

Minutes of an Ordinary meeting of Avon Dasset Parish Council

9th January 2023 at

The Reading Room, Avon Dasset

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
Cllr Darrell Muffitt (Vice Chairman)
Cllr Chris Mills

Joanne Jarman (JJ) – Parish Clerk (minute taker)
Members of the public - 3

2. APOLOGIES

Cllr John Feilding
Cllr Mike Blakeman

The Chairman welcomed everyone to the meeting.

3. DECLARATIONS OF INTEREST

Cllr Hirst declared an interest in The Laurels planning application as living next door – 8.1
Cllr Hirst declared an interest in the quote for the refurbishment of The Reading Room – 10.1

4. PUBLIC PARTICIPATION

1. Warm Hub – grant application was given to another organisation from the village. It was raised that as a result other grants might not be available to the Parish Council.
2. Parish Plan – concern raised on lack of progress. Agenda item 9.
3. Accident in Kineton involving horse and rider – Cllr Mills is aware of this. Could there be a collective request from Parish Councils in the area? Resident to share suggested location of signs and approved signage. Agenda item 10.8

5. APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 7th November 2022 were approved:

Proposed by: Cllr Hirst
Seconded by: Cllr Muffitt

Unanimous

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

- 6.1 Volunteer tree warden to advise on a suitable location for the Jubilee Tree – **No action as yet**
- 6.2 Councillor profiles – all to send updated profiles to the Clerk – **ACTION: remaining Councillors and Clerk to submit a profile – Cllrs Baxter, Gill and Hirst and Clerk**

7. DISTRICT AND COUNTY COUNCILLOR REPORTS

7.1 Warwickshire County Council – Appendix A and B

Cllr Mills presented his report. Cllr Mills referred to the Voter Identification rules for 2023 elections

8. PLANNING

8.1 22/03589/FUL The Laurels

Cllr Blakeman submitted his report which had been circulated prior to the meeting. **Appendix C.**

All Councillors confirmed a No Objections response.

Cllr Gill thanked Cllr Blakeman for his report.

Cllr Hirst did not contribute to the discussions as an interest had been declared.

ACTION: Clerk to submit a No Objections response for application reference 22/03589/Ful - The Laurels

8.2 22/03562/TEL28

A notification of the erection of BT apparatus near Treetops Farm Barn has been received, this is a permitted development.

9. PROJECTS GROUP

9.1 To receive a progress update on the Projects Group – Appendix D

Cllr Muffitt had circulated an update on the Projects Group meeting from 6th December 2022 prior to the meeting. Priority areas have been identified.

Additional facilities, housing and parking are areas where further structured discussions are needed; land is needed.

Parish Council needs to decide how to approach the priorities and call for volunteers. Certain actions on the Parish Plan have been completed. Projects page is included on the Parish Council website. A discussion ensued around how the village could be kept up to date and how volunteers could be attracted.

ACTION: Clerk to confirm the dates the Annual Parish Meeting can be held.

ACTION: Annual Parish Meeting to include a presentation and update on the Parish Plan; high priority areas to be highlighted to residents and volunteers to be invited to support on these - All

9.2 To consider projects that are being recommend for approval

None

ACTION: The Business Case for the Live Streaming project has been submitted to Projects group. The group to review this and send comments to Cllr Baxter who will then progress this project

10. COMMUNITY

10.1 To receive an update on the refurbishment of The Reading Room

Cllr Hirst did not contribute to the discussions as she had declared an interest.

Cllr Muffitt confirmed that a second quote has been requested and noted as the work is too small no company that has been approached has agreed to quote. It was accepted that all reasonable steps have

been taken to obtain a second quote and that as none have been forthcoming it was proposed the original quote of £2,719.08 be accepted.

Proposed: Cllr Gill

Seconded by: Cllr Muffitt

Unanimous

ACTION: The refurbishment of The Reading Room to be progressed in accordance with the quote approved – Cllr Muffitt

10.2 To receive an update on the Burial Ground and to approve the headstone

The Clerk referred the Councillors to the email exchange around the approval of the headstone. The approval had been given via email and was ratified by the Councillors

Proposed by: Cllr Gill

Seconded by: Cllr Muffitt

Unanimous

10.3 To receive an update on St John's Church

Tower to be inspected this week.

10.4 To receive an update on community policing/neighbourhood watch

Outbuildings have been broken into but no significant thefts. Residents to be alert. This has already been publicised within the village.

10.5 To receive an update on the playground

Kissing gate has been repaired. Thanks were expressed to the resident who undertook this work.

10.6 To receive an update on the War Memorial Grant Application

Second quote has been obtained. Pre grant application has to be completed.

ACTION: Clerk to submit the War Memorial Grant pre application once received from Cllr Muffitt

10.7 To receive and update on the advice given by the Town and Parish Council liaison group

The Clerk referred to her report and the link to the CSW Resilience Team website that contains guidance on household emergency plans.

10.8 To consider actions that can be taken following the horse and rider accident in a neighbouring village

Cllr Mills was asked to take this issue to WCC Highways and the Police. The Parish Council confirmed that it will support any initiatives around road safety, including for horses and riders.

Cllr Mills confirmed he will discuss the issue with the vice police commissioner, signs are not available at present so they will need to be ordered. Cllr Mills will lobby WCC.

The Clerk confirmed she will raise this at the next Operational Meeting on 12th January 2023. The Clerk will also encourage other Parish Councils to support these initiatives.

ACTION: Resident to provide details of the suggested sites. Cllr Mills to progress with the Police and Warwickshire Highways. The Clerk to raise this at the next Clerk's forum with the request that this item is placed on an agenda for the next meeting for local Parish Councils.

10.9 To consider the formation of a Coronation Committee

ACTION: Cllr Hirst to organise a Coronation Committee

11. HIGHWAYS, STREET LIGHTING AND FOOTPATHS

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

The Clerk confirmed that she raised the issue of the skip with WCC Highways. It has been confirmed that the skip is positioned on the property owner's land so a permit is not required. WCC has also confirmed that as the cones do not encroach on the highway, they have no concerns regarding the on-going work.

Cllrs Gill and Baxter reported that a resident will inspect their hedge and trim it if necessary.

ACTION: Cllr Baxter and the Clerk to draft a response to the resident who has raised the concerns

It was reported that all the drains in the village are silted up.

ACTION: Clerk to report silted-up drains to WCC Highways.

12. FINANCE

12.1 To approve the payments in the schedule attached to this agenda Appendix E

Proposed by: Cllr Muffitt

Seconded by: Cllr Hirst

Unanimous

12.2 To review the financial statements to 31st December 2022

No comments

12.3 To consider the renewal of electricity contracts for The Reading Room and the street lights

The Clerk referred to her report. The Clerk recommends that a new contract be taken out for The Reading Room, with EDF Energy, subject to these still being the best rates.

Proposed by: Cllr Baxter

Seconded by: Cllr Gill

Unanimous

ACTION: Clear Utility to be instructed to set up an electricity contract for The Reading Room - Clerk

The Clerk recommended that the contract for the street lights with ESPO not be renewed at this time and quotes will be obtained when the current contract comes to an end in September 2023.

Proposed by: Cllr Gill

Seconded by: Cllr Hirst

Unanimous

12.4 To confirm the submission of the Parish Council Precept form for 2023/24

The Clerk confirmed the submission of the form on 16th December 2022.

13. Policies

13.1 To approve the Habitual and Vexatious Complaints Policy. To resubmit to the March meeting along with a Complaints Policy. Clerk to circulate ahead of the next meeting.

ACTION: The Clerk to progress

14. CORRESPONDENCE (For Information Only)

Prospective Councillor Events – WALC – additional page on the website has been created relating to the Elections and publicising the event on 30th January. The link will also be put on the Community website. Poster will go on notice board too.

ACTION: Mailchimp to be sent informing residents of the events for Prospective Councillors – Clerk and Cllr Gill

Aggressive dog being exercised in the village – a resident has raised a reoccurring issue that is taking place on private land. Whilst this does not fall within the Parish Council remit the Parish Council encourages residents to report matters such as these to the Police and Dog Warden (online at <https://www.stratford.gov.uk/online-forms/dog-warden-form.cfm>). The sign on the playground has broken and needs to be replaced. Mailchimp to be sent out reminding residents of their responsibilities relating to dogs.

ACTION: Playground sign informing residents to keep dogs on leads to be replaced - Cllr Gill/Clerk

ACTION: Mailchimp to be sent out reminding residents of their responsibilities relating to dogs - Clerk

15. COUNCILLORS REPORTS

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

Cllr Muffitt – grant money available for development of village halls. Outside of current thinking but will discuss options with volunteer.

Cllr Baxter noted the hunt has appealed against the Community Protection Order.

Cllr Gill thanked all who contributed to Christmas gathering in church and sing song in the pub. Thanks were also passed to the Fete Committee for its donation to the church and for providing light refreshments.

16. ITEMS FOR THE NEXT AGENDA

- Complaints Policy
- Habitual and Vexatious Complaints Policy
- Budget Strategy and implementation
- Second quote for Nature Reserve
- Cllr Blakeman has sent his apologies for the meeting on 6th March 2023

17. MEETING DATES

6th March 2023

The meeting closed at 20.13

ACTIONS summary:

- **Councillors and the Clerk to submit a profile – Cllrs Baxter, Gill and Hirst and Clerk**
- **No Objections response for application reference 22/03589/Ful The Laurels - Clerk**
- **Confirm the dates the Annual Parish Meeting can be held - Clerk**

- **Annual Parish Meeting to include a presentation and update on the Parish Plan; high priority areas to be highlighted to residents and volunteers to be invited to support on these - All**
- **The Live Streaming project has been submitted to the Projects group before coming to full Parish Council meeting. The Projects Group to review and pass comments to Cllr Baxter**
- **The refurbishment of The Reading Room to be progressed in accordance with the quote approved – Cllr Muffitt**
- **War Memorial Grant pre application to be submitted - Cllr Muffitt/Clerk**
- **Coronation Committee to be organised – Cllr Hirst**
- **Response to be sent to resident who has raised the concerns about hedge and skip – Cllr Baxter/Clerk**
- **Silted-up drains to be reported to WCC Highways – Clerk**
- **Clear Utility to be instructed to set up an electricity contract for The Reading Room – Clerk**
- **Mailchimp to be sent informing residents of the events for Prospective Councillors– Clerk and Cllr Gill**
- **Playground sign informing residents to keep dogs on leads to be replaced - Cllr Gill/Clerk**
- **Mailchimp to be sent out reminding residents of their responsibilities relating to dogs - Clerk**

Avon Dassett Parish Council

Clerk's Report - 9th January 2023

Agenda Reference	Update
6	Plaques - the invoices for the plaques have been raised.
6	Volunteer Tree Warden - the contact details for the Tree Warden have been added to the website. I have sent thanks to the Volunteer on behalf of the Parish Council.
6	Residents who might need support in the event of an emergency - can I remind councillors to let me have the names and contact details of anyone who might need support in the event of an emergency?
6	Warm Hub - a consultation with the village was held to gauge demand and to identify volunteers. A grant application for the Warm Hub grant of £300 was drawn up by a volunteer. Unfortunately the application was not successful.
6	Verges - Cllr Baxter has inspected these and has reported that there is no damage to the curbs or grass so no further action is required. The verge on Park Close has previously been discussed. Paths and verges - Church Hill was cleared of leaves on 19th November. The silted-up drains were reported to WCC on 21st November, reference FS-Case-472201213.
6	WCC negotiated electricity contract - this was raised at the last Clerk's Operational meeting. I have been informed that WALC has, and continues, to raise this with WCC but there is no progress at the moment.
6	Book of Condolence - the Book of Condolence has been delivered to Stratford District Council
6	Response to Elector - the response and original correspondence has been attached to the minutes on the website
6	Donation to Royal British Legion - I have been asked to pass on thanks to the Councillors for the £50 donation.
8	<p>Planning applications:</p> <p>22/0564/FUL - Dassett Field House - construction of an indoor riding arena - following email confirmation from all Councillors a No Objection response was submitted. The original application had been discussed at an earlier meeting</p> <p>22/02871/FUL - Oxbow Farm - No objections response submitted as agreed at the last meeting.</p> <p>22/02837/LBC - 3 Park Drive Cottages - refurbishment of, and installation of secondary glazing, to the first-floor window in the rear elevation. The application has been approved with conditions</p> <p>22/1305/LBC and 22/01304/FUL – Meadow Cottage – two storey extension – planning applications have been withdrawn</p> <p>22/03589/FUL – The Laurels – demolition of single storey, pitched roof kitchen and replacement with an extended single storey parapet roof kitchen. Deadline for comments is 11th January 2023.</p>
9.1	Project plan on live streaming - Cllr Baxter has submitted the plan to the Projects Group for review.
10.2	Approval of headstone - an email was sent to Councillors on 28 th November seeking approval for a headstone. All Councillors confirmed their agreement.
10.4	A Mailchimp has been sent out asking for volunteers to join groups to address the following concerns raised by residents:

	<ul style="list-style-type: none"> ● speeding in the village ● parking ● Neighbourhood Watch ● property marking <p>The hand-held speed camera has been recalibrated ready for use.</p> <p>Cllr Baxter has highlighted that Warwickshire Rural Crime Team has reported that a Community Protection order has been issued under the scope of the Anti-Social Behaviour Crime and Policing Act 2014 to Warwickshire Hunt Limited. The conditions imposed include:</p> <ul style="list-style-type: none"> ● advance notice of events ● details of times and locations of road crossing points ● who is in control of the dogs ● the organisation to notify participants about their responsibilities around crossing roads at designated points <p>Breaching the conditions will amount to a criminal offence. The order is in place for 3 years; the community is being encouraged to report any breaches.</p>															
<p>10.6</p>	<p>War Memorial Grant application – two quotes have been requested to enable the pre-grant application to be progressed.</p>															
<p>10.7</p>	<p>Town and Parish Council liaison group:</p> <p>CSW Resilience Team is encouraging households to have an emergency plan in place and a “grab bag” containing vital information and possessions. Further information can be found on their website at:</p> <p>https://cswprepared.org.uk/</p>															
<p>10.8</p>	<p>There was a tragic accident involving a horse and rider being hit by a vehicle in a neighbouring village. Sadly, the horse died and the rider suffered head injuries. Being a rural area there are concerns that this could happen again. I am attending a Clerks Operational meeting on 12th January 2023 and will ask if Parish Councils have taken any action in support of riders and their horses on country roads.</p>															
<p>12.3</p>	<p>Electricity quotes - I have instructed Clear Utility Solutions to obtain quotes for both The Reading Room and the street lights. The company is working in partnership with WALC to secure the best prices available.</p> <p><i>The Reading Room - contract expired 30th November 2022:</i></p> <p>Clear Utility Solutions has provided a quote for the electricity at The Reading Room with EDF Energy as follows:</p> <table data-bbox="295 1747 1133 1926"> <thead> <tr> <th></th> <th><i>EDF Energy</i></th> <th><i>E.On</i></th> </tr> <tr> <th></th> <th><i>Via Clear Utility</i></th> <th><i>Current supplier</i></th> </tr> </thead> <tbody> <tr> <td></td> <td>3 years fixed</td> <td>1 year fixed</td> </tr> <tr> <td>Standing charge</td> <td>60p per day</td> <td>56p per day</td> </tr> <tr> <td>P/kWh</td> <td>55.5p</td> <td>101.8</td> </tr> </tbody> </table> <p>E.On has quoted on a 1 year contract after initially declining to quote. Utility Warehouse has not yet provided a quote following my request. Please note that this quote will have changed but is not expected to be significantly different.</p>		<i>EDF Energy</i>	<i>E.On</i>		<i>Via Clear Utility</i>	<i>Current supplier</i>		3 years fixed	1 year fixed	Standing charge	60p per day	56p per day	P/kWh	55.5p	101.8
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P/kWh	55.5p	101.8														

	<p>I would recommend that the Parish Council take up a contract with EDF Energy.</p> <p><i>Street Lights:</i></p> <p>We are currently in a contract with ESPO (public procurement organisation) with rates fixed until 30th September 2023. We are being asked to commit to ESPO by the end of January 2023. However, given the market I am proposing that we do not renew. I would also propose that we continue with the current contract that expires on 30th September 2023. I will then review the market to obtain the best terms available.</p>
12.4	The Parish Council Precept form for 2023/24 was submitted on 16 th December 2022. The request is in accordance with the budgets agreed at the meeting on 7 th November 2022.
13.1	Habitual and Vexatious Complaints policy – I received telephone calls in June last year from a Member of the Public (not a resident) related to both ADPC and the other Parish Council for which I clerk. Following discussions on training courses it became apparent that members of the public can take up a significant amount of the Council and Clerk’s time in managing habitual and/or vexatious complaints. The advice I have received it is necessary to put a policy in place to manage these situations. The draft policy is attached for approval.
11.1 11.2 13.6 13.6 17	<p>The following actions from the last meeting remain outstanding:</p> <ul style="list-style-type: none"> ● Second quote for the refurbishment of The Reading Room – requested and awaited ● Volunteer Tree Warden to advise on a suitable location for the Jubilee tree ● Projects group to consider the use of and possible reallocation of reserves ● Budget strategy – this has been drafted and circulated to members of the Projects Group ● Website to be updated for Councillor profiles – all Councillors to send updated profiles to the Clerk

County Councillor Report Avon Dassett Parish Council 9th Jan 2023

Warwickshire County Council Highways

Following last December's cold spell, WCC received questions about their winter service:

WCC have 29 gritting routes across Warwickshire, which cover 46% of our highway network. Our 29 gritters run out of various depots across Warwickshire (Coleshill, Dunchurch, Henley, Budbrook, Wellesbourne) to ensure that all gritting routes are completed within our target of 3 hours.

Our gritting policy is to grit:

All main traffic routes, A roads, most B roads and some other strategic routes
In urban areas, the accesses to hospitals and main industrial estates
A single route into all villages

Where we have accumulations of snow, we will prioritise the roads on the gritting routes. We also aim to keep at least one route into villages clear of snow.

Further information:

- Up to date information on if we are gritting is on Twitter: [www.twitter.com/WarksHighways](https://twitter.com/WarksHighways) we publish the times we will be gritting on Twitter.
- Webpage for Warwickshire Gritting: <https://www.warwickshire.gov.uk/gritting> this includes a map showing the routes & all of our gritbins
- Link to our full published winter service policy: <https://api.warwickshire.gov.uk/documents/WCCC-899-215>

Warwickshire Cost-of-Living Summit

At the Warwickshire Cost of Living summit, Warwickshire County Council focused on practical help and advice for the most vulnerable and those groups likely to feel the pressure most. WCC will tailor their help to local needs and support mental health and wellbeing about the help that's available.

Support for the most vulnerable – WCC will focus their help on those who need it most. We will work to minimise the impact of cost-of-living pressures on the mental health of children and young people. WCC will provide help to ensure our residents receive their full benefit entitlement and free school meals where applicable.

For older people - we will provide support to access and use digital means of support. We will provide help to ensure the full benefit entitlement and support for utility bills. For people with disabilities - we will ensure that information is available in a format that suits all needs. For people whose first language isn't English - we will produce information in a variety of languages.

Think Active Together Fund and Winter Warm Hub Physical Activity Fund: Open for Applications

Think Active are accepting applications for the following two grants, the closing date for both is 16th January 2023. If you could help us share this information with community organisations across Warwickshire we would really appreciate it

Together Fund

Together Fund offers grants of up to £10,000 to help reduce the impact of the cost-of-living crisis and Covid-19 pandemic for community groups that are working to help people be more active. If you've got an idea to get people active, we'd love to hear from you! Closing date, 16th January 2023. Further information can be found here - <https://thinkactive.org/funding/together-fund/>

Winter Warm Hub Physical Activity Fund

Grants of up to £2000 are available for Warm Hubs to support their communities to be active. Closing date, 16th January 2023, further information is available here - <https://thinkactive.org/funding/winter-warm-hub-physical-activity-fund/>

2 Single bus fare cap in 2023

Warwickshire residents are encouraged to get around by Bus in 2023 thanks to a new Government-backed scheme to save money on fares.

Find out more: <https://www.warwickshire.gov.uk/news/article/3678/getting-around-warwickshire-by-bus-gets-cheaper-in-2023>

Tackling child modern slavery

Responsibility for decision making around child victims of modern slavery in Warwickshire is being granted to Warwickshire County Council.

Find out more:

<https://www.warwickshire.gov.uk/news/article/3666/warwickshire-leading-a-new-approach-to-tackle-child-modern-slavery>

Lonely, scared or vulnerable

Warwickshire County Council are reminding residents of the mental health and domestic abuse support services available to help those in need of assistance over the festive period.

Read more: <https://www.warwickshire.gov.uk/news/article/3680/feeling-lonely-scared-or-vulnerable-this-festive-season-help-is-available>

Chris Mills
County Councillor
Kineton and Red Horse

Voting Identification

New identification rules for 2023's local elections

The government intends the new identification rules to be in place for next year's local elections. For voters in Scotland and Wales, and in local areas that aren't holding elections in 2023, these new rules will come into effect for the first time in what is likely to be a general election year.

Accepted forms of photographic identification for voting in the UK

The following documents will be accepted as long as poll workers think the photo is a good enough likeness.

- A passport issued by the UK, any of the Channel Islands, the Isle of Man, a British Overseas Territory, an EEA state or a Commonwealth country
- A driving licence issued by the UK, any of the Channel Islands, the Isle of Man, or an EEA state
- Biometric Immigration documents
- An identity card bearing the Proof of Age Standards Scheme hologram (a PASS card)
- Ministry of Defence Form 90 (Defence Identity Card)
- A Blue Badge
- A national identity card issued by an EEA state
- An Older Person's Bus Pass
- A disabled person's Bus Pass
- An Oyster 60+ card
- A Freedom Pass
- A Scottish National Entitlement card issued in Scotland
- A 60 and Over Welsh Concessionary Travel card issued in Wales
- A Disabled Person's Welsh Concessionary Travel Card issued in Wales
- A Senior Smart Pass issued in Northern Ireland
- A Registered Blind Smart Pass or Blind Person's Smart Pass issued in Northern Ireland
- A War Disablement SmartPass or War Disabled SmartPass issued In Northern Ireland
- A 60+ SmartPass issued in Northern Ireland
- A Half Fare Smart Pass issued in Northern Ireland
- An Electoral Identity Card issued In Northern Ireland

- A Voter Authority Certificate or a temporary Voter Authority Certificate Expired documents, such as passports, will also be accepted.

Acceptable forms of ID are predominantly held by older people

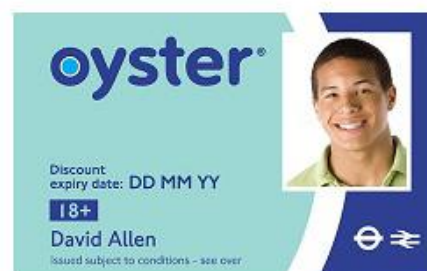
The list, contained in recently tabled secondary legislation, includes passports and driving licences and a range of travel cards – predominantly those held by older people. This has prompted concern that younger people without ID will find it comparatively harder to vote.

Counts as ID



Oyster 60+

Does not count as ID



Oyster 18+

Chris Mills
District Councillor
Kineton Ward

PLANNING APPLICATION 22/03589/FUL

The Laurels, Lower End, Avon Dassett, Warwickshire CV47 2AR

The proposed works involve the demolition of a single-storey, pitched roof kitchen to the right-hand side elevation and the replacement with an extended single-storey parapet roof kitchen.

Summary

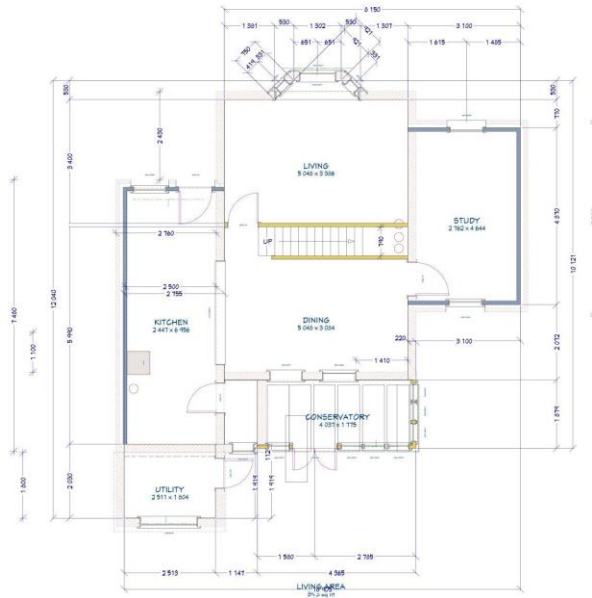
- The original application was for a lawful development certificate based on permitted development rights.
- It is understood that the LDC was rejected because the proposed development is within the Conservation Area.

Observations

- The proposed works involve the demolition of a single-storey, pitched roof kitchen to the right-hand side elevation and the replacement with an extended single-storey parapet roof kitchen.
- The applicant has stated that the original kitchen is small by modern standards at 2.5m x 3.6m. The enlarged area of 2.5m x 8.5m is more reasonable for modern requirements with improved access. This increased area is achieved by bringing forward the front elevation of the kitchen. The existing patio doors to the rear of the property together with internal layout changes will facilitate wheelchair access.
- Existing bricks will be re-used in the rebuild with the addition of a replacement wooden front door and wooden framed double-glazed sash window to match existing windows. The roof will include a parapet wall and roof lantern.
- The view of the kitchen to nearby houses will remain largely unaltered and will be in keeping with the original building in terms of scale, materials and position.

Conclusions

- The proposed extension is extremely modest and in keeping with the existing building.
- The proposed extension will have little or no impact on the adjacent Guys Cottage or Lower End Terrace.
- The materials to be used are the same as or sympathetic with the existing building.



THE LAURELS CV47 2AR GROUND FLOOR INCL PROPOSED KITCHEN EXTENSION JOHN MCLEAN 01/08/22



FRONT ELEVATION

Elevation 3



REAR ELEVATION

Elevation 4



RIGHT HAND SIDE ELEVATION

Elevation 2



Proposed Front Elevation



Proposed Rear Elevation
Elevation 6

Elevation 1



Proposed Right Hand Side Elevation
Elevation 2

Sheet 2 A3 Scale 1:100 01/08/67 John McLean The Laurels CV47 2AR Proposed Kitchen Elevations



Avon Dassett Parish Council

Projects Group

Summary notes of Meeting 06 December 2022

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. Working from Home – we are seeking volunteers to take forward actions on this initiative.
2. Business Directory – as item 1 above we are seeking volunteers. For both 1 & 2 we will issue a MailChimp, issue an item on WhatsApp and publish the requirement on our website
3. UBUS – a supply of leaflets has been obtained and these are available and on display in the Reading Room. Leaflets have been hand delivered to target individuals who may use the service. Discussions have been held with the editorial team of the Compton Chronicle about rerunning the UBUS promotion that appeared previously on the publication.
4. Speed limits – The Clerk has registered the PC interest in Twenty's Plenty. On Speedwatch, a call has gone out for volunteers.
5. Neighbourhood Watch – a MailChimp has gone out asking for volunteers
6. On-line streaming of PC meetings – there is an emerging project covering this
7. Personal invitations to meetings – all media channels are being used to publicise meetings, including personal mailing lists for those signed up. All new residents receive a Welcome Letter publicising information sources and communication media.
8. Publicise Parish Council activities – use of MailChimp, Nextdoor, WhatsApp, Community website etc are being used
9. Individual projects
 - a. Nature Reserve – quotations awaited and use of external volunteers being considered
 - b. Reading Room – second quote awaited
 - c. War Memorial – quotation received, second quotation being validated. Pre-grant application to be resubmitted due to previous versions being misdirected
 - d. Traffic Calming – Speedwatch, additional volunteers being sought. Specific volunteer group on traffic being considered

- e. St Johns – in progress
- f. Playground – additional quotes being sought

Parish Plan – High Priority/ Medium Term items - Points agreed

Communications

Advice to be provided on best internet and mobile phone service providers for the village – specialist volunteer to be approached – **Action – TG to approach specialists and advise on response**

Footpaths

Improvement to footpaths, stiles and gates required but responsibility of landowners and tenants. Fenny Compton Footpaths Group is liaising with village volunteers to address issues. **Action – TG to inform Playground landowner of plans to improve access gates. DM to liaise with volunteers and Footpaths Group and initiate contact**

St Johns

Project in progress

Reading Room

Project in progress

Over 55's activities/ group

Working group to be formed from volunteers. Possible installation of adult playground equipment. **Action TG to discuss with Cllr Hirst. Also publicise local classes**

Additional Facilities (Dog walking field. Allotments, Community Gardens)

Issue request for discussion with local landowners. **Action – all PC – see items on housing and parking below**

Form a Village Scout Group

Seek volunteers – **TG to issue MailChimp**

Additional housing

Identify suitable small sites with landowners, bearing in mind future drainage, flood risk etc. **Action – all PC (link with additional facilities requirement above and parking); discuss with landowners**

Parking

Identify sites for off street parking. **Action – all PC (link with housing and additional facilities above); discuss with landowners**

Electrical Charging Points

Project underway – Cllr Baxter

Speed limit reduction

Action underway. Current project on traffic to be expanded to cover gates, moving speed limit, mirrors etc. **Action – TG to update project plan**

Publicise existing energy schemes

Lead councillor required to head a project. **Action – all PC to agree. Also, working group to be formed to identify suitable sites and schemes for renewable energy**

Youth provision

Scope of project needs to be determined in order to address requirement. Requires leadership. **Action – all PC – volunteers to be sought**

Budget Strategy

The PC requested that the Projects Group suggest a budget strategy approach for consideration. **Action – DM to draft an initial strategic approach, for agreement by the projects group before submission to the PC**

Review of reserves

Will be considered at next Projects meeting

Summary

There are no new or significant costs to the Parish Plan actions.

Other projects need to be considered in relation to available funds, the need for grants etc and therefore prioritised

A report will be prepared for the January PC (DM).

Addendum – Following discussion at Parish Council Meeting 09 January 2023

Communication about progress on the Parish Plan needs to be improved. A link will be made between the Parish Council website and the Community website to highlight progress against Parish Plan initiatives.

A Village meeting will be organised to explain progress against the Parish Plan and to identify volunteers to lead and participate in particular activities.

A general request will be issued by the Parish Council for landowners to identify any land that may be suitable to accommodate car parking, housing and to for additional facilities such as a dog walking field, allotments and a community garden.

AVON DASSETT PARISH COUNCIL 2022 - 2023 FINANCIAL YEAR - APPENDIX E
RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD TO
31ST DECEMBER 2022

	<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	£11.73	£11.73	£11.73	£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	£300.00	£300.00	£300.00	£0.00
Hire of Reading Room, car park etc	£80.00	£80.00	£80.00	£0.00
Mowing Refund From Stratford District Council	£0.00	£0.00	£0.00	£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	£1,604.63	£1,604.63	£1,604.63	£0.00
TOTAL RECEIPTS	£17,926.46	£0.00	£17,926.46	£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	(£127.85)		(£127.85)	£232.15	£360.00
Reading Room: Electricity Supply	(£217.65)		(£217.65)	£282.35	£500.00
Reading Room: Maintenance	£0.00		£0.00	£350.00	£350.00
Reading Room: Rates	£0.00		£0.00	£0.00	£0.00
Reading Room: WiFi	(£292.20)		(£292.20)	£67.80	£360.00
Total Reading Room	(£637.70)	£0.00	(£637.70)	£932.30	£1,570.00

Administration

Staff costs:

Clerk's Pay	(£2,859.62)	£0.00	(£2,859.62)	£1,890.38	£4,750.00
ADPC Pension Contribution	(£22.47)		(£22.47)	£1,177.53	£1,200.00
Employee Pension Contribution	£0.00		£0.00	£0.00	£0.00
Administration Expenses	£0.00		£0.00	£480.00	£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	(£3,974.29)	£0.00	(£3,974.29)	£4,005.71	£7,980.00

Village Maintenance

Street Light Maintenance	£0.00		£0.00	£150.00	£150.00
Street Light Electricity Supply	(£393.56)		(£393.56)	£776.44	£1,170.00
Village Maintenance & Mowing	(£2,491.20)	£0.00	(£2,491.20)	£8.80	£2,500.00
Tubs Etc	(£312.20)		(£312.20)	(£112.20)	£200.00
Total Village Maintenance	(£3,196.96)	£0.00	(£3,196.96)	£823.04	£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 Dassett Parish Council Website	(£104.31)		(£104.31)	£195.69	£300.00
Communications & Surveys	£0.00		£0.00	£0.00	£0.00
IT Software, Hardware & Consumables	(£412.30)		(£412.30)	(£112.30)	£300.00
Total Communications & IT Expenditure	(£516.61)	£0.00	(£516.61)	£83.39	£600.00

Miscellaneous

Coffee Morning Expenses & Xmas Gathering	(£138.38)		(£138.38)	£11.62	£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	(£631.60)		(£631.60)	(£191.60)	£440.00
Total Miscellaneous	(£2,503.12)	£600.00	(£1,903.12)	(£1,113.12)	£790.00

TOTAL PAYMENTS

	(£11,013.33)	£600.00	(£10,413.33)	£5,196.67	£15,610.00
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NET INCOME OVER EXPENDITURE FOR THE YEAR TO DATE

	£6,913.13	£7,513.13
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TRANSFERRED TO GENERAL RESERVE

	1,604.53	1,604.53
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NET INCOME OVER EXPENDITURE AFTER TRANSFER TO RESERVES

	£5,308.60	£5,908.60
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Closing Period Bank Balances As At:

31ST DECEMBER 2022

Current Account	£5,596.87
Deposit Account	£24,267.48

Total Bank Balances **£29,864.35**

AVON DASSETT PARISH COUNCIL

PAYMENTS AND RECEIPTS SINCE LAST MEETING

CURRENT ACCOUNT

Date	Payee	Details	Expenditure	Income
03 November 2022	Total Energies	Electricity	£54.43	£0.00
08 November 2022	T Gill - expenses	Various expenses	£365.20	£0.00
08 November 2022	D Hicks	Flowers for village tubs	£136.00	£0.00
08 November 2022	Frank Mann Farmers	Mowing Inv 2784	£424.80	£0.00
08 November 2022	RoSPA	Playground Inspection	£100.80	£0.00
15 November 2022	British Legion	Wreath donation	£50.00	£0.00
16 November 2022	Joanne Jarman	Clerk Salary - November	£487.54	£0.00
16 November 2022	MW & DEM Watts	Coffee morning - November	£14.15	£0.00
16 November 2022	T Gill	Coffee morning - November	£12.84	£0.00
18 November 2022	1&1	ADPC Website	£5.99	£0.00
21 November 2022	1&1	ADPC Email Accounts	£19.20	£0.00
21 November 2022	E.On	Electricity	£23.00	£0.00
21 November 2022	BT	Reading Room WiFi	£33.65	£0.00
22 November 2022	WALC	Invoice 11 - Planning elections	£36.00	£0.00
22 November 2022	AED Expert	Defibrillator	£178.80	£0.00
30 November 2022	1&1	ADPC Website - Sept and Oct	£37.18	£0.00
30 November 2022	1&1	ADPC Email Accounts - Sept and Oct	£38.40	£0.00
09 December 2022	Google Pay	Old Clerk's account	£15.99	£0.00
09 December 2022	MW & DEM Watts	Coffee morning - December	£16.80	£0.00
20 December 2022	Joanne Jarman	Clerk Salary - December	£341.04	£0.00
18 December 2022	1&1	ADPC Website	£5.99	£0.00
18 December 2022	1&1	ADPC Email Accounts	£19.20	£0.00
21 December 2022	E.On	Electricity	£33.65	£0.00
21 December 2022	BT	Reading Room WiFi	£23.00	£0.00
			£2,473.65	£0.00

DEPOSIT ACCOUNT

Date	Payee	Details	Expenditure	Income
09 November 2022	Lloyds Bank Plc	Interest Income		£2.59
09 December 2022	Lloyds Bank Plc	Interest Income		£5.55
			£0.00	£8.14

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
		£40.00