

**Minutes of Ordinary Meeting of Avon Dassett Parish Council
Monday 11th November 2019 at The Reading Room.**

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The meeting commenced at 7.30pm.

- 1) APOLOGIES: County Councillor Chris Williams.
Present: Trevor Gill, Liz Hirst, Mike Blakeman, Phil Baxter, Darrell Muffitt (arrived at 7.33pm), District Councillor John Feilding, Clerk (Helen Hide-Wright), 3 members of the public.
- 2) DECLARATIONS OF INTEREST: None.
- 3) CONFIRM MINUTES: Confirm the minutes of the meeting held on 7th October 2019. Proposed: Mike Blakeman, Seconded: Liz Hirst. The minutes were unanimously accepted.
- 4) MATTERS ARISING: Letter received confirming that no pecuniary interest exists in relation to the land to the south west of Bitham Hall which is the subject of planning application ref 19/01235/FUL as recorded on minute reference 11(b), page 731.
 - a) The speaker wire has been removed: Thanks to Raymond George Randerson and Phil Baxter.
- 5) QUESTIONS FROM THE PUBLIC: Raymond George Randerson requested that the Parish Council contact the planning case officer to confirm that the sale particulars referred to in its submission were out of date and incorrect. He also requested that the Parish Council confirm to the planning case officer that there is no pecuniary interest in the land, as confirmed in the letter he had sent to the Parish Council via Darrell Muffitt. Raymond George Randerson expressed disappointment that this has not already been undertaken.

Raymond George Randerson challenged the accuracy of the minutes from the October meeting in that they omitted his comment that there was no existing access. The Clerk read the minutes which confirmed that those details were in the minutes (page 731).

Raymond George Randerson asked Darrell Muffitt why he had raised the question about pecuniary interest within the planning application. Darrell Muffitt explained that it was because there is an expectation that anyone with an interest in a planning application should declare it. Although the particulars of sale refer to a clawback, in a meeting with Raymond George Randerson, after the Parish Council meeting, it was stated that there was no a clawback. This was confirmed in a letter from the Estate Agents. At the same meeting Raymond George Randerson stated was that there was no existing access to the land. Darrell Muffitt expressed surprise that the land had been bought without any access.

John Feilding confirmed that he had/has no interest in the planning application. If the application had/does come to the planning committee, he would/will stand down from that. John Feilding asked for the minutes to reflect his position which he would take as an apology.

7.38: John Feilding left to attend another Parish Council meeting.

- 6) COMMUNITY
 - a) Burial Ground and Cemetery Car Park: Trevor Gill: The fence has not yet been attended to. A quote will be sought from the contractor who is looking at quoting for the play area fencing repairs. **ACTION: Darrell Muffitt and Trevor Gill.**

b) Community Policing / Neighbourhood Watch

Trevor Gill asked people to consider attending the Community Forum event which includes a section on Policing. Phil Baxter confirmed he can attend if the forum falls in the evening at a time when he has no prior work commitments.

Trevor Gill confirmed that he had sent an email to the Police Commissioner and had spoken to Bob Church who is attempting to ensure that the policing information currently available on social media, is also sent out via email, to Parish Councils.

Following on from the last meeting, it was agreed to invite a member of the Rural Police Team to the December meeting. **ACTION: Clerk to contact invite the Police to the December meeting.**

Property marking status: Darrell Muffitt confirmed that this is yet to be arranged. **ACTION: Darrell Muffitt to contact Bob Church to arrange a property marking initiative for the village.**

c) Superfast Broadband

Trevor Gill confirmed that he had chased the CSW project for delivery date for Avon Carrow and surrounding properties. The infrastructure and legal matters have been completed. Trevor Gill has received confirmation from a resident that the Bitham Hall installation is now complete. **ACTION: Trevor Gill to speak to the team about the connections to properties around Avon Carrow and to Oxbow Farm.**

d) Playground – Annual inspection.

Darrell Muffitt and Trevor Gill confirmed that a quotation is being sought for repairs to the fencing.

Trevor Gill spoke to the meeting about the inspection by Wicksteed Leisure of the workings of the equipment, following on from the RoSPA inspection. The Wicksteed inspection will cost approximately £120 and can be authorised as an emergency expenditure on the grounds of safety. Proposed: Trevor Gill, seconded: Liz Hirst. Trevor Gill outlined the benefit of having a Wicksteed, play equipment focused inspection every other year, alongside the annual RoSPA inspection which looks at the general state of the play area. **ACTION: Clerk to book Wicksteed inspection.**

e) The Post Office: Nothing to report.

f) The Village War Memorial

Remembrance service: Darrell Muffitt: The war memorial has been cleaned (thanks to Dave Hirst and Phil Baxter). Liz Hirst confirmed that the pointing needs to be undertaken. The flagstones remain uneven and a solution needs to be discussed.

The service was very well attended. Thanks were recorded to Sarah Richardson for producing the Order of Service. Darrell Muffitt suggested looking into closing the road for an hour for next years' service after it was confirmed that signs had been put out in Fenny Compton to alert motorists to the remembrance service in that village.

g) The Reading Room

Trevor Gill asked Mike Blakeman to consider how or whether a fully accessible toilet could be installed in the Reading Room. Once this is established, it is hoped to progress the refurbishment of the kitchen area. **ACTION: Mike Blakeman.**

h) Roads Traffic & Drains

Streetlights: Phil Baxter confirmed that he has re chased the repairs to the light outside Church Cottage. **ACTION: Phil Baxter to send the emails reporting the lights, to the Clerk for the Clerk to chase up the matter.**

Entrance to Park Close: Phil Baxter has chased this matter and not had a response. **ACTION: Phil to send the emails to the Clerk for the Clerk to progress.**

Trevor Gill spoke to the meeting about the leaves on the hill and having a village tidy up. Phil Baxter agreed to assess the leaves on the hill and look into organising a village tidy up. Trevor Gill confirmed that there is a blocked drain near to Top Lodge and that it will need minor attention to remove the surface blockage. Phil Baxter agreed to undertake this also. **ACTIONS: Phil Baxter agreed to assess and remedy/report as necessary.**

i) St John's Church: The gate is still to be replace.

j) VE Celebrations 2020: Darrell Muffitt confirmed that ADPC is registered.

k) Carol Service – Christmas 2019: Darrell Muffitt confirmed that pre-service drinks will be held at The Old Rectory, as is usual when the service is at St John's church. Reverend Nikki Chatterton to take the service and the Bishop of Coventry will be attending. Some residents have commented on the proposed content of the service and concerns were relayed to the minister for her consideration. The key comment was a request that the organisers communicate their plans to residents. It was confirmed that the church can still be used for religious services, including carol services and weddings. However, the Churchyard is a closed burial ground and cannot be used. The Carol Service is being planned solely by the organisers of the Carol Service; it is not a Parish Council event, although the council wants it to be a success. It was confirmed that carols will be sung at the service and that families are welcome. Appendix C is a document issued by the Rev Nikki Chatterton clarifying the arrangements.

It is hoped that there will be a carol singing event in the Yew Tree Pub, a few days before Christmas.

There were discussions about cleaning the church prior to the service and provisionally the 7 December has been put forward, 12 noon, to avoid clashing with the Popup Market.

l) VASA – reducing community isolation: The organisation has been in touch for support for their service. They are looking for volunteer drivers. **ACTION: Clerk: Details of VASA service and volunteer recruitment will be advertised. Trevor Gill to seek information about the service, for distribution.**

7) COMMUNICATION & ADMINISTRATION

The Information Commissioners Office annual renewal was confirmed.

Trevor Gill spoke about data protection and use of personal equipment for parish council business. He referred to the email from WALC outlining the use of personal computers and backing up documents. After discussions, it was requested that all emails and documents are copied to or sent to the Clerk who will then assume responsibility for ensuring that documents and emails are properly backed up. This will ensure a complete record of documentation.

ACTION: Trevor Gill to update the risk assessment in time for the May meetings.

UBUS – Donation – Letter of Thanks has been received, from Marie Darwen. Darrell Muffitt: Leaflets about UBUS are available in the Reading Room. Details are also available in the November issue of the Compton Chronicle.

8) COUNCIL REPORTS

- a) Warwickshire County Council: No report due to purdah.
- b) Stratford On Avon District Council: No report due to purdah.

9) CORRESPONDENCE:

- a) Letter from the new Chair of the Stratford Area Committee of WALC on planning – Trevor Gill asked Mike Blakeman to consider a response for agreement.

10) PLANNING:

- a) Declarations of interests: None
- b) Planning Applications: None
- c) Planning Decisions:
 - 19/02620/FUL: Top Lodge: Permission with conditions
 - 19/02683/TREE: The Old New House: Consent with conditions
 - 19/02274/COUQ Treetops Farm Barn – Application Withdrawn
- d) Housing Needs Survey: The surveys have been distributed and they have started to be returned. People are encouraged to respond. A member of the public asked if more time could be allowed for people to respond. Parish Councillors explained that the organiser of the survey had confirmed that there is a fixed time to respond. Trevor Gill confirmed that he would enquire about an extension to the repose time to end of November. Extra copies of the survey will be sent to Raymond George Randerson.

11) FINANCE: Budget 2020/21

Darrell Muffitt summarised that the Parish Council had discussed the various budget categories and operations along with managing costs. He explained that the budget does not show an intention to spend and could be approved as a draft. The likelihood is that any changes will only be for a few hundred pounds and that from the enquiries that are underway it is unlikely that there will be a material effect on the overall total. Trevor Gill asked Phil Baxter to review the information already circulated by the 15th November, along with any questions. This was agreed. The Clerk confirmed that the budget has always been agreed at the November meeting and that the precept is agreed after that, ready for the precept request in January.

Parish Councillors agreed to approve the budget at the December meeting.

Financial Statement and payments (Appendix A): Was circulated in advance of the meeting. Proposed: Mike Blakeman, seconded: Liz Hirst. Signed and Dated by Trevor Gill.

Playsafety Inv 46173	£ 99.00
Remembrance Wreath	£ 60.00 (Clerk sought payment details for verification).
Hide-Wright (Oct Expenses)	£ 77.20
Boon-tastic Creations	£250.00 * Payment pending for completion of work.
David Hicks	£138.10
Emergency Payments	
T. Gill (replacement of light fitting and bulb outside the Reading Room)	£30.00

12) MEMBER REPORTS

- a) SDC Green bin consultation submission: Phil Baxter has drafted a response. Appendix B contains the details of the submission **ACTION: Clerk to submit the text agreed.**

13) DATE OF 2019 MEETINGS: 9th Dec.

2020 Dates: 6th January, 3rd February, 2nd March, 6th April, 4th May, 1st June, 6th July, 3rd August, 7th September, 5th October, 2nd November, 7th December.

The meeting closed at 8.35pm

Appendix A

Avon Dassett Parish Council Financial Statement

Balances as at close of business:

Friday, 1 November 2019

Current Account:	£15,138.82	
Deposit Account	£12,844.44	(Ring fenced funds and interest received)

Bank transactions

Current Account:	Date	Payee	Details	Budget Category	Receipt	Payment
	08/10/2019	Transfer	Thomas Fox	Mowing 27524	£0.00	(£373.20)
	08/10/2019	Transfer	Thomas Fox	Mowing 27896	£0.00	(£373.20)
	08/10/2019	Transfer	H. L Hide-Wright	Expenses Sept	£0.00	(£12.20)
	08/10/2019	Transfer	PKF Littlejohn	External Audit	£0.00	(£240.00)
	08/10/2019	Transfer	UBUS contribution grant	Grant	£0.00	(£250.00)
	15/10/2019	Transfer	T Gill	Paint for RR	£0.00	(£25.70)
	18/10/2019	Direct Debit	I & I Internet Ltd	Website	£0.00	(£23.95)
	18/10/2019	Direct Debit	Information Commissioners Office	Subscription	£0.00	(£35.00)
	21/10/2019	Standing Order	H L Hide-Wright	Salary - October	£0.00	(£322.96)
	21/10/2019	Direct Debit	NPower	Reading Room Electricity	£0.00	(£42.00)
	24/10/2019	Standing Order	Warwickshire Pension Fund	ADPC Pension Contribution	£0.00	(£82.05)
	24/10/2019	Standing Order	Warwickshire Pension Fund	Employee Pension Contribution	£0.00	(£18.80)
					£0.00	£1,230.61

Deposit Account	Date	Payee	Details	Budget Category	Receipt	Payment
	09/10/2019	Lloyds Bank	Lloyds Bank	Bank Interest	£0.53	£0.00

Ring Fenced Funds

Defibrillator	£250.00
St John's Steps Appeal Funds	£86.19
IT Equipment & Software	£558.25
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
Deposit Account Balances As At:	Friday, 1 November 2019
	£12,844.44

Payments For Authorisation

Payment for authorisation

Boon-tastic Creations	Verges Maintenance	Village Maintenance & Mowing	(£250.00)
Royal British Legion	Wreath	Community Projects	(£60.00)
H L Hide-Wright	Administration Expenses	Administration Expenses	(£77.20)
Play Safety	Playground Inspections	Playground Equipment and Repairs	(£99.00)
David Hicks	Tubs Planting	Village Maintenance & Mowing	(£138.10)
			(£624.30)

Emergency Payments For Authorisation

Trevor Gill	Light Replacement	Reading Room: Maintenance	(£30.00)
			(£30.00)

Dated:

Friday, 1 November 2019

AVON DASSETT PARISH COUNCIL 2018 - 2019 FINANCIAL YEAR

Friday, 1 November 2019

	<u>Actual</u>	<u>Net Receipts</u>	<u>Variance With Budget</u>	<u>Budget</u>
Receipts				
Precept	£15,610.00	£15,610.00	£0.00	£15,610.00
Bank Interest	£3.74	£3.74	£3.74	£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	£5.00	£5.00	£5.00	£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	£425.00	£425.00	£425.00	£0.00
VAT Reimbursement	£1,975.64	£1,975.64	£1,975.64	£0.00
TOTAL RECEIPTS	£18,019.38	£0.00	£18,019.38	£2,409.38

	<u>Actual</u>	<u>Ring Fenced Funds</u>	<u>Net Expenditure</u>	<u>Variance With Budget</u>	<u>Budget</u>
Payments (Annual expenses)					
The Reading Room					
Reading Room: Cleaning	£0.00		£0.00	£0.00	£0.00
Reading Room: Electricity Supply	(£294.00)		(£294.00)	£206.00	£500.00
Reading Room: Maintenance	(£150.65)		(£150.65)	£849.35	£1,000.00
Reading Room: Rates	£0.00		£0.00	£0.00	£0.00
Total Reading Room	(£444.65)	£0.00	(£444.65)	£1,055.35	£1,500.00

Administration

Staff costs:

Clerk's Pay	(£2,266.91)		(£2,266.91)	£2,233.09	£4,500.00
ADPC Pension Contribution	(£611.95)		(£611.95)	£488.05	£1,100.00
Employee Pension Contribution	(£94.00)		(£94.00)	(£94.00)	£0.00
Administration Expenses	(£94.40)		(£94.40)	£385.60	£480.00
ADPC Training	£0.00		£0.00	£150.00	£150.00
Audit Fees	(£330.00)		(£330.00)	£20.00	£350.00
Data Protection	(£35.00)		(£35.00)	£15.00	£50.00
Election Fees	(£593.48)		(£593.48)	£406.52	£1,000.00
Councillors' expenses	£0.00		£0.00	£0.00	£0.00
WALC Subscriptions	(£104.00)		(£104.00)	£26.00	£130.00
Insurance	£0.00		£0.00	£650.00	£650.00
Total Administration	(£4,129.74)	£0.00	(£4,129.74)	£4,280.26	£8,410.00

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	(£2,253.41)		(£2,253.41)	£746.59	£3,000.00
Tubs Etc	(£150.00)		(£150.00)	£100.00	£250.00
Total Village Maintenance	(£2,882.91)	£0.00	(£2,882.91)	£1,267.09	£4,150.00

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

Communications & IT Expenditure

Avon Dasset Parish Council Website	(£107.80)		(£107.80)	£192.20	£300.00
Communications & Surveys	£0.00		£0.00	£0.00	£0.00
IT Software, Hardware & Consumables	£0.00		£0.00	£300.00	£300.00
Total Communications & IT Expenditure	(£107.80)	£0.00	(£107.80)	£492.20	£600.00

Miscellaneous

Coffee Morning Expenses & Xmas Gathering	(£13.15)		(£13.15)	£136.85	£150.00
Other - Section 137	£0.00		£0.00	£0.00	£0.00
Defibrillator	(£168.30)		(£168.30)	£31.70	£200.00
Community Projects	(£250.00)		(£250.00)	(£250.00)	£0.00
Total Miscellaneous	(£431.45)	£0.00	(£431.45)	(£81.45)	£350.00

TOTAL PAYMENTS

TOTAL PAYMENTS	(£7,996.55)	£0.00	(£7,996.55)	£7,613.45	£15,610.00
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Ring Fenced Funds

	01 April 2019	Deposits	Withdrawals	01 November 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	£3.74	£0.00	£558.25
Playground Lease Grant	£200.00	£0.00	£0.00	£200.00
Neighbourhood Watch	£185.00	£0.00	£0.00	£185.00
Village Cemetary	£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	£3.74	£0.00	£12,844.44

Closing Period Bank Balances As At:

01 November 2019

Current Account	£15,138.82
Deposit Account	£12,844.44
Total Bank Balances	£27,983.26

Appendix B

Avon Dassett Parish Council Response To The Consultation By Stratford on Avon District Council On Green Bin Collection and Proposed Charges

1. This is a worrying departure from the idea that the council tax should be used to fund essential services.
2. SDC has budget of £17m, equating to a council tax charge of £139 per Band D property. Adding the £1m cost of the green recycling service to the base budget (the predicted cost of the service) would lead to a 5.8% budget increase (under £10 per year per band D property); adding £40 to a band D Property is, in effect a 28.7% increase, but is being done by slight-of-hand to avoid being honest with residents about the scale of government cuts.
3. The plan is to cover the current £1m cost of green recycling based on a 40% uptake, which, in effect, is saying the contractors will get paid the same amount of money for collecting less than half the waste they do now.
4. There is a claim in 5.3.4 that CO2 emissions will be reduced how will this be possible? The recycling vehicles will still be driving the same route to collect from 40% of households. In addition more residents will be driving individually to recycling centres if they choose not to pay the £40 charge. This will add CO2 for the service and add to congestion.
5. The proposal makes an argument about social equality. But whilst it is true that households without gardens currently pay for the service, council tax is also progressive (with small houses with smaller gardens paying less than large houses with large gardens because they are in a different council tax band) rather than regressive (a flat fee regardless of ability to pay). There are plenty of services provided by SDC which benefit one segment of the population more than others for example, the net £400k spent on tourism which benefits Stratford far more than the rest of the district. Similarly, the £1.5m spent on street cleaning which benefit towns far more than villages, but everyone is paying for it.
6. This charge will fall disproportionately in rural communities who are more likely to have gardens and who are already disadvantaged in the services offered by the council.
7. The current universal system encourages recycling, benefits the environment, and is efficient and fair. Avon Dassett Parish Council strongly support it's continuation.

Appendix C

Avon Dassett Christmas Gathering

This year's Avon Dassett Christmas Gathering is being held at 6pm on 15th December at St. John the Baptist church. The service will include the usual Christmas carols with readings and musical performances by children and adults from the community. Last year Bishop Christopher voiced his wish to come to a service at St. John the Baptist and the intention was that he would join us at last years Gathering. However, due to its relocation to St Joseph's church he is going to join us this year instead. His presence is not intended to formalise the Gathering but for him to join in the novelty and charm of a service that has developed over the years. Father Christmas and his sack will be joining the Avon Dassett community at 5pm for pre service drinks and a chat at the Old Rectory. The village community will then move to the church to join with any visitors from the wider Dassett Magna community for the service at 6pm.

I'm aware that some people may be a little confused by the status of the church. Problems with maintenance and the consequent financial difficulties led to the church being closed for regular worship in July 1983. In August 1989 it was then taken into the care of The Churches Conservation Trust who refurbished and continue to maintain the building. The Trust is a charity which hold a wide range of events in its churches. Apart from services, they hire out the buildings to host art exhibitions, concerts, performances and other community events. The church has not been deconsecrated and as such it can be used for a limited number of church services each year and it can also be hired from the Trust by couples for weddings.

Rev. N Chatterton
13 November 2019