**Minutes of Ordinary meeting of Avon Dassett Parish Council**
**Monday 3rd April 2017, 7.30 pm at The Reading Room.**

## The meeting commenced at 7.30pm.

1. Present: Trevor Gill, Mike Blakeman, Darrell Muffitt, Liz Hirst, Martyn Heard, Councillor Williams, Helen Hide-Wright. District Councillor John Fielding arrived at 7.45pm.

   Members of the public: Sarah Richardson, John Kegg and Candy Kegg.

   APOLOGIES: None

2. DECLARATION OF INTERESTS: None

3. CONFIRM MINUTES OF LAST MEETING: Accepted by the Parish Council, Signed and dated by Trevor Gill.

4. QUESTIONS FROM THE PUBLIC: It was decided to deal with these via the agenda items.

5. MATTERS ARISING:

   Community

   a) Burial Ground: Nothing to report.

   b) Community Policing/Neighbourhood Watch: The Clerk had issued the latest newsletter in an earlier email.

   c) Playground –Liz Hirst confirmed that the area is in good order.

   d) Superfast Broadband: Sarah Richardson asked if there were known timescales for the last properties in the village. Trevor Gill and Chris Williams confirmed that 2018 has been mentioned. **ACTION: Chris Williams to establish who can confirm when the final properties will be connected.**

   e) Post Office: The Post Office is opened once more (Tuesdays, 9am to 1pm).

   f) Village Communications and website: The articles for the Compton Chronicle continue to be submitted by Darrell Muffitt.

   Sarah Richardson addressed the meeting to discuss the website. *In the last minutes it was mentioned that there were difficulties with the website regarding limits to the size of documents going on and security on the documents being uploaded. In a subsequent meeting, SR and Darrell Muffitt agreed that this was not a wide-scale problem, just affecting one document. SR gave a recap on the background of the website, funding and the problems operating it, prior to the improvements. SR explained that the website has won awards and accolades. SR wished to highlight what she considered to be an inaccurate recording of this matter in the minutes at the last meeting. SR asked the Clerk to confirm that document are uploaded in a timely manner, that new pages have been set up, following requests from the Clerk, which the latter did. The PC's auditor had asked for a Memorandum of Understanding which was created and signed. SR relayed the concerns of parishioners about the unnecessary costs of a second document. SR questioned the need for extra security on PC documents. SR recognised the PC's choice for security of documents. SR questioned why the PC has created a coffee morning page and pointed out that there is a page for that on the Community Website. There has been a draft new MOU which SR does not feel is fit for purpose. SR felt that further consideration needs to take place on whether the two websites can exist, side by side. Having seen the new PC website, SR has more concerns.*

   *Darrell Muffitt confirmed that the PC has not registered any dissatisfaction with the Community Website. DM confirmed that if the previous minutes were not accurate, this should be noted. DM felt that there were further discussions to be held in order to develop the way ahead. DM acknowledged that SR has concerns which can be discussed at a subsequent meeting. SR acknowledged that the PC has a right to run and operate its own website.*

*Trevor Gill confirmed that the community website costs have been covered by grants. The new Parish Council's website will not be a cost to residents for the immediate future. SR confirmed that the concerns of other resident and her came from the new, draft MOU which called into question ongoing funding. TG confirmed that all funding would be subject to review and that all grant applications would continue to be considered on a case by case basis, annually as a part of the budgeting process.*

*SR advised that she would link to documents on the PC's website.*

*DM summed up by saying that the discussions would continue in order to develop a satisfactory way ahead.* **ACTION: Follow Up meeting with SR will be organised.**

g) The Avon Pub: Darrell Muffitt confirmed that the Avon Dassett Community Benefit Society was now handling this matter. DM confirmed that an offer has been submitted and accepted, subject to contract. John Fielding confirmed that he had spoken to the business rating officer who is happy to meet and discuss the different rates which may be applicable, according to the split in use for areas within The Avon.

h) Defibrillator and grant: Trevor Gill confirmed that he has the Defibrillator and cabinet. The grant has been paid into the bank account. The location of the cabinet needs to be agreed, somewhere on the outside of the Reading Room. TG confirmed that £250 is being held for training and asked the Clerk to transfer that amount to Ring Fenced Funds. **ACTION: Clerk to transfer £250 to ring fenced funds.**

i) Audit – The Clerk confirmed that the appointment with the internal auditor, Bill Robinson, will take place on the 25th April. The Clerk confirmed that 9 policies will be circulated to the Parish Council for their comment in order to undertake the annual updates and adoption at the May meetings. TG asked that any changes or comments are received buy close of business on 15 April 2017 so that these documents can be finalised in plenty of tyime for the annual meetings.

j) Gaydon Lighthorne Heath B4100 Treatment: Councillor Chris Williams gave a summary of the meeting which he had recently attended to discuss how to bring the two communities together, including the provision for pedestrians crossing the road. There will be two crossings, controlled by lights. The main pedestrian traffic is likely to be at the start and end of the school day. Traffic will be controlled down to 20 mph, in advance of the crossings. The proposal will be discussed and potentially finalised at a meeting in May.

Roads: Traffic, Roads and Drains. Mike Blakeman had nothing to report. Chris Williams asked why there was water coming down the road. The Parish Council and Sarah Richardson commented that this was likely to be due to a spring. Trevor Gill asked Chris Williams about the cleansing of the footpath on the hill. CW confirmed that this is not a task which would be undertaken by Highways. Sarah Richardson confirmed that Bitham Hall had paid for it to be cleared once in 2016. Darrell Muffitt confirmed that the gully's needed clearing (last done on 31st January 2017). Chris Williams thought that the next clean would therefore be due. **ACTION: Clerk to request Patch Byrne to clear the gullies, after SDC Streetscene have been to the village. Councillor Fielding will chase this matter up.**

Environment/Maintenance

l) Green areas: The Clerk confirmed that the review of contractors had arisen following complaints about the grass clippings. The current contractor does not have the capacity to remove the clippings and a contractor who can do this has been found. However, the cost of coming out of the contract early was significant. Trevor Gill confirmed that the current contractor will continue to undertake the work and the grass clipping will therefore not be picked up. Trevor Gill has received 3 complaints from the public about the state of the grass following on from the first

cut of this season and TG had mowed the area afterwards. Darrell Muffitt stated that there have been complaints about the quality of the work and that the grass clippings have been a problem.

m) Reading Room: Trevor Gill has a reference for the electrical work in the Reading Room, close to the small window (emergency reference 02749548). Once the work is completed, the final window can be installed.

Communication/Administration

6. COUNCIL REPORTS: Chris Williams gave a report on the B4100 earlier in the meeting. During the pre-election period, there was less to report to the meeting.

John Fielding: The bushes on the side of the church will be cut back shortly, following a complaint from a resident and site inspection by Streetscene.

John Fielding showed the PC documents relating to the consultation on Horton hospital. The current view is that patients would have to attend hospitals in Oxford, Northampton and Coventry. John raised the fact that residents in the local villages have not received information about the consultation proposals. John intends to register a complaint about the lack of information going out to residents which inhibits their ability to participate in the consultation. Warwick will be upgraded and Coventry will continue to be a key hospital. The hospital in Redditch is to be wound down, with residents having to travel to Worcestershire.

7. CORRESPONDENCE – Paper copies circulated at meeting. Emails circulated prior to meeting. Mike Blakeman will open up the Reading Room for the election on the 4th May. Trevor Gill will close the Reading Room at the end of the polling day.

8. PLANNING (Declarations of interests): The Parish Council had received one application (17/00767/TREE, Meadow Cottage, Bramley Apple Tree – Fell). There were insufficient councillors available to form a quorate meeting so the Clerk used delegated powers to register, "No Representation."

9. FINANCIAL STATEMENT

**Balance at close of business 31.3.17**

| | | |
|---|---|---|
| Current Account | £ 2,599.94 | |
| Savings Account | £ 12,350.88* | Ring fenced funds and interest received. |

**Bank Transactions**

| **Current Account** | | **Chq/SO/DD/TRF** | **In** | **Out** |
|---|---|---|---|---|
| 7 Mar | To Ring Fenced Funds | Int Transfer | | 4,000.00 |
| 7 Mar | Tranter (Defib.) | Faster Payment | | 804.00 |
| 7 Mar | Warks C. C. | Faster Payment | | 133.34 |
| 7 Mar | Clerk Expenses | Transfer | | 101.09 |
| 9 Mar | Burial Ground | Deposit | 148.00 | |
| 20 Mar | Clerk Salary | Bank Payment | | 299.54 |
| 20 Mar | N Power | DD | | 28.00 |
| 24 Mar | Big Lottery (Defib.) | BGC | 900.00 | |
| 27 Mar | Fete Committee | Transfer | 250.00 | |
| 28 Mar | Fete Committee | Transfer | 250.00 | |
| 29 Mar | Fete Committee | Transfer | 250.00 | |
| 29 Mar | To Ring Fenced | Int Transfer | | 750.00 |
| 29 Mar | To Ring Fenced | Int Transfer | | 250.00 |

| **Deposit Account** | **In** | **Out** |
|---|---|---|

| | | |
|---|---|---|
| 09 Mar | Interest | £0.30 |

| ***Payments Authorised from mtg*** | ***Cheque No*** | ***Amount*** |
|---|---|---|
| 3rd April 2017 Zurich Insurance | TRF | £472.36 |
| 3rd April 2017 Clerk Expenses (March) | TRF | £ 28.48 |
| **Total Expenditure** | | **£500.84** |

**New Balances for Ring Fenced Funds:**

| | |
|---|---|
| Neighbourhood Watch | £ 185.00 |
| St John's Steps appeal Funds | £ 359.13 |
| I.T. Equip & Software | £ 291.75 |
| 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** | **£ 12,350.88** |

The defibrillator and cabinet have been added to the insurance cover at no additional cost.

**ACTION: Clerk to submit VAT reclaim to date.**

10. MEMBER REPORTS: Nothing to report.

11. DATE OF NEXT MEETINGS: 22nd May, 26th June, No meeting in July, 7th Aug, 4th Sept, 9th Oct, 6th Nov, 4th Dec.

The meeting closed at 8.30pm

ZURICH®
MUNICIPAL

Avon Dassett Parish Council
12 Meadow Way
Fenny Compton
Southam
Warwickshire
CV47 2WD

**Zurich Town, Parish and Community Council Team**
**PO Box 726**
**Chichester**
**PO19 9PS**

# Invoice

Invoice Date: 17th February 2017 Invoice No: 25417982 Client ref: 3646122

| Policy | Policy Term | (£) Premium |
|---|---|---|
| YLL-122000-4213 | 06/04/2017-05/04/2018 | 429.42 |
| Inspection Contract (If Applicable) | | 0.00 |
| Sub total | | 429.42 |
| Inspection Contract VAT @ prevailing rate | | 0.00 |
| Insurance Premium Tax (IPT) @ prevailing rate | | 42.94 |
| **TOTAL** | | **£472.36** |

Payment should be received within 30 days of effective date.

Please make cheques payable to **Zurich Municipal** and send to Zurich Town, Parish and Community Council Team, PO Box 726, Chichester, PO19 9PS

**If paying by BACS, please note our new bank details and amend your records accordingly.**

Acc Name: Zurich (Ten) Client A/C Acc Number: 23110249
Sort Code: 20 – 65 - 82 Bank: Barclays Bank PLC
Please quote your Policy Number on all BACS transactions

**Invoice Queries**
Phone: 0800 917 9426
Email:accounts@zurichtownandparish.co.uk

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**March 2017 Expenses:**

| | £ |
|---|---|
| Phone | 7.50 |
| Petrol | 18.00 (40 @45p per mile) |
| RR Supplies | 2.98 (Toilet rolls and liquid soap) |
| **Total** | **£28.48** |

R. Room.

Heart of England Co-op
High Street
Fenny Compton
CV47 2XT

DATE: 13/03/2017 STORE: 155
TIME: 5:35:13 PM TILL: 1
OPERATOR: roger TRANS: 170

********** YOUR ITEMS **********

Cp A/V Anti-bac H/W £0.99
Cp Quilt Bthrm Tiss £1.99

2 Items Total Sold £2.98

********** PAYMENT **********

Total £2.98
Visa Debit -£2.98
Change £0.00

*** CARDHOLDER COPY ***

Fenny Compton

P:W3324841 T:****6142
M:**97660
13/03/2017 17:35:05

VISA DEBIT
**********9920

CONTACTLESS CP SALE

Please debit my account
AMOUNT GBP2.98
TOTAL GBP2.98

NO CARDHOLDER VERIFICATION

Please Keep This Receipt
For your Records
Auth Code: 03087
Ref: 0155072010385170
AID: A0000000031010
App Seq: 00

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