Minutes of Avon Dassett Parish Council

Monday 6th June 2011

The meeting commenced at 7.30pm

Present: Councillors David Hutt (DH), Alastair Whetstone, (AW), Kevin Martin (KM), Clerk.

Public: Daniel Robertson, Jill Burgess, Lily-Hope-Frost, Trevor Gill

District Councillor: Chris Williams

1. APOLOGIES: None
2. DECLARATION OF INTERESTS: None
3. ACCEPTANCE OF OFFICE AND CODE OF CONDUCT. Two people registered interest in being co-opted onto ADPC; two others had registered and subsequently withdrawn.

Daniel Robertson was co-opted onto ADPC. Daniel Robertson signed the acceptance of office and code of conduct.

Diana Biddlestone was co-opted onto ADPC, unable to attend the meeting she will sign her papers at the 4.7.11 meeting when she will then become a fully co-opted member of the council.

Kevin Martin Submitted his email address which was circulated at the meeting. It was confirmed that he regularly checks emails.

4. CONFIRM MINUTES OF LAST MEETING: Confirmed, signed and dated by DH.

The clerk sought clarification on who was covering roads, drains and it was confirmed as KM

The clerk suggested a review of roles at the next meeting as the council would then consist of 5 members to divide the work between. This was agreed. **ACTION: Clerk to add to agenda**.

4. MATTERS ARISING:

Community

a) Community Policing/Neighbourhood Watch

KM stated that there was little to report other than a robbery in Warmington.

The public present made representation that there had been considerable criminal activity in Avon Dassett. On Thursday 2nd June a car was broken into and mobile phone taken. A house had been burgled and a significant amount of property taken. The building concerned has since had extra security fitted. Villagers are encouraged to be vigilant, lock their properties, garages, sheds etc and report any suspicious incidents.

KM commented that the police only record a crime number and do nothing else. Chris Williams and public present challenged this stating examples where individuals had been caught, prosecuted and items returned to their owners.

Councillor Williams noted that the Community forum is being held at the Dassett School on Wednesday 8th June, commencing at 6.30pm. Police are in attendance. He encouraged members of the Council and public to attend and air their concerns and views. Lily Hope-Frost confirmed that she normally attended Forums, would be attending the 8th and could continue to attend in her role within Neighbourhood Watch.

KM said that he would attend. AW asked KM to let him know if he could not attend as he would be willing to go instead. **ACTION: KM to attend community forum**

Daniel Robertson asked Lily Hope–Frost if Farm Watch and Neighbourhood Watch work together and she confirmed that they did.

DH confirmed the usefulness of Smart Water. Jill Burgess confirmed that she still held 8 vials. It was agreed that the vials would be delivered to and retained by KM from the 9th June 2011

along with the receipt book. The monies received (£15 per vile) are to be sent to the Police Station at Southam. The contact details were within the pack containing the vials and receipts. Trevor Gill was interested in buying a vial. **ACTION: KM to store vials and documents**

Lily Hope-Frost stated that she would not be attending further Parish Council meetings but would leave written updates on Neighbourhood Watch and St. John's ready for DH to collect for presentation at the monthly meetings.

Roads

b) Traffic, Roads and Drains: KM stated that there was nothing to report on this area.

Jill Burgess gave DH a list of outstanding jobs which needed to be chased up. Chris Williams confirmed that he was due to meet Patch Byrne on the 10th of June and would chase up the outstanding maters. **ACTION: Chris Williams to chase up road projects.**

Trevor Gill requested that all the drains in the village to be inspected and jetted each year. The Clerk checked with Chris Williams whether this was possible. He confirmed that the council offers fault resolution but does not inspect and jet drains annually. Patch Byrne can deal with faults. DH asked KM to look at the condition of all the drains in the village and report back at the next meeting.

ACTION: Kevin Martin to look at condition of drains and report back at next meeting

Speedaware: AW expressed doubt about the effectiveness of such an initiative and was concerned about the cost. Discussion followed and it was confirmed by Chris Williams that the county wide scheme was considered a success in reducing speeds.

AW supported a 20 mph limit. Chris Williams said that was not enforceable and that Fenny Compton had that limit was because of the school and as part of a pilot scheme.

Jill Burgess commented that the evidence gathered from Speed Aware could be used to put pressure on implementing speed controls.

It was decided to request 8 half days of Speed Aware. Daniel Robertson will arrange this with Poonam at the Council. The possibility of positioning Speed Aware at various points in the village will be requested. The clerk gave the relevant papers to DR.
ACTION: DR to organise Speed Aware dates

Streetlights – replacement of mercury units: Avon Dassett has 8 mercury lights. It has received an approximate estimate of £100 to replace each lamp which is required by 2015. It was decided to look into replacing 4 lights in 2012 and in 2013 and to request an increased precept to assist in funding. Chris Williams confirmed the precept increases are capped at 2.5%. **ACTION: Clerk to enquire about replacing 4 lights in 2012 and 2013.**

Environment/Maintenance

c) Playground – The delay inn receiving the report was caused by a printing issue. The report was given to AR to review and report back at the next meeting. Anything above low risk will be subject to investigation by ADPC. **ACTION: AW to review report**

d) St John's: Lily Hope Frost gave an update on the church. She reminded the meeting that the summer party has been cancelled because of safety concerns surrounding the steps. Despite chasing she has not received any further information from Tim Berwick. Chris Williams volunteered to chase the matter up and said that he can chase up any matters with SDC where responses were slow or not forthcoming. **ACTION: CW to chase up issue of the steps**

Lily Hope-Frost and the clerk have both been phoning and emailing to organising a strim of the churchyard but have been unable to reach anyone. The churchyard is now seriously overgrown and the matter is urgent. CW offered to chase the matter up. KM confirmed that the Green area contractor will undertake a cut between the 4th and 7th of July.

ACTION: CW to chase cut of churchyard

The bells will be rung at on the 24th June at 7.30 pm, the 140th Anniversary of the church.

Lily Hope-Frost had a meeting with Peter Wallace and Gabriella of the Churches Conservation Trust. Gabriella is considering Pete's offer, minuted previously, but has commented that it has to be a like for like replacement. The matter is under consideration.

The church steps need sweeping.

e) Upkeep of 'green areas': KM said there was noting to report.

The contractor continues to undertake a good job for which ADPC is grateful.

Kevin Martin will look into the cost of purchasing and installing 6 inch oak posts (by Patch Byrne) onto the village green to control parking. **ACTION: KM to seek costs of posts**

Communication/Administration

f) Notice board/s: The board outside the Reading Room is in a poor state. New boards cost £600 - £800 plus installation costs. It was decided to assess the use of the board and possibly remove it. This would leave the new Parish Council notice board and the public notice board nearby. The Parish Council may consider refurbishing the hole in the wall notice board if the Reading Room board is not replaced. **ACTION: Clerk to put up note asking for feedback**

g) Standing Order – Quorate. It was confirmed that ADPC must have at least 3 members present at any meeting to make it quorate. This constitutes a Standing Order for the Council.

h) Distribution of Roles: It was decided to circulate the list of role and decided which councillors took on which roles within the next meeting. **ACTION: Clerk to circulate roles**

g) Website: Balvinder Heran can undertake training now that Francis O'Neill is no longer with the Council. DH will speak to Diana Biddlestone to see if this is an area she could take on rather than Jill burgess and Sarah Richardson carrying on loading documents. Chris Williams commented that it is common practice for Parish Councils to have a "Webmaster" who is not a councillor.

5. COUNCIL REPORTS

1. **Community Forum** – Just a reminder that the next meeting of the Southam and Feldon Community Forum will take place on Wednesday 8th June 2011 in the Dassett School, Fenny Compton. Community Forums give everyone the opportunity to have their say and to keep up to date with what is happening in their community. It commences at 6.30 p.m. where you can speak informally to Officers from your local Fire and Rescue and Police teams. Councillors and Officers from both Warwickshire County and Stratford-on-Avon District Councils will be attending. The meeting on 8th June will be concentrating on Youth Activities, paying particular attention in transforming the Youth Service and how it is anticipated that this will affect local communities. The Forum will then commence at 7.00 p.m. I do hope that Avon Dassett will be represented at this event.

Stratford District Council – Since the election there have been changes within the Cabinet at Stratford. Cllr Chris Saint has been elected as Leader. Whilst I am not in the Cabinet, I have been given the post of Chairman of the Eastern Planning Committee. It is recognized that our planning service needs enhancing and you can all expect an significant improvement not only in the time taken to determine applications but also with the level of communication.

6. CORRESPONDENCE: Paper leaflets and brochures were distributed. Emailed correspondence had been made available to Councillors prior to the meeting. None had been requested.

7. PLANNING: Notices of Decisions were circulated: 11/808/TREE and 11/00906/TREE

11/01132/LBC was discussed (Trevor Gill, The Thatches). A separate meeting on the 13th June, 7pm at the Reading Rooms was set up in order for Councillors to review the plans online.

11/00015/FUK: 3 Hill View was discussed following email from Alice Cosnett. Clerk instructed to respond by "No wish for it to go to Committee". **ACTION: Clerk to register response**

Avon Dassett Parish Council

Balance at close of business 31/5/11

Current Account	£2,090.00	
Savings Account	£5,905.92	
Cheques issued		**Cheque No**
WALC (Training DH and AW)	£ 40.00	1112
Clerk Expenses	£ 48.35	1113
W. Sherriff (June coffee Morning)	£ 8.79	1114
S. Harris (May Cleaning)	£ 11.00	1115
Green Area Contractor	£216.00	1116
E.M. Pogmore (Internal Audit)	£ 80.00	1117
Total Cheques	**£404.14**	

Income

Avon Carrow Mgt Comm. Hire of RR £5.00 Cash. Cheques proposed DH, seconded KM

A budget update was read out by the clerk and will be circulated to councillors by email.

A more details spreadsheet was discussed and Councillors approved the new format produced by the Clerk.

Bank mandate was signed by Daniel Robertson

Internal Audit:

The Clerk confirmed that ADPC has passed the internal Audit. The Auditor had raised several matters which were presented along with remedial measures which will be implemented immediately.

Fidelity Insurance: Is being investigated by the Clerk

A Local Auditor is sought to cut down on time and travel costs

Annual Parish Meeting: Was confirmed by Chris Williams

Reconciliation £10 difference

Burial Register £100 book: Internal Auditor had recommended the purchase of a book. The clerk has since created and scanned a plan onto the computer containing named plots

Insurance is being investigated for play equipment

Income and expenditure in book rather than or in addition to spread sheets: was rejected by the Councillors as unnecessary

Correspondence – list what is circulated: This was deemed unnecessary as papers are mainly leaflets and emails, the bulk of correspondence, are already listed and circulated

Planning – write response in minutes and applicants names: Actioned immediately

AOB to be replaced with Member Reports where decisions can be made. Actioned immediately

Buy a Bakers Book (£73.50 free p & p from Waterstones online): Clerk to purchase following agreement from Councillors 6.6.11

SIGNED AUDIT TO GO TO CLEMENT KEYS 10th June 2011

9. ANY OTHER BUSINESS: It was decided that KM will collect the horse chestnut tree from Jill burgess and put it in a field within the village.

The Clerk confirmed that she had followed instruction and increased the staff budget for 2010/11 but had failed to implement the increase in pay leading to a shortfall in her pay of £170.71. Details will be circulated to councillors with payment to be made at July meeting.

10. QUESTIONS FROM THE PUBLIC: None

11. DATE OF NEXT MEETING –4th July, 1st Aug, 5th Sept, 3rd Oct, 7th Nov, 5th Dec.

The meeting closed at 9.45 pm