# Minutes of Ordinary meeting of Avon Dassett Parish Council
# Monday 4th September 2017 at The Reading Room.

The meeting commenced at 7.30pm.

1) APOLOGIES: Councillor John Feilding, Councillor Chris Williams.

   Present: Trevor Gill (Chairman), Mike Blakeman, Darrell Muffitt, Martyn Heard, Liz Hirst, Clerk (Helen Hide-Wright).

   Four members of the public were present.

2) DECLARATION OF INTERESTS: None.

3) CONFIRM MINUTES OF LAST MEETING: The minutes were accepted by the Councillors: Proposed: Mike Blakeman, seconded: Liz Hirst.

4) QUESTIONS FROM THE PUBLIC: None at this point of the meeting.

5) MATTERS ARISING: Trevor Gill recapped on actions from the last meeting:

   - The Clerk has contacted the police regarding attending a village event and this will be progressed by the Avon Dassett Community Benefit Society.
   - The casing to house the defibrillator has now been fixed to the wall on the outside of The Reading Room and the Parish Council would like to thank the Dave Hirst for installing the cabinet.
   - The ring fenced funds in respect of the purchase of the new tables for the Reading Room have been transferred to the current account
   - The landowners have been contacted regarding the cutting back of the verges opposite The Old Rectory. Some of the work has been completed and we have been assured that the remainder will be done in the near future. The Parish Council would like to thank the landowners for their co-operation

   Community

   a) Burial Ground: Nothing to report.

   b) Community Policing/Neighbourhood Watch

   c) Playground – (weekly inspection reports): One of the wooden rails is awaiting repair (Trevor Gill will attend to this).

      Liz Hirst asked whether the PC could/ WALC Neighbourhood planning guide should apply for a grant from a scheme associated with the Harbury housing development, in order that we can install some play equipment for the use of older children in the playground. The Parish Councillors agreed that it was worth investigating the grant further. **ACTION: Liz Hirst to enquire about the Harbury Scheme and to find out what equipment will be needed and report back to the PC.**

      Trevor Gill commented that the totem pole needs some attention as it is rotting at the base. Liz Hirst will speak to Dave Hirst to establish what is required. **ACTION: Liz Hirst to ascertain what work is required on the totem pole and report back to the PC.**

   d) Superfast Broadband: Trevor Gill has spoken to Chris Williams and the Broadband team with a view to setting up a meeting to discuss how the service can be improved for the remaining properties at Bitham Hall and the top end of the village. A member of the public confirmed that BT have quoted around £15-19k for a connection to be installed in respect of the remaining properties in The Carrow. A further meeting with BT is planned for 5 September after which he will contact the Broadband team.

   e) Post Office: Mike Blakeman confirmed that the storage room is still required by the Post Office.

   f) Village Communications and website: Nothing to report.

   g) Defibrillator: The defibrillator cabinet has been installed and the unit will arrive soon. Training dates are being sought.

   h) Audit: The external audit has been completed by Grant Thornton and returned to the Clerk. The closure notices have been posted up.

   i) Installation of final window in Reading Room: Trevor Gill has been trying to progress the installation of the final window for the Reading Room. The installers commented that the quotation did not include 6 windows

but 5. Trevor Gill has checked the quotation which clearly states it is for 6 windows. The manufacturer has stated that unless a further sum of circa £300 is paid, the final window will not be installed. The sixth window could not be installed at the time the other 5 windows were fitted as there was an issue with the electricity supply and they had agreed to come back to fit the window when this was resolved. **ACTION: Martyn Heard to speak to installers to chase up the final instalment. Clerk to locate invoices, quotations etc. and circulate to PC.**

j) Notice Board: The Clerk outlined the need to replace the noticeboard outside the Reading Room which needs to be waterproof and lockable. Quotes are required for free standing and on the wall. **ACTION: Clerk to research replacement notice board.**

Roads: Traffic, Roads and Drains: Liz Hirst relayed the report of water coming through and it appears to be a spring. Residents can contact Severn Trent to report suspected water leaks, for investigation.

k) Speed limits: Debbie Poynton has been contacted re the speed limits and the recommendation was to attend the next Community Forum. **ACTION: Trevor Gill to attend a future meeting to raise the issue of speeding on the approaches to the village.**

Environment/Maintenance

l) Green areas: The contract will expire in a few months and tenders for the work in 2018 will be sought. **ACTION: Clerk to revisit this and ensure that the specification for the work required is up to date and then to progress.**

m) Reading Room: Once the telephone kiosk has been removed from outside the Reading Room Trevor Gill will arrange with Dave Hicks for the undergrowth outside the Reading Room to be cleared.

Communication/Administration

6) COUNCIL REPORTS

**County Councillor's Report: Chris Williams**

**1.** **Finance –** Now that the summer vacations are behind us, work on all fronts proceeds with preparing the budget. This report has to be drafted by December and the issues concerning allocation of funding from central government still has to be resolved. As far as Children's Centres are concerned, to date the consultation has generated a significant number of responses (over 1,000) and we anticipate more in the final days before the consultation ends next week. Clearly the Council will need to ensure that sufficient time is given to a full and careful analysis of all the responses before any proposals are put forward. These responses will be considered for proposals to be made by the Cabinet at their meeting on 9th November 2017. This meeting will be a month later than that originally proposed. There has been a series of meetings throughout the county for local people to put their views forward and, of course, all of these responses will have to be considered when preparing our final proposals.

**2.** **Community Grant Scheme –** This scheme is to provide small sums of money to any organisation which would benefit from this scheme. I must stress that it is not appropriate for Parish Councils to make claims under this scheme. The closing date for this scheme is 30th September 2017.

**District Councillors Report: John Feilding**

August has been quite, although we did have a planning East committee meeting.

My report will be based around The Overview and Scrutiny Committee meetings in July, most of which I referred to in my July report.

**Orbit**

We met representatives from the Association who dealt with Void lettings. The problem with houses in villages in the Ward are that they will be expensive to bring up to modern insulation standards. Thus, they are selling off these properties and reinvesting in new build or very modern house. These will be on large cost effect developments.

Their Estate services are to be improved but again it is around their more modern larger estates.

Garages; all non-viable sites have been sold as part of the garage review with management of 1,848 garages being transferred to Secure Parking and Storage Company.

I have the name of Orbit's representative if you have any complaints.

I have raised the matter of road signage in the District and I proposed to raise it again on Wednesday as my comments were wrongly reported.

We have had an updated with regards to Oxfordshire Clinical Care Group. Legal proceedings are going ahead with regards to the consultation. This is being headed up Cherwell DC and a provisional date for the hearing is 5 September.

Sorry I cannot be with you but I am having to deal with Planning problem raise by Tysoe Parish Council

7) CORRESPONDENCE – Paper copies circulated at meeting. Emails circulated prior to meeting

8) PLANNING (Declarations of interests):

17/01999/TREE: Bitham Hall. Consent with conditions.

17/02257/FUL: Erection of a new rural worker's dwelling
Mike Blakeman made a presentation (Please see appendix 1) on the application, having reviewed the application. This application hinges on the principle on proving the need for this, for the long term viability of the business. Comment: No Representation. Unanimously agreed.

9) FINANCIAL STATEMENT. A Financial Statement was presented (Please see appendix 2)

Payments:

4.9.17 £ 39.00 Clerk: Expenses

4.9.17 £100.00 Grant Thornton: Audit Fee (Plus VAT)

4.9.17 £ 50.00 Dave Hicks: Clearing front of RR (payment upon completion of work and receipt of an invoice).

4.9.17 £ 5.00 WALC Neighbourhood planning guide

Payments proposed: Trevor Gill, Seconded: Mike Blakeman. Unanimously agreed.

10) Pension: Following recent changes in pension legislation all employers have a legal obligation to provide a pension scheme for employees. The Clerk has identified that an appropriate scheme is the Local Government Pension Scheme which is administered by Warwickshire County Council.

The Clerk has obtained full details of the scheme and these have been circulated prior to the meeting.

It was agreed that the Clerk and Trevor Gill would complete the necessary application form and then circulate it to councillors for their review prior to it being submitted to Warwickshire County Council.

The pension contributions will be factored into the budget for 2018/19.

Proposed: Darrell Muffitt, seconded: Martyn Heard.

11) MEMBER REPORTS: The Parish Council decided not to hold a separate planning meeting to consider 17/02413/LBC. The Clerk advised that this would default to a "No Representation," comment. Report prepared by Mike Blakeman is attached in Appendix 3.

**Action: Darrell Muffitt agreed to write to Jeremy Wright re Superfast Broadband.**

12) DATE OF NEXT MEETINGS: 9th Oct, 6th Nov & 4th Dec.

The meeting closed at 8.30pm.

Appendix 1

**PLANNING APPLICATION 17/02257/FUL**

**Erection of new rural worker's dwelling**

**Former Horse Arena, Dassett Fields, Dassett Road, Avon Dassett**

**Summary**

The application is for the erection of a single dwelling on the former horse arena as part of the existing equestrian centre at Dassett Fields.

**Observations**

- The application includes a comprehensive ecological assessment, ecological appraisal, arboricultural statement and heritage statement for the proposal as well as a design and access statement and a planning statement
- The application site is not within the designated green belt and is not situated within a conservation area or ANOB
- The application site lies within the Ironstone Hill Fringe Special Landscape Area included as part of the Local Plan
- The principle house and pavilions are listed (Grade II* and Grade II) and the land to the east is a Registered Park or Garden of Historic Interest around Farnborough Hall

**The Proposal**

- Although described as a single storey "workers" dwelling it is in fact 3-bedroom two storey dwelling with one bedroom and a "study /playroom" in the steeply pitched roof space
- The planning background is complicated and essentially comes down to the justification of the need for a new worker's dwelling on site to ensure the long-term vitality of the rural business
- The dwelling is for the manager of Dassett Eventing, the owner's daughter and her husband who currently reside in the main farmhouse and want to have their own private accommodation.
- The arguments state that it is impractical to alter the existing farmhouse and any alterations could adversely affect the integrity of the listed farmhouse.
- There are numerous statements seeking to support the application but the fundamental issue comes down to the functional need for the dwelling to enable the manager and her family to remain on site to ensure the success of the eventing business.

6.03 The Stratford-on-Avon Core Strategy sets out the distribution of development based on a pattern of balanced dispersal, in accordance with the wide range of sustainable locations across the District as set out in Policy CS.15. The site is located within the countryside and therefore Policy AS.10 Countryside and Villages applies. The Policy sets out that to help maintain the vitality of rural communities and a strong rural economy, provision will be made for a wide range of activities and development in rural parts of the District. Residential development within the countryside is considered acceptable in principle subject to various restrictions. Most relevant to this proposal are parts (i), (n), (r) and (s) of Policy AS.10. Part (i) allows for a permanent dwelling for occupation by a person engaged in an agricultural operation or other form of use that can only reasonably be carried out in the countryside, subject to a functional need being established. Part (n) allows for an extension to a business in its established location, particularly if it would be unreasonable to expect the business to relocate. Part (r) allows for development of equine and equestrian-related activities, and part (s) supports small-scale tourism, visitor accommodation and leisure based uses, including sport and recreation, particularly those which would help provide local employment and support rural services.

**Conclusions**

- The proposal has been carefully considered in respect of minimising the impact of the proposed dwelling on both the historic farmhouse and the surrounding landscape
- The dwelling will not be visible from the wider landscape
- There is no justification for a single dwelling on the site other than for a dwelling for occupation by an essential worker engaged in the business as 6.03 (i) above

- The applicants have provided an “Independent” Appraisal of Essential Need for Dwelling which concludes:

**9.0 Conclusion**

9.1 The particular enterprise being run at Dassett Fields, Dassett Eventing, creates an essential need for supervision at all times that fulfils the functional test and justifies the need for a manager’s dwelling.

9.2 The financial test is clearly fulfilled. The long term viability relies on the skill and expertise of the manager, Kate Rocher-Smith.

9.3 In my opinion, a dwelling is essential, not only in terms of supervising the eventers and ensuring their welfare, but is also crucial in terms of ensuring the long-term viability of the business.

- SDC in their pre-application advice indicated the need for a financial justification in support of the application:

A functional assessment has been submitted with the pre-app and this concludes that there is an essential need for supervision at all times that justifies the need for a manager’s dwelling. If an application was submitted for the proposed dwelling this functional justification would be sent out to external consultants to confirm that a functional need for an additional dwelling had been established. They would also comment on whether the financial test had been met and therefore accounts information should be submitted with a planning application (this information would be treated as confidential). I am concerned that insufficient information has been submitted with regard to why the existing dwelling on the site cannot meet the functional need of the business through subdivision and I consider that further information could be provided.

- It is debatable as to whether sufficient information has been provided and it is not apparent whether accounts have been submitted. SDC also indicated that they would commission an independent assessment of the financial justification of the need for a manager’s dwelling and the Parish Council may choose to defer to this independent assessment and make no representation.

Mike Blakeman
3 September 2017

Appendix 2

Appendix 2: FINANCIAL STATEMENT Sept 2017, Avon Dassett Parish Council:

**Balance at close of business 31 August 2017**

| | | |
|---|---|---|
| Current Account | £ 5,842.65 | |
| Savings Account | £ 12,330.56* | Ring fenced funds and interest received. |

**Bank Transactions**

**Current Account**

| Date | Description | Chq/SO/DD/TFR/FPI | In | Out |
|---|---|---|---|---|
| 8 August 2017 | Transfer from Deposit | TFR | 272.94 | |
| 9 August 2017 | Transparency Fund | FPI | 393.65 | |
| 16 August 2017 | WDC Creditors | BGC | 200.00 | |
| 21 August 2017 | nPower | DD | | 28.00 |
| 29 August 2017 | Helen Hide-Wright | TFR | | 324.51 |

**Deposit Account**

| Date | Description | In | Out |
|---|---|---|---|
| 8 August 2017 | Transfer To Current | | 272.94 |
| 9 August 2017 | Bank Interest | 0.52 | |

**Payments Authorised From The Meeting**

| Date | Description | Amount |
|---|---|---|
| 4 September 2017 | Clerk:Expenses | 39.00 |
| 4 September 2017 | Grant Thornton: Audit Fee | 120.00 |
| 4 September 2017 | Dave Hicks: Clearing front of The Reading Room | 50.00 |
| 4 September 2017 | WALC Neighbourhood planning guide | 5.00 |

**New Balances for Ring Fenced Funds:**

| Description | Amount |
|---|---|
| Neighbourhood Watch | £ 185.00 |
| St John's Steps appeal Funds | £ 86.19 |
| I.T. Equip & Software | £ 544.37 |
| Play area lease | £ 200.00 |
| Reading Room Maintenance | £ 8,310.00 |
| Playground | £ 250.00 |
| Parish Plan | £ 2,000.00 |
| Village Cemetery | £ 275.00 |
| Village Maintenance | £ 230.00 |
| Defibrillator | £ 250.00 |
| **Total** | **£12,330.56** |

Appendix 3

# AVON DASSETT PARISH COUNCIL

**PLANNING APPLICATION 17/02412/FUL and 17/02413/LBC**

**Flat 5, Bitham Hall, Church Hill, Avon Dassett, CV47 2AH**

## Summary

- The application is a Full Planning Application and Listed Building Consent for the construction of a timber cabin within the grounds of Bitham Hall for the use of the occupants of Flat 5

The applications can be viewed at:
https://apps.stratford.gov.uk/eplanning/AppDetail.aspx?appkey=OUBIZSPMM6X00
https://apps.stratford.gov.uk/eplanning/AppDetail.aspx?appkey=OUBIZXPMM6Y00

## Observations

- The applications are for a small timber cabin located within the grounds of Bitham Hall.
- The cabin has been carefully sited within the wooded area to the south of the former croquet lawn in order to minimise the visual impact of the cabin both in terms of the views from Bitham Hall to the West and the views of Bitham Hall from the wider landscape.
- A separate application has been made to undertake works to the adjacent trees in order to minimise the impact of the cabin on the adjacent mature trees and shrubs
- The proposed cabin has the agreement of the Bitham Hall Management Committee.

### Conclusions

- The proposed cabin will have a minimal impact on the existing landscape and the views to and from Bitham Hall.

### Recommendation

It is a matter for the Parish Council as a whole to decide on the merits or otherwise of this application. My recommendation is to **No Representation**

Mike Blakeman
Vice-Chairman
Avon Dassett Parish Council
04 September 2017

Appendix 4

Grant Thornton

Grant Thornton UK LLP

# Invoice

| | |
|---|---|
| No. | 8733009 |
| Account no. | A00100094/327164 |
| Our ref. | 8733009 |
| Your ref. | WKS014 |
| Our VAT no | GB 835 5861 02 |
| Tax point | 8 September 2017 |

Avon Dassett Parish Council
The Reading Room
Avon Dasset
Southam
Warwickshire
CV47 2AL



| | VAT rate | £ |
|---|---|---|
| Fee in respect of the 2017 Annual Return | 20.00% | 100.00 |
| | | 100.00 |
| Total VAT | | 20.00 |
| Invoice total | | £120.00 |

**This invoice is due for payment on presentation. For all forms of payment please quote your account number.**

**Please remit by BACS to :**
Bank : Barclays Bank Plc
A/c name : Grant Thornton UK LLP
Sort Code : 201139
Account no.: 00811297
IBAN : GB31 BARC 2011 3900 8112 97
Swift Code : BARCGB22

**Please send cheques to :**
Grant Thornton UK LLP
300 Pavilion Drive
Northampton Business Park
Northampton
NN4 7YE

**For payment queries :**
Tel : +44 (0)161 953 6345
Email : alison.rowarth@uk.gt.com

Payment by credit/debit card accepted either online or over the phone. Please contact person above.

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| | |
|---|---|
| Name | Avon Dassett Parish Council |
| Account no. | A00100094/327164 |
| Our ref. | 8733009 |
| Tax point | 08-September-2017 |

**Invoice**

Amount £120.00

Warwickshire and West Midlands
**Association of Local Councils**
(Affiliated to the National Association of Local Councils)

WRCC/WALC, Warwick Enterprise Park, Wellesbourne,
Warwickshire CV35 9EF Telephone: 01789 472617
enquiries@walc.org.uk Website: www.walc.org.uk

Representing and Advising
Town and Parish Councils

**To:**

Ms Helen Hide-Wright
Avon Dassett Parish Council
12 Meadow Way
Fenny Compton
Southam
Warwickshire
CV47 2WD

## INVOICE

**Invoice Number:** ***WTP-051-21***

**Invoice Date:** 25 August 2017

**Description of Service/Goods**

| Item | Quantity | Unit Cost | Total |
|---|---|---|---|
| Good Councillors Guide to Neighbourhood Planning | 1 | £5.00 | £5.00 |
| Delivery cost | | | £0.00 |
| | | **Total amount due** | **£5.00** |

***Notes:*** *despatch date* 25 August 2017
*Will send both copies together*

**Payment terms 30 days from date of invoice**

**Please send this remittance advice with your payment**
**Payment details:** Cheques payable to 'WALC'
BACS to Unity Trust Bank account number 20369462, sort code 60-83-01
**Quoting the invoice number 1718-*051-21***

**REMITTANCE ADVICE**

**Invoice Number:** ***WTP-051-21***
for Good Councillors Guide to Neighbourhood Planning
**Invoice Date:** 25 August 2017
**To:** Avon Dassett Parish Council
**Total amount due:** **£5.00**

PAYABLE WITHIN 30 DAYS OF INVOICE DATE

**Clerk Expenses: Sept 2017**

| Month | Phone | Mileage | Stamps | Misc |
|---|---|---|---|---|
| June | Already claimed | 8 | | |
| July | £15 | 4 | | |
| Aug | £15 | 8 | | |
| Totals | £30 | £9 | 0 | 0 |

Includes mileage to 18.8.17

**Total £39.00**