading Room: Maintenance			(£36.95)
03/04/2019	H L Hide-Wright	March Expenses	Administration Expenses			(£15.00)
18/04/2019	1 & 1 Internet Ltd	Website	IT Software, Hardware & Consumables			(£23.95)
23/04/2019	H L Hide-Wright	Salary - April	Clerk's Pay			(£319.76)
23/04/2019	N Power	Electricity	Reading Room: Electricity Supply			(£42.00)
24/04/2019	Warwickshire Pension Fund	ADPC Pension Contribution	ADPC Pension Contribution			(£82.05)
24/04/2019	N Power	Employee Pension Contribution	Employee Pension Contribution			(£18.80)
24/04/2019	N Power	Electricity	Street Light Electricity Supply			(£14.11)
26/04/2019	SDC	Electricity	Street Light Electricity Supply			(£465.39)
29/04/2019	HMRC	Precept		£7,805.00		
29/04/2019	HMRC	PAYE	Clerk's Pay			(£1.00)
29/04/2019	HMRC	PAYE	Clerk's Pay			(£1.00)
29/04/2019	HMRC	PAYE	Clerk's Pay			(£1.00)

Deposit Account					Receipt	Payment
Date	Payee	Details	Budget Category			
09/04/2019	Lloyds Bank	Bank Interest	Bank Interest		£0.51	

Ring Fenced Funds

Defibrillator	£250.00
St John's Steps Appeal Funds	£86.19
IT Equipment & Software	£555.02
Playground Lease Grant	£200.00
Neighbourhood Watch	£185.00
Village Cemetery	£275.00
Reading Room Maintenance	£8,810.00
Parish Plan	£2,000.00
Playground Maintenance	£250.00
Village Maintenance	£230.00
Deposit Account Balances As At:	Monday, 29 April 2019
	<u>£12,841.21</u>

Payments For Authorisation

Payment for authorisation		
H L Hide-Wright	Administration Expenses	£11.10
Thomas Fox	Mowing	£186.60
Thomas Fox	Mowing	£373.20
WALC	Membership	£104.00
Reading Room Maintenance	Replacement Sign	£100.00
		<u>£774.90</u>

Dated: Monday, 29 April 2019

Appendix 2

ADPC Accounts Summary

AVON DASSETT PARISH COUNCIL, 2018 - 2019 FINANCIAL YEAR Monday, 29 April 2019

	Actual	Net Receipts	Variance With Budget	Budget
Receipts				
Precept	£7,805.00	£7,805.00	(£7,805.00)	£15,610.00
Bank Interest	£0.51	£0.51	£0.51	£0.00
Burial Ground	£0.00	£0.00	£0.00	£0.00
Miscellaneous - Funds From Village Functions	£0.00	£0.00	£0.00	£0.00
Hire of Reading Room, car park etc	£0.00	£0.00	£0.00	£0.00
Mowing Refund From Stratford District Council	£0.00	£0.00	£0.00	£0.00
Election Fees Re The Use Of The Reading Room	£0.00	£0.00	£0.00	£0.00
VAT Reimbursement	£0.00	£0.00	£0.00	£0.00
TOTAL RECEIPTS	£7,805.51	£0.00	£7,805.51	(£7,804.49)

	Actual	Ring Fenced Funds	Net Expenditure	Variance With Budget	Budget
Payments (Annual expenses)					
The Reading Room					
Reading Room: Cleaning	£0.00		£0.00	£0.00	£0.00
Reading Room: Electricity Supply	(£42.00)		(£42.00)	£458.00	£500.00
Reading Room: Maintenance	(£61.95)		(£61.95)	£938.05	£1,000.00
Reading Room: Rates	£0.00		£0.00	£0.00	£0.00
Total Reading Room	(£103.95)	£0.00	(£103.95)	£1,396.05	£1,500.00

	Actual	Ring Fenced Funds	Net Expenditure	Variance With Budget	Budget
Administration					
Staff costs:					
Clerk's Pay	(£322.76)		(£322.76)	£4,177.24	£4,500.00
ADPC Pension Contribution	(£82.05)		(£82.05)	£1,017.95	£1,100.00
Employee Pension Contribution	(£18.80)		(£18.80)	(£18.80)	£0.00
Administration Expenses	(£15.00)		(£15.00)	£465.00	£480.00
ADPC Training	£0.00		£0.00	£150.00	£150.00
Audit Fees	£0.00		£0.00	£350.00	£350.00
Data Protection	£0.00		£0.00	£50.00	£50.00
Election Fees	£0.00		£0.00	£1,000.00	£1,000.00
Councillors' expenses	£0.00		£0.00	£0.00	£0.00
W.A.L.C subscriptions	£0.00		£0.00	£130.00	£130.00
Insurance	£0.00		£0.00	£650.00	£650.00
Total Administration	(£438.61)	£0.00	(£438.61)	£7,971.39	£8,410.00

	Actual	Ring Fenced Funds	Net Expenditure	Variance With Budget	Budget
Village Maintenance					
Street Light Maintenance	£0.00		£0.00	£150.00	£150.00
Street Light Electricity Supply	(£479.50)		(£479.50)	£270.50	£750.00
Village Maintenance & Mowing	£0.00		£0.00	£3,000.00	£3,000.00
Tubs Etc	£0.00		£0.00	£250.00	£250.00
Total Village Maintenance	(£479.50)	£0.00	(£479.50)	£3,670.50	£4,150.00

	Actual	Ring Fenced Funds	Net Expenditure	Variance With Budget	Budget
Playground					
Playground Lease & Inspections	£0.00		£0.00	£100.00	£100.00
Playground Equipment and Repairs	£0.00		£0.00	£250.00	£250.00
Playground General Maintenance	£0.00		£0.00	£250.00	£250.00
Total Playground	£0.00	£0.00	£0.00	£600.00	£600.00

	Actual	Ring Fenced Funds	Net Expenditure	Variance With Budget	Budget
Communications & IT Expenditure					
Avon Dasset Parish Council Website	£0.00		£0.00	£300.00	£300.00
Communications & Surveys	£0.00		£0.00	£0.00	£0.00
IT Software, Hardware & Consumables	(£23.95)		(£23.95)	£276.05	£300.00
Total Communications & IT Expenditure	(£23.95)	£0.00	(£23.95)	£576.05	£600.00

	Actual	Ring Fenced Funds	Net Expenditure	Variance With Budget	Budget
Miscellaneous					
Coffee Morning Expenses & Xmas Gathering	£0.00		£0.00	£150.00	£150.00
Other - Section 137	£0.00		£0.00	£0.00	£0.00
Defibrillator	£0.00		£0.00	£200.00	£200.00
Community Projects	£0.00		£0.00	£0.00	£0.00
Total Miscellaneous	£0.00	£0.00	£0.00	£350.00	£350.00

TOTAL PAYMENTS	(£1,046.01)	£0.00	(£1,046.01)	£14,563.99	£15,610.00
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Ring Fenced Funds

	01 April 2019	Deposits	Withdrawals	29 April 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	£554.51	£0.51	£0.00	£555.02
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
Deposit Account Balances As At:	£12,840.70	£0.51	£0.00	£12,841.21

Closing Period Bank Balances As At: 29 April 2019

Current Account	£11,878.72
Deposit Account	£12,841.21
Total Bank Balances	£24,719.93