

**Minutes of the Ordinary Remote Meeting of  
Avon Dassett Parish Council Video Conference Meeting: 6<sup>th</sup> July 2020**

The meeting commenced at 6.32pm.

**Present: Trevor Gill, Mike Blakeman (6.33pm), Darrell Muffitt, Liz Hirst (6.33pm), Phil Baxter, Clerk (Helen Hide-Wright), Councillor Chris Williams, Councillor John Feilding.**

1) UPDATE TO REMOTE PROCEDURES: The procedures were circulated prior to the meeting with the retention of recordings in line with GDPR requirements. Proposed: Darrell Muffitt, Seconded: Phil Baxter.

2) APOLOGIES: None.

DECLARATIONS OF INTEREST: Phil Baxter: Item 7(b)i. Phil Baxter stated that he had asked whether his declaration of interest in item 7bi should be a prejudicial interest but had received no response. The Chair then advised that the interest should not be prejudicial.

3) CONFIRM MINUTES: Confirm the minutes of the monthly meeting held on 1<sup>st</sup> June 2020 and the Extraordinary Meeting held on 16<sup>th</sup> June 2020. Proposed: Mike Blakeman, seconded: Liz Hirst.

4) MATTERS ARISING:

- a) Insurance for volunteers: It was agreed to put this matter on hold as contractors have resumed their work.
- b) Internal audit. Phil Baxter confirmed that he had received further details from Trevor Gill and that the matter is therefore closed.

5) QUESTIONS FROM THE PUBLIC: (Limited to 3 minutes per speaker): None

6) COMMUNITY:

a) VE Celebrations, August 2020: Liz: No further update.

b) Coronavirus update. The Parish Council thanked the Clerk for doing a great job in developing the risk assessments.

i) Legionella Risk Assessment and water testing: The Parish Council thanked Phil Baxter for undertaking the Legionella Risk Assessment free of charge to the Parish Council. The Chairman confirmed that the Clerk is the main contact for the Reading Room requirements in line with normal practice.

Liz Hirst suggested cancelling the Covid-19 phone, if it was possible to do so. **Action: Trevor Gill will investigate cancelling the Covid-19 phone contract.**

ACTION: Trevor Gill will run the taps in the Reading Room each week, in line with the recent information on Legionella and will send confirmation that this has been done to the Clerk for the record.

ii) Play area: Trevor Gill confirmed that the risk assessment documentation was circulated in advance of the meeting. The Clerk confirmed that the reports follow the latest guidance from HM Government, Association of Play Industries, Action with Communities and with reference to Zurich's Covid-19 department. It was noted that HM Government highlighted the value of play areas in terms of mental wellbeing for families.

- **Action: Liz Hirst and Trevor Gill to examine each piece of play equipment to ensure that it is in working order. Also, to check gates, seating and picnic tables. Outcomes to be confirmed to Clerk. If no issues found, it was agreed that the play area would re-open on the 8<sup>th</sup> July.**
- **Action: Clerk to supply Covid-19 advisory signs for the play area and signs confirming no food or drink is to be consumed in the play area (To be attached to picnic tables and seating).**
- **Action: Trevor Gill to remove closure notices and temporary fencing.**

It was decided that members of the public would need to bring their own hand sanitiser and hygiene products to the playarea.

The Clerk has made enquiries about bringing forward the RoSPA inspection and is awaiting a response.

iii) Reading Room: Trevor Gill: Thanked the Clerk for her work on the Risk Assessment. The Reading Room is closed, except for the Post Office which provides an essential service. There is hand sanitiser and cleaning materials in the Reading Room and the Reading Room will remain closed to other functions until further notice. Full details are contained in the Risk Assessment, which will be posted onto the website, in due course.

Discussion took place about the appointment of a cleaner for the Reading Room. In the discussion about a cleaner, Phil Baxter pointed out that the quote from one of the contractors included the fact that all cleaners had been trained to deal with COVID-19 and that all products that they used were approved to European Standard in mitigating the virus. Two quotes had been obtained of £50 plus VAT and £30. The appointment of a local contractor was proposed, to clean monthly. Proposed: Liz Hirst, Seconded: Mike Blakeman.

**Action: Clerk to obtain insurance details from contractor and ensure they are Covid-19 compliant. Clerk to supply Risk Assessment to Cleaning contractor.**

c) Green Areas Maintenance:

- i) St John's Churchyard: Phil Baxter has contacted Stratford District Council to clarify why the recent grass cutting was not completed and when they would be returning to finish the work.  
It has been confirmed that the Church is now open.  
It was agreed that Trevor Gill will ask Stratford District Council about a mowing rebate for the Parish Council to take over the mowing of the churchyard. **Action: Trevor Gill to progress**

7) COMMUNICATION & ADMINISTRATION:

- a) Warwickshire County (Appendix A)  
Stratford on Avon District Councillor's Report (Appendix B): Councillor Feilding confirmed that the SDC offices are starting to be re-opened to deal with enquiries from residents. Details of Covid-19 testing are contained within his report.
- b) Correspondence. The Clerk confirmed that the list will be published shortly.

8) PLANNING:

- a) Declarations of interests: None
- b) Applications, Decisions, Appeals, Updates.
- i) Decisions: 20/01161/TREE: Old Orchard House: No objection  
20/00136/FUL: Land South West of Bitham Hall: Refusal  
APP/J3720/Y/20/3244840: 4 The Carrow: Appeal is dismissed

- 9) ROADS AND DRAINS: Phil Baxter is awaiting information regarding the outstanding work. Councillor Williams confirmed that there is a long delay for work, due to the backlog.

10) FINANCE:

- a) Financial statement: Appendix C.
- b) Risk Assessment updates. Were circulated by the Clerk, in advance of the meeting. The Chairman asked for comments within a week. He confirmed that information potentially affecting the risk assessment is arriving on a regular basis and the documents are therefore subject to further updates.

7.02pm: John Feilding left the meeting.

- c) Audit – Submitted to PKF Littlejohn.

- d) Payments **Payments for authorisation at meeting:**

T. Gill Covid-19 Phone June	£ 13.20
Hide-Wright June Expenses	£ 5.00
Covid-19 overtime	£400.00
Covid-19 Materials for RR	£ 22.99
T. Fox (Inv 29416)	£373.20

**Payments made since last PC meeting:**

D. Hicks (Village Tubs)	£170.00
W. Robinson (Internal Audit)	£122.50
T. Fox (Inv 29219)	£373.20
S. Sandiford (VE Day Bunting)	£105.30
T. Gill (RR Covid-10 Materials)	£209.26
N. Bance (RR Fire Extinguisher Service)	£ 12.00

**Payments received since last meeting:**

R. Randerson (FOI Request) – Bitham Drive	£ 0.00 (Balance outstanding £50.00)
R. Randerson (FOI Request) – Moat Close	£350.00 (Paid in full)

Proposed: Mike, Seconded: Darrell.

The Chairman and Clerk have both communicated with Raymond George Randerson and sought settlement of the overdue sum of £50. The payment has not been received. The Parish Council will consider this matter and its next step.

- 11) DATE OF MEETINGS (by video conferencing, until further notice): 3<sup>rd</sup> August (apologies from Chris Williams), 7<sup>th</sup> September, 5<sup>th</sup> October, 2<sup>nd</sup> November, 7<sup>th</sup> December.

The meeting closed at 7.05pm.

## **Appendix A. County Councillor Chris Williams.**

### **Introduction**

The County continues to concentrate on the medical support for the Coronavirus. Shire Hall is still in lockdown with staff working from home, where possible. I am pleased to report that there have been no significant outbreaks in my Division. All meetings continue to be held on Microsoft Teams and Zoom. The Council is now preparing a policy for continuing after lockdown. Our first full meeting of the Council is due 23<sup>rd</sup> July and I will, of course, update you on any outcome that affects your Parish.

I am including in this report a summary of the main issues regarding the implications for Warwickshire County Council regarding Covid-19. I also asking your Clerk to forward the latest information regarding recycling. I hope that you find this of interest.

### **1. Financial Status**

#### **Key Headlines**

The key headlines of the financial position are:

- The total estimated financial impact is £60.0m.
- This is £16.5m more than was reported due to including:
  - A provision for the cost of social distancing on home to school transport should this still be required by September; and
  - An increase in the estimated loss of income from business rates and council tax in 2020/21 and future years.
  - The current estimated total cost is £28.4m more than the total grant funding expected to be receivable via the £24.8m Emergency Response Fund grants from the Government and the reimbursement of £5.5m from the £1.3bn Health Grant.
  - The estimated costs are based on a lockdown until the end of July. Further areas where additional support may be needed include:
    - Some costs may extend beyond the assumption of a return to a mostly steady state at the start of August;
    - ‘Stand-up’ costs for services where adaptations or temporary arrangements are required for social distancing and public confidence. Although the changes to the guidance on social distancing announced this week should reduce the future financial impact where social distancing is the main driver of the estimated cost increases; and
    - Provision for the financial impact if a second spike/lockdown occurs.
  - The level of reserves we hold now the 2019/20 accounts are closed should, when combined with areas of known underspend/increased grant income in 2020/21, be sufficient to meet the one-off identified costs of Covid-19 above the level of grant.
  - The Authority does not anticipate any cash flow difficulties as a result of Covid-19.
  - There will be areas where the increase in spend or loss of resourcing represents a permanent change. It is likely that the Authority will have to make some difficult choices about priorities over the coming months and increase in the level of budget reductions required over the medium term.

STAY SAFE

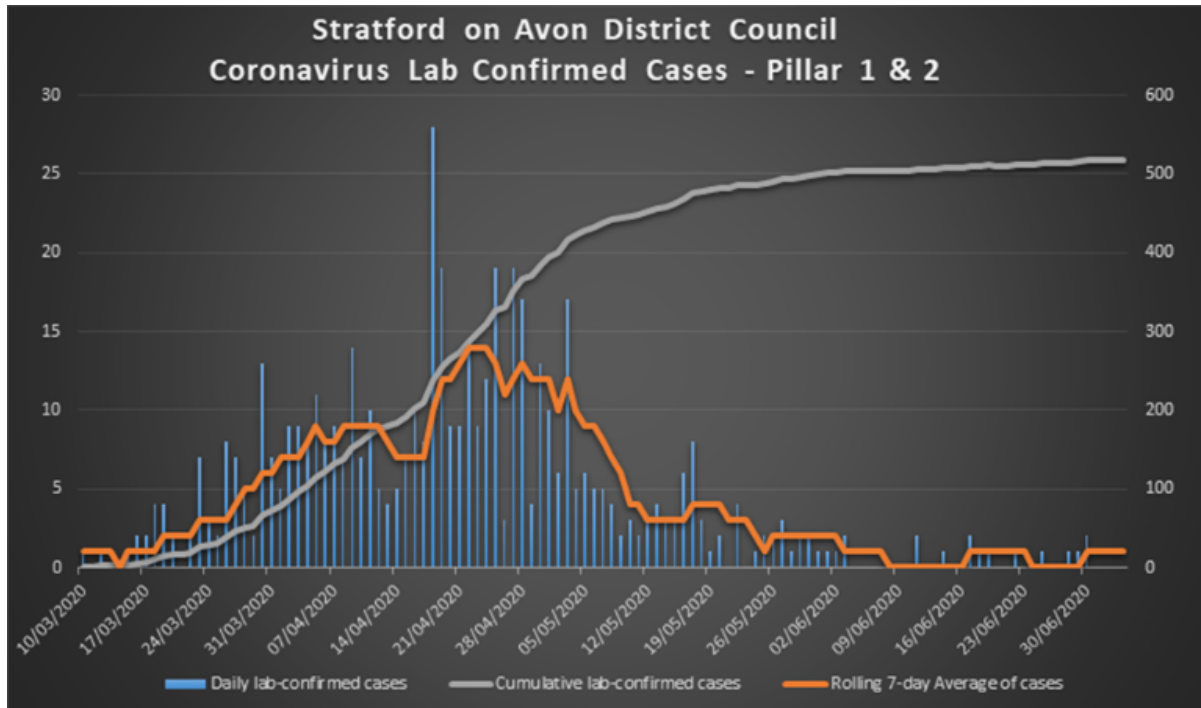
**Cllr Chris Williams**  
**Member for Kineton and Red Horse Division**  
**04.07.2020**

Appendix B: District Councillor, John Feilding.

In my update on Friday I explained that the method by which the government was providing details of cases on it's website had changed on 2 July 2020. Previously only Pillar 1 tests were shown at Lower Tier Local Authority area whereas now the information is available for Pillar 1 and Pillar 2. To reconfirm the difference between the tests is as follows:

- Pillar 1: swab testing in Public Health England (PHE) labs and NHS hospitals for those with a clinical need, and health and care workers
- Pillar 2: swab testing for the wider population, as set out in government guidance

This change in methodology meant that the total number of lab confirmed cases increased from 372 to 516. I have been requested to provide an updated chart using this methodology and this is shown below, I hope that you find this useful. Currently the rolling 7 day average is hovering between 1 and 0.



## Appendix C

	<u>Actual</u>	<u>Net Receipts</u>	<u>Variance With Budget</u>	<u>Budget</u>
<b>Receipts</b>				
Precept	£7,805.00	£7,805.00	(£7,805.00)	£15,610.00
Bank Interest	£1.66	£1.66	£1.66	£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
Freedom of Information Fees Received	£450.00	£450.00	£450.00	£0.00
Election Fees Re The Use Of The Reading Room	£0.00	£0.00	£0.00	£0.00
VAT Reimbursement	£1,037.23	£1,037.23	£1,037.23	£0.00
<b>TOTAL RECEIPTS</b>	<b>£9,293.89</b>	<b>£0.00</b>	<b>£9,293.89</b>	<b>£15,610.00</b>

	<u>Actual</u>	<u>Ring Fenced Funds/Fds Received</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	(£30.00)		(£30.00)	£150.00	£180.00
Reading Room: Electricity Supply	(£86.95)		(£86.95)	£513.05	£600.00
Reading Room: Maintenance	(£183.47)		(£183.47)	£316.53	£500.00
Reading Room: Rates	£0.00		£0.00	£0.00	£0.00
<b>Total Reading Room</b>	<b>(£300.42)</b>	<b>£0.00</b>	<b>(£300.42)</b>	<b>£979.58</b>	<b>£1,280.00</b>

### Administration

#### Staff costs:

Clerk's Pay	(£1,281.25)		(£1,281.25)	£3,468.75	£4,750.00
ADPC Pension Contribution	(£322.25)		(£322.25)	£877.75	£1,200.00
Employee Pension Contribution	(£60.31)		(£60.31)	(£60.31)	£0.00
Administration Expenses	(£90.98)		(£90.98)	£389.02	£480.00
ADPC Training	£0.00		£0.00	£150.00	£150.00
Audit Fees	(£122.50)		(£122.50)	£277.50	£400.00
Data Protection	£0.00		£0.00	£50.00	£50.00
Election Fees	£0.00		£0.00	£0.00	£0.00
Councillors' expenses	£0.00		£0.00	£0.00	£0.00
WALC Subscriptions	£0.00		£0.00	£130.00	£130.00
Insurance	£0.00		£0.00	£650.00	£650.00
<b>Total Administration</b>	<b>(£1,877.29)</b>	<b>£0.00</b>	<b>(£1,877.29)</b>	<b>£5,932.71</b>	<b>£7,810.00</b>

### Village Maintenance

Street Light Maintenance	£0.00		£0.00	£150.00	£150.00
Street Light Electricity Supply	(£288.68)		(£288.68)	£461.32	£750.00
Village Maintenance & Mowing	(£519.00)	£0.00	(£519.00)	£2,481.00	£3,000.00
Tubs Etc	(£170.00)	£0.00	(£170.00)	£80.00	£250.00
<b>Total Village Maintenance</b>	<b>(£977.68)</b>	<b>£0.00</b>	<b>(£977.68)</b>	<b>£3,172.32</b>	<b>£4,150.00</b>

### Playground

Playground Lease & Inspections	£0.00		£0.00	£150.00	£150.00
Playground Equipment and Repairs	£0.00		£0.00	£250.00	£250.00
Playground General Maintenance	£0.00		£0.00	£250.00	£250.00
<b>Total Playground</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£650.00</b>	<b>£650.00</b>

### Communications & IT Expenditure

Avon Dasset Parish Council Website	(£31.20)		(£31.20)	£288.80	£320.00
Communications & Surveys	£0.00		£0.00	£0.00	£0.00
IT Software, Hardware & Consumables	(£83.88)		(£83.88)	£216.12	£300.00
<b>Total Communications &amp; IT Expenditure</b>	<b>(£115.08)</b>	<b>£0.00</b>	<b>(£115.08)</b>	<b>£504.92</b>	<b>£620.00</b>

### 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	(£394.90)		(£394.90)	£355.10	£750.00
<b>Total Miscellaneous</b>	<b>(£394.90)</b>	<b>£0.00</b>	<b>(£394.90)</b>	<b>£705.10</b>	<b>£1,100.00</b>

### TOTAL PAYMENTS

<b>(£3,665.37)</b>	<b>£0.00</b>	<b>(£3,665.37)</b>	<b>£11,944.63</b>	<b>£15,610.00</b>
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### Ring Fenced Funds

	<u>01 April 2020</u>	<u>Deposits</u>	<u>Withdrawals</u>	<u>05 July 2020</u>
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	£562.53	£0.00	£0.00	£564.19
Playground Lease Grant	£200.00	£0.00	£0.00	£200.00
Neighbourhood Watch	£185.00	£0.00	£0.00	£185.00
Village Cemetary	£575.00	£0.00	£0.00	£575.00
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>£13,148.72</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£13,150.38</b>

### Closing Period Bank Balances As At:

**05 July 2020**

Current Account	£14,496.56
Deposit Account	£13,150.38
<b>Total Bank Balances</b>	<b>£27,646.94</b>

Signed.....  
Chair Avon Dasset Parish Council  
Monday, 6 July 2020

**Avon Dassett Parish Council  
Financial Statement**

Balances as at close of business:

Sunday, 5 July 2020

Current Account:

£14,496.56

Deposit Account

£13,150.38 (Ring fenced funds and interest received)

**Bank transactions**

Current Account:

Date	Payee	Details	Budget Category	Receipt	Payment
03 June 2020	T. Gill	Covid-19 Phone May	Community Projects		(£13.20)
03 June 2020	Hide-Wright	April & May Expenses	Administration Expenses		(£13.39)
03 June 2020	D. Hicks	Village Tubs	Tubs etc		(£170.00)
03 June 2020	W. Robinson	ADPC 010	Audit Fees		(£122.50)
03 June 2020	Thomas Fox	Inv 29219	Village Maintenance & Mowing		(£373.20)
04 June 2020	S. Sandiford	VE Day Bunting	Community Projects		(£105.30)
05 June 2020	Total Gas & Power	Electricity	Street Light Electricity Supply		(£27.67)
09 June 2020	Lloyds Bank	Bank Interest	IT Software, Hardware & Consumables		£0.00
10 June 2020	Raymond Randerson	FOI Payment	Freedom of Information Fees Received	£100.00	
12 June 2020	T. Gill	RR Cleaning CD	Reading Room: Cleaning		(£30.00)
12 June 2020	T. Gill	RR Blue Paper rolls	Reading Room: Maintenance		(£10.05)
12 June 2020	T. Gill	RR Peddle Bins	Reading Room: Maintenance		(£63.95)
12 June 2020	T. Gill	RR Hand Sanitiser	Reading Room: Maintenance		(£44.97)
12 June 2020	T. Gill	PC Paper	Administration Expenses		(£20.79)
12 June 2020	T. Gill	RR Antibacterial wipes	Reading Room: Maintenance		(£3.50)
12 June 2020	T. Gill	RR Cleaning Supplies	Reading Room: Maintenance		(£36.00)
17 June 2020	Raymond Randerson	FOI Payment	Freedom of Information Fees Received	£350.00	
18 June 2020	1 & 1 Internet	ADPC Website	Avon Dassett Parish Council Website		(£17.98)
18 June 2020	N Bance	Fire Extinguisher Service	Reading Room: Maintenance		(£12.00)
21 June 2020	Hide-Wright	Salary (June)	Clerk's Pay		(£322.96)
22 June 2020	Warwickshire Pension Fund	ADPC Pension Contribution	ADPC Pension Contribution		(£72.11)
22 June 2020	Warwickshire Pension Fund	Employee Contribution	Employee Pension Contribution		(£18.80)
22 June 2020	NPower	Electricity	Reading Room: Electricity Supply		(£21.00)
30 June 2020	Total Gas & Power	Electricity	Street Light Electricity Supply		(£27.01)
				<b>£450.00</b>	<b>(£1,526.38)</b>

Deposit Account

Date	Payee	Details	Budget Category	Receipt	Payment
09 June 2020	Lloyds Bank	Bank Interest	IT Software, Hardware & Consumables	£0.52	
				<b>£0.52</b>	<b>£0.00</b>

**Ring Fenced Funds**

Defibrillator	£250.00
St John's Steps Appeal Funds	£86.19
IT Equipment & Software	£564.19
Playground Lease Grant	£200.00
Neighbourhood Watch	£185.00
Village Cemetary	£575.00
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>£13,150.38</b>

**Payments For Authorisation**

Payments For Authorisation			
T. Gill	Covid-19 Phone June	Community Projects	(£13.20)
Hide-Wright	Expenses June	Administration Expenses	(£5.00)
Hide-Wright	Covid-19 Overtime Payments	Clerk's Pay	(£400.00)
T. Gill	Covid-19 Materials - Reading Room	Reading Room: Maintenance	(£22.99)
			<b>(£441.19)</b>

Emergency Payments Made

D. Hicks	Village Tubs	Tubs etc	(£170.00)
W. Robinson	ADPC 010	Audit Fees	(£122.50)
Thomas Fox	Inv 29219	Village Maintenance & Mowing	(£373.20)
S. Sandiford	VE Day Bunting	Community Projects	(£105.30)
T. Gill	RR Cleaning CD	Reading Room: Cleaning	(£30.00)
T. Gill	RR Blue Paper rolls	Reading Room: Maintenance	(£10.05)
T. Gill	RR Peddle Bins	Reading Room: Maintenance	(£63.95)
T. Gill	RR Hand Sanitiser	Reading Room: Maintenance	(£44.97)
T. Gill	PC Paper	Administration Expenses	(£20.79)
T. Gill	RR Antibacterial wipes	Reading Room: Maintenance	(£3.50)
T. Gill	RR Cleaning Supplies	Reading Room: Maintenance	(£36.00)
N Bance	Fire Extinguisher Service	Reading Room: Maintenance	(£12.00)
			<b>(£992.26)</b>

Outstanding Payments Due

R Randerson	FOI Fees	Recoverable costs re FOI request	<b>£50.00</b>
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Dated: Sunday, 5 July 2020

Signed  
Chair Avon Dassett Parish Council  
Monday, 6 July 2020