

Avon Dassett Parish Council

Agenda

I hereby give notice that an Ordinary Meeting of Avon Dassett Parish Council will be held in The Reading Room on 6 March 2023 at 7.00pm, to which you are summoned for the transaction of the following business

Summons	Clr Trevor Gill (Chair), Cllr Phil Baxter, Cllr Mike Blakeman, Cllr Liz Hirst, Cllr Darrell Muffitt
Invitees	The General Public, Cllr John Feilding (SDC) and Cllr Chris Mills (WCC)
Meeting Chair	Clr Trevor Gill
Minute Taker	Joanne Jarman (Parish Clerk)

The meeting is open to the public and the press, who are welcome to attend the duration of the meeting* and may raise questions or comment on agenda items during Public Participation. Members of the public are not expected to speak at any other time during the meeting.

***Occasionally members of the public may be asked to leave the meeting if the council resolves to consider 'confidential business'**

- 1. Record of Members Present**
- 2. To Receive Apologies and the Reasons for Such Absence**
- 3. To receive Declarations of Personal or Pecuniary Interest**
- 4. Public Participation - to receive any questions or presentations from the public**
(15 minutes will be allowed for this item)
- 5. To approve the Minutes of previous meeting:**
 - 5.1 Ordinary meeting held on 9 January 2023
- 6. To receive Progress Reports on Outstanding Items not covered later on the agenda (See Clerk's Report)**
- 7. County Councillor Report**
 - 7.1 Warwickshire County Council
- 8. Policies**
 - 8.1 To approve the Complaints Policy
 - 8.2 To approve the Habitual and Vexatious Complaints Policy
 - 8.3 To approve the Communications Policy
 - 8.4 To approve the Protocol on the Recording and Filming of Meetings
 - 8.5 To approve the Legal Protocol for dealing with developers in respect of pre-planning application
- 9. Planning**
 - 9.1 To consider the request to meet with the agents of a potential developer to provide feedback on a proposed housing scheme in the centre of the village
- 10. Projects Group**
 - 10.1 To receive a progress update on the Projects Group
 - 10.2 To consider projects that are being recommended for approval:
 - 10.2.a Traffic enhancements – relocation of road signs re speed restrictions
 - 10.2.b Traffic enhancements – safety mirrors
 - 10.2.c Traffic enhancements – erection of gates at the entrance to the village
 - 10.2.d The Reading Room Refurbishment business case
 - 10.2.e Village playground adult exercise equipment
 - 10.2.f Village playground children's additional equipment
 - 10.2.g Streaming of Parish Council meetings
 - 10.2.h Updated business case re St John's Church Upgrade
 - 10.2.i Proposed activities during the King's Coronation weekend
 - 10.3 To consider funding bids to support proposed projects
 - 10.3.a National Lottery Community Funding bid – adult exercise equipment for the village playground
 - 10.3.b To ratify the submission of a National Lottery Funding Bid re the King's Coronation

11. Community

- 11.1 To receive an update on the refurbishment of The Reading Room
- 11.2 To receive an update on the Burial Ground
- 11.3 To receive an update on St John's Church
- 11.4 To receive an update on community policing/neighbourhood watch
- 11.5 To receive an update on the playground
- 11.6 To receive an update on the War Memorial Grant Application
- 11.7 To receive an update on the defibrillator

12. Highways, Street Lighting and Footpaths

- 12.1 To receive an update on highways, street lighting and drains
- 12.2 To consider the renewal of the street light maintenance contract
- 12.3 To consider the report and recommendations from the Tree Warden and next steps

13. Finance

- 13.1 To approve the payments in the schedule attached to this agenda
- 13.2 To review the financial statements to 28th February 2023
- 13.3 To consider the grant application from the Avon Dassett Local History Group for the Community website
- 13.4 To consider the insurance renewal
- 13.5 To approve the budget strategy, including implementation
- 13.6. To approve the appointment of the Internal Auditor

14. Clerk CiLCA enrolment

- 14.1 To confirm the Clerk's enrolment onto the CiLCA course on 1st June 2023
- 14.2 To confirm the course costs of £200 for the WALC CiLCA courses
- 14.3 To confirm the SLCC registration fee – £450

15. Election 2023

- 15.1 To receive an update on key dates
- 15.2 To receive an update on the requirement for photo ID
- 15.3 To consider any general administration matters

16. Annual Parish Meeting

- 16.1 To confirm the date of the Annual Parish Meeting

17. Correspondence (for information only)

None

18. Councillors' Reports

To report on minor matters of information not included elsewhere on the agenda

19. Items for the Next Agenda

To raise items for future agendas.

20. Statement from the Chair

21. Date of the next meeting: 15th May 2023

Parish Clerk – Joanne Jarman

Email: clerk@avondassettparishcouncil.com

Tel: 07809 197817

Website: <https://www.avondassettparishcouncil.com>

Avon Dassett Parish Council

Clerk's Report – 6th March 2023

Agenda Reference	Update																
6	Skip and hedges raised by a resident – I responded to the resident on 10 th January 2023.																
6	Electricity quotes – Clear Utility was instructed to set up a contract for The Reading Room on 10 th January 2023																
6	A Mailchimp was sent out to residents reminding them of their responsibilities related to dogs.																
6	Dogs to be kept on lead sign for playground has been ordered and erected.																
6	VAT claim – submitted 24 th January 2023 - £918.59 – period 1 st April to 31 st December 2022. The refund was received into the bank on 3 rd February 2023.																
8.1 and 8.2	<p>Complaints Policy and Habitual and Vexatious Complaints policy – a draft Complaints Policy has been circulated to Councillors. The two policies will be added to the agenda for the next meeting.</p> <p>Following feedback raised by Cllr Baxter the Complaints Policy is as recommended by the SLCC as being appropriate to small Parish Councils.</p>																
8.3 and 8.4	The Communications Policy has been updated to support the Streaming project; the Protocol on the Recording and Filming of meetings has also been drafted for approval.																
8.5	A protocol for dealing with developers in respect of pre-planning application is submitted for approval. This will ensure transparency in all dealings with developers/future planners																
9	A request to meet with the agents of a potential developer has been received. It is proposed that the Legal Protocol for dealing with developers in respect of pre-planning application is sent to the agent along with a request for dates for a meeting. Under the protocol I would be required to attend and minute any meeting. The Councillors are asked to confirm their agreement to this course of action.																
11.1	Refurbishment of The Reading Room – the contractor has been instructed to carry out the work but has had to increase the quote by £180 due to rising costs; a thermostatic mixer valve will also be installed. The work will take 3 days and will take place over a weekend. A deposit of £1,400 has been paid to secure the quote.																
12.1	Drains at Bitham Hill were reported by a resident. These were raised with WCC Highways and should have been cleared in w/c 20.2.2023.																
12.2	<p>Street light maintenance – I have received an updated quote from WCC for the maintenance of the street lights. This was sent on to Councillors on 7th February 2023.</p> <table style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;"><i>2023/24</i></th> <th style="text-align: center;"><i>2022/23</i></th> <th style="text-align: center;"><i>Increase</i></th> </tr> </thead> <tbody> <tr> <td>Prices are per lantern and exclude VAT:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>SOX/MBF/LED lanterns</td> <td style="text-align: center;">£2.34</td> <td style="text-align: center;">£2.04</td> <td style="text-align: center;">14.71%</td> </tr> <tr> <td>Non – SOX/MBF/LED lanterns</td> <td style="text-align: center;">£12.00</td> <td style="text-align: center;">£10.44</td> <td style="text-align: center;">13%</td> </tr> </tbody> </table> <p>The full specification has been circulated to Councillors. It has been highlighted that Low-Pressure Sodium lanterns (golden orange) are obsolete and should they fail will have to be replaced.</p>		<i>2023/24</i>	<i>2022/23</i>	<i>Increase</i>	Prices are per lantern and exclude VAT:				SOX/MBF/LED lanterns	£2.34	£2.04	14.71%	Non – SOX/MBF/LED lanterns	£12.00	£10.44	13%
	<i>2023/24</i>	<i>2022/23</i>	<i>Increase</i>														
Prices are per lantern and exclude VAT:																	
SOX/MBF/LED lanterns	£2.34	£2.04	14.71%														
Non – SOX/MBF/LED lanterns	£12.00	£10.44	13%														

13.4	The insurance renewal is due on 6 th April 2023. Zurich has quoted £595.92. BHIB is the NALC recommended insurance broker for Councils. BHIB has quoted £553.29 for the coming year; the premium would reduce to £523.95 if we committed to a 3-year long term undertaking. Any increase in premium would be index-linked.
14	CiLCA qualification – I have submitted the initial assessment and met with the CiLCA trainer from WALC. The costs were approved at the meeting held on 9 th May 2022. As advised by the trainer, I have booked on the first two courses that will take place on 7 th March and 23 rd May with a view to registering with SLCC intake on 1 st June.
15.1	<p>Nomination papers must be completed and submitted to Stratford District Council by 4pm on Tuesday 4th April.</p> <p>Should the election be contested a notice of poll will be sent to the Clerk for display on the Parish Council notice board no later than 25th April 2023.</p> <p>Candidates elected at either an uncontested or contested election will serve as members of the Parish Council from 9th May 2023.</p>
16.1	<p>Annual Parish Meeting – this should be held between 1st March and 1st June. The meeting can be convened by any of the following:</p> <ul style="list-style-type: none"> • Chair of the Parish Council, or • Two parish councillors, or • 6 electors <p>A minimum of seven days’ notice of the meeting must be given, including notice of the time and place and business of an intended meeting; the notice should be signed by the convenor of the meeting.</p>
	<p>The following actions from the last meeting remain outstanding:</p> <ul style="list-style-type: none"> • Second quote for the Nature Reserve project • Councillor profiles for Cllrs Baxter, Gill and Hirst • War Memorial pre application grant submission

AVON DASSETT PARISH COUNCIL 2022 - 2023 FINANCIAL YEAR
RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD TO
28th FEBRUARY 2023

	<u>Actual</u>	<u>Net Receipts</u>	<u>Variance With Budget</u>	<u>Budget</u>
Receipts				
Precept	£15,610.00	£15,610.00	£0.00	£15,610.00
Interest received	£34.47	£34.47	£34.47	£0.00
Burial Ground Fees	£0.00	£0.00	£0.00	£0.00
Miscellaneous - Funds From Village Functions	£320.10	£320.10	£320.10	£0.00
Income related to Church Steps	£500.00	£500.00	£500.00	£0.00
Hire of Reading Room, car park etc	£80.00	£80.00	£80.00	£0.00
Mowing Refund From Stratford District Council	£963.30	£963.30	£963.30	£0.00
Freedom of Information Fees Received	£0.00	£0.00	£0.00	£0.00
Election Fees Re The Use Of The Reading Room	£0.00	£0.00	£0.00	£0.00
VAT Reimbursement	£2,523.22	£2,523.22	£2,523.22	£0.00
TOTAL RECEIPTS	£20,031.09	£0.00	£4,421.09	£15,610.00

	<u>Actual</u>	<u>Funded From Reserves</u>	<u>Net Expenditure</u>	<u>Variance With Budget</u>	<u>Budget</u>
Payments (Annual expenses)					
The Reading Room					
Reading Room: Cleaning	(£247.85)		(£247.85)	£112.15	£360.00
Reading Room: Electricity Supply	(£230.00)		(£230.00)	£270.00	£500.00
Reading Room: Maintenance	(£1,400.00)		(£1,400.00)	(£1,050.00)	£350.00
Reading Room: Rates	£0.00		£0.00	£0.00	£0.00
Reading Room: WiFi	(£370.15)		(£370.15)	(£10.15)	£360.00
Total Reading Room	(£2,248.00)	£0.00	(£2,248.00)	(£678.00)	£1,570.00

Administration					
Staff costs:					
Clerk's Pay	(£3,541.70)	£0.00	(£3,541.70)	£1,208.30	£4,750.00
ADPC Pension Contribution	£0.00		£0.00	£1,200.00	£1,200.00
Employee Pension Contribution	£0.00		£0.00	£0.00	£0.00
Administration Expenses	(£22.47)		(£22.47)	£457.53	£480.00
ADPC Training	(£349.20)		(£349.20)	(£49.20)	£300.00
Audit Fees	(£362.50)		(£362.50)	£37.50	£400.00
Data Protection	(£35.00)		(£35.00)	£15.00	£50.00
Election Fees	£0.00	£0.00	£0.00	£0.00	£0.00
Councillor and Clerk expenses	(£81.00)		(£81.00)	(£81.00)	£0.00
Subscriptions	(£264.50)		(£264.50)	(£64.50)	£200.00
Insurance	£0.00		£0.00	£600.00	£600.00
Total Administration	(£4,656.37)	£0.00	(£4,656.37)	£3,323.63	£7,980.00

Village Maintenance					
Street Light Maintenance	£0.00		£0.00	£150.00	£150.00
Street Light Electricity Supply	(£763.44)		(£763.44)	£406.56	£1,170.00
Village Maintenance & Mowing	(£2,491.20)	£963.30	(£1,527.90)	£972.10	£2,500.00
Tubs Etc	(£312.20)		(£312.20)	(£112.20)	£200.00
Total Village Maintenance	(£3,566.84)	£963.30	(£2,603.54)	£1,416.46	£4,020.00

Playground					
Playground Inspections	(£100.80)		(£100.80)	£49.20	£150.00
Playground Equipment and Repairs	(£83.85)		(£83.85)	£166.15	£250.00
Playground General Maintenance	£0.00		£0.00	£250.00	£250.00
Total Playground	(£184.65)	£0.00	(£184.65)	£465.35	£650.00

Communications & IT Expenditure					
Avon Dasset Parish Council Website	(£116.29)		(£116.29)	£183.71	£300.00
Communications & Surveys	£0.00		£0.00	£0.00	£0.00
IT Software, Hardware & Consumables	(£475.90)		(£475.90)	(£175.90)	£300.00
Total Communications & IT Expenditure	(£592.19)	£0.00	(£592.19)	£7.81	£600.00

Miscellaneous					
Coffee Morning Expenses & Xmas Gathering	(£163.92)		(£163.92)	(£13.92)	£150.00
Other - Section 111	(£600.00)	£600.00	£0.00	£0.00	£0.00
Other - Section 137	£0.00		£0.00	£0.00	£0.00
Other - Section 145	(£430.40)		(£430.40)	(£430.40)	£0.00
Defibrillator	(£702.74)		(£702.74)	(£502.74)	£200.00
Community Projects	(£651.60)		(£651.60)	(£211.60)	£440.00
Total Miscellaneous	(£2,548.66)	£600.00	(£1,948.66)	(£1,158.66)	£790.00

TOTAL PAYMENTS	(£13,796.71)	£1,563.30	(£12,233.41)	£3,376.59	£15,610.00
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NET INCOME OVER EXPENDITURE FOR THE YEAR TO DATE	£6,234.38	£7,797.68
TRANSFERRED TO GENERAL RESERVE	1,604.53	1,604.53
NET INCOME OVER EXPENDITURE AFTER TRANSFER TO RESERVES	£4,629.85	£6,193.15
Reserves		

<u>Closing Period Bank Balances As At:</u>	<u>28th FEBRUARY 2023</u>
Current Account	£4,895.38
Deposit Account	£24,290.22
Total Bank Balances	£29,185.60

AVON DASSETT PARISH COUNCIL

PAYMENTS AND RECEIPTS SINCE LAST MEETING

CURRENT ACCOUNT

Date	Payee	Details	Expenditure	Income
12 January 2023	MW & DEM Watts	Coffee morning - January	£12.11	£0.00
12 January 2023	T Gill	Plaque	£20.00	£0.00
12 January 2023	Joanne Jarman	Clerk Salary - January	£341.04	£0.00
09 January 2023	SR	St Johns Steps		(£100.00)
18 January 2023	1&1	ADPC Website	£5.99	£0.00
19 January 2023	1&1	ADPC Email Accounts	£44.40	£0.00
19 January 2023	C. Dancer	Cleaning Reading Room Aug to Jan	£120.00	£0.00
18 January 2023	GW	Plaque		(£100.00)
20 January 2023	E.On	Electricity	£23.00	£0.00
23 January 2023	BT	Reading Room WiFi	£33.65	£0.00
03 February 2023	HMRC	VAT refund		(£918.59)
08 February 2023	Nuthatch Design	Reading Room refurbishment	£1,400.00	£0.00
08 February 2023	MW & DEM Watts	Coffee morning - February	£13.43	£0.00
15 February 2023	Total Energies	Electricity - to 31.12.2022	£178.78	£0.00
15 February 2023	Total Energies	Electricity - to 31.1.2023	£191.10	£0.00
20 February 2023	SDC	Mowing refund		(£963.30)
20 February 2023	1&1	ADPC Website	£5.99	£0.00
20 February 2023	1&1	ADPC Email Accounts	£19.20	£0.00
22 February 2023	BT	Reading Room WiFi	£33.65	£0.00
22 February 2023	Joanne Jarman	Clerk Salary - February	£341.04	£0.00
09 January 2023	Lloyds Bank Plc	Interest Income	£0.00	£0.00
09 February 2023	Lloyds Bank Plc	Interest Income	£0.00	£0.00
00 January 1900	00 January 1900	00 January 1900	£0.00	£0.00
00 January 1900	00 January 1900	00 January 1900	£0.00	£0.00
00 January 1900	00 January 1900	00 January 1900	£0.00	£0.00
00 January 1900	00 January 1900	00 January 1900	£0.00	£0.00
00 January 1900	00 January 1900	00 January 1900	£0.00	£0.00
00 January 1900	00 January 1900	00 January 1900	£0.00	£0.00
00 January 1900	00 January 1900	00 January 1900	£0.00	£0.00
00 January 1900	00 January 1900	00 January 1900	£0.00	£0.00

£2,783.38 £2,081.89

DEPOSIT ACCOUNT

Date	Payee	Details	Expenditure	Income
09 January 2023	Lloyds Bank Plc	Interest Income		£10.37
09 February 2023	Lloyds Bank Plc	Interest Income		£12.37
			£0.00	£22.74

FOR AUTHORISATION

PAYMENTS FROM PRECEPT

M W & D E M Watts	Coffee Morning - January 2023	20.00
M W & D E M Watts	Coffee Morning - February 2023	20.00
J Jarman	Travel Expenses	48.60
J Jarman	Google - Oct to Feb	41.40
Zoom	Subscription	150.00
J Jarman	Overtime claim - 15 hours (period December 2022 to February 2023)	
Zurich Insurance	Town and Parish Insurance	595.92
RK Wholesale (TG)	Reading Room equipment	39.99
J Jarman	Sheep/Dog Sign - ebay	24.99
WCC	Annual Street light Maintenance - 2022/23	150.34
T Gill	Defibrillator pads	52.81

£1,144.05