Minutes of Avon Dassett Parish Council

Monday 2nd July 2012

The meeting commenced at 7.30 pm.

1. APOLOGIES: Diana Biddlestone, Councillor Williams PRESENT: David Hutt, Daniel Robertson, Alastair Whetstone, Clerk
2. DECLARATION OF INTERESTS: None
3. CONFIRM MINUTES OF LAST MEETING: Signed by David Hutt. Proposed: Trevor Gill, Seconded: Alastair Whetstone
4. MATTERS ARISING:

Community

a. Community Policing/Neighbourhood Watch: David Hutt read an email from Lily Hope-Frost confirming no new incidents.

b. PO computer: Clerk reported no progress or communication from the managers of the PO franchise.

c. Superfast Broadband – update – Trevor Gill: The matter is progressing well with many questionnaire completed. Residents of the village are encouraged to complete and submit their questionnaires and to enter the prize draw.

d. Playground: An informal meeting has taken place between Alastair Whetstone, Trevor Gill, Sarah Rutherford and Andy Rutherford. The meeting was to gain an insight into the background to the matter of the playground lease, having seen copies of emails received by Sarah Rutherford from Alsters Kelley Solicitors.

It was decided that the Parish Council needs to undertake further research into the finances and paperwork relating to the playground in order to discuss the matter further. **ACTION: Parish Councillors and clerk to review all papers relating to the playground lease.**

The Clerk confirmed that she had received correspondence from Alsters Kelley Solicitors containing an interim invoice for works from March 2012 to May 2012 to the value of £365.00. The Clerk circulate the paperwork and after reviewing it, the Parish Councillors asked the Clerk to obtain further details from the solicitors including copies of the original instruction letter, quotation for the preparation of the lease, an itemised bill. **ACTION: Clerk to obtain further details from the solicitors regarding their invoice.**

e. General Village Maintenance: Trevor Gill explained that he had cleared the gully near the double bend, close to the playground and had strimmed the grass on the banks. He confirmed that further work is required which will be undertaken when practical to do so.

The bus shelter repairs are ongoing with the seat due to be reinstalled shortly.

The manhole cover behind the bus shelter has been stolen and the cement surround damaged. This has been reported this to Severn Trent Water and a priority repair requested.

Patch Byrne has confirmed that the drains are due to be power washed by mid-July.

The grass seed on the village green is not taking doe to cars parking on or driving across the area. Alternative coverings for the area are being investigated. **ACTION: Trevor Gill to investigate suitable materials for installation on the village green.**

Roads

Traffic, Roads and Drains: No new items for discussion

Environment/Maintenance

f. St John's: The Clerk read an email from Diana Biddlestone outlining the potential financial settlement to the St John's Steps project. It was decided that the matter would be fully discussed and agreed at the next meeting.

g. Cemetery: The Clerk confirmed that a cheque has been received and banked from Humphris, for £143 for a headstone.

h) New Code of Conduct: The clerk explained that a new code of conduct is being drawn up by Stratford D. C. under the management of Liam Nevin. Whilst it as due to be implemented on the 1st July 2012, the details have yet to be finalised. Both SDC and WALC are advising Parish Councils to sign up to the SDC code. The Clerk hopes to provide an update on this matter soon.

5. COUNCIL REPORTS: None were submitted as Councillor Williams was on annual leave.

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

7. PLANNING (Declarations of interests): No new applications for consideration.

8. FINANCIAL STATEMENT: Balance at close of business 30/6/12

Current Account	£ 3,824.47*
Savings Account	£ 5,401.39

This figure includes a balance of **£3,490.40** for St John's Steps Fund. Total balance is therefore £5,735.46.

Bank Transactions June 2012

Current Account	**In**	**Out**
30 May Cheque 1177		10.03
6 June DD N Power		37.00
6 June DD Douglas Tonks		254.38
11 June Cheque 1172		13.51
11 June Cheque 1175		88.00
13 June DEPOSIT *1	365.00	
14 June Cheque 1185		8.92
15 June Cheque 1186		29.95
15 June Cheque 1181		1,258.05
19 June Cheque 1184		222.00
22 June Cheque 1183		24.00
22 June DEPOSIT *2	143.00	
26 June DD Douglas Tonks		214.06
27 June DEPOSIT *3	30.00	

Credits: *1 = £340 St John's Steps, £25 Hire of RR Dassett Men's Group
*2 = Humphris Headstone fee – Mrs Patricia Mitchell
*3 = Bank compensation for failing to meet enquiry deadline

Deposit Account		**In**	**Out**
11 June	Interest	0.26	

Cheques issued from meeting		**Cheque No**
H. Hide-Wright (Admin Expenses June)	£ 19.40	1187
T. R Elsmore	£ 224.64	1188
(Refund on erroneous 17.5.12 credit)		
Sue Harris (June Cleaning)	£ 13.99	1189
Total Cheques	**£ 258.03**	

Income to ADPC: Humphris (Headstone for Mrs Patricia Mitchell) £143.00 (Paid in 22.6.12)

Cheques were signed by David Hutt and Alastair Whetstone.

Payment for street lights: The total invoice paid in June 2012 was £1,258.05. The budgeted figure was £450. After discussion it was agreed that the balance should be paid from the following: £200 VAT; £100 Reading Room Rates; £300 Reading Room Maintenance; £200 ADPC Councillor Training.

Refund to Mr Elsmore for erroneous credit of £224.64: The Clerk explained that she had received a letter from a Mr T Elsmore confirming that he had made an erroneous faster payment which had accidentally arrived to ADPC's account. The Clerk had made enquiries of Lloyds TSB to seek confirmation of the details as per the Councillors request. The enquiry was ongoing but had been poorly handled by the bank resulting in two £30 credits to the ADPC account. **ACTION: Clerk to make further investigations and once identify of Mr Elsmore is confirmed, release the refund cheque to him.**

9. MEMBER REPORTS: **407**

The Clerk had been previously been asked to look into what was held by the bank on behalf of ADPC. She can confirm that either two signatories or the Clerk, with written permission, can review the contents of the safe. The Clerk will visit the bank and review the document, reporting back at the next meeting.

The Clerk read an email from Jill Burgess asking the Councillors to provide their ADPC Fete information, ready for display, by the 20th July at the latest.

Alastair Whetstone asked if the PC could sell the laptop which is currently stored at his home. The laptop is currently not used and could raise revenue for the PC. **ACTION: The Clerk will investigate the legality of selling/loaning out the laptop with WALC.**

10. QUESTIONS FROM THE PUBLIC: None

11. DATE OF NEXT MEETING – 13th Aug, 3rd Sept, 1st Oct, 5th Nov, 3rd Dec.
Extraordinary planning meeting dates at 7.30pm Reading Room: 25th June, 16th July, 27th Aug, 17th Sept 15th Oct, 19th Nov, 17th Dec. **Agenda posting** : 25th June, 6th Aug, 24th Aug, 26th Sept, 28th Oct, 26th Nov.

The meeting closed at 9.25pm.