Minutes of Avon Dassett Parish Council

Monday 5th September 2011

The meeting commenced at 7.30pm. **367**

1. **APOLOGIES**: Kevin Martin, Councillor Chris Williams.

Present at Meeting: David Hutt, Alastair Whetstone, Diana Biddlestone, Clerk.

Public: Jill Burgess

2. **DECLARATION OF INTERESTS:** None

3. **CONFIRM MINUTES OF LAST MEETING**: Amendment to minutes: Kevin Martin has responsibility for playground NOT Daniel Robertson as stated in August Minutes. Change in minutes made and signed and dated by David Hutt.

Proposed Daniel Robertson (DR), seconded Alastair Whetstone, signed by David Hutt

4. MATTERS ARISING:

Community

a) Community Policing/Neighbourhood Watch: Note from Lily hope-Frost was read out by David Hutt. There has been a theft of vehicles wheels in the village. The next Neighbourhood Watch Forum will take place at the Primary School, St, James Road, Southam on the 21st September at 6.30pm. A Police surgery will take place before the meeting commences.

b) **Roads**: Daniel Robertson confirmed that Speed Aware will commence on 6.9.11 for a half day and there will be a further 3 half-days. Poonam will send a summary report at the conclusion of the speed checks. DR has reported the brickwork around the drain opposite the old rectory for repair and has sought a status report from Patch Byrne on outstanding jobs for ADPC.

Jill Burgess recommended that the grip at the bottom of the hill is cleared to enable rain water to be removed from the road during heavy rainfall. The nearby ditch was cleaned out as far as the corner of the playground as part of the autumn tidy up in October 2010.

Jill Burgess highlighted the poor state of the footpath outside the RR which is in danger of further deterioration if there is a severe winter or heavy rainfall.

c) Drains: ADPC is actively seeking a flood prevention grant to help alleviate the risk and consequence of flooding. Jill Burgess volunteered the following background information on previous flood prevention work and investigations: Works were undertaken in May 2010. A new drainage system was installed with 6 new drains. The old system remained in place to work alongside the new system but was cleaned out to increase efficiency. JB observed that whilst some drains may appear to be blocked by leaves a debris, superficial probing will break through the obstruction in most cases if people can check nearby drains.

The drain hotspots are the drains on Church Hill where leaves can form a superficial blockage to the drains. The drains opposite the old Rectory are efficient but will not receive the water if the bank encroaches into the road, affecting the route of the water. The drains at the bottom of the hill are quite silted up. The drain opposite Hill view is currently obliterated with silt and leaves.

A Hydrology report was undertaken by Consulting Engineers. The report highlighted that there were too few ditches in the village and those which exist are in a poor state with little or no capacity. The report includes a map plotting the ditches. David Hutt has an electronic copy of the report.

On the 21.12.09 in an email from Patch Byrne, he provided advice on who is responsible for ditches and confirmed it is a landowner responsibility. Patch offered to follow up with a letter to the landowner's

involved.

JB encouraged the Councillors to include relevant information on the Parish Plan and volunteers who are likely to support any flood prevention initiatives within the grant application.

ACTION: Diana Biddlestone to complete Grant application form.

ADPC set two Village Tidy up Days: Sat 29th Oct, 10 am (meet at the Reading Room) and Sat 3rd December, 10 am (meet at the Reading Room). Tasks are likely to include leaf clearance from Church Hill and clearance of debris from drains to improve the efficiency of the exiting system.

Environment/Maintenance

DR will speak to Pete Wallace about checking the rotten wood towards the bottom of the window of the RR (to the right of the door). Will also mention refurbishment of bench at bottom of village.

c) **Playground:** Queen Elizabeth II fields Challenge have sent another email outlining the scheme. Jill Burgess addressed the meeting and outlined the legal issues associated with the scheme as highlighted in an email from Alison Hodge of WALC.

ACTION: Clerk to seek further information on legal position of scheme

d) **St John's:** ADPC is actively seeking funding for the replacement of the steps leading to St-John's church. The costs have been identified as £8,000 for concrete steps. Without new steps access to the church may be restricted or lost. In order to achieve this the Parish Council is considering all sources of funding. DR has been in touch with Churches Conservation Trust and established that there are no funds available for the church steps. The Council are also unable to fund the replacement of the steps. Diana Biddlestone explained that the Community Funding may be able to assist. ADPC will need to provide some funds/volunteers/prove the building resource is part of the parish plan in order to qualify for consideration. Diana Biddlestone thought the grant should be applied for and will fill in the forms. DB will also seek support from the Fete Committee. Once support from within the village is secured the Parish Council will contact the Churches Conservation Trust and Council to see if they will match pledges made.

ACTION: Diana Biddlestone to complete grant application form and speak to Fete Committee.

Jill Burgess suggested searching on the internet for Parish Council Grants or Community Grants and specifically mentioned Biffa and Lottery Funding.

e) **Upkeep of 'green areas'** The current contractor was praised for his work and recent cost saving decision when a cut was delayed until further in the season as it was not deemed necessary.

The Clerk reported that the waste bin near the bus stop will soon be replaced as a new metal liner could not be sourced. The Council had mentioned the possibility of removing the dog waste bin as a cost saving measure. The Clerk had informed the Council that the removal of the bin could cause problems for the numerous dog owners in the village and that any plans to remove it should be discussed with ADPC before action is taken.

Jill Burges addressed the meeting about the Green Areas and quoted from the Parish Plan. She outlined the rationale for putting tubs on verges and the village green to stop cars parking on them, the cars then causing unsightly damage. Unfortunately since the installation of the tubs, some of the people who were maintaining them initially are no longer living in the village and the maintenance has fallen to the PC. Jill Burgess suggested that **volunteers are sought to maintain the tubs and flower beds or remove the beds and replace with grass.**

Jill burgess commented that St John the Baptist's Graveyard at is looking shabby and requested a cut of the area with the Council due to make a cut in November.

ACTION: Clerk to contact contractor and Council to organise cuts.

Jill burgess spoke about the advantages of using the Community Payback Scheme to undertake projects in the village. JB will send details to Diana Biddlestone.

Reminder to villagers to cut back or remove any branches overhanging pavements which may cause an obstruction or fall in high winds.

Communication/Administration

Diana Biddlestone spoke about Member Community funding and outlined the scheme whereby up to two Parish Councillors can apply for a maximum of £1k each for specific projects. It was decided to seek funding for the history Group and the Green Area flower displays. **ACTION: Diana Biddlestone will download application form and see if history group will fit the criteria, ditto flower tubs.**

Parish Plan: Jill Burgess addressed the meeting to highlight the background to and need to reference the Parish Plan within decision of the Parish Council. The Clerk reassured Ms Burges that the Councillors and Clerk had copies of the plan which hey had read and brought to meetings in order to facilitate input from the report on decisions made. Jill burgess went on to highlight the update of the Welcome Pack, which is due in the New Year. David Hutt said that he would take responsibility for the Parish Plan within ADPC.

Jill Burgess reminded David Hutt that his profile needs updating on the website.

ACTION: David Hutt

Parish Website: Jill spoke about the Parish Website and explained that it was set up in 2008 with grant funds of £5k. It has since been held up as "best practice" and it is vital that this well used facility continues to be maintained for the benefit of communications. David Hutt thanked Jill Burgess and Sarah Richardson for all of their work on the website and their willingness to continue in their role of managing the website.

Remembrance Day: Jill Burgess explained that historically the wreath has been purchased by the Parish Council and laid by the chair of the Council at the service.

Christmas Cards: Jill Burgess explained that Christmas cards are normally produced by ADPC for a small profit. The Clerk suggested seeking photographs of St John's with all proceeds to go towards the steps. This was accepted. Jill Burgess was asked if she was able to undertake this project and copy in the council so that they could run it the following year. This was accepted and ADPC thanked Jill for taking on this work.

Christmas Gathering: Jill Burgess explained that this alternates between St John's and St Joseph's. This year it is due to be held at St Joseph's. On the last two occasions that the gathering was held at St John the Baptist's the pre-church drinks were funded by ADPC. ADPC will need to co-ordinate this event with the fete committee who host the children's party in the Reading room afterwards.

f) **Notice board/s:** Item carried forward to October meeting

g) **Post Office**. **The Clerk confirmed that Larry Chennery will continue to operate the Post Office until solicitors have resolved legal issues when the service will continue with a new post master.**

5. **COUNCIL REPORTS:** Chris Williams was not present at the meeting so mo reports were recorded.

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

A letter was read out from Mrs L. M Cooper outlining a problem with a pothole (No 284696) 0.3 miles from the signpost on the Avon Dassett to Farnborough Road. The Clerk confirmed that she would contact Mrs Cooper and confirm that potholes are reported on an ongoing basis and that villagers are encouraged to report them also. **ACTION: Clerk to respond to letter and send details to Daniel Robertson in order that pothole can be repaired if still required.**

Queens Golden Jubilee Beacon: Daniel Robertson looking into this. **ACTION: Daniel Robertson**

WALC AGM: Details given to Diana Biddlestone who may attend.

7. PLANNING

Notice of planning decision: No 3 park Drive Cottages: Planning permission with conditions.

8. FINANCIAL STATEMENT September 2011

Balance at close of business 31/8/11

Current Account	£1,762.20
Savings Account	£4,426.60

Cheques issued		**Cheque No**
H. Hide-Wright (Clerk Expenses)	£12.20	1131
J. Sherriff (Aug coffee morning)	£10.07	1132
Clement Keys (Audit Fee)	£144.00	1133
Green Area Contractor	£216.00	1134
Sue Harris (Jul and Aug cleaning)	£23.32	1135
Diana Biddlestone (RR Keys)	£10.00	1136
Total Cheques	£415.59	

Income

Hire of Reading Room	£ 5.00

Cheques were proposed by David Hutt and signed by Alastair Whetstone, David Hutt and Diana Biddlestone

9. **MEMBER REPORTS**: Bin was removed from Reading Room. **Anyone using the Reading Room will need to take their rubbish away for disposal as there is no longer a waste collection from the building.**

Questionnaire on travellers and showmen was carried forward to next meeting.

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

11. **DATE OF NEXT MEETING** – 3rd Oct, 7th Nov, 5th Dec.

The meeting closed at 10.10 pm