**Minutes of Ordinary Meeting of Avon Dassett Parish Council**
**Monday 7th August 2017, 7.30 pm at The Reading Room.**

The meeting commenced at 7.30pm. 

1) APOLOGIES: (with acceptance of apologies). Liz Hirst, Chris Williams, John Feilding. Apologies were accepted.

   Present: Trevor Gill, Mike Blakeman, Darrell Muffitt, Martyn Heard, Clerk: Helen Hide-Wright. Member of the public.

2) DECLARATION OF INTERESTS: None.

3) CONFIRM MINUTES OF LAST MEETING: The minutes were accepted by the Parish Councillors.

4) QUESTIONS FROM THE PUBLIC: The member of the public addressed the Parish Council with details of a planning application, explaining the background to an application. The Parish Council advised that a special meeting had recently been held to consider the application and the comment had been submitted (which were confirmed as being on the PC website). The agenda for that meeting had been displayed on both noticeboards, on the PC and Village websites and also gone out via the village website.

5) MATTERS ARISING:

Community

a) Burial Ground: Nothing to report.

b) Community Policing/Neighbourhood Watch: Darrell Muffitt raised the issue of thefts. The Clerk commented that there appears to be an increasing number of thefts, including car thefts noted within the crime reports. **ACTION: Clerk to contact Police team to establish whether they can visit AD to advise residents.**

c) Playground – (weekly inspection reports): Trevor Gill confirmed that the baby swing has been replaced. One rail of the fence has been broken and will be repaired shortly.

d) Superfast Broadband: A letter will be sent to Jeremy Wright, MP to see what can be done to improve service to all of the properties within the village. The Clerk had circulated an email from the Superfast Broadband Team seeking to work closely with Parish Councils. It was decided to explore providing feedback through this route to try to secure service to the remaining properties in the village.

e) Post Office: There continue to be intermittent problems with service provision due to broadband.

f) Village Communications and website: A proposal has been received from Sarah Richardson regarding the communications policy. Appendix 1.

   The Community Benefit Society was highlighted in Banbury Guardian.

g) The Avon Pub: The purchase has gone through. The item will be removed from the PC agenda now that ownership has been settled.

h) Defibrillator and grant: **ACTION: Clerk to contact Dave Hirst and organise the installation of the housing unit.**

i) Audit: The papers were sent off to Grant Thornton and no further information has been received.

j) Installation of final window in Reading Room: Trevor Gill has been dealing with the matter and will report to the next meeting.

k) New Tables for Reading Room: New tables have been received. The old tables are being stored by Dave Hicks. They are available for use, if required. The finance for those tables is coming out of the St John's Funds. Diane Biddlestone and Lily Hope Frost approved of this move. **Action: Clerk to move £272.94 from St John's Fund ring fenced funds to current account.**

l) New bench: The bench has arrived and will be installed, close to the Nature Area.

m) Electricity contract renewal: It was decided to renew with Npower. The Clerk was given authority to sign the contract renewal papers.

Roads: Traffic, Roads and Drains.

n) Speed limits: The B4100 speed limit has dropped to 50 mph. The PC has noted that the road coming from AD onto the B4100 is derestricted. This has been raised with Chris Williams and Debbie Poynton who has recommended that the matter is raised with the Police to see their view on the matter as well as attending the Community Forum to raise the issue. **ACTION: Clerk to contact Debbie Poynton to explore what can be done about this matter.**

Darrell Muffitt raised the issue of blocked drains and road cleaning. **ACTION: Clerk to contact Highways and Streetwise and ask for the next dates for street and drain cleaning.**

Environment/Maintenance

o) Green areas: The overgrown verge, on the left, going up the hill is encroaching the highway and causing significant safety issues. **ACTION: Clerk to contact landowners and ask them to cut the foliage back.**

p) Reading Room: Clearing plants from front of RR - £50. This was approved by the Parish Council. Proposed: Trevor Gill, seconded: Mike Blakeman, unanimously approved.

Communication/Administration

6) WEBSITE TRAINING AND MAINTENANCE: Trevor Gill has secured funding, via the Transparency Fund for this. He will provide training to the Clerk to manage the website.

7) COUNCIL REPORTS: Appendix 2 and 3.

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

9) PLANNING (Declarations of interests):

Decisions: None

Extraordinary Planning meeting: Meeting held on 27 July 2017 to discuss applications 17/01284/FUL & 17/01284/LBC - Object was submitted for both applications on 30 July 2017. Full details are available on the PC website.

10) FINANCIAL STATEMENT. Payment for MFM Invoice 1830 £388.80 on 3rd July 2017.

Financial Statement and invoices: Appendix 4.

Emergency Payments 11th July 2017 (for replacement of swing seats and tables). £25, £25, £25, £325.50 & £197.94

1st Quarterly Review: Appendix 4.

11) Member Reports: Mike Blakeman raised the details of the email from a resident who wrote to the PC about parking issues during the Open Gardens event. The Parish Council advised that the Parish Council can try to help local organisations but does not have powers regarding parking of cars.

12) DATE OF NEXT MEETINGS: 4th Sept, 9th Oct, 6th Nov & 4th Dec.
The Parish Council will consider moving meeting day to ensure availability for the District and County Councillors.

The meeting closed at 8.30pm.

Appendix 1.

Draft Communications Strategy from Sarah Richardson.

The Parish Council asked a number of questions at their last meeting and some preliminary responses are below:

**Who should be on the working group and who is to chair this body:**
Approaches are being made to key stakeholders and a request for volunteers will go out on website, social media, noticeboards and Compton Chronicle in September. There have already been some positive responses to initial enquiries including from Darrell Muffitt as the parish council representative. A chair will be elected at the first meeting of the group which is likely to be mid-late September

**The terms of reference for the working group:**
A draft will be drawn up in consultation with Darrell for discussion at the first meeting but is likely to include scope of communication use at present, efficiency, effectiveness, future planning/social media, and value for money

**A draft of a survey document, if this is appropriate:**
This will be discussed once the working group is formed.

**How are the results of the survey to be collated:**
There will be an online and paper survey. All responses will be anonymous and will be collated by the working group.

**Who signs off and approves any recommendations:**
The group will prepare a report based on the survey data and other data (eg Google analytics, page subscriptions etc).

The group will produce a paper report (published online and distributed in hard copy to every villager and published in the Compton Chronicle) and have a village event reporting findings which could coincide with a PC meeting or other social occasion. We have experience of this in organising the launch of the Parish Plan and the website launch.

**How do we ensure that any recommendations are implemented:**
We will create a possible action plan based on the report and feedback from the launch event.

**How we can best fund this initiative:**
No funding is required at present. However, as 'best value' is one of the principles we will be reporting on there may be recommendations regarding funding of communications. For more info see: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6002/2003835.pdf

Appendix 2.

**Avon Dassett Parish Council – 7th August 2017**
**County Councillor's Report**

: has been a quiet time at the County Council with the overall political situation creating much uncertainty.

1. **Finance –** The County Council funding mechanism is being reviewed as next year's budget assumed that WCC would retain business rates. However, in the Queen's Speech this option has been rejected for local authorities and consequently the amount of Settlement Grant that is to be allocated to local authorities is unknown at the present time.

   The budget savings agreed by the whole Council in the year 2017/18 budget are being implemented. In particular, the revision of the 0-5 year old provision, a small part of which involves Children's Centres, is causing concerns. The remainder is about Nursery Provision and Child Care generally. There will be a public consultation on this proposal and residents have until the end of September to make comment.

2. **Warwickshire Fire and Rescue Service** – At the full meeting of Warwickshire County Council on 18th July, the Council approved the Integrated Management Plan for the years 2017 – 2020. Warwickshire Fire & Rescue Service is slightly unusual in that it is a department of Warwickshire County Council, rather than a stand-alone Fire & Rescue Service. Over the last 18 months with the pressures imposed on all departments in the County to save costs, the Service has continued to be recognised as one of the pace setters for the quality of service and innovation. I can state now that there are no plans to reduce the number of Fire Stations, or fire engines in the foreseeable future. Interestingly, there has been a fall in the number of fires but an increase in the number of occasions that they have been asked to attend. Road traffic accidents are the single largest occasion when the Fire & Rescue Service has been asked to attend.

   Two mew Fire Stations have been built, one at Gaydon and the other at Southam. There is a move to reduce the size of fire engines from the large six man vehicles to the smaller and faster four man rescue vehicles. A new Fire & Rescue Headquarters will be constructed on a refurbished site at Leamington Spa.

3. **Community Grant Scheme** – This was launched at the end of July and if members have a particular requirement, please let me know.

4. **B4100** – The long-awaited erection of signage legalising the 50mph limit on the B4100 was commenced on Monday 17th July. I have every confidence that when this scheme is completed highway safety will be improved along this road. Unfortunately, the prospect of extending the 30mph speed limit from Avon Dassett to the junction with the B4100 will not meet the required speed limit criteria. The environment is of a rural nature and is outside of the village. Therefore, at the present time, Highways are unable to progress this request.

5. **Highway Safety** – We are currently considering local highway improvement schemes which are usually funded by my own delegated allowance. If you have any ideas that you would like to be considered, please let me know.

**:llr Chris Williams**
**Member for Kineton & Red Horse Division – WCC**
**7.08.17.**

Appendix 3.

Councillor Feilding
Report 7 August 2017

There is little to report this month. At the Overview and Scrutiny Committee Meeting Orbit returned to discuss parking and other matter that do not affect the village. We also had a report from the Environment Agency on flooding and flood protection again not a major problem in the village?

I am looking into Affordable home and Housing Association that can help and run any scheme.

I was told that the was a problem with trees being felled by the Enforcement officer but to date nothing has been reported.

The is also the planning application 17/01284/FUL & 17/01284/LBC that you have refused.

If there is anything can help with please let me know.

Appendix 4: FINANCIAL STATEMENT Aug 2017, Avon Dassett Parish Council:

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

Current Account £ 5,328.57

Savings Account £ 12,602.98* Ring fenced funds and interest received.

**Bank Transactions**

**Current Account**

| Date | Description | Payment Method | In | Out |
|---|---|---|---|---|
| 3 July 2017 | MFM Mowing | Transfer | | £ 388.80 |
| 5 July 2017 | Hire Of The Reading Room | Cash | £ 10.00 | |
| 5 July 2017 | Open Gardens | Chq | £248.00 | |
| 11 July 2017 | Purchase Of Tables For The Reading Room | Transfer | | £ 25.00 |
| 11 July 2017 | Purchase Of Tables For The Reading Room | Transfer | | £ 25.00 |
| 11 July 2017 | Purchase Of Tables For The Reading Room | Transfer | | £ 25.00 |
| 11 July 2017 | Purchase Of Tables For The Reading Room | Transfer | | £ 197.94 |
| 11 July 2017 | Replacement Of Baby Swing In The Playground | Transfer | | £ 325.50 |
| 14 July 2017 | Replacement of The Large Bench In the Village | Transfer | | £ 499.99 |
| 20 July 2017 | nPower | Direct Debit | | £ 28.00 |
| 25 July 2017 | HHW Salary | Transfer | | £ 302.40 |

**Payments Authorised From The Meeting**

| Date | Description | Payment Method | Amount |
|---|---|---|---|
| 7 August 2017 | MFM Mowing | Transfer | £ 147.60 |
| 7 August 2017 | David Hicks – Invoice 18 June 2017 | Cheque | £ 130.80 |

**Deposit Account**

| Date | Description | In | Out |
|---|---|---|---|
| 9 July 2017 | Interest | £ 0.54 | |

**New Balances for Ring Fenced Funds:**

| Description | Amount |
|---|---|
| Neighbourhood Watch | £ 185.00 |
| St John's Steps appeal Funds | £ 359.13 |
| I.T. Equip & Software | £ 543.85 |
| 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** | **£12,602.98** |

30/06/17 QUOTATION.

TO AVON DASSETT PARISH COUNCIL

FROM DAVID HICKS
AVON DASSETT.

CLEAR SHRUBS, ETC FROM
AROUND READING ROOM FRONT
ENTRANCE.
WORK TO BE CARRIED OUT
WITH TREVOR GILL AT A
MUTUALLY AGREEABLE DATE.

TOTAL £50-00

CHALLENGE®

# FRANK MANN FARMERS
## FENCING LANDSCAPING
MICHAEL MANN

TEL 07759 863269 (ANYTIME)

**TO:** **Avon Dassett Parish council** **DATE 31/7/17**

**INVOICE NOS** 1851

| | **INVOICE** | **VAT** | |
|---|---|---|---|
| 19/7/17 | Mow Village, cemetry, play area | y | £123.00 |
| | **Sub TOTAL** | | £123.00 |
| | **VAT** | 20 | £24.60 |
| | **TOTAL** | | £147.60 |

**Please make cheques payable to Frank Mann Farmers**

**Bank Transfer preferred payment to HSBC Bank, sort code 40-27-06 Acct No 32321718**
**Referencing Invoice Number**

**THE ELMS FARM, PLOUGH LANE, BISHOPS ITCHINGTON,SOUTHAM, CV47 2QG**
**VAT NO: 273 4787 25**

# INVOICE

**Billing Address:**
Mr Trevor Gill
The Thatches, Avon Dassett
SOUTHAM, Warks, CV47 2AT
GB

**Oypla.com LLP**
**Ruby Distribution Centre**
**Homefield Road East**
**Haverhill, Suffolk, CB9 8QP**
**GB**
**VAT Number: GB133437235**

**Shipping Address:**
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**Order Number:** 206-6334088-8121949
**Order Date:** 30.06.2017

**Invoice Number:** INV-GB-131692361-2017-57728
**Invoice Date/Delivery Date:** 30.06.2017

| **Qty** | **Item Description** | **Unit Price** (excl. VAT) | **VAT Rate** | **Unit Price** (incl. VAT) | **Total Price** (incl. VAT) |
|---|---|---|---|---|---|
| 6 | Oypla 6ft 1.8m Folding Heavy Duty Outdoor Trestle Party Garden Table \| B017KIBU5I | £27.49 | 20% | £32.99 | £197.94 |
| | | | | **TOTAL:** | **£197.94** |

| VAT Exclusive Subtotal | VAT Subtotal | VAT Total |
|---|---|---|
| 20% | 20% | |
| £164.94 | £33.00 | £33.00 |

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**Billing Address:**
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**Amazon EU S.à r.l., UK Branch**
**60 Holborn Viaduct**
**London, EC1A 2FD**
**United Kingdom**
**VAT Number: GB727255821**

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**Order Number:** 206-4068574-7555545
**Order Date:** 28.06.2017

**Invoice Number:** AEU-INV-GB-2017-47771825
**Invoice Date/Delivery Date:** 28.06.2017

| Qty | Item Description | Unit Price (excl. VAT) | VAT Rate | Unit Price (incl. VAT) | Total Price (incl. VAT) |
|---|---|---|---|---|---|
| 1 | Lifetime 6-Foot (1.83 m) Essential Fold-in-Half Table \| B016PR4KD4 | £20.83 | 20% | £25.00 | £25.00 |
| | | | | **TOTAL:** | **£25.00** |

| VAT Exclusive Subtotal | VAT Subtotal | VAT Total |
|---|---|---|
| 20%<br>£20.83 | 20%<br>£4.17 | £4.17 |



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GB

**Order Number:** 206-4068574-7555545
**Order Date:** 28.06.2017

**Invoice Number:** AEU-INV-GB-2017-47771735
**Invoice Date/Delivery Date:** 28.06.2017

| Qty | Item Description | Unit Price (excl. VAT) | VAT Rate | Unit Price (incl. VAT) | Total Price (incl. VAT) |
|---|---|---|---|---|---|
| 1 | Lifetime 6-Foot (1.83 m) Essential Fold-in-Half Table \| B016PR4KD4 | £20.83 | 20% | £25.00 | £25.00 |
| | | | | **TOTAL:** | **£25.00** |

| VAT Exclusive Subtotal | VAT Subtotal | VAT Total |
|---|---|---|
| 20%<br>£20.83 | 20%<br>£4.17 | £4.17 |



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**Shipping Address:**
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Southam, Warwickshire, CV47 2AT
GB

**Order Number:** 206-4068574-7555545
**Order Date:** 28.06.2017

**Invoice Number:** AEU-INV-GB-2017-47777291
**Invoice Date/Delivery Date:** 28.06.2017

| Qty | Item Description | Unit Price (excl. VAT) | VAT Rate | Unit Price (incl. VAT) | Total Price (incl. VAT) |
|---|---|---|---|---|---|
| 1 | Lifetime 6-Foot (1.83 m) Essential Fold-in-Half Table \| B016PR4KD4 | £20.83 | 20% | £25.00 | £25.00 |
| | | | | **TOTAL:** | **£25.00** |

| VAT Exclusive Subtotal | VAT Subtotal | VAT Total |
|---|---|---|
| 20% | 20% | |
| £20.83 | £4.17 | £4.17 |



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**Moor Lane**
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**GB**
**VAT Number: GB781731614**

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GB

**Shipping Address:**
Avon Dassett Parish Council
The Thatches, Avon Dassett
Southam, Warwickshire, CV47 2AT
GB

**Order Number:** 203-6771140-7781947
**Order Date:** 08.07.2017

**Invoice Number:** INV-GB-125815151-2017-1153
**Invoice Date/Delivery Date:** 08.07.2017

| **Qty** | **Item Description** | **Unit Price** (excl. VAT) | **VAT Rate** | **Unit Price** (incl. VAT) | **Total Price** (incl. VAT) |
|---|---|---|---|---|---|
| 1 | Queensbury 6 Seat Grade A Teak Garden Bench Wooden 6 Seater Park Bench For Gardens Suitable For Parks and Public Spaces 240cm 2.4m \| B006JLXW3Q | £416.66 | 20% | £499.99 | £499.99 |
| | | | | **TOTAL:** | **£499.99** |

| VAT Exclusive Subtotal | VAT Subtotal | VAT Total |
|---|---|---|
| 20% | 20% | |
| £416.66 | £83.33 | £83.33 |