**Minutes of Ordinary Meeting of Avon Dassett Parish Council**
**Monday 18th December 2017, 7.30 pm at The Reading Room.**

The meeting commenced at 7.30pm.

1) APOLOGIES: Darrell Muffitt, Martyn Heard. Apologies were accepted.

Present: Trevor Gill (Chairman), Mike Blakeman, Liz Hirst, Clerk (Helen Hide-Wright), Councillor Chris Williams, Councillor John Feilding.

2) DECLARATION OF INTERESTS: None.

3) CONFIRM MINUTES OF LAST MEETING: The minutes were accepted by the meeting and signed and dated by Trevor Gill.

4) QUESTIONS FROM THE PUBLIC: None.

5) MATTERS ARISING: Email communication for Cotswold Conservation Board is outstanding and will be dealt with by TG. Dates from Angela Lloyd regarding street cleaning are still being sought. Patch Byrne will deal with the clearing of the leaves and a date is awaited for that work. The new mowing contractor has been appointed. Clerk to chase receipt from Royal British Legion for the remembrance wreath.

6) Adoption of New Councillor Code of Conduct.

The Parish Councillors had reviewed the new Code of Conduct and unanimously decided to adopt the Councillor Code of Conduct adopted by Stratford upon Avon District Council on 16th October 2017, so as to replace ADPC's existing code of conduct. The relevant forms will be signed by Trevor Gill, Mike Blakeman, Darrell Muffitt, Martyn Heard and Liz Hirst. **ACTION: Clerk to send signed forms to SDC.**

Community The stocks, outside the pub have been removed for renovation.

a) Burial Ground: Nothing to report.

b) Community Policing/Neighbourhood Watch: Nothing to report.

c) Playground – (weekly inspection reports): Liz Hirst reported that moss is appearing between the soft matting beneath the slide and creating a slippery surface. **ACTION: Parish Council to investigate.**

d) Superfast Broadband: Jeremy Wright, MP has responded to the letter from ADPC and has sought information from the relevant agencies.

e) Post Office: Nothing to report.

f) Village Communications and website: Nothing to report.

g) War Memorial: Trevor Gill attended a workshop. The organisers are trying to obtain a comprehensive list of war memorials. There is grant funding for the renovation and cleaning of war memorials. The first stage is to register for Grade II listing. Trevor is seeking information about the history of the memorial with the aid of Avon Dassett History Group.

h) Sale of cricket field: The field is currently for sale and a discussion took place regarding the various options available to try to ensure that the field is secured for the benefit of the village. The Parish Council is watching developments closely and will take actions that are appropriate to try to ensure ensure that the field is secured for the benefit of the village

Roads: Traffic, Roads and Drains (Church Hill). The sign at the top of the hill has been replaced.

There has been a complaint about the possible use of industrial grade herbicide on vegetation alongside a public footpath.

Lights number 4 and 8 have been reported a faulty. Light number 8 has been repaired. No 5 was repaired in error and the repairs to No 4 are being expedited.

A quotation will be sought for a light on a timer, outside the Reading Room in order to illuminate the pavement.

Environment/Maintenance

i) Reading Room: Notice Board/Refurbishments at RR (Grant). Nothing to report.

Communication/Administration

7) COUNCIL REPORTS:
County Councillor Chris Williams (Appendix 1).
District Councillor John Feilding (appendix 2).

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

9) Data Protection Course. The Chairman and Clerk attended a course in November. It is proposed to appoint the Clerk as the Data Officer for the PC.

10) PLANNING (Declarations of interests):

Decision: 17/02257/FUL Dassett Arena: REFUSAL

11) FINANCIAL STATEMENT – Appendix 3.

| | | | |
|---|---|---|---|
| Payments: | 18.12.17 | WALC Cemetery Mgt | 30.00 |
| | 18.12.17 | T. Gill (Microsoft Office for laptop) | 67.48 |
| | 18.12.17 | Dave Hicks (planting of tubs) Inv 11.8.17 | 133.60 |
| | 18.12.17 | Hide-Wright (Nov Expenses) | 24.00 |
| | **Total Payments** | | **255.08** |

Debit Card Application: Trevor Gill explained that on occasion the Chairman and the Clerk are funding various items and claiming back on expenses. It was proposed to apply for a debit card for such purchases and for annual subscriptions. There would be a limit on expenditure with the card which is to be decided and recorded in the Financial Standing Orders. Proposed: Trevor Gill, Seconded: Mike Blakeman, unanimous.

Budget 2018-2019. The budget was recirculated and approved at the meeting. (Appendix 4). The precept request form has been received and will be completed by the Clerk using the figures from the budget.

12) MEMBER REPORTS:

13) DATE OF MEETINGS in 2018: 22nd January, 5th March, 9th April, 14th May, 4th June, 2nd July, 3rd Sept, 1st Oct, 5th Nov, 3rd Dec 2018.

The meeting closed at 8.30pm.

Appendix 1.

**Avon Dassett Parish Council 18th December 2017**
**County Councillor's Report**

**County Council Activities –** This has been a remarkably quiet period at the County Council with the main thrust being on preparations for next year's budget. There have been no issues that have a direct influence on the Parish of Avon Dassett.

**Children's Centres –** As I reported last month, consultation has ended and the Cabinet endorsed the report. In effect, Chnildren's Centres are being reorganised to face the issues that are of greatest concern. In essence, the responsibility for Children's Centres has been expanded to ensure that the age range is now up to 19 years of age when previously the impetus was on the under 5s. Most of the work by Children's Centres is conducted by outreach work. Very few Children's Centres are being closed and others are being changed. For example, from one and a half hours per week to more realistic opening hours. I can assure you that the Lighthorne Heath Centre will continue.

**Home to School Transport -** The consultation on revised conditions for this service has now ended and is being analysed. No changes are envisaged until 2019 but personally, I believe, the safety criteria are being too liberally interpreted.

**Healthwatch** – A bit of good news is that there is now a new website for Healthwatch Warwickshire. The website provides information and advice about access to local health and social care services as well as signposting to other organisations. It also provides practical advice if you need to make a complaint. The contact details are info@healthwatchwarwickshire.co.uk

**Winter Transport Readiness** – With the start of snowy conditions and an icy winter, I am pleased to report that Warwickshire has an adequate supply of salt and grit to meet demands and this service has already been well used over the past weekend. If you do have any grit bins it might be worthwhile checking that they are full. These bins will be restocked free of charge on request. With the bad weather we experienced between 9th – 12th December all 29 gritters were used, a total of 6,000 miles covered and a total of 900 tonnes of grit were distributed. This represents 46% of all roads in Warwickshire.

**Cllr Chris Williams**
**Member for Kineton & Red Horse Division - WCC**
**17.12.2017**

Appendix 2.

Cllr Feilding Report 18 December 2017

Report on Overview and Scrutiny Committee

**Severn Trent** briefing from Severn Trent on water supply for Stratford-on-Avon District.

The Water Resource Management Plan (WRMP), spanning 25 years, was outlined and highlighted a number of challenges that required to be addressed in order to maintain reliable, affordable and sustainable water supplies, which was seen as a huge change and an enormous challenge. The current usage was approximately one third each of river extraction, stored water (reservoir) and in-ground water. In order to meet the Water Framework Directive objectives, a reduction on reliance on certain sources would need to be considered along with changes to the balance of use between ground water and surface water. The draft WRMP would be submitted to the Secretary of State in December this year, and be published for full consultation in January 2018. The output from the WRMP would inform the five year business plan.

**Shakespeare England**

Helen Peters Chief Executive of Shakespeare's England.

Gave an update on this Limited Company that represent members tourism in Warwickshire. I am concern about smaller historical events in the county. Also, I raised the matter of tourism in the area partially B&B etc

**Orbit**

There suddenly demand for mowing serves charges in the district; I have requested that they are interviewed by the committee.

**Horton Hospital**

We are still waiting for the results of the Judicial Review.

**CIL (Community Infrastructure Levy**)

Comes into force from the 1 February. SDC will be charging developer the levy

**Data protection**

This should be applied in May 2018

Appendix 3. FINANCIAL STATEMENT December 2017, Avon Dassett Parish Council:

**Balance at close of business 30 November 2017**

| | | |
|---|---|---|
| Current Account | £ | 9,340.04 |
| Savings Account | £ | 12,832.12* Ring fenced funds |
| and interest received. | | |

**Bank Transactions**

| **Current Account** | | **Chq/SO/DD/TRF/FPI** | **In** | **Out** |
|---|---|---|---|---|
| 6 Nov 17 | Transfer to Deposit A/C | TRF | | 500.00 |
| 6 Nov 17 | Hide-Wright Nov Exp | TRF | | 60.99 |
| 6 Nov 17 | Frank Mann Farmers | TRF | | 147.60 |
| 6 Nov 17 | T. Gill Data Protection Course | TRF | | 45.00 |
| 16 Nov 17 | T Gill ADPC laptop | TRF | | 548.00 |
| 20 Nov 17 | Npower | DD | | 28.00 |
| 21 Nov 17 | Hide-Wright Nov Salary | TRF | | 324.51 |

| **Deposit Account** | | **In** | **Out** |
|---|---|---|---|
| 6 Nov 17 | Transfer from Current A/C | 500.00 | |
| 9 Nov 17 | Interest | 0.53 | |

**Payments Authorised From The Meeting**

| | | |
|---|---|---|
| 18.12.17 | WALC Cemetery Mgt | 30.00 |
| 18.12.17 | T. Gill (Microsoft Office for laptop) | 67.48 |
| 18.12.17 | Dave Hicks (planting of tubs) | 133.60 |
| 18.12.17 | Hide-Wright (Nov Expenses) | 24.00 |
| **Total Payments** | | **255.08** |

**New Balances for Ring Fenced Funds:**

| **Description** | **Amount** |
|---|---|
| Neighbourhood Watch | £ 185.00 |
| St John's Steps Appeal Funds | £ 86.19 |
| I.T. Equip & Software | £ 545.93 |
| Play area lease | £ 200.00 |
| Reading Room Maintenance | £ 8,810.00 |
| Playground | £ 250.00 |
| Parish Plan | £ 2,000.00 |
| Village Cemetery | £ 275.00 |
| Village Maintenance | £ 230.00 |
| Defibrillator | £ 250.00 |
| **Total** | **£12,832.12** |

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# Appendix 4. Budget

**AVON DASSETT PARISH COUNCIL**

| | Explanatory Note | 2016 - 2017 Budget Figures | 2017 - 2018 Budget Figures | 2018-2019 Budget Figures | Variance | |
|---|---|---|---|---|---|---|
| **Receipts** | | | | | | |
| Precept | | 11100 | 13050 | 15360 | 2310 | 15.04% |
| Bank Interest | | 0 | 0 | 0 | 0 | 0.00% |
| Burial Ground | | 0 | 0 | 0 | 0 | 0.00% |
| Miscellaneous - Funds From Village Functions | | 0 | 0 | 0 | 0 | 0.00% |
| Hire of Reading Room, car park etc | | 0 | 0 | 0 | 0 | 0.00% |
| Mowing Refund From Stratford District Council | | 0 | 0 | 0 | 0 | 0.00% |
| Election Fees Re The Use Of The Reading Room | | 0 | 0 | 0 | 0 | 0.00% |
| VAT Reimbursement | | 0 | 0 | 0 | 0 | 0.00% |
| **TOTAL RECEIPTS** | | **11100** | **13050** | **15360** | **2310** | 15.04% |
| **Payments (Annual expenses)** | | | | | | |
| Reading Room | | 0 | | | | |
| Reading Room: Cleaning | | 165 | 180 | 0 | (180) | 0.00% |
| Reading Room: Electricity Supply | Increase in line with current direct debit | 600 | 300 | 350 | 50 | 14.29% |
| Reading Room: Maintenance | | 1400 | 1000 | 1300 | 300 | 23.08% |
| Reading Room: Rates | Histroically rates vaived by SDC | 100 | 100 | 0 | (100) | 0.00% |
| **Total Reading Room** | | **2265** | **1580** | **1650** | **70** | 4.24% |
| **Administration** | | | | | | |
| Staff costs: | | | | | | |
| Clerk's Pay | Increase in hours for additionl duties and to cover pay rise due in 2018 | 3250 | 4000 | 4250 | 250 | 5.88% |
| Clerk's Pension | Legislation requirement | 0 | 0 | 1000 | 1000 | 100.00% |
| Administration expenses | General increase in costs of printing etc | 470 | 470 | 600 | 130 | 21.67% |
| ADPC Training | Additional legislation will lead to more training requirements | 100 | 250 | 300 | 50 | 16.67% |
| Audit Fees | Expected increase in nationally agreed audit fees | 200 | 200 | 300 | 100 | 33.33% |
| Data Protection | Legislation requirements. Extact figure unknown but at present £35pa | 0 | 0 | 50 | 50 | 100.00% |
| Election Fees | | 0 | **0** | **0** | 0 | 0.00% |
| Councillors' expenses | | 0 | 0 | 0 | 0 | 0.00% |
| WALC subscriptions | Expected increase in membership fee | 100 | 100 | 110 | 10 | 9.09% |
| Insurance | Prudent to expect an increase | 935 | 600 | 650 | 50 | 7.69% |
| **Total Administration** | | **5055** | **5620** | **7260** | **1640** | 22.59% |
| **Village Maintenance** | | | | | | |
| Street Light Maintenance | | 0 | 0 | 0 | 0 | 0.00% |
| Street Light Electricity Supply | | 892 | 750 | 750 | 0 | 0.00% |
| Village Maintenance & Mowing | Additional work to collect the grass as required by residents | 1800 | 2500 | 3000 | 500 | 16.67% |
| Tubs Etc | | 0 | 250 | 250 | 0 | 0.00% |
| **Total Village Maintenance** | | **2692** | **3500** | **4000** | **500** | 16.67% |
| **Playground** | | | | | | |
| Playground Lease | | 0 | 100 | 100 | 0 | 0.00% |
| Playground Equipment and Repairs | Repairs required to some equipment | 0 | 250 | 500 | 250 | 50.00% |
| Playground General Maintenance | | 150 | 250 | 250 | 0 | 0.00% |
| **Total Playground** | | **150** | **600** | **850** | **250** | 29.41% |
| **Communications & IT Expenditure** | | | | | | |
| Avon Dassett Parish Council Website | | 800 | 400 | 400 | 0 | 0.00% |
| Communications & Surveys | | 0 | | | 0 | 0.00% |
| IT Software, Hardware and Consumables | Possible IT equipment required. To include printer cartridges | 0 | 200 | 300 | 100 | 33.33% |
| **Total Communications & IT Expenditure** | | **800** | **600** | **700** | **100** | 14.29% |
| **Miscellaneous** | | | | | | |
| Coffee Morning Expenses & Xmas Gathering | | 138 | 150 | 150 | 0 | 0.00% |
| Other - Section 137 | | 0 | 0 | 0 | 0 | 0.00% |
| Defibrillator | New expense for village facility | 0 | 0 | 250 | 250 | 25000.00% |
| Community Projects | | 0 | 1000 | 500 | (500) | 0.00% |
| **Total Miscellaneous** | | **138** | **1150** | **900** | **(250)** | -27.78% |
| **Total Payments** | | **11100** | **13050** | **15360** | **2310** | 15.04% |