# Minutes of Ordinary Meeting of Avon Dassett Parish Council
# Monday 9th October 2017, 7.30 pm at The Reading Room.

The meeting commenced at 7.30pm.

1) Present: Trevor Gill (Chairman), Liz Hirst, Darrell Muffitt, John Feilding, Clerk (Helen Hide-Wright).

   APOLOGIES: Mike Blakeman, Martyn Heard. Apologies were accepted by the meeting.

2) DECLARATION OF INTERESTS: None.

3) CONFIRM MINUTES OF LAST MEETING: The minutes were accepted by the meeting. Proposed: Darrell Muffitt, seconded: Liz Hirst. Unanimous.

4) QUESTIONS FROM THE PUBLIC: None.

5) MATTERS ARISING:

Community

a) Burial Ground: Nothing to report.

b) Community Policing/Neighbourhood Watch: The Clerk has circulated reports. A van was broken into within the village. Details of a suspicious van were reported to the police. The sign at the top of the road has been removed and this has been reported to the police log number 23/391/17 refers.

c) Playground – (weekly inspection reports): The playground has been subject to its weekly inspections inspected and the annual RoSPA inspection has been undertaken and report received. There was some work to undertake from the findings but nothing of a serious or urgent nature. **ACTION: Trevor Gill to list repairs to circulate to rest of ADPC.**

d) Superfast Broadband: Trevor Gill has asked for a meeting with the Broadband. Chris Williams has arranged for Trevor to telephone the project team to get an update and agree on the way forward. It is hoped that this will lead to an understanding of the issues involved and also the timescales for the resolution of outstanding issues in the village. Trevor Gill confirmed that a letter has been sent to the Member of Parliament, Jeremy Wright, outlining the patchy service in the village. **ACTION: Trevor Gill to contact the project team and update residents with the outcome.**

e) Post Office: Trevor Gill has been contacted by the PO to see whether broadband can be installed into the RR. Trevor Gill has suggested that the PO pays for the installation and the PC fund ongoing connection costs in order that village residents can use the service within the Reading Room. Discussions are ongoing.

   It has been reported that on one occasion cheques that have been handed into the Post Office for crediting to an account at HSBC were not properly processed and have been lost in the post by royal mail. Anyone using this service should be aware of this and ensure they obtain a receipt for the transaction and retain all the details themselves.

f) Village Communications and website: Nothing to report.

g) Defibrillator: Trevor Gill explained that 10 people have now been trained to use the defibrillator. Thanks go from ADPC to Bobby Qayam for undertaking the training and for the volunteers. **ACTION:Trevor will now progress the outstanding requirements to ensure that the defibrillator is fully operational.**

**h)** Installation of final window in Reading Room: Trevor Gill confirmed that the installers will return to the RR to finish the job. **ACTION: Martyn Heard to liaise with the contractors**

**i)** Notice Board: The old notice board outside the Reading Room has been removed as it was in poor condition. The shrubs have been removed from the front of the Reading Room. Discussions took place about the notice board options and it was agreed to look into this matter at next month's meeting. **ACTION: Trevor to circulate a specification and Helen and Trevor to obtain quotes for review at the next meeting.**

j) Printer Supplies and laptop issues £500. The Clerk explained that the PC laptop had failed and had to go in for repairs. This took 3 weeks and a cost of £140 was incurred for the repairs and a further £20 for an internet connector. The Clerk has taken delivery a new laser jet printer. She highlighted that the ink costs are higher than the old inkjet printer but produce more copies.

   PC discussed authorising £500 for another laptop in the event that the current one fails completely. The

expenditure was agreed. Proposed: Trevor Gill, seconded: Darrell Muffitt, unanimous.

Roads: Traffic, Roads and Drains. The drains were cleaned on 20th Sept. The Clerk has written to Patch Byrne and asked about clearing the vegetation from the footpath, at the top of the village. Chris Williams will chase this matter.

k) Speed limits: Councillor John Fielding advised the meeting that he is trying to address many anomalies in speed limits in the area.

Environment/Maintenance

l) Green areas: **ACTION: Clerk will seek new quotations including the grass cuttings being removed from all areas.**

m) Reading Room: Thanks to Debbie Harvey and Michele Gill for cleaning the Reading Room. It looks much better as a result.

Communication/Administration

6) COUNCIL REPORTS: Appendix B: John Feilding.
Chris Williams arrived at 8.10pm. Appendix C: Chris Williams.
7) CORRESPONDENCE – Paper copies circulated at meeting. Emails circulated prior to meeting.
8) PLANNING (Declarations of interests): Nothing to consider.

FINANCIAL STATEMENT. (See Appendix A).

| | | | |
|---|---|---|---|
| Payments: | 9.10.17 | Clerk: Expenses | £ 85.15 |
| | 9.10.17 | Clerk: Laptop Wi-Fi unit | £ 19.94 |
| | 9.10.17 | Grant Thornton: Audit Fee Inv 8733009 | £120.00 |
| | 9.10.17 | Frank Mann Inv 1870 | £295.20 |
| | 9.10.17 | Playsafety Ltd Inv 31761 | £100.80 |
| | Total | | £579.74 |

Emergency Payment made for £140.00 (Quickfix Computers) for laptop repair. Invoice 13334. Invoice date 16.9.17

Budget (including Staff, pension, IT costs). Prior to the next meeting, a draft budget will be circulated.

Pension: WCC Scheme for Clerk: Clerk confirmed that the application form has been received and will be presented to the meeting in December.

9) MEMBER REPORTS: Trevor Gill confirmed that there is a Data Protection course being run by WALC, on the 23rd November. Trevor Gill and the Clerk will attend at a cost of £45 (on a basis of 2 for 1.)

The Parish Council received a report of a serious dog attack in the village. The matter has been reported to the Dog Warden. The injuries sustained by the other dog were significant and required surgery.

Trevor Gill confirmed that the new bench has been given an oil treatment by Sandy Mitchell. The Parish Council would like to thank Mr Mitchell for his help.

10) DATE OF NEXT MEETINGS: 6th Nov & 18th Dec.

The meeting closed at 8.30 pm

Appendix A: FINANCIAL STATEMENT Oct 2017, Avon Dassett Parish Council:

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

| | | |
|---|---|---|
| Current Account | £ | 11,700.34 |
| Savings Account | £ | 12,331.12* Ring fenced funds and interest received. |

**Bank Transactions**

| **Current Account** | **Chq/SO/DD/TRF/FPI** | **In** | **Out** |
|---|---|---|---|
| 4 Sept Dave Hicks 1396 | CHQ | | £130.80 |
| 5 Sept WALC | FPO | | £ 5.00 |
| 5 Sept Clerk Expenses | FPO | | £ 39.00 |
| 18 Sept Laptop Repair Refund | TRF | | £140.00 |
| 20 Sept N Power | DD | | £ 28.00 |
| 21 Sept Sept Salary | TRF | | £324.51 |
| 28 Sept Precept Payment | | £6,525.00 | |

| **Deposit Account** | | **In** | **Out** |
|---|---|---|---|
| 11 Sept | Bank Interest | 0.56 | |

**Payments Authorised from The Meeting**

| | | |
|---|---|---|
| 9.10.17 | Clerk: Expenses | £ 51.00 |
| 9.10.17 | Grant Thornton: Audit Fee In 8733009 | £120.00 |
| 9.10.17 | Frank Mann in 1870 | £295.20 |
| 9.10.17 | Playsafety Ltd Inv 31761 | £100.80 |
| Total | | £559.80 |

**Deposit Account**

**New Balances for Ring Fenced Funds:**

| **Description** | **Amount** |
|---|---|
| Neighbourhood Watch | £ 185.00 |
| St John's Steps appeal Funds | £ 86.19 |
| I.T. Equip & Software | £ 544.93 |
| 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** | **£12,331.12** |
| | |

**AVON DASSETT PARISH COUNCIL 2017 - 2018 FINANCIAL YEAR**
**Saturday, 30 September 2017**

**Receipts**

| Receipts | Actual | | | Budget | Variance |
|---|---|---|---|---|---|
| Precept | £13,050.00 | | | £13,050.00 | £0.00 |
| Bank Interest | £3.18 | | | £0.00 | £3.18 |
| Burial Ground | £0.00 | | | £0.00 | £0.00 |
| Miscellaneous - Funds From Village Functions | £248.00 | | | £0.00 | £248.00 |
| Grants Received | £393.65 | | | £0.00 | £393.65 |
| Hire of Reading Room, car park etc | £35.00 | | | £0.00 | £35.00 |
| Mowing Refund From Stratford District Council | £0.00 | | | £0.00 | £0.00 |
| Election Fees Re The Use Of The Reading Room | £620.00 | | | £0.00 | £620.00 |
| VAT Reimbursement | £1,088.11 | | | £0.00 | £1,088.11 |
| **TOTAL RECEIPTS** | **£15,437.94** | **£0.00** | **£0.00** | **£13,050.00** | **£2,387.94** |

| Payments (Annual expenses) | Actual | Ring Fenced Funds | Net Expenditure | Budget | Variance |
|---|---|---|---|---|---|
| **Reading Room** | | | | | |
| Reading Room: Cleaning | £0.00 | | £0.00 | £180.00 | (£180.00) |
| Reading Room: Electricity Supply | £168.00 | | £168.00 | £300.00 | (£132.00) |
| Reading Room: Maintenance | £453.94 | | £453.94 | £1,000.00 | (£546.06) |
| Reading Room: Rates | £0.00 | | £0.00 | £100.00 | (£100.00) |
| **Total Reading Room** | **£621.94** | **£0.00** | **£621.94** | **£1,400.00** | **(£778.06)** |
| **Administration** | | | | | |
| **Staff costs:** | | | | | |
| Clerk's Pay | £1,858.62 | | £1,858.62 | £4,000.00 | (£2,141.38) |
| Administration expenses | £148.78 | | £148.78 | £470.00 | (£321.22) |
| ADPC Training | £60.00 | | £60.00 | £250.00 | (£190.00) |
| Audit Fees | £75.00 | | £75.00 | £200.00 | (£125.00) |
| Data Protection | £0.00 | | £0.00 | £0.00 | £0.00 |
| Election Fees | £0.00 | | £0.00 | £0.00 | £0.00 |
| Councillors' expenses | £0.00 | | £0.00 | £0.00 | £0.00 |
| WALC subscriptions | £95.26 | | £95.26 | £100.00 | (£4.74) |
| Insurance | £472.36 | | £472.36 | £600.00 | (£127.64) |
| **Total Administration** | **£2,710.02** | **£0.00** | **£2,710.02** | **£5,620.00** | **(£2,909.98)** |
| **Village Maintenance** | | | | | |
| Street Light Maintenance | £0.00 | | £0.00 | £0.00 | £0.00 |
| Street Light Electricity Supply | £485.31 | | £485.31 | £750.00 | (£264.69) |
| Village Maintenance & Mowing | £1,219.60 | | £1,219.60 | £2,500.00 | (£1,280.40) |
| General Village Maintenance | £499.99 | | £499.99 | £0.00 | £499.99 |
| Tubs Etc | £130.80 | | £130.80 | £250.00 | (£119.20) |
| **Total Village Maintenance** | **£2,335.70** | **£0.00** | **£2,335.70** | **£3,500.00** | **(£1,164.30)** |
| **Playground** | | | | | |
| Playground Lease | £0.00 | | £0.00 | £100.00 | (£100.00) |
| Playground Equipment and Repairs | £325.50 | | £325.50 | £250.00 | £75.50 |
| Playground General Maintenance | £0.00 | | £0.00 | £250.00 | (£250.00) |
| **Total Playground** | **£325.50** | **£0.00** | **£325.50** | **£600.00** | **(£274.50)** |
| **Communications & IT Expenditure** | | | | | |
| Website | £224.14 | | £224.14 | £400.00 | (£175.86) |
| Communications & Surveys | £0.00 | | £0.00 | £0.00 | £0.00 |
| IT Software & Hardware | £140.00 | | £140.00 | £200.00 | (£60.00) |
| **Total Communications & IT Expenditure** | **£364.14** | **£0.00** | **£364.14** | **£600.00** | **(£235.86)** |
| **Miscellaneous** | | | | | |
| Coffee Morning Expenses & Xmas Gathering | £0.00 | | £0.00 | £150.00 | (£150.00) |
| Other - Section 137 | £0.00 | | £0.00 | £0.00 | £0.00 |
| Community Projects | £0.00 | | £0.00 | £1,000.00 | (£1,000.00) |
| Total Miscellaneous | **£0.00** | **£0.00** | **£0.00** | **£1,150.00** | **(£1,150.00)** |
| **Total Payments** | **£6,357.30** | **£0.00** | **£6,357.30** | **£12,870.00** | **(£6,512.70)** |
| **Total Receipts** | **£15,437.94** | | | | |
| **Net Cash Flow** | **£9,080.64** | | | | |

| Ring Fenced Funds | |
|---|---|
| Defibrillator | £250.00 |
| St John's Steps Appeal Funds | £86.19 |
| IT Equipment & Software | £544.93 |
| Playground Lease Grant | £200.00 |
| Neighbourhood Watch | £185.00 |
| Village Cemetary | £275.00 |
| Reading Room Maintenance | £8,310.00 |
| Parish Plan | £2,000.00 |
| Playground Maintenance | £250.00 |
| Village Maintenance | £230.00 |
| **Deposit Account Balances As At 30 September 2017** | **£12,331.12** |

Appendix B: Cllr John Feilding

On the 6 September, I attend the Overview and Scrutiny Committee meeting. The following items where discussed:

Horton Hospital

Following the application by Cherwell DC to take Oxfordshire Clinical Commissioning group for a Judicial Review. Permission granted on all grounds, and the judge agreed to an expedited substantive hearing before the end of the year. The judge seemed to be very clearly with us. This is only the permission stage, and the next (& last stage) is the substantive hearing, which should be over three days.

Emergency Planning

Following the Grenfell fire the Committee asked for a presentation from the head of CSW Resilience Team for what was happening in case of emergency. Michael Enderby, Head of Coventry, Solihull and Warwickshire (CSW) Resilience, gave a presentation on Emergency Planning My main concern was the effect on the Ward with regards to The Military Camp. I believe that a presentation will be given to the parishes in the near future. The other areas covered where the response from fire, police and ambulance services and flood and other emergence services.

A 'Z' card was issued to all County Councillors, which detailed emergency numbers and advice of what to do as a Councillor. A new issue is being printed I have order some for all the parishes.

Police and Crime Commissioner

We were given and update on what was happening in the County and what back up was being planned by the police with regards to the other services. We were also told about cost saving measures. I pointed out about the problems in villages about speeding vehicles, and also asked about the police respond to all the 50mph signs. We were told that there were police patrols taking place and the PCC referred Councillors to the Community Speed Watch scheme

The PCC had funded a range of initiatives to deal with rural crime, including specialist training for Safer Neighbourhood Teams and the Warwickshire Rural Watch Scheme. Funding had been given to Rural Crime Coordinators, and the PCC noted that those working at this Council did a great job, and also to the Community Safety Partnership, of which Karin Stanley, Governance & Community Safety Manager, was the Council's representative. The Stratford-upon-Avon Woman's Refuge had also been funded as had Cyber Crime.

Shakespeare Celebrations

We were informed about the preparation for the 2018. A re-cap of the previous years' was run through and various ideas were highlighted for 2018, including a National Living Statue Competition which was a unique event and the first of its kind in the country. A judging panel was to include 'celebrities', and actors/patrons from the Royal Shakespeare Company. Other suggestions were made on media interest and TV rights, particularly to China, and the Executive Director agreed to pursue these further. I pointed out that if the villages were to benefit there needs to be improvement to Broadband and the promotion of the Historical events and sites with my Ward.

Future Work Plan

In addition to the item from Minute 275 above, a further item on Warwickshire County Council Highways was requested to be added to the Work Plan.

Appendix C: County Councillor Chris Williams.

Leigh Hunt has confirmed that the Broadband Team will meet with TG to discuss the issues being faced at Avon Carrow and Bitham Hall. Work is due to commence shortly to link up the fibre optic from AD to the Farnborough exchange. Councillor Williams passed the contact details to TG. **ACTION: TG will speak to Leigh Hunt about this matter.**

Authorised Aug 2017 Mtg.
Pd Oct 10th 2017.

# 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

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

**Invoice Date**
20 Sep 2017

**Account Number**
AVOND001

**Invoice Number**
31761

**Purchase Order**
Helen Hide-Wright

**VAT Number**
876328389

Playsafety Limited
Unit 78 Shrivenham
Hundred Business
Park
Watchfield
SWINDON
SN6 8TY
UNITED KINGDOM

| Description | Quantity | Unit Price | VAT | Amount GBP |
|---|---|---|---|---|
| AIPC01, Annual Inspection | 1.00 | 66.50 | 20% | 66.50 |
| AIPC03, Extra items above average of five per site | 5.00 | 3.50 | 20% | 17.50 |
| Play area inspection | 1.00 | 0.00 | | 0.00 |
| | | | Subtotal | 84.00 |
| | | | Total VAT 20% | 16.80 |
| | | | **Amount Due GBP** | **100.80** |

**Due Date: 20 Oct 2017**

**Terms:** 30 days. A late payment charge may be added at the rate of 5% per month (0.16% per day)

**Electronic or BACS payments to:**
(Please quote invoice number as reference)
Sort Code: 60-22-31
Account: 70525366

**International Payments:**
(Please quote invoice number as reference)
BIC: NWBKGB2L
IBAN: GB17NWBK60223170525366

**Please make cheques payable to Playsafety Limited**

# FRANK MANN FARMERS
## FENCING LANDSCAPING
MICHAEL MANN

TEL 07759 863269 (ANYTIME)

**TO:** **Avon Dassett Parish council** **DATE 31/8/17**

**INVOICE NOS** 1870

| | INVOICE | VAT | |
|---|---|---|---|
| 11/8/17 | Mow Village, cemetry, play area | y | £123.00 |
| 30/8/17 | Mow Village, cemetry, play area | y | £123.00 |
| | **Sub TOTAL** | | £246.00 |
| | **VAT** | 20 | £49.20 |
| | **TOTAL** | | £295.20 |

**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**

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.

Grant Thornton UK LLP is a limited liability partnership registered in England and Wales: No.OC307742. Registered office: Grant Thornton House, Melton Street, Euston Square, London NW1 2EP. A list of members is available from our registered office. Grant Thornton UK LLP is authorised and regulated by the Financial Conduct Authority.
Grant Thornton UK LLP is a member firm of Grant Thornton International Ltd (GTIL). GTIL and the member firms are not a worldwide partnership. Services are delivered by the member firms. GTIL and its member firms are not agents of, and do not obligate, one another and are not liable for one another's acts or omissions. Please see grant-thornton.co.uk for further details.

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

**Invoice**

Amount £120.00

**Clerk Expenses: Oct 2017**

| Month | Phone | Mileage | Stamps | Misc |
|---|---|---|---|---|
| September | £15.00 | £36.00 | | £34.15 *<br>£19.94 ** |

* (Cleaning materials for the RR)
** (USB Wi-fi connector for laptop)

Includes mileage to 19.8.17 to 26.9.17

**Total £105.09**

# Invoice

Quickfix computers

**PDQ** AC001
Avon Dassett Parish Council

**Invoice date**
16/09/17

**Due date**
17/09/17

**Invoice number**
13334

**Quickfix Computers**
**Banbury**
47b Broad Street
Banbury
Oxfordshire
OX16 5BT

| Description | Qty | Unit price | Amount |
|---|---|---|---|
| Service Charge - Windows with Data Transfer + New HDD | 1 | 140.00 | 140.00 |
| | | **Total** | **£ 140.00** |
| | | Includes VAT 20% | £ 23.33 |

**Notes**
8620

**Thank you for your business.**

**Terms and Conditions:** All 'New' equipment is supplied with 12 months warranty. Purchase of 'Used' equipment is normally given 3 months unless stated on your invoice. All warranty on both 'New' and 'Used' equipment will become VOID if any of the following are true; Any misuse of the laptop i.e. dropped, liquid spillage etc causing the laptop to become damaged or unusable. All Software related issues are excluded from any warranty stated on the customers invoice. Unwanted items cannot be refunded. New items can only be returned, if faulty, in original packaging.

Company Registration No: 6601720 Vat Registration No: 131 9329 23