

# Avon Dassett Parish Council

## Agenda

I hereby give notice that an Ordinary Meeting of Avon Dassett Parish Council will be held in The Reading Room on 3 July 2023 at 7.00pm, to which you are summoned for the transaction of the following business

<b>Summons</b>	Clr Mike Blakeman, Cllr Trevor Gill (Vice Chair), Cllr Liz Hirst, Cllr Alex Jackson, Cllr Darrell Muffitt (Chair)
<b>Invitees</b>	The General Public, Cllr Chris Mills (WCC), Cllr Natalie Gist (SDC). Cllr Nigel Rock (SDC)
<b>Meeting Chair</b>	Cllr Darrell Muffitt
<b>Minute Taker</b>	Joanne Jarman (Parish Clerk)

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

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

- 1. Record of Members Present**
- 2. To Receive Apologies and the Reasons for Such Absence**
- 3. To receive Declarations of Personal or Pecuniary Interest**
- 4. Public Participation - to receive any questions or presentations from the public**  
(15 minutes will be allowed for this item)
- 5. To approve the Minutes of previous meeting:**
  - 5.1 Ordinary meeting held on 15<sup>th</sup> May 2023
  - 5.2 Annual Parish Council meeting held on 15<sup>th</sup> May 2023
- 6. To receive Progress Reports on Outstanding Items not covered later on the agenda (See Clerk's Report)**
  - 6.1 To confirm the completed actions – see Parish Clerk's report
- 7. County and District Councillor Reports**
  - 7.1 Warwickshire County Council
  - 7.2 Stratford District Council
- 8. Planning**
  - 8.1 None
- 9. Annual Parish Assembly**
  - 9.1 To receive a report on the meeting
- 10. Projects Group**
  - 10.1 To receive a progress update on the Projects Group
  - 10.2 To approve the terms of reference for the Projects Group
- 11. Community**
  - 11.1 To receive an update on the refurbishment of The Reading Room
  - 11.2 To receive an update on the Burial Ground
  - 11.3 To receive an update on St John's Church and to confirm the use of the funds raised by the sale of plaques for the steps
  - 11.4 To receive an update on community policing/neighbourhood watch
  - 11.5 To receive an update on the playground
  - 11.6 To receive an update on the War Memorial Grant Application
- 12. Highways, Street Lighting and Footpaths**
  - 12.1 To receive an update on highways, street lighting and drains
- 13. Finance**
  - 13.1 To approve the payments in the schedule attached to this agenda
  - 13.2 To review the financial statements to 30<sup>th</sup> June 2023
- 14. Policies**

14.1 To adopt the Cemetery Rules

**15. Correspondence** (for information only)

None

**16. Councillors' Reports**

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

**17. Items for the Next Agenda**

To raise items for future agendas.

**18. Date of the next meeting:** 4<sup>th</sup> September 2023



Parish Clerk – Joanne Jarman

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

## Avon Dassett Parish Council

Clerk's Report – 3<sup>rd</sup> July 2023

Agenda Reference	Update
6.1	<b>The following actions have been completed:</b>
	Mailchimp to be sent out to the village asking for volunteers for the National Garden Scheme – this was not sent as contact was made directly with potential volunteers
	SDC to be contacted to raise the concerns around the lack of consultation around St Josephs – Cllr Blakeman has made contact and it was confirmed that a notice was pinned to the church's main entrance; this met the requirement to hold a public consultation.
	Confirmation has been obtained from National Lottery that the Coronation grant is complete so that the application for the adult and children's play equipment can be progressed.
	Flagpole to be moved to prevent the flag being embroiled in the trees, remedial repairs to be undertaken during the process – the flag pole has been taken down, cleaned, repainted and re-sited.
	Lighthorne lobbying updates to be provided as and when necessary - Cllr Gill is updating the Councillors.
	Notice for the Exercise of Public Rights was posted on the website on 2 <sup>nd</sup> June 2023
	The AGAR and supporting information has been submitted to the external auditor
	The bank mandate has been updated to remove Councillors no longer in post.
	The Annual Parish meeting was held on 30 <sup>th</sup> May. The following actions are complete: <ul style="list-style-type: none"> <li>• Community Groups to be invited to submit reports</li> <li>• Annual Parish Assembly Agenda to be issued with 7 clear working days' notice</li> <li>• Refreshments for Annual Parish Assembly to be arranged</li> </ul>
	Tree Warden's report has been sent to the Gardening Club. The Tree Warden is updating his report to include the report of Ash dieback in the village. The report will be sent to Stratford District Council to alert them to the areas that are their responsibility.
	Live streaming – the equipment has been acquired and the initial testing is complete with a view to live stream the July meeting. Cllr Gill to progress.
	The following actions remain outstanding:

	Adults' and children's National Lottery Grant Application to be progressed – Cllr Hirst and Cllr Gill will progress this
	Diocese to be contacted regarding the plans for St Joseph's – Cllr Gill
	Contact at Severn Trent to be sourced to raise this with - Cllr Gill and Clerk
8	Planning – update on planning applications.
11.3	<p><b>St John's Steps appeal</b></p> <p>It has come to my attention that the Approved Minutes and the Parish Plan update do not align so I have checked the minutes of previous meetings and reviewed the finances. I can report the position as follows:</p> <ul style="list-style-type: none"> <li>• Approval was given to purchase a consumer board as part of the electrical improvements. This was purchased at a cost of £968.48.</li> <li>• The sale of the plaques has raised £650 to date, adding the amount brought forward of £86.19 and deducting the cost of the plaques of £80, gives a balance on the fund of £656.19.</li> <li>• The result is a shortfall of £312.29 (being £968.48 less £656.19) which needs to be made good.</li> </ul> <p>The minutes state that there is an intention to assist with the upgrades to the lighting and the provision of toilet facilities but this will depend on continued fundraising to meet the aforementioned shortfall and the Church Conservation Trust providing funds through grants or their own resources.</p> <p>The minutes should reflect the correct position and Councillors are asked to approved the position as stated above.</p>
12.1	<p><b>Off-road parking</b> - complaints were raised at the Annual Parish Assembly about parking on verges outside Court House and the Yew Tree. The Parish Council is asked to consider a communication to residents asking them not to park on the green verges to avoid damage to the grass and to potentially to buried services. Preventative measures outside the Yew Tree by placing a planter on the corner or some large stones could also be considered.</p> <p><b>Damage to the corner of Park Close</b> - the Clerk has reported this to WCC County Highways which considers that replacement of the grass is a low priority; there is more concern as to the potential damage to the manhole cover due to the geometry of the kerb being inadequate. It has been suggested that an initial deterrent of some large stones be placed to protect the manhole and deter parking. The verge outside Lorien has been replaced by hardcore but should be grassed. The following issues have also been highlighted as requiring further attention:</p> <p><b>Drains</b> - the drains up Church Hill are solid with silt and do not appear to be included on the maintenance schedule. The drains need clearing and assurance obtained from WCC Highways that they are on a schedule of regular maintenance.</p> <p><b>Roads</b> - the springs have reappeared on Church Hill despite previous attempts to permanently reroute them. This will be reported to WCC Highways.</p> <p><b>Footpaths</b> - the worst one is Church Hill, which needs regular sweeping. Landowner to be asked the cut back the grass</p>

	<p><b>Lighting</b> – LED lighting – this is a large project that will cost a significant amount of money. It is suggested that this be taken forward by the Projects Group.</p> <p><b>Overall</b> - the area around our village attracts many walkers but we lack safe footpaths along many of the roads (Farnborough Rd, after Top Lodge, from the playground towards B4100). WCC Highways to be contacted to establish how additional footpaths can be arranged.</p>
14.1	<p>Cemetery – the proposed Cemetery Regulations were circulated prior to the meeting for comments.</p> <p>A local resident has asked to purchase a plot but this is not currently permitted under the regulations (6.6). The advice received by Cllr Gill from the Institute of Cemetery and Crematorium Management is that the regulations remain unchanged in this respect.</p>

## From your District Councillors for Bishops Itchington, Fenny Compton and Napton Ward

### Avon Dassett – 3 July – 7pm

#### The Council

The administration formally handed over in an Annual Council meeting on 24 May 2023. Dr Susan Juned was appointed Leader of the Council. Nigel Rock has been appointed Deputy Leader. Nigel is a retired mechanical engineer. Natalie Gist was appointed to the Cabinet as Portfolio Holder for Law and Governance. Natalie is a solicitor (non-practising). Further details of other Cabinet appointments may be found in the Press Release here: [Leader and Cabinet for Stratford-on-Avon District Council | Stratford-on-Avon District Council](#)

#### Applications for Funding for Infrastructure Projects from Stratford District Council

Stratford District Council are looking for applications from projects to be considered as part of the 2022/2023 Infrastructure Funding Statement (IFS). This year £1.3 million is available for projects. The closing date for applications is 14 July 2023.

Applications are expected from statutory infrastructure providers and not-for-profit organisations such as **state schools**, **community groups** and **registered charities** for projects that demonstrate a wider community benefit. Projects must relate to infrastructure and meet six other mandatory criteria.

More information in relation to CIL Funding may be found here: [Spending CIL | Stratford-on-Avon District Council](#)

The online form may be completed here: <https://online1.snapsurveys.com/sdccil>

If you have any questions regarding CIL Funding then please email [Planning.policy@stratford-dc.gov.uk](mailto:Planning.policy@stratford-dc.gov.uk)

Warwickshire CAVA (Community and Voluntary Action) may also be able to help with this and other funding sources for your community project: [www.wcava.org.uk](http://www.wcava.org.uk)

#### HS2 Road Closures

We have been notified of road closures on the B4451 and B4452 in June and July for ecology surveys to be carried out. All from 9.30am to 3.30pm.

These are as follows:

1. B4451 Gaydon Road near Southam.  
Phase 1: 13 and 14 June, 26 and 27 June  
Phase 2: 15 and 16 June, 29 and 30 June
2. B4452 near Southam  
20 and 21 June, 3 and 4 July
3. We are building a permanent road for maintenance access to the railway along the A425 Leamington Road in Southam. To carry out these works, the A425 will have traffic management from 8am to 6pm, from Monday 10 July to Friday 28 July 2023.

**From your District Councillors for Bishops Itchington, Fenny Compton and Napton Ward**

4. To facilitate transferring Tunnel Boring Machine (TBM), we will need to carry out tree survey B4451 and B4452. To carry out these works safely we will need to close sections of B4451 and B4452. The tree survey will be carried out in a section of B4451 and B4452 on below dates:

**B4452 near Harbury**

- 8-10 August 2023 from 9.30am to 3:30pm

**B4451 near Deppers Bridge**

- 17-18 July 2023 from 9am to 3pm
- 31 July to 2 August 2023 from 9am to 3:30pm

**B4451 (M40 – Bishop’s Itchington)**

- 3-4 August 2023 from 9.30am to 3.30pm
- 7 August 2023 from 9.30am to 3.30pm

5. We are building a permanent road for maintenance access to the railway along the A425 Leamington Road in Southam. To carry out these works, the A425 will have traffic management from 8am to 6pm, from Monday 10 July to Friday 28 July 2023.

Our working hours will be from 9:30am to 3:30pm Monday to Friday. Our workforce maybe on site one hour before and one hour after to set up and secure our equipment.

The HS2 Helpdesk Team may be contacted on 08081 434 434 or emailed at [S2enquiries@hs2.org.uk](mailto:S2enquiries@hs2.org.uk). Any changes will be on [www.hs2inwarwickshire.co.uk](http://www.hs2inwarwickshire.co.uk)

As you are aware, the ward is large, stretching from Shuckburgh in the north and Shotteswell in the south. We intend to administer the ward on a day to day basis with Natalie being responsible for all villages from Fenny Compton south, including Avon Dassett and Nigel being responsible for all villages from Wormleighton, north, which we hope is acceptable.

Cllr Natalie Gist  
[Natalie.Gist@stratford-dc.gov.uk](mailto:Natalie.Gist@stratford-dc.gov.uk)

Cllr Nigel Rock  
[Nigel.Rock@stratford-dc.gov.uk](mailto:Nigel.Rock@stratford-dc.gov.uk)

# AVON DASSETT PARISH COUNCIL

## Terms of Reference

### Projects Working Group

#### Update Schedule

Action	Date
Adopted by Avon Dassett Parish Council	11 April 2022
Adopted by Avon Dassett Parish Council	3 <sup>rd</sup> July 2023

#### Table of Contents

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Avon Dassett Parish Council, “the Parish Council as the parent body can form a working group to carry out specific detailed tasks on any matter that falls within its powers.

#### **1. Membership**

Members of the Projects Working Group will be appointed by the Parish Council and will consist of at least one member of the council but may also co-opt up members of the public (*Lay members*) who have specific knowledge/expertise on the subject to assist the Working Group.

The term of membership for the Working Group will be for a period of one year or until the next annual meeting of the Full Council whichever is earlier. The Annual Meeting of the Council will confirm the Working Group’s membership and terms of reference or appoint other elected members to serve for the forthcoming civic year.

#### **2. Leader**



A leader will be appointed by the Parish Council. The leader will be the main point of contact for the Clerk to the Council, Council members and members of the public, and must be a member of the Council unless otherwise agreed by the Full Council.

### **3. Powers**

Working Groups cannot make decisions or spend any money on behalf of the Parish Council; any recommendations made by the Working Group will be subject to approval by the Full Council.

### **4. Responsibilities and Areas of Operation**

The Full Council will agree the Terms of Reference for the Working Group.

The Working Group will report formally to the Full Council at each meeting. The Working Group can make recommendations to the Full Council to adopt a proposal or to take a certain course of action.

The Working Group will arrange its own meetings and schedule of work. The leader of the Working Group, if unable to attend a meeting of the Full Council, will nominate another member of the Group to attend and deliver the progress report.

### **5. Meetings of the Projects Working Group**

Meetings of the Projects Working Group are informal meetings and as such do not fall within the statutory requirements of formal Parish Council meetings.

The following do **NOT** apply to meetings of the Projects Working Group:

- A right of the public to attend,
- Notice to be given,
- Agendas to be published ahead of meetings,
- A quorum to be present,
- Minutes to be taken,
- Restrictions on where meetings can be held,

The working group is expected to be time limited. The continuing need for a working group will be reviewed by the Full Council on an annual basis.

### **6. Procedures Relating to Projects**

The Projects Group has developed a standard format for Business Cases which requires completion before consideration to be given to any project proposal. This ensure that all projects receive the same level of scrutiny and consideration and are submitted with all of the information required on which to base any recommendations.

A copy of a blank business case is attached in Appendix A. Approved business cases are available on the Parish Council's website and these can be used as a guide when completing a new business case.

Following a thorough review, and where necessary seeking appropriate clarifications, the business case will be submitted to a full Council meeting for approval. Projects cannot be submitted direct to a full meeting of the Parish Council without review and the appropriate recommendation of this group.

If any resident has a project which they wish to either lead or have considered for further development by the Projects Group then the first point of contact should be the Clerk who will advise on the appropriate actions required.

**These terms of reference have been drawn up based on the requirements of a Working Group as set out in Good Practice Note 504 Meetings Requirements table available from WALC.**

**Appendix A**

**Avon Dassett Parish Council**

**Project Business Case. << Insert Project Name>>**

**Updated: <<Insert the date>>**

<b>Management Summary</b>	
<b>Reason why</b>	
<b>Options</b>	
<b>Results/ benefits</b>	
<b>Timescale</b>	
<b>Estimated costs</b>	
<b>Risks</b>	
<b>Overall appraisal</b>	

**AVON DASSETT PARISH COUNCIL**

**PAYMENTS AND RECEIPTS SINCE LAST MEETING**

**CURRENT ACCOUNT**

<b>Date</b>	<b>Payee</b>	<b>Details</b>	<b>Expenditure</b>	<b>Income</b>
11 April 2023	Zoom	Zoom subscription	£143.88	
11 April 2023	WM and DM Wattes	Coffee morning	£12.93	
11 April 2023	C Dancer	Cleaning	£34.90	
11 April 2023	WALC	Clerk CilCA	£462.00	
17 April 2023	EDF Energy	Electricity - March	£72.49	
20 April 2023	J Jarman	Clerk's salary	£341.04	
21 April 2023	BT	Reading Room phone	£39.50	
22 April 2023	1&1	Emails ets	£19.20	
22 April 2023	1&1	Website fees	£31.19	
26 April 2023	SDC	Precept		£7,805.00
02 May 2023	HMRC	VAT refund		£103.33
20 April 2023	D Wilson	Gravestone		
04 May 2023	Total Energies	Electricity - March	£107.12	£150.00
16 May 2023	EDF Energy	Electricity - April	£48.17	
16 May 2023	WALC	Annual Subs	£136.00	
16 May 2023	J Jarman	Expenses	£283.83	
16 May 2023	W Robinson	Internal Audit	£140.00	
16 May 2023	TFM Farm and Country Superstore	Reading Room coal - DM	£15.99	
16 May 2023	Frank Mann	April mowing	£436.80	
16 May 2023	Booker	Coronation - M Randerson	£385.33	
16 May 2023	Starlight Food	Coronation - S Sandiford	£164.35	
16 May 2023	Southam Bouncy Castle	Coronation - S Sandiford	£150.00	
16 May 2023	WM and DM Wattes	Coffee morning	£17.50	
16 May 2023	Liz Hirst	Coronation	£48.48	
18 May 2023	1&1	Emails ets	£19.20	
22 May 2023	1&1	Website fees	£5.99	
22 May 2023	BT	Reading Room phone	£39.50	
22 May 2023	J Jarman	Clerk's salary	£341.04	
22 May 2023	E.On	Electricity - Jan 2023	£79.37	
25 May 2023	SDC	Reading Room hire - elections		£200.00
31 May 2023	Total Energies	Electricity - April	£96.58	
31 May 2023	Amazon	Webcam	£139.98	
31 May 2023	Anker Technology	Speakerphone	£149.99	
01 June 2023	SPS	Coronation	£270.00	
02 June 2023	Google	Google accounts	£8.46	
20 June 2023	J Jarman	Clerk's salary	£341.04	
20 June 2023	1&1	Emails ets	£5.99	
20 June 2023	1&1	Website fees	£31.19	
21 June 2023	BT	Reading Room phone	£39.50	
28 June 2023	Total Energies	Electricity - May	£90.97	
			<b>£4,749.50</b>	<b>£8,258.33</b>

**DEPOSIT ACCOUNT**

<b>Date</b>	<b>Details</b>	<b>Income</b>		
11 April 2023	00 January 1900	Interest received	£14.10	
09 May 2023		Interest received	£12.18	
09 June 2023		Interest received	£13.65	
			<b>£0.00</b>	<b>£39.93</b>

**FOR AUTHORISATION**

**PAYMENTS FROM PRECEPT**

MW and DEM Watts	Coffee mornings - April to September	120.00
Frank Mann Farmers	Mowing - May	800.40
Frank Mann Farmers	Mowing - June - estimate	900.00
C Dancer	Cleaning - April to September	180.00
Clerk	Travel - May and July meetings	32.40
D Hicks	Tubs	180.50

**£2,213.30**

**INTER ACCOUNT TRANSFERS**

<b>From</b>	<b>To</b>
<b>Current Account</b>	<b>Deposit Account</b>
<b>From Deposit Account</b>	<b>Current Account</b>

