Minutes of Avon Dassett Parish Council

Monday 6th December 2011

The meeting commenced at 7.30pm.

1. **APOLOGIES**: Councillor Williams

Present: David Hutt, Diana Biddlestone, Kevin Martin, Daniel Robertson, Alastair Whetstone, Clerk. Public: Peter Biddlestone

2. **DECLARATION OF INTERESTS**: Diana Biddlestone confirmed that she has submitted a planning application for consideration within the meeting.

3. **CONFIRM MINUTES OF LAST MEETING:** Amendment to October 2011 minutes: Donation from Fete Committee towards St. John's steps appeal has yet to be confirmed.

Proposed: Alastair Whetstone, Seconded: Daniel Robertson. Signed and Dated by David Hutt.

4. **MATTERS ARISING:**

Community

a. **Community Policing/Neighbourhood Watch**

David Hutt Had collected an update from Lily Hope-Frost who had reported that there was nothing to submit to the meeting. David Hutt commented on the number of incidents reported to the police and hoped that people would continue to secure their properties, including outbuildings.

Remembrance: A total of £104.74 had been collected in the door-to-door poppy appeal. Thanks to Alastair Whetstone for undertaking this collection.

Kevin Martin commented that the order of wreath laying at the ceremony was incorrect. He stated that the Chair of the Parish Council should have laid their wreath first. **ACTION: Daniel Robertson to investigate the correct procedure and report back to the Council.**

At this point of the meeting Kevin Martin addressed the members of the Council and stated that he was resigning with immediate effect. He then left the meeting.

The members discussed the new vacancy on the Council and agreed that the position should be advertised. **ACTION: Clerk to investigate advertising of vacancy and co-option. Clerk to remove Kevin Martin from internal email listings and bank account access.**

The parish Council areas of responsibility previously covered by Kevin Martin were distributed to the following members:

Green areas, Roads, Traffic and Drains: Daniel Robertson. Playground: Diana Biddlestone. Policing: David Hutt.

b. **Flood Grant:** Daniel Confirmed that he had located the flood grant paperwork. The deadline for submissions has passed but upon investigation, Daniel was awaiting a response from Mr Ashford in the hope that funds may still be available or come available in the future. Daniel confirmed that the ditch near to the playground needs some attention. However, he felt that the ditch near Bitham Hall, behind the cottages, needs to be cleaned. Daniel has been seeking quotes for this work and the land owner has been contacted. Once quotes are received and the availability of grant funding is knows, it is hoped to take this matter further. **ACTION: Daniel Robertson to find out if grant funding is available and obtain quotes for ditch clearance.**

c. **Community Links Transport funding:** the Clerk produced a breakdown of users of the Service by Parish Council. Avon Dassett was not listed but on closer inspection two residents were found to be listed under Fenny Compton Parish. The Council discussed the costs of contributing towards the continuation of the service and agreed to sanction the £24 per year financial support identified within the report. **ACTION: Clerk to contact WALC and confirmed that ADPC will finance £24 per year for the Community links service.**

d) **Welcome Pack:** It was agreed that the welcome pack was a useful document and should be updated. Alastair Whetstone undertook to review the current document and circulate suggested updated material to the Councillors. Once completed, the document should continue to be available in hard copy but will be loaded onto the website if possible. **ACTION: Alastair Whetstone to review welcome pack and report back to Councillors.**

e) **Play area:** The Council had confirmed that they would no longer be funding the annual play area safety inspection. They had supplied three companies who could undertake the work. The Clerk had approached all three, obtaining quotes from two. The contractor currently undertaking the work for the Council, David Houghton of Digley Associates, offered the work at £38 plus VAT with the second contractor priced at over £200 plus VAT. It was decided to go with the current contractor. **ACTION: Clerk to confirm acceptance of quotation from play-area inspection company.**

Roads

Traffic, Roads and Drains: With the resignation of Kevin Martin, there was no report on this area.

Comment was passed on the remedial work to the motorway bridge. It was felt that works had improved the situation.

Environment/Maintenance

f. St. John's: Diana Biddlestone provided an update on the fund raising for the repairs to the steps. At a recent meeting Diana met with Daniel Robertson, Lily hope-Frost, Tim Berwick of South Oxfordshire Borough Council and three representatives from the Churches Conservation Trust. At this meeting the CCT had offered £3k towards the project, bringing the total pledged to approximately £6k. Those present formed a steering group chaired by Diana Biddlestone. It has been agreed that Tim Berwick will survey the site to confirm what is required without charge. Diana will speak to Councillor Williams and Alison Hodge of WALC to investigate how the grant funds should be dealt with.

Diana reported that the CCT were impressed by the range of organisations and groups committed to fund the repair of the steps and felt this could be a model for other projects they are involved with.

The Council reiterated its thanks and praise for Diana's efforts in securing significant funding and in such a short space of time.

ACTION: Diana Biddlestone to investigate best approach to banking of grant funds.

Diana circulated documents relating to fund raising for the steps. The letters were agreed to be suitable without alterations and would be used in a mail drop in the village. David Hutt suggested adding a visual representation of progress in accumulating funds.

The Christmas Cards being sold in aid of the steps appeal have been on sale. Jill Burgess has been selling them in the pub and the cards remain available for purchase at a very reasonable price.

Bill Heath is thanked for kindly undertaking the printing of the cards. **ACTION: Clerk to draft a letter to Mr Heath to convey the thanks of the Parish Council for printing the Christmas cards. Letter to be emailed to David Hutt for signing and delivery to Mr Heath.**

g. Upkeep of "Green areas": 2012/12 contract/s. The Clerk has sought quotes from three contractors. One quotation had been received and it was decided to retain the current contractor who was praised for the quality of his work, his dependability and professionalism in the execution of his work in the village. **ACTION: Clerk to confirm contract for green areas.**

Communication/Administration

h) **Community Funding:** No further update.

i) **Superfast Broadband:** The recent mail drop had highlighted the site to register interest in the scheme.

5. **COUNCIL REPORTS:** Councillor Williams was unable to attend the meeting, having offered his apologies at the previous meeting.

6. **CORRESPONDENCE** – Paper copies circulated at meeting. Electronic mail circulated prior to meeting. 380

The clerk confirmed that there would be a public meeting on the 8th December, 2-8pm at Knightcote village Hall to consider the Broadview wind farm project. Posters had been put up to alert residents.

A5 booklet called, "How to respond to planning applications," to be requested. **ACTION: Clerk to request copy of "How to respond to planning applications, document for ADPC.**

Gritting routes were circulated in paper form at the meeting.

The Olympic Torch run will be at Solihull on 30th June and Coventry n 1st July, day 44 of the route. Alastair Whetstone to investigate how close the route will come to Avon Dassett. **ACTION: Alastair Whetstone to investigate route of Olympic Torch.**

7. **PLANNING**: Diana Biddlestone repeated her declaration of interest in planning application 11/02462/FUL The Coach House. At this point in the meeting Diana Biddlestone left the discussions and the remaining councillors considered the application. The comment for submission was "No representation." **ACTION: Clerk to post planning comment on SDC website.**

Extraordinary planning meeting if required set for: Dec 19th 2011

8. **FINANCIAL STATEMENT**

The financial statement and cheques were proposed by Diana Biddlestone and seconded by Daniel Robertson. Cheques were signed by David Hutt and Alastair Whetstone.

Balance at close of business 30/11/11

Current Account	£2,155.04
Savings Account	£5,777.02

Cheques issued		**Cheque No**
H. Hide-Wright (Clerk Expenses)	£32.60	1149
Sue Harris (Nov Clean)	£11.00	1150
Green Area Contractor (church cut)	£75.00	1151
Total Cheques	£118.60	

Discussion followed on the formulation of the budget and setting the precept as well as possible financial support for the church steps. Various documents will be sent to Alastair Whetstone and David Hutt to assist in the development of the budget and proposed figures circulated before the next meeting when the budget and precept will be discussed and agreed. **ACTION: Clerk to send budget and precept related documents to Alastair Whetstone and David Hutt.**

Budget update: The Clerk read the budget update for December 2011 and highlighted the following areas: Administration costs are 15% over budget (the legal requirement for a PAYE payroll has increased this cost by £13.50 per month and was a cost which commenced after the budget was set). WALC costs are over budget by 81% and is due to training courses for new councillors. The Audit remains 41% over budget due to the costs of the internal audit.

9. **MEMBER REPORTS** : David Hutt commented on the level of reserves held by some Parish Councils and its affects upon the availability of funds to all Parish Councils.

10. **QUESTIONS FROM THE PUBLIC:** None

11. **DATE OF NEXT MEETING** – 9th January. Further meetings: 6th Feb, 5th Mar, 2nd Apr, 14th May, 11th June, 2nd July, 6th Aug, 3rd Sept, 1st Oct, 5th Nov, 3rd Dec.
Extraordinary planning meeting dates at 7.30pm Reading Room: 23rd Jan, 20th Feb, 19th Mar, 16th April, 28th May, 25th June, 16th July, 20th Aug, 17th Sept 15th Oct, 19th Nov, 17th Dec.
Agenda posting dates: 30th Dec, 30th Jan, 27th Feb, 26th Mar, 10th April, 1st June, 25th June, 30th July, 24th Aug, 26th Sept, 28th Oct, 26th Nov.
The meeting closed at 9.30pm