

Minutes of an Ordinary meeting of Avon Dassett Parish Council

6th March 2023 at

The Reading Room, Avon Dassett

All attended were requested to follow the meeting protocol

The meeting commenced at 19.00

1. PRESENT

Cllr Trevor Gill (Chairman)
 Cllr Phil Baxter
 Cllr Liz Hirst (arrived 19:18)
 Cllr Darrell Muffitt (Vice Chairman)
 Cllr Chris Mills
 Cllr John Feilding

Joanne Jarman (JJ) – Parish Clerk (minute taker)
 Members of the public – 8 members were present

2. APOLOGIES

Cllr Mike Blakeman

The Chairman welcomed everyone to the meeting.

3. DECLARATIONS OF INTEREST

None

4. PUBLIC PARTICIPATION

A resident highlighted an email they had sent the Clerk regarding the grants process. A concern had been raised that the current process could mean that the village might miss out on potential grants. Cllr Muffitt explained that once a project is identified it is considered by the Projects Group and that this then forms the basis of any grant application. The Clerk also confirmed that she had emailed on 12th January stating the reasons why the grant application had not been submitted.

ACTION: Clerk to ensure the original email was forwarded to the Projects Group and Projects Group to respond – Clerk/DM

5. APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 9th January 2023 were approved:

Proposed by: Cllr Baxter
 Seconded by: Cllr Muffitt

Unanimous

6. TO RECEIVE PROGRESS REPORTS ON OUTSTANDING ITEMS NOT COVERED LATER ON THE AGENDA (see Clerk's report)

Drains at Bitham Hill were reported by a resident. These were raised with WCC Highways and should have been cleared during the week commencing 20th February 2023.

ACTION: Drains on Bitham Hill to be checked to ensure they have been cleared and confirm to the Clerk – Cllr Baxter

Councillor profiles – updates delayed until after the election.

7. DISTRICT AND COUNTY COUNCILLOR REPORTS

7.1 Warwickshire County Council – Appendix A

Cllr Mills presented his report which had been circulated prior to the meeting. He suggested that the Voter ID FAQs be added to the Parish Council's notice board and website. **Appendix B**

ACTION: Voter ID FAQ to be posted on the notice board and website – Cllr Gill and Clerk

Cllr Feilding gave a verbal report:

- On 22 March 2023 the Planning Committee will consider the Meadows Cottage application; Cllr Feilding would like an officer from the Parish Council to attend. **ACTION: Cllrs Baxter and Hirst to agree who will attend.**
- Cllr Feilding is standing down due to boundary changes. Cllr Feilding thanked everyone for all their support and said that he has always looked after the interests of the Parish. Cllr Gill thanked Cllr Feilding.

Cllr Muffitt fed back on the SWLP consultation process and noted that fewer than 1,000 people had responded to the initial consultation. Cllr Muffitt found the consultation site extremely difficult to navigate, he considered that the questions were leading and that every question resulted in an email response. He considered the process to be a barrier to people responding and asked the Councillors to report back

Cllr Muffitt highlighted the Compton buildings development where gas and propane tanks are being installed when this is a glaring opportunity to be greener.

ACTION: Cllr Mills agreed to take both points up with the relevant officers.

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

Proposed by: Cllr Muffitt

Seconded by: Cllr Baxter

Unanimous

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.

A public meeting was considered. As the original request was for an informal meeting, Cllr Blakeman's advice is to initially meet in private as the landowner has requested. If the landowner wanted to hold a public presentation of their proposals the Parish Council would help to facilitate this; councillors could attend and ask questions at this meeting but the Parish Council would not give a formal opinion until a planning application was submitted.

It was proposed that the Clerk send the Legal Protocol for dealing with developers in respect of pre-planning applications to the agent and request dates for an informal meeting. The Clerk will attend the meeting and take minutes. The Clerk was asked to request dates for a meeting prior to the May elections.

Proposed by: Cllr Muffitt

Seconded by: Cllr Gill

Unanimous

ACTION: Legal Protocol to be sent to the agents requesting dates for a meeting within the next 6 weeks - Clerk

10. PROJECTS GROUP

10.1 To receive a progress update on the Projects Group – Appendix C

Cllr Muffitt had circulated an update on the Projects Group meeting held on 13th February 2023 prior to the meeting. No feedback has been received from any Councillor. Reserves have not yet been reviewed and as the level is considerable this will need addressing. Projects are underway, including Nature Reserve. How we identify and contact landowners in the “call for sites” remains unresolved. Volunteers are also needed to take projects forward. A Parish meeting could be held to update residents on the Parish Plan progress.

10.2 To consider projects that are being recommend for approval

9.2.a Traffic enhancements – relocation of road signs re speed restrictions particularly at the bottom of the village. Cllr Mills has agreed to sponsor the proposed reduction in speed limit. Cllr Mills highlighted that this is a lengthy process.

Proposed by: Cllr Muffitt

Seconded by: Cllr Hirst

Unanimous

10.2.b Traffic enhancements – safety mirrors – WCC Highways has confirmed that it does not recognise safety mirrors and will not condone them on WCC land.

Proposed by: Cllr Muffitt

Seconded by: Cllr Hirst

Unanimous

ACTION: Contact details for the resident to be passed to the Clerk so she can write and explain WCC stance – Cllr Gill/Clerk

10.2.c Traffic enhancements – erection of gates at the entrance to the village – the cost will be c£1,430, including VAT. The proposal assumes volunteers will erect the gates.

Proposed by: Cllr Hirst

Seconded by: Cllr Muffitt

Unanimous

10.2.d The Reading Room Refurbishment business case – see agenda item 11.1

Proposed by: Cllr Muffitt

Seconded by: Cllr Hirst

Unanimous

10.2.e Village playground adult exercise equipment – cost c£5,388 – subject to successful grant application for the full cost. **ACTION: Clerk to submit the grant application**

Proposed by: Cllr Hirst

Seconded by: Cllr Muffitt

Unanimous

10.2.f Village playground children’s additional equipment – cost c£10,180 - subject to successful grant application for £8,484, the difference relating to VAT to be reclaimed.

ACTION: Clerk to submit the grant application

Proposed by: Cllr Gill

Seconded by: Cllr Muffitt

Unanimous

10.2.g Streaming of Parish Council meetings – to be funded from reserves c £310

Proposed by: Cllr Baxter

Seconded by: Cllr Muffitt

Unanimous

ACTION: Equipment to be acquired – Cllr Baxter

10.2.h Updated business case re St John’s Church Upgrade – provides clarification around the collection of money for the steps. The Parish Council is not legally permitted to buy anything for or give money to the Church. Toilet and lighting works are being progressed but this will be at a significant cost that will require grant funding or village fund raising; the Parish Council cannot be part of this. Cllr Muffitt gave an update on St Joseph’s Church potential closure; he suggested that the Church could be used by the village.

ACTION: Diocese to be contacted to clarify the plans for St Josephs and to obtain any options for its use that would benefit the village – Cllr Baxter

10.2.i Proposed activities during the King’s Coronation weekend

Cllr Hirst gave an update on the proposed activities – activities include a street party to be held in Park

Close, a marquee, bouncy castle for adults, songs about Charles and a quiz in the pub with events being held

in both the daytime and evening. A grant for food has been applied for and residents will also be asked to bring their own food. The details of the activities are yet to be finalised and will be publicised in due course.

It was proposed that the Parish Council award a grant of up to £250 as its contribution to the Coronation events.

Proposed by: Cllr Muffitt

Seconded by: Cllr Baxter

Unanimous

ACTION: Detailed costings to back up the grant application to be provided – Cllr Hirst

11. COMMUNITY

11.1 To receive an update on the 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. It is expected that the work will be completed over the weekend so that the Post Office can open as usual on the Monday.

ACTION: The village to be informed should the works overrun and the Post Office be closed – Cllr Muffitt/Clerk

11.2 To receive an update on the Burial Ground

No update

11.3 To receive an update on St John's Church

See agenda item 10.2.h

11.4 To receive an update on community policing/neighbourhood watch

Cllr Baxter referred to the continuing break ins into vehicles in the village.

11.5 To receive an update on the playground

No update

11.6 To receive an update on the War Memorial Grant Application

It was agreed that Cllr Muffitt submit the grant pre application directly rather than go through the Clerk.

ACTION: War Memorial Grant pre application to be submitted – Cllr Muffitt

11.7 To receive an update on the defibrillator

The defibrillator has recently been used. For future reference, once the defibrillator is used it is taken away by the West Midlands Ambulance Service who will return it after they have checked it. On its return the defibrillator should be checked to ensure that it is ready for use. The defibrillator has been returned and new pads are on order. It was noted that there is currently a shortage of pads.

ACTION: Defibrillator process to be updated – Clerk

ACTION: St John's Ambulance to be approached for available pads – Cllr Baxter

12. HIGHWAYS, STREET LIGHTING AND FOOTPATHS

12.1 To receive an update on highways, street lighting and drains

The street light on Lower End Terrace has been repaired

Thanks were passed to Cllr Baxter for removing debris in the past. Following the road traffic accident on the B4100 Cllr Gill was alerted via the WhatsApp village chat that there was debris in the road. Cllr Gill cleared the debris. Cllr Gill contacted Streetscene at Stratford on Avon District Council to enquire about the process for clearing debris following an accident. Streetscene advised that neither Councillors nor local residents should collect any debris on the verges in the event of an accident. Parish Councillors would not be covered under Parish Council insurance; residents are also unlikely to be covered by any insurance. In the future, Streetscene should be informed of any debris which will then arrange for its removal.

12.2 To consider the renewal of the street light maintenance contract

The Clerk referred to her report and asked the Councillors to approve the renewal of the contract. The cost savings of LED lighting was raised. The Projects group will consider LED street lighting and the capital costs involved.

Proposed by: Cllr Gill

Seconded by: Cllr Baxter

Unanimous

ACTION: Street light maintenance contract to be renewed – Clerk

ACTION: LED street lighting to be considered at the Projects Group – Cllr Muffitt

12.3 To consider the report and recommendations from the Tree Warden and next steps Appendix D

The report from the tree warden had been distributed prior to the meeting. The Clerk has written to the volunteer to thank him his report.

It was agreed that a copy of the report be sent to the Gardening Club as they would like to plant a tree as a part of the Queen's Jubilee.

ACTION: Contact details for the Gardening Club to be sent to the Clerk and the report sent on – Cllr Gill/Clerk

Cllr Muffitt noted the following:

- The aspiration to remove dead wood from around power lines; this is not the Parish Council responsibility. A recent planning application has been submitted for cutting back trees.
- Shadow planting - it needs to be considered who would do this
- Keeping footpaths clear – potential to pass this to Fenny Compton footpaths group

ACTION: Tree Warden to be contacted to discuss how we progress with the recommendations in the report - Clerk

13. FINANCE**13.1 To approve the payments in the schedule attached to this agenda Appendix E**

The Clerk's overtime relates to additional hours worked and were pre-approved by the Chair.

Proposed by: Cllr Hirst

Seconded by: Cllr Muffitt

Unanimous

13.2 To review the financial statements to 28th February 2023 Appendix E

Proposed by: Cllr Muffitt

Seconded by: Cllr Gill

Unanimous

13.3 To consider the grant application from the Avon Dassett Local History Group for the Community website

The grant requested is for £270. The Clerk requested a copy of the original invoice for the records.

Proposed by: Cllr Hirst

Seconded by: Cllr Muffitt

Unanimous

13.4 To consider the insurance renewal

The Clerk referred to her report. It was proposed that a policy be taken out via BHIB.

Proposed by: Cllr Hirst

Seconded by: Cllr Muffitt

Unanimous

ACTION: Insurance policy with BHIB to be taken out – Clerk

13.5 To approve the budget strategy, including implementation

The draft strategy and implementation plan had been circulated ahead of the meeting.

Proposed by: Cllr Hirst

Seconded by: Cllr Gill

Unanimous

13.6. To approve the appointment of the Internal Auditor

It was proposed to appoint Bill Robinson as the Internal Auditor

Proposed by: Cllr Muffitt

Seconded by: Cllr Gill

Unanimous

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

Proposed by: Cllr Baxter

Seconded by: Cllr Muffitt

Unanimous

15. Election 2023

15.1 To receive an update on key dates

The Clerk referred to the key dates on her report.

15.2 To receive an update on the requirement for photo ID

Cllr Gill reported that following the Clerk's elections training course, the Clerk and the Chair agreed that due to the importance of the voter photo ID requirements information should be sent to subscribers of Mailchimp and a flyer delivered to all properties. The opportunity was also taken to remind residents about the Mailchimp facility and the village WhatsApp chat group. Cllr Gill also attended both the village coffee morning and the warm hub to support residents in understanding the new requirements and to give out the appropriate application forms if necessary. Cllr Baxter attended the warm hub on 17 February 2023. Photo ID was also posted on the community website at the request of the Clerk.

15.3 To consider any general administration matters

Cllr Gill requested that all action points are completed by 14 April 2023.

All Councillors to confirm to the Clerk their agreement that the minutes are an accurate record of the meeting.

16. Annual Parish Meeting

16.1 To confirm the date of the Annual Parish Meeting

Cllr Gill stated that he would prefer to hold the meeting prior to the election so that the current Parish Council can inform the village of the progress on the Parish Plan.

A discussion ensued around the date of the Annual Parish Meeting and its content. It was agreed that the meeting be held following the election.

17. CORRESPONDENCE (For Information Only)

None

18. COUNCILLORS REPORTS

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

None

<p>19. ITEMS FOR THE NEXT AGENDA</p> <p>None</p>
<p>20. Statement from the Chair</p> <p>Cllr Gill read out his letter of resignation effective 26th April 2023.</p>
<p>21. MEETING DATES</p> <p>15th May 2023</p>
<p>The meeting closed at 20.31.</p>
<p>ACTIONS summary:</p> <p>Please note all actions must be completed by 14th April to ensure a smooth handover to the new Parish Council following the elections on 4th May 2023.</p> <ul style="list-style-type: none"> • Clerk to ensure the original email was forwarded to the Projects Group and Projects Group to respond – Clerk/DM • Drains on Bitham Hill to be checked to ensure they have been cleared and confirm to the Clerk – Cllr Baxter • Voter ID FAQ to be posted on the notice board and website – Cllr Gill and Clerk • Cllrs Baxter and Hirst to agree who will attend the Planning Committee meeting that will discuss the application for Meadows Cottage • Detailed costings to back up the grant application to be provided – Cllr Hirst • Legal Protocol to be sent to the agents with a request for dates for a meeting within the next 6 weeks - Clerk • Contact details for the resident who raised the possibility of safety mirrors to be passed to the Clerk so she can write and explain the situation – Cllr Gill/Clerk • National Lottery Grant applications for adult and children’s equipment to be submitted - Clerk • Diocese to be contacted to clarify the plans for St Josephs and to discuss any options for its use that would benefit the village – Cllr Baxter • The village to be informed should the Reading Room works overrun and the Post Office be closed – Cllr Muffitt/Clerk • War Memorial Grant pre application to be submitted – Cllr Muffitt • Defibrillator process to be updated – Clerk • St John’s Ambulance to be approached for availability of defibrillator Pads – Cllr Baxter • Street light maintenance contract to be renewed – Clerk • LED street lighting to be considered at the Projects Group – Cllr Muffitt • Contact details for the Gardening Club to be sent to the Clerk and the report sent on – Cllr Gill/Clerk • Insurance policy with BHIB to be taken out – Clerk • Tree Warden to be contacted to discuss how we progress with the recommendations in the report - Clerk

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 style="text-align: left;"></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 colspan="4">Prices are per lantern and exclude VAT:</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%
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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

County Councillor report Avon Dassett Parish Council Meeting

6th March 2023

Household Support Fund

The objective of the Household Support Fund grant is to support those most in need of financial support this winter with food, energy and water bills, as the country continues its recovery from the pandemic. The grant runs from 01 October 2022 to 31 March 2023 and Warwickshire has been allocated £3.47 million, which is being distributed through the existing Warwickshire Local Welfare Scheme.

In February the Household Support Fund rolled out cost of living vouchers automatically to those families accessing free school meals, and in March we'll launch a utilities voucher campaign, inviting applications from residents.

<https://www.warwickshire.gov.uk/localwelfarescheme>

<https://www.warwickshire.gov.uk/costofliving>

<https://helpforhouseholds.campaign.gov.uk/>

County Council Budget 2023/24

Warwickshire County Council has confirmed investment into services for the County's most vulnerable as it agreed its financial approach to support the delivery of the Council's priorities.

Read more: <https://www.warwickshire.gov.uk/news/article/3791/county-council-budget-delivers-on-investment-and-support>

Further information on support available to manage the increased household costs can be found on [Warwickshire Cost-of-Living website](#)

Council Tax / Warwickshire Police and Crime Commissioner/Parish Councils

The total Band D Council Tax will be as follows: 2022/23 2023/24

Stratford-on-Avon District Council 2022/2023 £154.12

2023/2024 £159.12. Increase 3.24%

Warwickshire County Council 2022/2023 £1,590.93

2023/2024 £1,653.57 Increase 3.94%

Warwickshire Police and Crime Commissioner 2022/2023 £262.71

2023/2024 £276.71 Increase 5.33%

Town and Parish Councils (average) 2022/2023 £66.08

2023/2024 £69.26 Increase 4.81%

Voter ID.

legislation has changed in that everyone wishing to vote at polling stations from 4th May 2023, must show an accepted form of photo ID such as a passport, photo driving licence or bus pass (the full list of documents is on the SDC website).

On 16th January, the Government portal went live so that anyone without photo ID could apply for a Voter Authority Certificate. People wishing to vote on 4th May have until 5pm on 25th April to apply for one of these Certificates whether on-line, by paper application or in person at the SDC offices. Those electors that have photo ID or a postal vote, do not need to apply.

Stratford District Council have commenced a publicity campaign to get the message across to a wide range of people via different media and we will continue with this until 25th April. The two initiatives with the greatest coverage are:

1. A leaflet to go out with every Council Tax bill
2. An e-mail to every elector where SDC have an e-mail address (approx. 30,000 electors)

See attached a copy of the Voter ID FAQ for your information.

National Secondary School Offer Day 2023

A record number of Warwickshire children have been offered one of their top three secondary school choices as part of national secondary school offer day 2023.

Find out more: <https://www.warwickshire.gov.uk/news/article/3980/national-secondary-school-offer-day-2023-in-warwickshire>



**You need to respond
to your child's
secondary school
place offer by**

MARCH

15

Mental Health Support from Kooth

Children and young people in Warwickshire can find support at <http://Kooth.com> - a free, safe and anonymous online community for mental health and wellbeing.



**Free, safe and
anonymous mental
health support.**

Provided by your local NHS for young people.

Kooth.com

kooth

Dear Life – Suicide awareness and prevention

If you, or someone you know, is having thoughts of suicide or significant self-harm, help and support is available now. Visit <http://dearlife.org.uk> where you will find details for crisis support.

If there is immediate risk to life, call 999.

Warwickshire Supported Employment Service

Warwickshire County Council has launched a brand new and ground-breaking service to support young people and adults with learning disabilities and/or autism into employment.

Read more: <https://www.warwickshire.gov.uk/news/article/3873/launch-of-the-groundbreaking-and-unique-warwickshire-supported-employment-service>

Warwickshire welcomes extension to £2 bus fare cap

Warwickshire County Council has welcomed news, released by the Government, that bus fares will continue to be capped at £2 for a further 3 months.

Read more: www.warwickshire.gov.uk/news/article/3964/-2-bus-fare-cap-to-be-extended-in-warwickshire

Chris Mills
Kineton and Red Horse

VOTER ID - FAQ

What is it?

From 4 May 2023 electors wishing to vote at polling stations in any election, must show photo ID before they receive their ballot paper. Any elector in the Stratford area who does not have one of the required forms of photo ID will be able to get a free voter identification document from Stratford District Council. However, they must be on the Register of Electors to do this.

Why?

In our current electoral system, there is potential for someone to cast another person's vote at the polling station. All you need to do is say a name and address when you go to vote. Voter fraud is a crime. The introduction of this legislation brings the rest of the UK in line with Northern Ireland, where a form of voter identification has been in use since 1985, requiring photo identification since 2003.

What are the accepted forms of photo ID?

Passports, Photo Driver's Licence, A Blue Badge, An Older Person's Bus Pass, A Disabled Person's Bus Pass. A Voter Authority Certificate issued by SDC. Other documents can be found on the SDC Website here - [Voter ID at Polling Stations | Stratford-on-Avon District Council](#)

What if they have identification, but it is out of date?

If they have one of the above documents and it has expired, it will still be accepted if the photograph is still a good likeness of them.

What if they don't have one of these forms of ID?

If they do not have any of these photo ID items, they will be able to apply for a Voter Authority Certificate - a free photographic identification document specific for the purposes of voting.

Applications for Voter Authority Certificates have been accepted from **16th January 2023**. Electors will be able to apply either:

- on-line at <https://www.gov.uk/apply-for-photo-id-voter-authority-certificate> by downloading an application form at <https://www.gov.uk/apply-for-photo-id-voter-authority-certificate>
- by applying in person to Stratford District Council. If this is the case, please contact either Olivia Quinn, Suzanne Carney-Maris or Liz Jaworska.

Paper applications?

SDC can also provide paper applications that can be filled in and returned with an attached photograph and we can process this.

Can I apply in Elizabeth House?

Yes, Olivia, Liz or Suzanne can help them apply in reception and we can take the photo and upload it on our tablets. [Stratford District Council, Elizabeth House, Church Street, Stratford-upon-Avon, CV37 6HX](#)

What is needed to apply?

The elector will need to provide their full name, DOB, NI number, photograph and address at which they are registered. They need to be registered to vote to apply for a certificate. If they do not have their NI number, they will need to provide one or more of the following (depending on the type of identification provided):

- birth, adoption, marriage or civil partnership certificate
- non-photocard UK driving licence
- financial statement (such as a mortgage, bank or building society, credit card or pension statement)
- council tax letter or statement
- utilities bill
- P45 or P60
- benefits statement

If electors do not know their NI Number, they can provide an attestation to verify their identity. Attestations must be in writing, signed, and confirm that the applicant is the person named in the identity document application. It must also state the full name, date of birth, address, electoral number and occupation of the qualifying attestor and the date on which it is made. Finally, the attestor must state they are aware of the penalty for providing false information.

What if their name is different to the one on their identification?

Where an elector's name has changed, for example through marriage or by deed poll, electors may provide additional supporting documents, such as a marriage certificate etc, providing evidence of a name change at the polling station. They can also apply for a Voter Identification Certificate.

What if they can't/don't want to produce photo ID and don't want to apply for a Voter Authority Certificate?

If they don't have any photo ID, wish to not show it, and do not wish to apply for a Voter Authority Certificate, they can always apply for a postal vote so long as they are on the Register of Electors. Postal votes do not require photo ID.

What if someone says they are an anonymous elector?

There is a special Certificate for those that have been previously approved as an anonymous elector. They need to be referred to the Elections Office for further advice.

What if someone is a proxy voter?

A proxy voter will need to produce their own photographic identification in the polling station in order to show that they are the named proxy, but they will not need to produce the identification of the elector on whose behalf they are voting.

What will the photo requirements be for applications?

The photo requirements are similar to passport photo requirements e.g. that the elector must be facing forwards, with no other objects or people in the photo, not wearing sunglasses or head coverings (with the exception of head coverings for medical or religious reasons), with no glare or shadows over the face, and be against a neutral background. The online application service will not allow an application to be submitted until a photograph has been uploaded.

How will electors get their Voter Identification Certificate?

They will be posted out to the elector's registered address once the application has been approved.

What are the deadlines?

If electors wish to apply for a Voter Authority Certificate in time for the District and Parish Elections on 4 May 2023, the deadline is 5pm on 25 April 2023. They can apply after that date for a Certificate for future elections.

Avon Dassett Parish Council

Projects Group

Summary notes of Meeting 13 February 2023

Purpose of meeting

- To review actions from last meeting
- To consider steps to address next priority area in Parish Plan
- To prepare outline of report for next Parish Council meeting

Actions from last meeting

1. Communications - Mobile phone survey and advice – a questionnaire is being produced with the assistance of a specialist volunteer
2. Footpaths – approval has been given by the landowner of the Playground for access to undertake remedial work to the gates into and out of the Playground. The Walking Group is now in touch with the Fenny Compton Footpaths Group and an initial survey has been conducted. **Action:** the PC needs to contact remaining landowners for permission to access their land for repair and maintenance work to be undertaken
3. St John's – a project is ongoing but a statement on progress has been requested to be delivered to the meeting 6 March
4. Reading Room – a quotation has been accepted and the work scheduled
5. Over 55's activities – competitive quotations for equipment have been received and the Business Case updated
6. Traffic – speed limit reduction – project plans have been updated. Cllr Mills has agreed to sponsor the extension of the 30mph zone to the village boundary closer to the B4100. Business Case updated.
7. Additional community facilities, housing and car parking – all require contact with landowners via the Clerk
8. Scout group and Youth provision – a Parish Assembly will be called to seek volunteers (in addition to working from home support group, speedwatch and neighbourhood watch initiatives)
9. Budget strategy – draft has been issued for comment and discussion at meeting 6 March
10. Reserves NO ACTION TAKEN 0/S
11. Individual projects
 - a. Nature Reserve – quotations awaited and use of external volunteers being considered. **Action:** DM to contact Cllr Baxter. (Revised Business Case submitted for review)
 - b. Reading Room – contract in place and work scheduled

- c. War Memorial – two quotations received. Pre-grant application to be resubmitted. **Action:** DM
- d. Traffic Calming – Various initiatives. Speedwatch, additional volunteers required. Gates on approaches to village – quotes being obtained. Installation of mirrors – project terminated. Extension of 30 limit – Cllr Mills sponsoring. **Action; TG** Business Case updates required.
- e. St Johns – in progress
- f. Playground – specification of equipment agreed and quotations received. Business Case updated. Awaiting Parish Council decision
- g. Electric vehicle charging points – Business Case awaited. **Action:** DM to contact Cllr Baxter (Analysis ongoing)

Parish Plan – Remaining High & Medium Priority, Short and Medium Term items - Points agreed (see spreadsheet for detailed progress)

Communications

A mail drop was conducted so that every household in the village received a reminder about MailChimp and the WhatsApp group. More people have signed up as a result.

A Business Case is being prepared to enable meetings to be streamed live over the internet. (see below under Parish Council)

A project to identify the best mobile phone service is underway.

Community facilities

An inventory of the gates, stiles and bridges has been conducted by Fenny Compton Footpaths Group. The Parish Council will be contacting landowners to get approval for access. Approval has been given for access to the gates into the Playground. **Action:** DM to try to identify landowners

A volunteer has offered to arrange a Parish Meeting to hear progress on the Parish Plan and to seek volunteers to assist with implementation of specific activities. **Action:** DM to contact volunteer to begin to make arrangements

Business

A directory of local business services has been identified as desirable. This cannot be offered on the Parish Council website but it may be possible to publish on the Community Website.

Action: DM to discuss with editor of Community website

Crime

Relaunch the Neighbourhood Watch scheme via volunteers. **Action:** Include in Parish meeting

The possibility of installing CCTV in the village will be examined and a Business Case is being prepared

Environment

Explore renewable energy schemes. **Action:** DM to consult Cllr Baxter (Done – ongoing analysis)

Parish Council

Live streaming of events. Business Case being developed. **Action:** TG to agree with Cllr Baxter. (Policy to be put to the Parish Council)

Issue personalised invitations to meetings. The Compton Chronicle, MailChimp, WhatsApp, the Parish website and the Community website are all being used to publicise meetings. In addition, a maildrop has been delivered to each household in the village.

Summary

As yet there are no new or significant costs to the Parish Plan actions, however, individual Business Cases will include costs eg Playground equipment, traffic calming etc.

All costed projects need to be considered in relation to available funds, the need for grants etc and priorities determined

A Parish meeting is required to seek volunteers for many activities

A report will be prepared for the March Parish Council meeting. **Action:** DM.

APPENDIX D

Avon Dassett Tree Warden recommendations for Community Trees.

I would like to submit these recommendations to the Parish Council and the people of Avon Dassett.

All recommendations are presented with the thought of preserving our green spaces in the community whilst protecting health and safety. I wish to lay out recommendations for short term actions (1-5 years) and longer term (1-20 years)

Short term actions.

Having done basic surveys on public trees throughout the village I would like to recommend that all Lime trees lining the main road through the village be dead wooded. Carrying out this action would allow a closer inspection of trees and potential cavities where “failures” may occur. Whilst dead wooding is carried out any overhanging branches across phone and power lines should also be removed for longevity.

Carrying out this action will drastically reduce debris falling in poor conditions and reduce the risk to the public. Risk of property damage in extreme weather will also be reduced.

Shadow planting on public ground beside the more mature Lime trees would “secure the future” of our green outlook for the village. I would recommend a more health mix of trees being shadow planted alongside the current Limes such as Oak, Beech, Walnut, New hope Elm.

Keeping footpaths clear of overhanging plants and growth of trees and bushes should be carried out to protect landowners’ liability when it comes to public safety. Trees that are damaged or dangerous around public rights of way should be removed. Permission for this will have to be acquired by Stratford district council as we are in a CONSERVATION AREA

Memorial Trees

I have been asked to suggest a place to plant a tree for the Late Queen Elizabeth. Personally, I would suggest in the right-hand corner of the

playground as you go through the gate. I feel this would provide sufficient space for the tree and is well away from road or any play structures. I would again recommend a native species of tree. A Copper Beech would be suited for the space and look extremely nice coming into the village in 100-200 years' time.

Long term actions.

As times goes on in the village matures trees in public and private spaces MUST be kept in good order. The last thing anyone wants is serious property damage or risk to life. Public trees should be inspected every 5 years or when major weather events take place.

I would highly encourage planting of new trees to take place across the village to ensure the tranquil green spaces we all enjoy today.

General notes and Recommendations.

All home owners should be made aware ANY trees or large shrubs within 3 meters of their property should be properly surveyed. Risk of foundation damage on properties due to root damage is a threat and can void home insurance and cause serious damage

Conifer Trees do not stop growing and can become serious issues to home owners. It's best to get them removed when they are small. They only get bigger and more expensive to remove. They are not native so permission is given freely by the council (or should be)

Standing dead wood in quiet areas is extremely good for nature as long as it is no risk to public health.

There are woodland in the district of Avon Dassett that have been planted and no management has been taken place. Tree thinning is recommended in areas.

In a CONSERVATION AREA it is illegal to carry out any removal of trees or hedge rows without proper authority. It can lead to criminal convictions, serious fines or imprisonment.

Vigilante plants is a thing. If you want to plant trees please ask your local friendly tree warden for trees. Please do get land owners permission or be able

to do it stealthily. Planting trees helps stop global warming. Carbon offsetting will save us all.

When planting anything please note there are poisonous trees and shrubs about. Please do your homework on your chosen plant. One last think don't plant under telephone line or power lines. Common sense must prevail.

Useful Links. (Other services are available)

Professional Tree Surveyor: Chris Jones

07880092070

Chris@appliedarb.co.uk

Tree surgery Firm: PB Forestry and Landscaping

01788 890226

Enquiries@pbforestry.com

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

	Actual	Net Receipts	Variance With Budget	Budget
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

	Actual	Funded From Reserves	Net Expenditure	Variance With Budget	Budget
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

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

Closing Period Bank Balances As At:

28th February 2023

Current Account	£4,895.38
Deposit Account	£24,290.22
Total Bank Balances	£29,185.60

AVON DASSETTT 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
			£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

The Thatches
Avon Dassett
Southam
Warwickshire
CV47 2AT

Email: trevorbgill@icloud.com

Mobile: 07775 762927

Monday, 6 March 2023

Mrs J Jarman
Clerk & Responsible Financial Officer
Avon Dassett Parish Council
The Reading Room
Avon Dassett
Southam
Warwickshire
CV47 2AT

Dear Jo

As this is the final meeting of Avon Dassett Parish Council before the May 2023 elections, I wish to highlight some of the issues that have arisen over the last four years. At the first meeting in May 2019, a fellow Councillor stated that he was intending to raise a code of conduct allegation against me. He subsequently did so, but this was not upheld by the Monitoring Officer at Stratford on Avon District Council. Regrettably, this set the tone for his relationship with the Parish Council and me in particular, which has been generally unpleasant, confrontational and lacking in respect. This has resulted in me being accused of bullying, of exceeding my authority, of having conflicts of interest, and generally having my integrity called into question. Inevitably, and regrettably, my fellow Councillors and the Parish Clerks have been drawn into this unpleasantness.

More recently, as the time for the next elections has drawn nearer, this type of confrontational activity has increased, resulting in inordinate amounts of time being taken up responding to criticism rather than undertaking Parish Council business for the benefit of the village.

There have been many times in the last four years when I have seriously considered resigning from the Parish Council. However, it has now reached a point at which I am no longer prepared to tolerate this and continue in my role as a Parish Councillor in this term of office. I am therefore tendering my resignation and believe that it is important that residents of Avon Dassett understand my reasons for doing so. My resignation will be with effect from 26th April 2023 to allow for an effective handover to the Clerk.

I deeply regret that it has come to this. I have enjoyed the majority of my time as a Councillor and hope that I have made a positive contribution to the village.

In finishing, I would like to thank our previous Clerk and Responsible Financial Officer, Helen Hide-Wright and our current Clerk and Responsible Financial Officer, Jo Jarman, for their hard work and ongoing support.

I would also like to thank my fellow councillors, Darrell Muffitt, Mike Blakeman and Liz Hirst for their support, often in difficult circumstances.

Please note that neither this letter, or its contents, are to be published on any website other than the Parish Council's, shared on social media or be the subject of electronic communication without my express permission. However, it should be appended to the minutes of this meeting, placed on the Parish Council's notice board and sent out to Parish Council's mailchimp subscribers.

Kind regards

Trevor Gill

Trevor B Gill