

**Minutes of Ordinary meeting of Avon Dassett Parish Council**  
**Video Conference Meeting: 5th October 2020.**

**The meeting commenced at 6.30pm.**

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1) APOLOGIES: None

PRESENT: Parish Councillors: Trevor Gill, Mike Blakeman, Darrell Muffitt, Liz Hirst, Phil Baxter, Clerk (Helen Hide-Wright).  
District Councillor John Feilding, County Councillor Chris Williams, Member of the public: Raymond Randerson.

2) DECLARATIONS OF INTEREST: None.

3) CONFIRM MINUTES: Confirm the minutes of the monthly meeting held on 7<sup>th</sup> September 2020. Proposed: Councillor Mike Blakeman, Seconded: Councillor Liz Hirst.

4) MATTERS ARISING:

- a) Councillor Phil Baxter has spoken to the County Engineer to ask for the drains to be cleaned. It was confirmed that this is on a rota. The drains appear to be operating well.
- b) Councillor Darrell Muffitt has chased up the contractor about the repairs to the bus stop.
- c) Councillor Trevor Gill: difficulties obtaining a quote for repairs to playground fencing. **Action: Councillor Phil Baxter to send details of a fencing contractor to Councillor Trevor Gill.**
- d) Second cut of St Johns churchyard is due on the 13<sup>th</sup> October.
- e) Councillor Phil Baxter confirmed that the article had been added to the community website.
- f) The ADPC Equal Opportunities policy has been drafted and is for adoption under agenda item 7a

5) QUESTIONS FROM THE PUBLIC: (Limited to 3 minutes per speaker):

6.35pm Ray Randerson exited the meeting.

Councillor Phil Baxter confirmed that he had thanked Ray Randerson for cutting back the vegetation which was growing into the road on Church Hill.

6) COMMUNITY:

- a) Coronavirus update: QR code
  - i) A QR code and a notice regarding its use has been installed in the Reading Room. Those who have downloaded the NHS Track and Trace app can scan the code when they enter the building.

Councillor Liz Hirst reported that the Covid support group is still in place and small number of support requests are being received.

- b) Burial Ground:
  - i) Councillor Trevor Gill and the Clerk have booked onto the WALC cemetery management course in December 2020.
  - ii) No issues on inspection by Councillor Trevor Gill.

c) Community Policing/Neighbourhood Watch

Councillor Phil Baxter: Two vans and one caravan stolen on the 16<sup>th</sup> September, in neighbouring villages.

Councillor Chris Williams: Travellers have settled in Gaydon, on the old Warwick Road. The police have been to Gaydon today. With regard to the reports of noise on Burton Dassett Hills, the Police have been undertaking extra patrols and the issues have reduced.

Councillor Darrell Muffitt: Issue at the Yew Tree Pub: a group of customers failed to pay their bill and to observe Covid regulations. The Police were called. **Action: Councillor Phil Baxter to enquire as to why this incident did not appear on the Rural Watch.** John Feilding: Alison Wiggins is in charge of Rural Crime.

Councillor Trevor Gill confirmed that there have been a number of incidences of thefts from gardens in Gaydon. Residents are encouraged to secure garages and outbuildings.

d) Superfast Broadband:

- i) Update from Councillor Trevor Gill – there are still outstanding matters at Avon Carrow. More cabling is required and additional work. CSW team is addressing these issues. The cabling planning application is for information only as there is overarching approval to lay cables for broadband.  
Councillor John Feilding: Vouchers are available to assist in resolving connection issues for outlying properties.

- e) Playground & annual RoSPA report:
- i) The Clerk circulated the recent safety inspection report from RoSPA.
  - ii) The Clerk has sent the report to Wicksteed for an itemised quotation for the repairs. A report will be presented to the Parish Council in due course for agreement as to which repairs should be progressed to ensure that the equipment is safe and in a good state of repair.
  - iii) Councillor Trevor Gill confirmed that the play area has been subject to a monthly visual inspection and that the Covid signage remains in place.
- f) The Post Office: The Post Office continues to operate from the Reading Room. The Post Office was unable to operate on Monday 5 October, due to technical difficulties experienced at the Reading Room. **Action: Councillor Trevor Gill to speak to the PO operator to establish the situation.**
- g) The Village War Memorial: Nothing to report.
- h) The Reading Room:
- i) The taps are being run once per week to comply with legionella prevention requirements. The Reading Room is being cleaned once per month.
  - ii) It was decided to seek a quote for the completion of the painting of the inside of the Reading Room. The quote will be presented at the next meeting. **Action: Councillor Trevor Gill and Clerk to seek quote for painting.**
- i) Roads, Traffic and Drains:
- i) Update by Councillor Phil Baxter: The County Highways Engineer has confirmed that the roads have been marked up, ready for work. Traffic management needs to be in place for the work. The Clerk had circulated the official notice of works. Severn Trent are commencing work on 6 October, on Church Hill, with traffic management. **Action: Councillor Phil Baxter to register for notifications.**
  - ii) The Clerk reported the subsidence on the carriageway, close to the motorway bridge.
- j) St John's Church:
- i) Stratford District Council's contractors examined the wall, close to The Old Rectory and found that the work to clear the vegetation had already taken place.

The Parish Council had contacted a local contractor regarding the removal of a wasps nest. However, the contractor found that the infestation is a swarm of honey bees, not wasps. Subsequently, a local beekeeper has confirmed that the nest can be temporarily secured to enable the grass strimming to take place. Consideration will be given for the permanent removal of the swarm.

- k) Projects and Grant Funding: Consideration was given to projects to be undertaken, including electric vehicle charging points. Councillor Darrell Muffitt is working on creating and agreeing a comprehensive list of projects, evaluation criteria and then prioritising them. It was agreed that a sub-committee would be set up to consider these matters. Councillor Darrell Muffitt will lead the sub-committee. **Action: Councillor Darrell Muffitt: To agree sub-committee membership and hold an initial meeting before the next PC meeting.**
- l) Remembrance Day: Councillor Darrell Muffitt: The wreaths have arrived. Awaiting a response from the vicar. A representative may attend from the MOD Camp. The ceremony will be simple. It is hoped to confirm the arrangements by the middle of October.

The Christmas Carol Service: agenda item for next Parish Council meeting.

- m) Unitary Authorities: Councillor Chris Williams advised the Parish Council to wait for more details to be made available. Councillor Darrell Muffitt has attended the WALC conference call regarding the consultation. There were a wider range of views, in terms of potential Parish Council roles and responsibilities. Warwickshire County Council's consultants, Price Waterhouse Coopers report favours a single unitary authority. Stratford and Warwick District Councils have commissioned their own consultancy report, from Deloitte's, which favours two unitary authorities: North and South. Councillor Darrell Muffitt concluded that there would be consolidation at some level as well as a boundary review. The pandemic has delayed the review process by at least a year. Councillor Darrell Muffitt concluded that there was no action to undertake at present but it would be advantageous to have an awareness of the review. This item will remain on the agenda with updates circulated as they arrive.

## 7) COMMUNICATION &amp; ADMINISTRATION:

## a) Equal Opportunities Policy:

WALC advised Parish Council's to consider the adoption of an Equal Opportunities Policy and supplied a template. The draft policy has been reviewed in conjunction with existing Parish Council policies. WALC has no training planned for Equal Opportunities but the Clerk will advise if this changes. Questions about conflict with the Grants Policy have been considered and established to be in order.

Adoption of the policy: Proposed: Councillor Darrell Muffitt, Seconded: Councillor Mike Blakeman.

## b) Accessibility Statement:

Has been developed in line with the requirements set out in 2018. An Accessibility Statement has been added to the Parish Council's website as a webpage. Some of the older PDF files do not comply with the accessibility requirements as well as the internal auditor's forms (AGAR). If the PDF's are downloaded from the website, using Adobe Acrobat Reader they are readable. It is possible to define exceptions. Adoption of Accessibility Statement: Proposed: Councillor Darrell Muffitt, Seconded: Councillor Mike Blakeman. Councillor Phil Baxter raised possible issues with the statement and some of the files, and agreed to circulate these to all councillors. **Action: Phil Baxter to review the statement and email details of any non-compliance to Councillors.**

## 8) COUNCIL REPORTS

a) Warwickshire County Council: Appendix 1. It is likely to be Christmas before further information is received regarding Unitary Authorities.

b) Stratford on Avon District Council: Appendix 2. In addition to the report, John Feilding confirmed:

1. For buildings, including village halls, the "rule of six" applies, subject to a risk assessment being carried out.
2. David Buckland has issued a report saying that Stratford Districts cases have increased by 21, taking the total to 721 cases. The figure per 100,000 in the last seven days has increased to 59. In dialogue with the Director of Public Health for Warwickshire is working to address the matter.

9) CORRESPONDENCE: The Clerk has sent out key correspondence items.

## 10) PLANNING:

"Planning for the Future" – HM Government consultation closes on the 29<sup>th</sup> October 2020. **Action: Councillor Mike Blakeman will review the consultation and prepare a response on behalf of the Parish Council.** Comments were made about the need for new housing, the planning framework and planning policy.

a) Declarations of interests: None.

b) Applications, Decisions, Appeals, Updates.

- |                    |  |
|--------------------|--|
| i) Decisions:      | 20/02266/TREE: Plum Cottage: Consent with conditions   |
|                    | 20/02276/TREE: Post Box Cottage: Consent with conditions   |
|                    | 20/02232/TREE: The Old New House: Consent with conditions  |
| ii) Consultations: | 20/02645/TREE: 9 Avon Carrow: T1 & T2 – plum- remove. Comment: No Representation. Proposed by: Councillor Mike Blakeman, Seconded by: Councillor Trevor Gill |
|                    | 20/02717/TEL28 Avon Carrow: For Information Only   |

## 11) FINANCE:

a) Financial statement: Appendix 3

b) Audit: The Clerk has received notification that the external audit process has ended with no comments. The Closure Notice has been installed. The AGAR is on the website.

c) Payments_for authorisation at meeting:	T. Gill Covid-19 Phone Sept	£ 13.20
	Hide-Wright Sept Expenses	£ 5.00
	WALC Cemetery Management Course	£ 72.00
	PC Laptop	£800.00
	Boss HR Ltd	£ 51.20
	RoSPA Annual Inspection	£ 99.00
Payments made since last PC meeting:	T. Fox Inv. 29731	£559.80

Payments Proposed: Councillor Mike Blakeman, Seconded: Councillor Liz Hirst.

12) MEMBER REPORTS: Condolences were expressed following the recent death of an elderly resident. It was agreed that a sympathy card would be sent to relatives on behalf of the Parish Council

13) DATE OF MEETINGS (by video conferencing, until further notice):

- The next meeting will be on the 2<sup>nd</sup> November and will include agreement of the 2021-2022 budget. A draft budget will be circulated shortly. Action: Councillor Trevor Gill to circulate and to arrange a meeting of Councillors if necessary.
- The final meeting of 2020 will be held on the 14<sup>th</sup> December.

**2021 Meeting dates:** 1 February, 1 March, 12 April, 10 May, 7 June, 5 July, 2 August, 6 September, 4 October, 1 November, 13 December.

The meeting closed at 7.40pm.

## **Appendix 1.**

### **Avon Dassett Parish Council 5<sup>th</sup> October 2020 County Councillor's Report**

The County Council has been extremely busy dealing with COVID-19 issues throughout Warwickshire. It appears that a second wave of Coronavirus is starting to rise. We must all follow the guidance given to us by the government.

#### **Covid-19 Update**

There have been outbreaks of the virus in Rugby and Nuneaton & Bedworth which I am pleased to say has been minimised in Rugby. In Nuneaton & Bedworth, officers have been able to track and trace people with positive test results. Throughout Warwickshire the percentage of children affected has been minimal and has not required any significant reduction in the provision of education.

#### **Unitary Authority**

I mentioned last month that Warwickshire County Council was to hold a full council meeting on 22<sup>nd</sup> September 2020 to debate the prospect of becoming a Unitary Authority. The meeting lasted a full day and the significant economic benefit was a feature of the debate.

The Options were:-

1. An enhanced two-tier model which would preserve the existing county council and five district and borough councils and optimise collaborations in areas of duplicated responsibility;
2. A single unitary council for Warwickshire which would see the creation of a new council, replacing the existing six, which would deliver all local government services; and
3. A two unitary model for Warwickshire which would see the creation of two new unitary councils (a North and a South) each taking responsibility for the delivery of all local authority services within their respective areas.

There was clear political support for Option 2. This decision has been forwarded to the Minister as the preferred Option for proceeding. When we receive confirmation from the Local Government Minister WCC will commence communication with interested parties. It is anticipated that this information will be provided by the government before Christmas.

#### **Proposed Changes to Planning Policy**

The current basic Planning Policy was established in 1947 and remained unchanged until a few years ago. The last changes reduced the number of regulations from 200 pages to 80 pages. Currently, the government wishes to increase new housing in the country. However, there are currently 100,000 new houses having planning permission that have yet to be built. The increase in housing will require revamping of most authorities Local Plans and greater emphasis on infrastructure so that extra appropriate housing can be built. Warwickshire consultation is currently taking place to be submitted to central government when completed.

**Cllr Chris Williams**  
**Member for Kineton and Red Horse Division**  
**05.10.2020**

Appendix 2.

District Councillor John Feilding  
28<sup>th</sup> September 2020

The District Council will be consulting with the Parishes Councils on a number of major changes that will be taking place over next few years.

1/ There is revised version of Site Allocation Plan that will be going out for consultation. The main area are reserve housing sites for self-build and custom built houses. Following this consultation, the Council will analyse the comments made and prepare a Proposed Submission version of the Site Allocations Plan for further consultation. This version, along with any necessary changes, will then be formally submitted to the Government for independent examination. Proposed Submission consultation is expected from April 2021 with formal submission by December 2021 and adoption by summer 2022, although Officers will endeavour to progress the Plan more quickly than this. Wednesdays OS C meeting will be discussing the draught document that affects will those villages in category of LSV

2/ The Devolution and Local Recovery White Paper to be published this Autumn will set out our transformative plans for economic recovery and renewal, and for levelling up opportunity, prosperity, and well-being across the country. These plans will include restructuring our local institutions to deliver these outcomes, establishing more mayors and more unitary councils. There are ongoing discussions with regards to amalgamation Districts within the County. Warwick District Council and SDC are in talks to help cut down expenditure. However, the County Council wants to create one unitary body. This is being resisted by most of the district councils. A report was commissioned from Deloitte's, their conclusion was that Warwickshire should be divided in two parts North & South.

3/ The Boundary Commission looking at the current Ward boundaries and seeing how to balance out population within each Ward. The Wards within the larger urban conurbations have larger a population whereas the rural wards cover many villages but because of the distances we have to travel and the different problems in each village, this will have to be taken into account.

**AVON DASSETT PARISH COUNCIL 2018 - 2019 FINANCIAL YEAR**

Tuesdav, 29 September 2020

	<u>Actual</u>	<u>Net Receipts</u>	<u>Variance With Budget</u>	<u>Budget</u>
<b>Receipts</b>				
Precept	£15,610.00	£15,610.00	£0.00	£15,610.00
Bank Interest	£2.77	£2.77	£2.77	£0.00
Burial Ground	£0.00	£0.00	£0.00	£0.00
Miscellaneous - Funds From Village Functions	£0.00	£0.00	£0.00	£0.00
Hire of Reading Room, car park etc	£0.00	£0.00	£0.00	£0.00
Mowing Refund From Stratford District Council	£0.00	£0.00	£0.00	£0.00
Freedom of Information Fees Received	£500.00	£500.00	£500.00	£0.00
Election Fees Re The Use Of The Reading Room	£0.00	£0.00	£0.00	£0.00
VAT Reimbursement	£1,037.23	£1,037.23	£1,037.23	£0.00
<b>TOTAL RECEIPTS</b>	<b>£17,150.00</b>	<b>£0.00</b>	<b>£17,150.00</b>	<b>£15,610.00</b>

	<u>Actual</u>	<u>Ring Fenced Funds/Fds Received</u>	<u>Net Expenditure</u>	<u>Variance With Budget</u>	<u>Budget</u>
<b>Payments (Annual expenses)</b>					
<b>The Reading Room</b>					
Reading Room: Cleaning	(£30.00)		(£30.00)	£150.00	£180.00
Reading Room: Electricity Supply	(£206.95)		(£206.95)	£393.05	£600.00
Reading Room: Maintenance	(£476.46)		(£476.46)	£23.54	£500.00
Reading Room: Rates	£0.00		£0.00	£0.00	£0.00
<b>Total Reading Room</b>	<b>(£713.41)</b>	<b>£0.00</b>	<b>(£713.41)</b>	<b>£566.59</b>	<b>£1,280.00</b>

**Administration**

**Staff costs:**

Clerk's Pay	(£2,497.32)		(£2,497.32)	£2,252.68	£4,750.00
ADPC Pension Contribution	(£681.89)		(£681.89)	£518.11	£1,200.00
Employee Pension Contribution	(£60.31)		(£60.31)	(£60.31)	£0.00
Administration Expenses	(£107.78)		(£107.78)	£372.22	£480.00
ADPC Training	(£90.00)		(£90.00)	£60.00	£150.00
Audit Fees	(£122.50)		(£122.50)	£277.50	£400.00
Data Protection	£0.00		£0.00	£50.00	£50.00
Election Fees	£0.00		£0.00	£0.00	£0.00
Councillors' expenses	£0.00		£0.00	£0.00	£0.00
WALC Subscriptions	(£123.00)		(£123.00)	£7.00	£130.00
Insurance	£0.00		£0.00	£650.00	£650.00
<b>Total Administration</b>	<b>(£3,682.80)</b>	<b>£0.00</b>	<b>(£3,682.80)</b>	<b>£4,127.20</b>	<b>£7,810.00</b>

**Village Maintenance**

Street Light Maintenance	£0.00		£0.00	£150.00	£150.00
Street Light Electricity Supply	(£411.00)		(£411.00)	£339.00	£750.00
Village Maintenance & Mowing	(£1,452.00)	£0.00	(£1,452.00)	£1,548.00	£3,000.00
Tubs Etc	(£170.00)	£0.00	(£170.00)	£80.00	£250.00
<b>Total Village Maintenance</b>	<b>(£2,033.00)</b>	<b>£0.00</b>	<b>(£2,033.00)</b>	<b>£2,117.00</b>	<b>£4,150.00</b>

**Playground**

Playground Lease & Inspections	£0.00		£0.00	£150.00	£150.00
Playground Equipment and Repairs	£0.00		£0.00	£250.00	£250.00
Playground General Maintenance	£0.00		£0.00	£250.00	£250.00
<b>Total Playground</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£650.00</b>	<b>£650.00</b>

**Communications & IT Expenditure**

Avon Dassett Parish Council Website	(£77.97)		(£77.97)	£242.03	£320.00
Communications & Surveys	£0.00		£0.00	£0.00	£0.00
IT Software, Hardware & Consumables	(£83.88)		(£83.88)	£216.12	£300.00
<b>Total Communications &amp; IT Expenditure</b>	<b>(£161.85)</b>	<b>£0.00</b>	<b>(£161.85)</b>	<b>£458.15</b>	<b>£620.00</b>

**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
Defibrillator	£0.00		£0.00	£200.00	£200.00
Community Projects	(£434.50)		(£434.50)	£315.50	£750.00
<b>Total Miscellaneous</b>	<b>(£434.50)</b>	<b>£0.00</b>	<b>(£434.50)</b>	<b>£665.50</b>	<b>£1,100.00</b>

**TOTAL PAYMENTS**

	<b>(£7,025.56)</b>	<b>£0.00</b>	<b>(£7,025.56)</b>	<b>£8,584.44</b>	<b>£15,610.00</b>
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**Ring Fenced Funds**

	<b>01 April 2020</b>	<b>Deposits</b>	<b>Withdrawals</b>	<b>29 September 2020</b>
Defibrillator	£250.00	£0.00	£0.00	£250.00
St John's Steps Appeal Funds	£86.19	£0.00	£0.00	£86.19
IT Equipment & Software	£562.53	£0.00	£0.00	£562.53
Playground Lease Grant	£200.00	£0.00	£0.00	£200.00
Neighbourhood Watch	£185.00	£0.00	£0.00	£185.00
Village Cemetary	£575.00	£0.00	£0.00	£575.00
Reading Room Maintenance	£8,810.00	£0.00	£0.00	£8,810.00
Parish Plan	£2,000.00	£0.00	£0.00	£2,000.00
Playground Maintenance	£250.00	£0.00	£0.00	£250.00
Village Maintenance	£230.00	£0.00	£0.00	£230.00
<b>Deposit Account Balances As At:</b>	<b>£13,148.72</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£13,151.38</b>

**Closing Period Bank Balances As At:**

	<b>29 September 2020</b>
Current Account	£18,991.37
Deposit Account	£13,151.49
<b>Total Bank Balances</b>	<b>£32,142.86</b>

Signed.....  
 Chair Avon Dassett Parish Council  
 Monday, 5 October 2020

**Avon Dassett Parish Council  
Financial Statement**

Balances as at close of business:

Tuesday, 29 September 2020

<b>Current Account:</b>	£18,991.37	
<b>Deposit Account</b>	£13,151.49	(Ring fenced funds and interest received)

**Bank transactions**

**Current Account:**

Date	Payee	Details	Budget Category	Receipt	Payment
08 September 2020	T. Gill	Covid Phone	Community Projects		(£13.20)
08 September 2020	Hide-Wright	Expenses August	Administration Expenses		(£5.00)
08 September 2020	T. Fox	Inv 29731	Village Maintenance & Mowing		(£559.80)
08 September 2020	WALC	Inv 20653	ADPC Training		(£18.00)
08 September 2020	WALC	Inv 20654	ADPC Training		(£18.00)
08 September 2020	WALC	Inv 20655	ADPC Training		(£18.00)
08 September 2020	WALC	Inv 20565	ADPC Training		(£18.00)
08 September 2020	WALC	Inv 20657	ADPC Training		(£18.00)
16 September 2020	WALC	Annual Subscription	WALC Subscriptions		(£123.00)
18 September 2020	I & 1 Internet	ADPC Website	Avon Dassett Parish Council Website		(£9.59)
21 September 2020	NPower	Electricity	Street Light Electricity Supply		(£56.00)
21 September 2020	Hide-Wright	Salary (Sept)	Clerk's Pay		(£322.96)
25 September 2020	Warwickshire Pension Fund	ADPC Pension Contribution	ADPC Pension Contribution		(£72.11)
25 September 2020	Warwickshire Pension Fund	Employee Contribution	Employee Pension Contribution		(£18.80)
28 September 2020	Stratford District Council	Precept	Precept	£7,805.00	£0.00
29 September 2020	Total Gas & Power	Electricity	Street Light Electricity Supply		(£23.19)
				<b>£7,805.00</b>	<b>(£1,293.65)</b>

**Deposit Account**

Date	Payee	Details	Budget Category	Receipt	Payment
08 September 2020	Lloyds Bank	Bank Interest	Bank Interest	£0.11	
				<b>£0.11</b>	<b>£0.00</b>

**Ring Fenced Funds**

Defibrillator	£250.00
St John's Steps Appeal Funds	£86.19
IT Equipment & Software	£565.19
Playground Lease Grant	£200.00
Neighbourhood Watch	£185.00
Village Cemetary	£575.00
Reading Room Maintenance	£8,810.00
Parish Plan	£2,000.00
Playground Maintenance	£250.00
Village Maintenance	£230.00
<b>Deposit Account Balances As At:</b>	<b>£13,151.38</b>

Tuesday, 29 September 2020

**Payments For Authorisation**

**Payments For Authorisation**

T. Gill	Covid-19 Phone August	Community Projects	(£13.20)
Hide-Wright	September	Administration Expenses	(£5.00)
WALC	Training	Cemetery Management Course	(£72.00)
TBA	IT Software, Hardware & Consumables	ADPC Replacement Laptop	(£800.00)
Boss HR Limited	Other, Section 137	HR Support	(£51.20)
RoSPA	Playground Lease & Inspections	Playground Inspection	(£99.00)
PKF Littlejohn	Audit Fees	External Audit	(£240.00)
			<b>(£1,280.40)</b>
<b>Emergency Payments Made</b>			
08 September 2020	T. Fox	Village Maintenance & Mowing	(£559.80)
			<b>(£559.80)</b>

Dated:

Tuesday, 29 September 2020

Signed

Chair Avon Dassett Parish Council  
Monday, 5 October 2020