

# Avon Dassett Parish Council

## Agenda

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

<b>Summons</b>	Clr Mike Blakeman, Clr Trevor Gill (Vice Chair), Clr Liz Hirst, Clr Alex Jackson, Clr Darrell Muffitt (Chair)
<b>Invitees</b>	The General Public, Clr Chris Mills (WCC), Clr Natalie Gist (SDC). Clr Nigel Rock (SDC)
<b>Meeting Chair</b>	Clr 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 4<sup>th</sup> September 2023
  - 5.2 Extra Ordinary meeting held on 19<sup>th</sup> October 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 To confirm responses submitted
- 9. Projects Group**
  - 9.1 To receive a progress update on the Projects Group
  - 9.2 To approve the business case for the children's playground equipment
  - 9.3 To consider the communication options available and agree on the next steps
- 10. Community**
  - 10.1 To receive an update on the refurbishment of The Reading Room
  - 10.2 To receive an update on the Burial Ground
  - 10.3 To receive an update on St John's Church
  - 10.4 To receive an update on community policing/neighbourhood watch
  - 10.5 To receive an update on the playground and to consider the inspection report
  - 10.6 To receive an update on the War Memorial
  - 10.7 To receive an update on the defibrillator
- 11. Highways, Street Lighting and Footpaths**
  - 11.1 To receive an update on highways, street lighting and drains
  - 11.2 To consider the clearing of the leaves from Church Hill
  - 11.3 To receive the report from the Tree Warden on tree in the Burial Ground and the ash trees
  - 11.4 To consider the erection of horse and rider signs
- 12. Finance**
  - 12.1 To approve the payments in the schedule attached to this agenda

- 12.2 To review the financial statements to 31<sup>st</sup> October 2023
- 12.3 To receive the draft budget and report on the annual expenditure to be included in the budget
- 12.4 To confirm the completion of the external audit and to receive the report
- 12.5 To confirm the reappointment of the internal auditor for 2023/24
- 12.6 To consider the quote for the street lighting electricity
- 12.7 To consider the need for a Lengthsman and the next steps
- 12.8 To consider the upgrade of the Reading Room internet line to FTTC and to approve entering into an 18-month contract.
- 12.9 To consider the purchase of a projector screen for the Reading Room at a cost of £109.99
- 13 Civility and Respect Pledge**
- 13.1 To consider signing up to the Civility and Respect Pledge
- 13.2 To agree the training programme
- 14 Climate Emergency**
- 14.1 To consider declaring a Climate Emergency and the next steps
- 14.2 To approve the Biodiversity statement
- 15 D-Day 80**
- 15.1 To consider the lighting of the beacon to commemorate D-Day 80 on 6<sup>th</sup> June 2024
- 16. Meeting dates – 2024 to 2025**
- 16.1 To confirm the meeting dates for 2024 to 2025
- 17. Correspondence (for information only)**
- 17.1 Historical tour of the village
- 18. Councillors' Reports**
- To report on minor matters of information not included elsewhere on the agenda
- 19. Items for the Next Agenda**
- To raise items for future agendas.
- 20. Date of the next meeting:** 8<sup>th</sup> January 2024



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## Avon Dassett Parish Council

Clerk's Report – 6<sup>th</sup> November 2023

Agenda Reference	
	<b>COMPLETED ITEMS THAT ARE NOT ON THE AGENDA</b>
6	Dassett Road sign – Cllr Gill contacted Stratford District Council and it was been agreed that the sign is in the wrong place and should be moved to the road opposite the road from the Dassett Country Park leading to Farnborough. The sign has now been relocated.
6	Financial oversight of village events – the Parish Council's position, as stated in agenda item 14 of the minutes of the meeting held on 4 <sup>th</sup> September 2023, has been confirmed to the resident who has asked that the question be raised with the Ministry of Local Government. I have forwarded the request on to WALC.
6	Cllr Hirst has provided an estimate of the expenditure required to carry out the work on the gateway of the playground.
6	Speed survey - Cllr Jackson has been advised by the Traffic Survey Team that a two-week survey is necessary as the police insist on two weeks of data. Once the survey is complete the data will be supplied to the Parish Council and Warwick Police. This information will help the police determine if the criteria is met for speed cameras. The cost of the survey of £207 has been added to payments for approval.
6	A representative from WCC Highways has visited the village and reviewed the issues raised. WCC highways has a limited budget and unfortunately Avon Dassett is not a priority. WCC Highways has commented as follows: <ul style="list-style-type: none"> <li>• Entrance to Park Close – considered cosmetic and low priority</li> <li>• Verges on Farnborough Road – do not meet the criteria for repairs, being a depth of in excess of 20cm. The verges will be monitored and followed up when the criteria are met</li> <li>• The leaf clearance on Church Hill is not a WCC highways function. This is an agenda item.</li> </ul>
	<b>OUTSTANDING ACTIONS</b>
6	Contact to be made with the Diocese to establish its plans for St Joseph's – Cllr Gill
6	STWA to be contacted to ask that laybys be provided rather than traffic lights and that notice is given of road works – Cllr Gill
8	<b>PLANNING MATTERS</b>
8.1	Following the meeting held on 19 <sup>th</sup> October 2023 no objection responses have been submitted to planning application references 23/02569/FUL – The Old New House and 23/02672/FUL – Top Lodge.
10	<b>COMMUNITY</b>
10.7	The defibrillator was checked on 2 <sup>nd</sup> October 2023 and the records updated on the Circuit. New pads were also fitted on 4 <sup>th</sup> October 2023. We have been advised that defibrillators have a useful life of between 10 and 15 years. The defibrillator is a refurbished 2010 machine donated to us by Warwickshire Air Ambulance. As this is now coming to the end of its useful life the Parish Council needs to consider the acquisition of a new machine and how this will be funded. The cost of a new defibrillator starts from around £1,000.

	The defibrillator will be sent for its annual service in November; a Mailchimp will be sent out to confirm the dates it will be out of use.
<b>11</b>	<b>HIGHWAYS, STREET LIGHTING AND FOOTPATHS</b>
11.2	<p>At the meeting held on 19<sup>th</sup> October 2023 a resident asked that the leaves be cleared on Church Hill. Cllr Gill has reported that neither WCC Highways nor Stratford District Council have taken responsibility for this in the past. The options open to us are:</p> <ul style="list-style-type: none"> <li>• Organise a working party of volunteers – a risk assessment would need to be undertaken to ensure the volunteers are covered by our insurance</li> <li>• Pay for a Lengthman or tradesperson to carry out the work</li> <li>• Ask Cllrs Mills and Gist to lobby WCC and SDC to carry out the work</li> </ul>
11.4	<p>Horse and rider accident – the driver involved in the accident on 2<sup>nd</sup> January 2023 that led to a horse's death and left the rider injured has been banned for a year and fined £540.</p> <p>Following the accident WCC Highways was contacted to ask that horse and rider signs be erected, Cllr Mills confirmed that he would support this and pay for the signage out of his funds. Permanent signs have still not been put up and it materialises that WCC Highways cancelled the order without informing me; this was due to the need for a health and safety survey. Cllr Mills has now spent all of his funds for 2023/24.</p> <p>Following an exchange of emails and a telephone conversation with WCC Highways the following has now been confirmed as the process that needs to be followed to secure signs:</p> <ul style="list-style-type: none"> <li>• Temporary signs can be put up at the Parish Council's expense. Approval for the location of the signs would need to be obtained from WCC Traffic and Safety at WCC at which point we would attach the signs to the agreed posts. Signs cost anywhere between £5 and £80.</li> <li>• A request for permanent signs should be made to WCC Traffic and Safety. The proposed location of the signs would need to be provided on a map. Signs can only be put up on existing posts as WCC will not erect new posts.</li> <li>• The only signs that are permitted by WCC are triangular ones with either a horse and rider or a horse and carriage.</li> <li>• Cllr Mills will need to confirm that he will pay for the permanent signs out of his 2024/25 funds.</li> </ul> <p>WCC Highways did inform us that signs have been erected on private land in Kineton at the landowner's expense.</p> <p>The Parish Council is asked to consider how they want to proceed.</p>
<b>12</b>	<b>FINANCE</b>
12.1	The second instalment of the precept has been received into the bank account.
12.3	The draft budgets, review of expenditure and proposed earmarked reserves for 2024/25 are attached. The deadline for the submission of the 2022/23 precept was 27 <sup>th</sup> January 2023. In the event that the deadline is before our next meeting on 6 <sup>th</sup> January 2024, the Parish Council needs to approve the setting of the Precept at the same level as 2023/24. The final budgets will be presented for approval to the meeting on 6 <sup>th</sup> January 2024.
12.4	Moore's have issued the External Auditor Report and Certificate for 2022/23. The report has been uploaded to the website along with the Notice of Conclusion of Audit.

12.6	Utility Aid is the NALC recommended intermediary to arrange electricity contracts. The company has been approached for a quote.
12.8	<p>The contract for the provision of broadband at the Reading Room has expired. Fibre to the Cabinet (FTTC) is available with upload speeds of around 72Mbps and download of 18 Mbps. The line would also come with a digital telephone line.</p> <p>Two quotes have been obtained as follows:</p> <ul style="list-style-type: none"> <li>• Sky - £29 including VAT per month – 18-month contract. The price may change when the contract is taken out as a quote could only be obtained on the day. There is a £30 set up fee which will be credited back on the first invoice.</li> <li>• BT - £38.95 including VAT per month – 24-month contract.</li> </ul> <p>I recommend that an 18-month contract be taken out with Sky.</p>
<b>14</b>	<b>CLIMATE EMERGENCY</b>
14.1	<p>All Councils are being encouraged to declare a climate emergency.</p> <p>The Parish Plan did consider the environment and considered areas such as renewable energy and electric vehicle charging points. The Parish Council also considers sustainability and biodiversity in its role as consultee to planning applications.</p> <p>In declaring a climate emergency, the Parish Council will be indicating to residents that it is committed to the environment.</p>
14.2	<p>Under the Natural Environment and Rural Communities Act 2006 there is a public duty on public authorities in England to have regard to conserving biodiversity as part of their policy or decision making. This duty has been reinforced under the Environment Act 2021 which requires the Parish Council to consider what action to take for biodiversity by 1<sup>st</sup> January 2024 and to agree policies and objectives.</p> <p>To ensure the Parish Council meets its obligations under both the legislation and NPD a Biodiversity Statement is being put forward for approval.</p>
<b>16</b>	<b>MEETING DATES – JANUARY 2024 to MAY 2025</b>
	<p>The following are the proposed dates for the meetings until May 2025.</p> <ul style="list-style-type: none"> <li>• 8<sup>th</sup> January 2024</li> <li>• 4<sup>th</sup> March 2024</li> <li>• 13<sup>th</sup> May 2024 (to include Annual Parish Council meeting)</li> <li>• 1<sup>st</sup> July 2024</li> <li>• 2<sup>nd</sup> September 2024</li> <li>• 4<sup>th</sup> November 2024</li> <li>• 6<sup>th</sup> January 2025</li> <li>• 4<sup>th</sup> March 2025</li> <li>• 12<sup>th</sup> May 2025 (to include Annual Parish Council meeting)</li> </ul>
<b>17</b>	<b>CORRESPONDENCE</b>
	The Harbury Society has contacted the Local History Group asking if there could be a historical tour of the village. This has been arranged for the afternoon of 17 <sup>th</sup> July 2024; parking will be available at the cemetery car park and teas will be served at the Reading Room.

**Minutes of an Ordinary meeting of Avon Dassett Parish Council**

**4<sup>th</sup> September 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 Mike Blakeman  
Cllr Trevor Gill (Vice Chairman)  
Cllr Liz Hirst  
Cllr Alex Jackson  
Cllr Darrell Muffitt (Chairman)  
Cllr Chris Mills (WCC)  
Cllr Natalie Gist (SDC)

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

**2. APOLOGIES**

None

The Chairman welcomed everyone to the meeting.

**3. DECLARATIONS OF INTEREST**

None

**4. PUBLIC PARTICIPATION**

Four members of the public were present.

A resident provided information on Orbit housing in Fenny Compton; the scheme consists of 100 affordable housing units, including for rental or to buy under shared ownership, within 2 miles of the village. The resident's opinion is this is evidence that there is no need for affordable housing within the village.  
Appendix B

The volunteer leading on the communications survey thanked everyone who has taken part, including the clubs and societies who contributed; the preliminary analysis will now take place. A summary will be sent to the Projects Group and will be used to support the development of the Communications Strategy. It was noted that the Gardening Club Programs Manager has met the volunteer to discuss their communication needs but needs to discuss this with the rest of the group.

Following the Parish Assembly, it was noted that some volunteers have not yet been contacted. The Projects Group will take this forward.

**5. APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING**

The minutes of the ordinary meeting held on 5<sup>th</sup> July 2023 were approved:

Proposed: Cllr Jackson

Seconded: Cllr Gill

***Unanimously approved***

**6. TO RECEIVE PROGRESS REPORTS ON OUTSTANDING ITEMS NOT COVERED LATER ON THE AGENDA**

The Clerk's Report Appendix A forms part of these minutes. The completed actions are referred to in the report.

Updates on the outstanding actions were noted as follows:

**ACTION: Contact to be made with the Diocese to establish its plans for St Josephs** – Cllr Gill continues to progress this and is waiting for details of the contact.

**ACTION: STWA to be contacted to ask that laybys be provided rather than traffic lights and that notice be given of road works** – Cllr Gill continues to progress this and is waiting for details of the contact.

**ACTION: WCC Highways to be invited to the village to discuss the issues** – due to the holiday season this has been delayed. Cllr Gill will make contact after 18.9.2023 to arrange a date. It was noted that WCC is not addressing issues unless they are raised on its reporting system.

Cllr Gill will report the raised tarmac on the footpath on Church Hill. Cllr Blakeman raised his concerns about the deterioration of the verges adjacent to Farnborough Road; it is clear in some cases that cars are grounding out on the road surface.

## **7. DISTRICT AND COUNTY COUNCILLOR REPORTS**

### **7.1 Warwickshire County Council**

Cllr Mills presented the report. Appendix C

### **7.2 Stratford District Council**

Cllr Gist presented the report. Appendix D

Cllr Gill raised the issue of the Dasset Road sign being placed in the wrong location. He is not receiving any response from SDC and will ask Cllr Gist to intervene if he is not able to resolve the matter.

The reports were accepted.

## **8. PLANNING**

Application reference – 23/02099/LBC – Meadow Cottage, Lower End – install secondary glazing to front elevation windows. It was agreed that a no objection response be submitted.

**ACTION: Clerk to submit a no objection response to planning reference 23/02099/LBC**

## **9. PROJECTS GROUP**

### **9.1 To receive a progress update on the Projects Group**

Cllr Gill gave an update following the Projects Group meeting held on 31<sup>st</sup> July 2023.

The Projects Schedule has been updated and is available on the website:

<https://www.avondassettparishcouncil.com/app/download/13697183/20230715+ADPC+Project+Plan+Updates+With+Summary.pdf>

Cllr Gill noted the following:

- Communication strategy is on hold until the results of the survey have been considered
- It needs to be established who would want an allotment should they be provided
- Blue bins take bottles so there is no need for a bottle bank.
- Cllr Muffitt will take the Remembrance Day service forward.
- Christmas gathering will be taken forward by Cllr Gill. This will take place at St John's Church on 17<sup>th</sup> December 2023 with pre-gathering drinks at The Old Rectory.
- The Yew Tree already provides take away food; the landlord will be asked to publicise a menu
- Parking is being looked at.
- Fenny Compton Speed Watch has been contacted with a view to working together.
- Gates at the entrance to the village will be progressed.
- Crime prevention is being progressed by Cllr Jackson.
- Neighbourhood Watch – registration has taken place.

- Live streaming – due to technical issues this will be carried forward to the next meeting.

## 9.2 To consider the installation of a Clothes Bank

Warwickshire Air Ambulance has contacted The Yew Tree to see if they can put a clothes bank in the car park.

## 10. COMMUNITY

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

Quotes for toilets and storeroom are being awaited. The safe is yet to be removed.

### 10.2 To receive an update on the Burial Ground

Tree work is required.

**ACTION: Clerk to contact Tree Warden to inspect the tree and report back on a proposed course of action.**

### 10.3 To receive an update on St John's Church

Coordination of the maintenance and mowing and strimming was raised by a resident. The resident will send contact details of the person undertaking the maintenance to the Clerk.

### 10.4 To approve the request for a Speed Survey

It was unanimously agreed that a speed survey be requested.

**ACTION: Speed survey to be requested – Cllr Jackson.**

### 10.5 To receive an update on community policing/neighbourhood watch

It was reported that there has been a recent break in and that the Police did not attend.

### 10.6 To receive an update on the playground

A price has been obtained to put top soil and a mesh in the gateway costing up to £110 – this will be beneficial for the children.

**ACTION: Estimate of expenditure to be provided to the Clerk – Cllr Hirst**

***Unanimously approved***

### 10.6 To receive an update on the War Memorial

None

## 11. HIGHWAYS, STREET LIGHTING AND FOOTPATHS

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

Covered in the Clerk's Report – Appendix A

## 12. FINANCE

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

Proposed: Cllr Gill

Seconded: Cllr Hirst

***Unanimously approved***

It was noted that the £75 for weed control relates to the Cemetery and not the Reading Room.

### 12.2 To review the financial statements to 31<sup>st</sup> August 2023 – Appendix F

Proposed: Cllr Jackson

Seconded: Cllr Gill

***Unanimously approved***

### 12.3 To confirm receipt of £140 from NGS Open Gardens to support planting of the tubs in the village

The Clerk confirmed receipt of the funds. The Parish Council thanked the group for its contribution.

## 13. Councillor Roles and Responsibilities

### 13.1 To review councillor roles and responsibilities

To carry forward to the next meeting; the roles will be discussed at the Projects meeting.



**14. Oversight of Financial Records of Village Events****14.1 To consider the Parish Council's role in the oversight of financial results of village events**

The Clerk advised that Parish Councils have no duty of care over any charity and have no authority to carry out financial oversight. Individuals should contact the charities directly should they have a concern. WALC has confirmed the Clerk's advice.

**ACTION: Clerk to write to the resident confirming the Parish Council's position with regards to oversight of financial records of village events - Clerk**

**15. CORRESPONDENCE**

The Chair read out an email received (Appendix G) from a member of the public in relation to the recruitment of volunteers to lead projects, specifically the communications survey. Cllr Muffitt responded. The Parish Plan highlights the need for volunteers and the update gives examples of where volunteers are needed for various projects. Volunteers did come forward at the Parish Assembly and they need to be contacted. The Parish Plan did not refer to a communication strategy but a volunteer suggested a strategy that added online communication. The Projects Group acts as a guide to the volunteer and has oversight over and steers the project. It was noted that Cllr Jackson is working with the volunteer. Cllr Muffitt gave assurance that there are no behind the scenes processes and confirmed that the Parish Council will publicise the need for volunteers on particular projects. It was also noted that volunteers are needed to take projects forward as the Parish Council cannot manage them all.

Email from potential buyer of a piece of land seeking pre-planning advice – Cllr Blakeman will respond that the Parish Council cannot provide this.

**16. COUNCILLORS REPORTS**

None

**17. ITEMS FOR THE NEXT AGENDA**

- Draft Budget – including report on expenditure – Projects Group to provide the financial information required along with confirmation of the earmarked reserves
- Communications Strategy approval
- Cllr Blakeman sends his apologies for the next meeting
- To review councillor roles and responsibilities

**18. MEETING DATES**

6<sup>th</sup> November 2023

**The meeting closed at 19.48**

**ACTIONS summary:**

- Contact to be made with the Diocese to establish its plans for St Joseph's – Cllr Gill
- STWA to be contacted to ask that laybys be provided rather than traffic lights and that notice is given of road works – Cllr Gill
- WCC Highways to be invited to visit the village to discuss the issues – Cllr Gill/Clerk
- No objection response to be submitted to planning reference 23/02099/LBC – Clerk
- Tree Warden to be asked to inspect the tree in the Burial Ground and report back on a proposed course of action – Clerk
- Speed survey to be requested – Cllr Jackson
- Resident to be contacted to confirm the Parish Council's position with regards to oversight of financial records of village events – Clerk
- Estimate of expenditure to be provided to the Clerk.
- Projects Group to provide financial information on projects for 2024/2025 to the Clerk by 30<sup>th</sup> September 2023 – Cllr Gill
- Projects Group to confirm the earmarked reserves to the Clerk by 30<sup>th</sup> September 2023 – Cllr Gill

**Minutes of an Ordinary meeting of Avon Dassett Parish Council**

**19<sup>th</sup> October 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 Mike Blakeman  
Cllr Alex Jackson  
Cllr Darrell Muffitt (Chairman) (Minute Taker)

District Cllr Gist and 5 members of the public were present.

**2. APOLOGIES**

Cllr Trevor Gill  
Cllr Liz Hirst

The Chairman welcomed everyone to the meeting.

**3. DECLARATIONS OF INTEREST**

It was noted that Cllr Hirst had declared an interest in the Planning Application for the Old New House, as she owns a neighbouring property.

**4. PUBLIC PARTICIPATION**

An applicant for the Old New House presented additional reasons behind the planning application.

A member of the public asked if the Parish Council could contact Highways to have the leaves cleared from the footpaths and gutters on Church Hill. **Action:** Cllr Gill to contact Highways to request the problem to be addressed.

**5. PLANNING**

The Chairman reported that Cllr Blakeman had circulated his reports on each planning application to Parish Councillors in advance of the meeting. He invited Cllr Blakeman to present his findings to the public meeting.

5.1 Planning reference: 23/02569/FUL The Old New House, Lower End – two storey and single storey extensions. **Decision – No Objection.** Unanimous

5.2 Planning reference: 23/02672/FUL Top Lodge, Church Hill – single storey rear extension with internal alterations. **Decision – No Objection.** Unanimous

5.3 The Chairman presented confirmation of submissions made since the last meeting:

- Planning application 23/01506/FUL– Dassett Field House – construction of an outdoor riding arena – no objection response submitted. It is noted that this is a revised application and the response is consistent with that submitted to the previous application.
- Planning application 23/02099/LBC – Meadow Cottage, Lower End – install secondary glazing to front elevation windows – no objection response submitted. The application has been granted.
- Planning application 23/02398/TREE – St Joseph’s Cottage – tree works – no representation was submitted. The application has been granted.

**6. MEETING DATES**

6<sup>th</sup> November 2023. The Chairman reminded everyone that the public are welcome to attend.

**The meeting closed at 19.29**

# Avon Dassett Parish Council

## Project Business Case

### Village Playground Children's Equipment - Update October 2023

<b>Management Summary</b>	<p>The playground in Avon Dassett provides a valuable source for exercise and enjoyment for children of Avon Dassett and the surrounding area.</p> <p>There is an opportunity to enhance the equipment to enable older children to participate, exercise and improve their general health. This business case addresses this need.</p> <p>The original business case approved in March 2023 proposed that the equipment be purchased from Caloo and that a grant application be submitted to the National Lottery Awards for All fund for support for this project. This was done and the grant application was refused.</p> <p>This revised business case covers a revised quote for the same equipment and proposes the project is funded initially from reserves with a grant application submitted by 30 November 2023 to a local organisation for support.</p>
<b>Reason why</b>	<p>The Avon Dassett Parish Plan (the Parish Plan”), which was adopted in May 2022, identified a need for additional facilities for young people and the additional playground equipment proposed will go a long way to meeting this need.</p> <p>As well as serving village residents, the play area attracts families from outside the village.</p> <p>The overall playground project is split into manageable parts and this part addresses the additional equipment for the use of the children.</p> <p>A group of residents, who have children in the village who will be the primary users of this equipment, have been consulted and this business case reflects their preferred choice of additional children's playground equipment.</p>
<b>Options</b>	<ul style="list-style-type: none"><li>• Apply for a grant to local organisations for support in funding the improvements</li><li>• In the meantime fund the requirement from Parish Council reserves</li><li>• Do nothing</li></ul>
<b>Results/ benefits</b>	<ul style="list-style-type: none"><li>• Better use of the playground by a more diverse group of people</li><li>• Better utilisation of space</li><li>• Increased satisfaction in the village</li><li>• Increased visitor numbers</li></ul>
<b>Recommended Equipment and Quotations</b>	<p>The following items of children's equipment have been proposed:</p> <p>A Timber Country Trail consisting of 4 x Stepping Posts, a Balance Walk, a Wobble Board, a Balance Weave and a Burma Bridge.</p> <p>A revised estimate has been obtained from Caloo Limited and is attached. No new estimate has been requested from Cost Cutters UK as Caloo Limited were the preferred supplier in the original business case.</p> <ul style="list-style-type: none"><li>• Caloo Limited £9,072.00 including VAT of £1,512.00 which the Parish Council will reclaim from HMRC. The net cost is therefore £7,580.00. Please see Appendix 1 for the revised quotation.</li></ul>

<b>Risks</b>	<ul style="list-style-type: none"> <li>• As the project is being funded from reserves the risk that grant funding is not available is removed</li> <li>• If the project is not approved, then there is a risk that future estimates will be higher and there is no certainty that grant funding will be available in the future</li> <li>• Approval from the owners of the playground cannot be obtained.</li> </ul>
<b>Overall appraisal</b>	<p>This business case addresses the defined requirement for additional playground equipment for the use of older children.</p> <p>Agreement for the location of the equipment will be made in due course but it is expected that this will be in a well-defined area away from the adult's equipment.</p> <p>It is recommended that this business case is approved and that the estimate from Caloo Limited is accepted.</p>
<b>Plan of Playgound</b>	<p>This plan in Appendix 2 shows that the proposed equipment can easily fit the current playground footprint with no extension.</p>

# Appendix 1



## Country Trail

AT-201 - Timber  
MAT-201 - Steel

A wonderful adventure trail including : AT-313 - 4 x Stepping Posts, AT-300 1 x Balance Walk, AT-323 1 x Wobble Board, AT-308 1 x Balance Weave and AT-329 1 x Burma Bridge. Available in Steel or Wood and great fun for all ages!



[www.caloo.co.uk](http://www.caloo.co.uk)  
01296 614448  
[info@caloo.co.uk](mailto:info@caloo.co.uk)

**Caloo**  
[www.caloo.co.uk](http://www.caloo.co.uk)



## **Quotation-057731**

Organisation:

**Avon Dassett Parish Council**

Project/Site Reference:

**Avon Dassett Parish Council / Trim Trail**

**Project**

Date: October 10, 2023

## Quotation-057731

Trevor Gill  
Avon Dassett Parish Council  
The Reading Room  
Avon Dassett  
Southam  
Warwickshire  
CV47 2AL

**Date:** October 10, 2023

**Quotation Valid Until:** 09/11/2023

**Site name/Project reference:** Avon Dassett Parish Council / Trim Trail Project

Prelims						
Qty	Code	Unit	Description	Price	Total Discount	Total Price
1.00	SKIP	Each	<b>Steel Skip</b>  Steel Skip for general waste. Please note - A skip permit may be required from your local council if skip is placed on a public road. This permit is not included in our quotation and solicitors responsibility to provide.	£395.00		£395.00
Trim Trail						
Qty	Code	Unit	Description	Price	Total Discount	Total Price
1.00	AT-201	Each	<b>County Trail - Timber</b>  A small adventure trail featuring a AT-323 Wobble Board, AT300 Balance Walk, AT-329 Burma Bridge, AT-308 Balance Weave and AT-313 4no. stepping stones	£3,475.00		£3,475.00
Delivery						
Qty	Code	Unit	Description	Price	Total Discount	Total Price
1.00	DEL001	EA	<b>Delivery.</b>  Please note for supply on projects a minimum of 2 persons will be needed or mechanical lifting equipment will be required for safe off-load (fork lift of similar)	£330.00		£330.00

Installation						
Qty	Code	Unit	Description	Price	Total Discount	Total Price
1.00	INST001	Each	<p><b>Product Installation</b></p> <p>Installation of products contained within this quotation - subject to clause 5 of the Conditions of Sale attached to this document. Heras fencing has not been allowed for unless itemised in your quotation. Installation excludes disposal of excavated material unless itemised separately elsewhere on quotation. Foundations excavations will be redistributed on site or piled within 20m of works area for content removal. Please note that a skip or grab lorry has been included in your quotation, we will be removing excavations from site.</p>	£3,360.00		£3,360.00

Subject to Caloo Conditions of Sale

Current Manufacturing Lead Time To be confirmed at time of order

\* Subject to Site Visits\*

\* Assumes good access for our delivery and installation vehicles\*

\* Does not include safety surfacing and assumes installation onto grass\*

<b>Sub Total</b>	£7,560.00
<b>Project Discount</b>	£0.00
<b>Total Net Amount</b>	£7,560.00
<b>Total Tax Amount</b>	£1,512.00
<b>Quotation Total</b>	£9,072.00



**1 Definition**

- a. Buyer – the person firm Company or Public Authority placing an order which is accepted by Caloo Limited.
- b. Caloo / Monster Play @ Caloo – Caloo Limited – Part of the Abacus Lawrence Group Ltd.
- c. Conditions – the conditions of sale outlined below.
- d. Order – the order for goods or services placed by the buyer oral and written.
- e. Goods – the products or services which shall be provided by Caloo and to which this quotation order acknowledgement or invoice refers including products installation civil engineering or any other works. No works or services are included by inference.
- f. Installation – The agreed date for works to be undertaken between the buyer and Caloo
- g. Colour of Goods – Caloo standard RAL colours unless specifically stated on the quotation order acknowledgement or invoice.
- h. Completion – the time of delivery and completion of the delivery note by the Buyer or Buyers authorised representative; where installation or civil engineering forms part of the contract the signing of the installation acceptance by the Buyer or Buyers authorised representative excluding any maintenance or defects period or close of business two working days following notification of completion to the buyer when Buyer or Buyers representative have not advised any reasonable reason for non completion in writing to Caloo.
- i. Price – the agreed cost of the goods as per quotation and any oral or written variations given by the Buyer or Buyers authorised representative.
- j. Quotation – Document issued by Caloo incorporating the specifics of the goods to be supplied to the buyer.
- k. Credit Account – a 30 day trade credit account opened by Caloo for the Buyer within 21 days of order following receipt of satisfactory credit score for whole value of buyers order(s) as advised by Caloo bank credit insurers.
- l. Wasted Day Charge – A charge of £1 200.00 + VAT.

**2 Conditions**

- a. Any quotation given to the buyer in whatever format oral written or electronic is given subject to these conditions.
- b. These conditions are the only conditions under which Caloo shall provide Goods to the Buyer. Any conditions the Buyer attempts to impose which contradict these conditions will not be accepted without the specific agreement as defined in 2.d. below. Acceptance of goods or services shall constitute acceptance of these conditions.
- c. These conditions embody the entire understanding of the parties and supersede any prior promises representations undertakings or implications.
- d. Changes to these conditions will only be allowed if specifically agreed in writing by a Director of Caloo.
- e. Following acceptance of the Caloo quotation any variation must be confirmed in writing and may be subject to additional costs.
- f. Any drawings sketches illustrations layouts specifications or other detail provided by Caloo and all intellectual property rights therein will remain the property of Caloo at all times.

**3 Pricing**

- a. All prices quoted shall be subject to Value Added Tax and any other Government duty or tax applicable at the time of invoice.
- b. All quotations are valid for 30 days unless specifically stated in writing on the quotation.
- c. All quotations are net and do not include for Main Contractors Discounts (MCD) or retentions. Should either or both be required prices should be grossed up accordingly.

**4 Delivery**

- a. Caloo shall not be liable for any delay in delivery howsoever caused.
- b. Caloo reserve the right to invoice the Buyer on the date specified by the Buyer for the delivery of goods if delivery is delayed by the buyer at any time following order. Storage charges may be applied if delay is longer than one month.
- c. Caloo must be notified in writing within 3 working days of the delivery of any shortages or damages to the goods. Notification after this period will be beyond reasonable time for advice and subject to additional cost as defined in 2.e. above.

**5 Specific clause relating to installation & civil engineering quotations and invoices**

- a. Caloo shall not be liable for any delay in installation howsoever caused.
- b. Should Installation works be prevented by the buyer or buyers authorised representative for any reason within 7 working days of any installation day Caloo reserves the right to charge a wasted day charge. The buyer agrees to pay this charge within the agreed payment terms as per 9a or 9b.
- c. Should the buyer require any site specific work permits risk or method statements or employee or sub-contractor certifications to allow works these should be requested by the buyer a minimum of 28 days before works commence on site or at the time of order if works are to be undertaken within 28 days. Wasted day charges may be applied as detailed in 5b above if such requests are not received within specified times.
- d. Caloo allows for the provision of 1m high plastic mesh fencing to all installation works unless specifically shown otherwise within the quotation. Due to the knowledge of local conditions it is the buyers responsibility to provide and maintain any other suitable security system necessary to reduce the opportunity for incidents of any type.
- e. All installation or civil engineering quotations are given assuming unrestricted good hard vehicular access to site soft ground conditions on site which require no machines to dig foundations and no underground obstructions or any materials which cause a hard dig. We have assumed the formation of the ground that we will be working on and gaining access across will be capable of bearing the weight of our work vehicles delivery vehicles and any specialist equipment including but not limited to excavators and paving machines as required.
- f. All installation or civil engineering quotations are given in good faith and without digging into the ground. Once works commence should site conditions require additional works or materials to meet product performance requirements or safety standards clause 5h will apply.
- g. It is the Buyers responsibility under the CDM regulations to provide a comprehensive site survey including the provision of detailed under / over ground service information (electricity cables gas pipes etc). No liability shall be accepted by Caloo for damages to services or consequential actions if comprehensive site survey is not accurate or not provided by the buyer.
- h. If any variations to the above site conditions or works are required to meet product performance requirements or safety standards are found to be in evidence the Buyer will immediately be notified by telephone and as soon as possible in writing and invited to site to view the variation. Caloo reserve the right to charge at cost plus 35% of any costs incurred during the delay in the Buyer attending site and agreeing required variations. Caloo reserve the right to charge at cost plus 50% of any additional costs of works or materials required plant hire and any other associated costs required to complete installation to Caloo product performance requirements or safety standards as required.
- i. It is the Buyers responsibility to ensure that Goods ordered fit the site intended for use. Caloo shall not be held responsible where Goods have been ordered that subsequently do not fit howsoever caused. A separate quotation and order will be required to enable modification.
- j. Reinstatement to access route or works area is not included within our installation rates unless specifically detailed within the quotation.

**6 Cancellation / Return**

- a. Caloo will proceed with all necessary procurement to fulfil the terms of the contract on receipt of the Order.
- b. All equipment orders including stocked items custom built bespoke goods or any item procured from a third party supplier cannot be cancelled or returned.
- c. Caloo reserve the right to charge a cancellation charge of up to 95% of the Price for cancellations or returns.
- d. A re-stocking charge of 35% of the Price will apply to all returned Goods.

**7 Quality / Limited Liability**

- a. Caloo guarantees that all Goods manufactured by Caloo will be in accordance with its latest specifications or approved drawings.
- b. On Goods not manufactured by Caloo we give no warranty apart from that given by the original manufacturer. Details of products that fall into this clause within specific quotations can be supplied on request.
- c. All Civil Engineering works are guaranteed for twelve months from date of Completion.
- d. Caloo offer a comprehensive product structural guarantee details of which are available on request.
- e. Caloo reserves the right to vary the specification of any product without notice provided that this does not effect conformity to the appropriate safety standard or materially impact upon the durability or finish of the product.

**8 Risk and Title**

- a. Risk on all goods shall pass to the Buyer on delivery of Goods to site or depot nominated orally or in writing by the Buyer on both supply only and supply and installation contracts. Caloo accept no responsibility for site or depot security other than reasonable site health and safety precautions. Additional site security or secure storage can be provided if specifically requested and will be charged to the Buyer at cost plus 35%. The Buyer will be responsible for all direct and consequential costs for maintaining and repairing / replacing vandalised items as required.
- b. Title of Goods shall only pass to the Buyer when payment is made in full of the Price thereof together with any and all other sums owing to Caloo in whatever nature are made including retentions sums due following a defects period.
- c. The Buyer may sell and deliver the Goods to a third party in the course of the Buyer s business only on condition that until payment is made in accordance with 8.b. is made. The Buyer shall hold or assign all proceeds of such sales for Caloo and not assign without written authorisation from a Director of Caloo.
- d. Caloo reserve the right to repossess any Goods in respect of which payment is overdue immediately on giving notice in writing fax or electronic format of its intention to do so from wherever stored and thereafter to re-sell at the prices consistent with immediate sales; monies obtained will be credited to the Buyer to offset in whole or part the outstanding debt less costs incurred in the repossession and re-sale. Any shortfall in the monies received shall remain the responsibility of the original Buyer.

**9 Payment**

- a. For buyers who hold a 30 day Credit Account with Caloo invoices are raised on completion (subject to clause 9c) and are due for payment within 30 days from the invoice date.
- b. Credit Accounts cannot be used for orders under £250 +VAT. Payment must be made with order.
- c. For buyers who do not hold a 30 day Credit Account payment is required in cleared funds before manufacturing or procurement of the Goods or services commences. Manufacturing or procurement lead times commence on receipt of cleared funds and not the original order date.
- d. Where the installation of any order spans a calendar month end it is the policy of Caloo to submit stage invoices worth 90% of completed works for payment which will become due for payment in accordance with 9.a. above.
- e. In the case of Orders where delivery is delayed by the Buyer an invoice for the value of the Goods will be issued to the Buyer on the date requested by the Buyer delivery or if no date specified on the order the date which corresponds to the minimum delivery lead time shown on the Caloo quotation which formed the basis of the contract accepted by the Buyer. Payment will become due in accordance with 9.a. above. Any additional storage and administrative charges will be invoiced to the Buyer at cost plus 35% and become due for payment in accordance with 9.a. above.
- f. In the case of Orders where delays are incurred by Caloo prior to or during the completion of the contract due to situations beyond the control of Caloo such as works by others which have not been completed weather or any other reasonable cause an invoice will be issued to the Buyer for the goods on the agreed delivery date as specified in 9.d. and any labour costs incurred based on an estimate by Caloo of the works completed to date. These costs and any additional storage administrative and plant hire charges will also be included on this invoice at the rates shown on the quotation or at cost plus 35% and become due for payment in accordance with 9.a. above.
- g. Caloo reserves the right to charge interest on overdue accounts at a rate of 15% over base rate in force from time to time of NatWest Bank Plc accruing on a daily basis.
- h. Where discount terms have been offered and account becomes overdue all discounts or incentives will be forfeited. A further invoice will be issued to the Buyer and the account will be charged at the rate quoted before any discount is applied.
- i. Any charges levied by bankers or collection agencies for dealing with dishonoured cheques or payments or incurred during collection of overdue accounts will be invoiced to the buyer and fall due immediately for payment.
- j. For Buyers who hold a 30 day Credit Account with Caloo late payment may result in the removal of credit terms for future orders.

**10 Force Majeure**

- a. Caloo shall not be liable to the Buyer for failure to deliver Goods where such failure is due or partly due to any cause outside the reasonable influence of Caloo including but not limited to the shortage of raw materials reduction in or unavailability of power breakdown of machinery shipping delays riot or civil commotion acts of war or acts of God.

**11 Law and Jurisdiction**

- a. These conditions are governed by English Law. Any dispute arising out of these Conditions of Sale shall be submitted to the exclusive jurisdiction of the English Courts.

**12 General**

- a. If any provision of these conditions is held by any competent authority to be invalid or unenforceable in whole or part the validity of the other provisions of these Conditions of Sale and the remainder of the provision in question shall not be affected.
- b. No waiver by Caloo of any breach of the contract by the Buyer shall be considered as a waiver of any subsequent breach of the same or any other provision.
- c. These conditions constitute the entire agreement between the parties supersede any previous agreement or understanding and may not be varied except in writing by the parties. All other terms and conditions express or implied by statute or otherwise are excluded to the fullest extent permitted by law.
- d. Any notice required or permitted to be given by either party to the other under these conditions shall be in writing addressed to the other party at it s registered office or principal place of business or such other address as may be relevant at the time having been notified pursuant to this provision to the party giving notice.
- e. A person who is not party to these conditions has no right under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of these conditions but this does not affect any remedy or right of any third party which exists or is available apart from that Act.

As part of the Abacus Lawrance Group Ltd, we provide surfaces for a wide range of customers and applications. Our quotations are prepared with the following conditions and assumptions in addition to our conditions of sale.

### General conditions and assumptions applicable to all surface quotations

- Our quotation is based on works being carried out in one continuous visit, with access to within 30 linear metres of the site for an 18 tonne lorry. We accept no liability for any damage caused by our vehicles, including (but not limited to) surfaces, services, buildings/fencing or vehicles on site premises. Quotations are provided assuming unrestricted good hard vehicular access to site. Should any site not be ready and prepared for arrival we reserve the right to charge for the loss of a standard day at a rate of £1,200.00+VAT.
- Installations that require an increase in depth or surface area will be charged at a proportionate value. Variations provided by the buyer post installation, which reduce invoice value and have not been advised to ourselves and agreed during project works may not be considered for revision.
- Our play surfaces have been tested and meet the recommendations set out in British and European standards BS7188 and EN1177. We guarantee our surfaces meet these standards at the time of installation and cannot be held responsible for future performance to these standards due to factors beyond our control such as maintenance, misuse, damage/spills or sub structure degradation. All surfaces are installed by hand and as such consistency of finish may vary between sites. On certain projects there may be a need for joins in the surface. Our price does not allow for any testing on completion.

### Wet Pour

*Additional conditions and assumptions when quoting for Wet Pour surfaces onto engineered sub bases / edgings.*

- Black Wet Pour is guaranteed for 3 years and Coloured Wet Pour for 5 years, this guarantee excludes any failure due to drainage and / or sub structure. Due to natural movement in rubber polymers we exclude edges and joints from our standard guarantee. We cannot guarantee the bonding of old rubber with new. Old rubber may continue to shrink and cause joint or edge splitting. Please request a copy of our guarantee certificate for full provisions/exclusions.
- Black EPDM is a recycled rubber product emanating primarily from the automotive industry and as such contains carbon and other compounds which may stain susceptible materials. As a recycled material black EPDM can suffer from accelerated wear and degradation in high use areas and as a result crumbing can occur. For these reasons, we do not recommend this product be laid in areas of high use or intended for use by toddlers and young children who may crawl/sit on the surface.
- Aromatic Polyurethane Binders are susceptible to U. V. discolouration, the degree of which can vary greatly due to the atmospheric conditions prevalent at the time of laying. This discolouration may, in certain circumstances, affect the finished colour of the surface particularly where a lighter colour has been chosen. Any discolouration that may occur is temporary and will wear off over time. This applies to all surfaces installed using polyurethane binders. Mirrors can focus the suns heat and can damage surfaces. Please ensure any mirrors do not direct the heat onto the surface. We cannot be held responsible for any damage because of mirrors.
- It is the client's responsibility to ensure that the thicknesses quoted for are sufficient for the critical fall height of the equipment that it is to serve. It is also the client's responsibility to ensure that the product requested is fit for purpose. Any repairs carried out to existing surfaces cannot be guaranteed.

*Additional conditions and assumptions when quoting for Wet Pour surfaces onto non-engineered ground.*

- All general conditions and assumptions and additional conditions and assumptions when quoting for Wet Pour surfaces onto engineered sub bases / edgings.
- Some or all of the Wet Pour quoted is to be installed onto existing ground conditions and undulations. No levelling or base preparation work has been included in our quotation. As the surface is to be laid onto / over existing surfaces, no guarantee can be given in relation to strength or drainage performance of the sub structure and the finished surface will follow existing contours. Should this be of concern, an engineered sub base should be installed prior to rubber installation. Adhesion of wetpour to existing surface including cut and chase edge, note: this guarantee excludes failure caused as a result of a structural instability in the existing surface.

*Additional conditions and assumptions when quoting for Wet Pour repairs.*

- All general conditions and assumptions and additional conditions and assumptions when quoting for Wet Pour surfaces onto engineered sub bases / edgings. No warranty is offered for wet pour repairs.
- Some or all of the Wet Pour quoted is to be installed onto existing ground conditions and undulations. No levelling or base preparation work has been included in our quotation. As the surface is to be laid onto / over existing surfaces, no guarantee can be given in relation to strength or drainage performance of the sub structure and the finished surface will follow existing contours. Should this be of concern, an engineered sub base should be installed prior to rubber installation.

### Bonded Rubber Mulch

*Additional general conditions and assumptions when quoting for Bonded Rubber Mulch surfaces onto engineered sub bases / edgings.*

- Bonded Rubber Mulch is guaranteed for 3 years (provided wear pads are installed into areas of high use), this guarantee excludes any failure due to drainage and / or sub structure. Please request a copy of our guarantee certificate for full provisions/exclusions.
- Bonded Rubber Mulch is a recycled and colour coated SBR rubber product emanating primarily from the automotive industry and as such contains carbon and other compounds which may stain susceptible materials meaning that colour run and carbon blacking may occur. For this reason, we do not recommend this product be laid in areas intended for use by toddlers and young children who may crawl/sit on the surface. .
- Aromatic Polyurethane Binders are susceptible to U. V. discolouration, the degree of which can vary greatly due to the atmospheric conditions prevalent at the time of laying. This discolouration may, in certain circumstances, affect the finished colour of the surface particularly where a lighter colour has been chosen. Any discolouration that may occur is temporary and will wear off over time. This applies to all surfaces installed using polyurethane binders. Mirrors can focus the suns heat and can damage surfaces. Please ensure any mirrors do not direct the heat onto the surface. We cannot be held responsible for any damage because of mirrors.
- It is the client's responsibility to ensure that the thicknesses quoted for are sufficient for the critical fall height of the equipment that it is to serve. It is also the client's responsibility to ensure that the product requested is fit for purpose. Any repairs carried out to existing surfaces cannot be guaranteed.

*Additional conditions and assumptions when quoting for Bonded Rubber Mulch surfaces onto non-engineered ground.*

- All general conditions and assumptions and additional conditions and assumptions when quoting for Bonded Rubber Mulch surfaces onto engineered sub bases / edgings.
- Some or all of the Bonded Rubber Mulch quoted is to be installed onto existing ground conditions and undulations. No levelling or base preparation work has been included in our quotation. As the surface is to be laid onto / over existing surfaces, no guarantee can be given in relation to strength or drainage performance of the sub structure and the finished surface will follow existing contours. Should this be of concern, an engineered sub base should be installed prior to rubber installation. Adhesion of Bonded Mulch to existing surface including cut and chase edge, note: this guarantee excludes failure caused as a result of a structural instability in the existing surface.

*Additional conditions and assumptions when quoting for Bonded Rubber Mulch repairs.*

- All general conditions and assumptions and additional conditions and assumptions when quoting for Bonded Rubber Mulch surfaces onto engineered sub bases / edgings.
- Some or all of the Bonded Rubber Mulch quoted is to be installed onto existing ground conditions and undulations. No levelling or base preparation work has been included in our quotation. As the surface is to be laid onto / over existing surfaces, no guarantee can be given in relation to strength or drainage performance of the sub structure

and the finished surface will follow existing contours. Should this be of concern, an engineered sub base should be installed prior to rubber installation.

### SUDS-Bond

*Additional general conditions and assumptions when quoting for SUDS-Bond onto engineered sub bases / edgings.*

- Abacus Playgrounds Ltd guarantees its SUDS-bond® permeable surfaces for a period of 5 years from date of installation to be free from defects due to faulty materials and workmanship in the manufacture and installation of the surface, please request a copy of our guarantee certificate for full provisions/exclusions.
- SUDS-bond incorporates SBR rubber granules which can colour run and carbon blacking may occur.
- SUDS-bond™ is suitable for pedestrian, bicycle and equestrian traffic. The full strength of the surface will not be realized for 3 days after installation therefore it is advisable to restrict use during this time. It is the client's responsibility to ensure that the product requested is fit for purpose.
- The new surface will follow the levels and contours of the new substrate. We cannot accept liability for any movement in the substrate. Substrate movement may cause cracking of the new surface. Installation onto standing puddles of water will indemnify any guarantee.
- Aromatic Polyurethane Binders are susceptible to U. V. discolouration, the degree of which can vary greatly due to the atmospheric conditions prevalent at the time of laying. This discolouration may, in certain circumstances, affect the finished colour of the surface particularly where a lighter colour has been chosen. Any discolouration that may occur is temporary and will wear off over time. This applies to all surfaces installed using polyurethane binders. Mirrors can focus the suns heat and can damage surfaces. Please ensure any mirrors do not direct the heat onto the surface. We cannot be held responsible for any damage because of mirrors.
- SUDS-bond meets the accessibility requirement for wheelchair users, prams and buggies.
- Any repairs carried out to existing surfaces cannot be guaranteed.

*Additional general conditions and assumptions when quoting for SUDS-Bond onto non-engineered ground.*

- All general conditions and assumptions and additional conditions and assumptions when quoting for SUDS-Bond onto engineered sub bases / edgings.
- Some or all of the SUDS-Bond quoted is to be installed onto existing ground conditions and undulations. No levelling or base preparation work has been included in our quotation. As the surface is to be laid onto / over existing surfaces, no guarantee can be given in relation to strength or drainage performance of the sub structure and the finished surface will follow existing contours. Should this be of concern, an engineered sub base should be installed prior to rubber installation.

### Resin Bound Gravel

*Additional general conditions and assumptions when quoting for Resin Bound Gravel onto engineered sub bases / edgings.*

- Abacus Playgrounds Ltd guarantees its resin-bound permeable surfaces for a period of 15 years from date of installation to be free from defects due to faulty materials and workmanship in the manufacture and installation of the surface. Please request a copy of our guarantee certificate for full provisions/exclusions.
- Aromatic Polyurethane Binders are susceptible to U. V. discolouration, the degree of which can vary greatly due to the atmospheric conditions prevalent at the time of laying. This discolouration may, in certain circumstances, affect the finished colour of the surface particularly where a lighter colour has been chosen. Any discolouration that may occur is temporary and will wear off over time. This applies to all surfaces installed using polyurethane binders. Mirrors can focus the suns heat and can damage surfaces. Please ensure any mirrors do not direct the heat onto the surface. We cannot be held responsible for any damage because of mirrors.
- All quotations are based on standard gravel binders that may yellow over time. Non-yellowing binder is available on request at an additional cost.
- It is the client's responsibility to ensure that the product requested is fit for purpose. Any repairs carried out to existing surfaces cannot be guaranteed.

### Polymeric Sports Surfaces

*Additional general conditions and assumptions when quoting for polymeric sports surfaces.*

- Abacus Playgrounds Ltd guarantees the synthetic surface namely 'Polymeric Type 4', against defects in materials and workmanship on the shockpad for a period of 5 years and the spray coat for a period of 3 years from the date of surface completion. Abacus Playgrounds guarantees the synthetic surface namely 'Polymeric type 3', against defects in materials and workmanship on the shock pad for a period of 5 years and the spray coat for a period of 12 months from the date of surface completion. Please request a copy of our guarantee certificate for full provisions/exclusions.
- Prices are based on works being carried out in one continuous visit, with access to within 30 linear metres of the site for a heavy goods vehicle. We require dumper and forklift access no smaller than 1700mm width from the above mixing truck position to the work area and is good and on reasonably level ground.
- Site security may be required for the curing period and this is to be provided by client. Site security during and post installation has not been allowed for within our rates unless specifically detailed within quotation wording.
- Polymeric sports surfaces are usually only able to be laid between April and October in the UK due to the system being cured through moisture and temperature. Should installations be instructed to be completed when conditions are not suitable at the discretion of our Contracts Manager, no warranty will be offered.
- Should an instruction be received to undertake works in either September or October, weather conditions may be unsuitable at the time specified. If we are unable to lay the surface at this time, we reserve the right to charge for the polymeric paint as this has a short shelf life and will not be suitable for use when weather conditions improve the following April.
- We have exclusive access to the pitch area throughout the period required to install the surface.
- Tarmacadam base is to conform to our standard specification and level tolerances.

### Play Grass Surfaces

*Additional general conditions and assumptions when quoting for play grass surfaces.*

- This is a polypropylene fibre grass with a lighter coloured thatch and heavy duty porous backing sheet. It is a sand dressed surface suitable for low to medium traffic areas, low impact play areas (nurseries, playgrounds etc.) - 5 year guarantee when maintained in accordance with our maintenance schedule. Please request a copy of our guarantee certificate for full provisions/exclusions.
- Please note this price is subject to being provided with a dimension drawing showing any equipment or obstacles to be laid around. No wastage/cut loss has been allowed for. Please contact us for information on sub base preparation.
- Please Note – Seams where the grass is joined together, or where we have had to cut around obstacles within the area such as play equipment may be visible. Mirrors can focus the suns heat and can damage surfaces. Please ensure any mirrors do not direct the heat onto the surface. We cannot be held responsible for any damage because of mirrors
- It is the client's responsibility to ensure that the thicknesses quoted for are sufficient for the critical fall height of the equipment that it is to serve. It is also the client's responsibility to ensure that the product requested is fit for purpose. Any repairs carried out to existing surfaces cannot be guaranteed.



# ORDER FORM

**Quotation-057731**

**Value : £7,560.00 + VAT**

Dear Sirs,

Please accept this document confirmation of our acceptance of the quotation number shown above and authorisation to proceed with the works contained within this quotation in accordance with the Caloo Conditions of Sale.

Your quotation has been \* accepted without modification / accepted with the following modifications detailed below. (\* Please delete where applicable).

Modifications to quotation (if relevant)

**Organisation name:** .....  
(Please insert the full Legal name of the Company or Organisation who is placing this order and will pay for the work)

**Organisation Address:**.....  
(Please insert the full postal address and postcode of the Organisation)

.....

..... **Postcode** .....

**Order Number**..... **Local Authority School?**..... **Yes / No**  
( f applicable Please attach copy)

**Company / Charity Reg Number**..... **Requested Start Date**.....  
( f applicable)

**Contact Name**.....  
(Please insert the name of the person placing the order who is authorised by the Organisation to enter into this contract)

**Tel number**..... **Mobile number**.....  
(Landline number please)

**Email**.....

**Signed** ..... **Date** .....

**Authorised to sign on behalf of** .....  
( nsert Company / Organisation Name)



# ORDER FORM

Quotation-057731

Value : £7,560.00 + VAT

## Accounts Information

Accounts Contact Name:.....

Accounts Contact Address:.....

.....

.....Postcode .....

Accounts Contact Email:.....

Accounts Contact Telephone Number .....  
(Land ne number p ease)

Company Registration Number:.....

VAT Registered:.....

VAT Number:.....

CIS Registered:.....

UTR Number/ Industry Insurance Number:.....

Are you the End User?:.....

Please tick this box if Accounts details are as per page 1 .....

## Site Information

Full Site Address:.....  
(Please insert the full postal address and postcode of the site where works are to be completed)

.....

.....Postcode .....

Site Contact Name:.....  
(Please insert the name of the person we should contact to organise delivery / installation)

Site Contact Number .....



## ORDER FORM

Quotation-057731

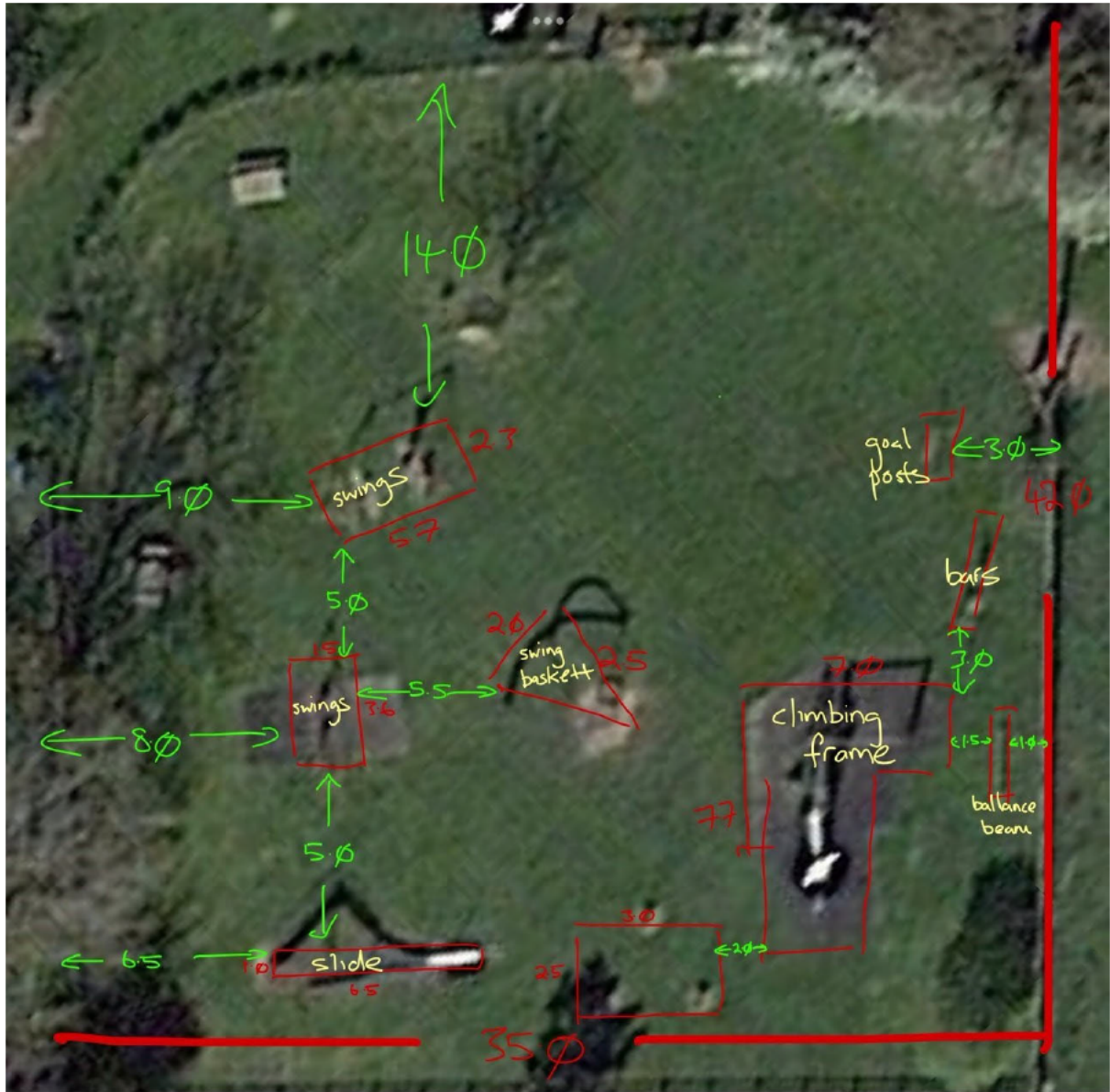
Value : £7,560.00 + VAT

Site Contact Email Address .....

Please tick this box if Site details are as per page 1 .....

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Caloo Order Form – Page 2 of 2





# Safety Inspection Report

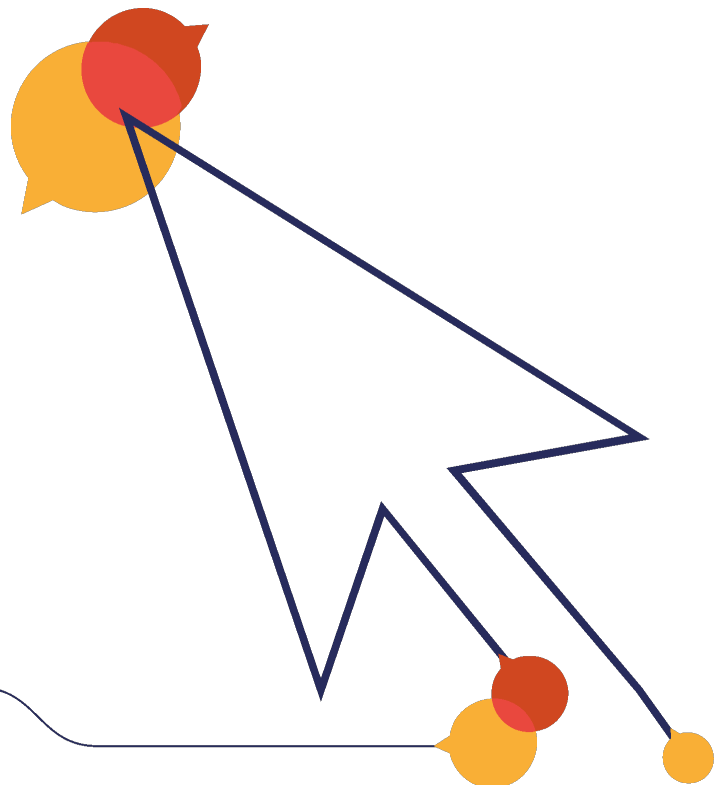
Annual Inspection

## Avon Dassett Play Area



Avon Dassett Parish Council

18 October 2023



# Safety Inspection Report

## Annual Inspection

Site name: **Avon Dassett Play Area**  
Date of inspection: **18 October 2023**  
Inspector: **Bill Slater**





## How to read your report

The assets on site are categorised as **Ancillary Items** or **Play Items**, and listed under those headings.

Each item is listed in the style shown in the image below, which contains labels to aid interpretation as follows:

- 1) The name of the asset
- 2) The manufacturer of the asset, if known,
- 3) The innate or default risk score of the asset, assuming it has no faults and complies with standards,
- 4) The actual risk score of the asset at the time of inspection, being the highest of the finding risks or the innate risk,
- 5) A statement about whether the item complies with the appropriate standards, including the names of those standards,
- 6) Details about findings, if any, including what is wrong (Description), what to do about it (Tasks), notes to aid understanding (Notes), and photograph(s) of the issue.

Primary Items

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**Sample Asset Name** 1

Manufactured by Manufacturer Name 2

asset image here


Innate risk level: █ █ █ █ █

Actual risk level: █ █ █ █ █

Risk level: █ Low

Potential risk score reduction: █ 1 3

Remedial tasks: █ 1 4



Surface: Grass

**Standards:**  5

EN 1176-1:2017, EN 1176-2:2017  
The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

**Finding** 6

<b>Description</b> Item is rusting in places.	<b>Risk level:</b> <span style="color: green;">█</span> Low
<b>Tasks</b> Replace.	<b>Risk score:</b> <span style="color: green;">█</span> 7
<b>Note</b> Two of the frame washers are rusting.	
<b>Finding Photos</b>	
asset image here	asset image here

Inspection SI0000142594. Report produced on 16/12/2019 at 12:11:07 4

# Fencing - Various



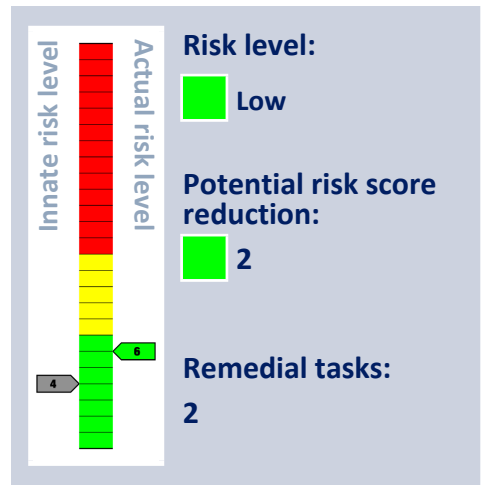
**Innate risk level**

**Actual risk level**

**Risk level:**

- Very low
- Risk score as low as possible
- No remedial tasks

# Gate - Kissing



## Maintenance Finding

### Description

Gate has violent action.

### Tasks

Adjust to remove the hazard.

**Risk level:**

Low

**Risk score:**

6

Photo not possible

## Maintenance Finding

### Description

Loose in ground.

### Tasks

Repair.

Risk level:

 Low

Risk score:

 4

### Finding Photos



# Gates



**Innate risk level**

**Actual risk level**

**Risk level:**  
Low

✓ Risk score as low as possible

**Remedial tasks:**  
1

## Maintenance Finding

### Description

Minor repairs are needed.

### Tasks

Repair.

### Note

Timber damaged on latch.

**Risk level:**  
Very low

**Risk score:**  
3

### Finding Photos



# Litter Bins



**Innate risk level**

**Actual risk level**

**Risk level:**

- Very low
- Risk score as low as possible
- No remedial tasks

A vertical risk level scale with 10 segments. The top 3 segments are red, the next 3 are yellow, and the bottom 4 are green. A green checkmark icon is next to the text 'Risk score as low as possible' and 'No remedial tasks'. A small grey box with the number '2' is positioned at the bottom of the scale.

# Signage - Info



**Innate risk level**

**Actual risk level**

**Risk level:**

- Very low
- Risk score as low as possible
- No remedial tasks

# Seating



**Innate risk level**

**Actual risk level**

**Risk level:**  
Low

**Potential risk score reduction:**  
3

**Remedial tasks:**  
2

## Maintenance Finding

### Description

Timber is decayed.

### Tasks

Replace affected parts.

**Risk level:**  
Low

**Risk score:**  
6

### Finding Photos





## Maintenance Finding

### Description

Timber is not in good condition.

### Tasks

Read the notes for further action.

### Note

Strimmer damage. Prevent further damage.

Risk level:

 Very low

Risk score:

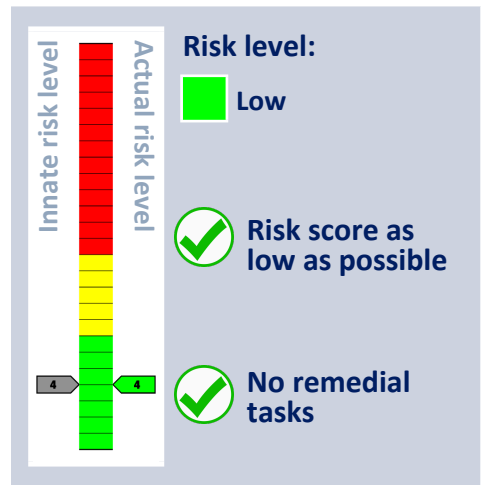
 3

### Finding Photos



# Balance Beam

Manufactured by Kompan Ltd



## Standards:

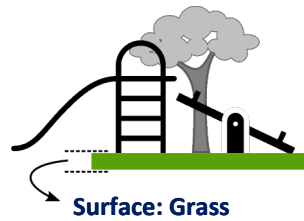
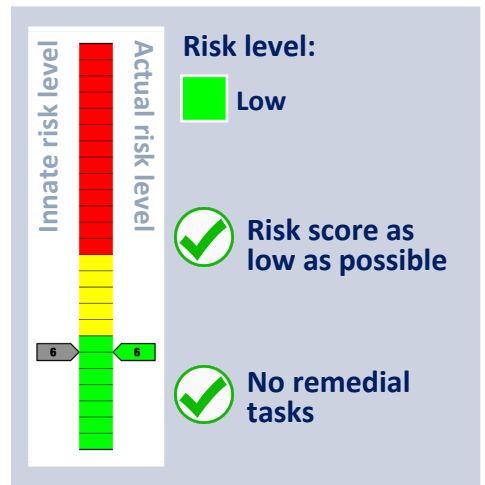


EN 1176-1:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

# Goal Post - 5-A-Side

Manufactured by (Unknown)



## Standards:

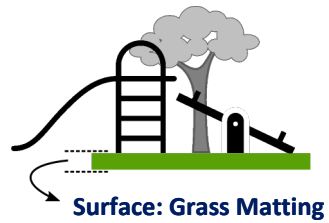
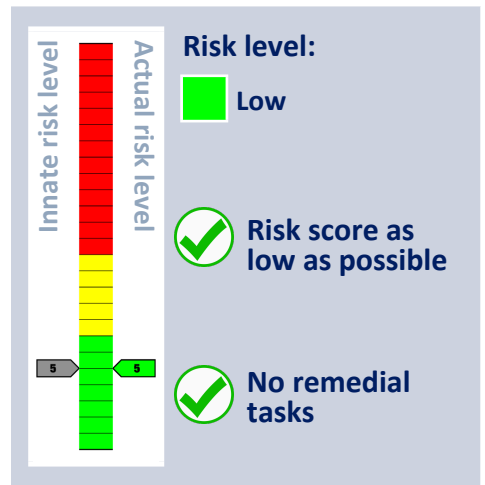


BS 8461:2005+A1:2009, EN 16579:2018

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

# High Bars - 2 Tier

Manufactured by Kompan Ltd



## Standards:

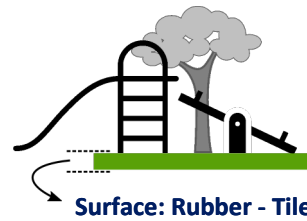
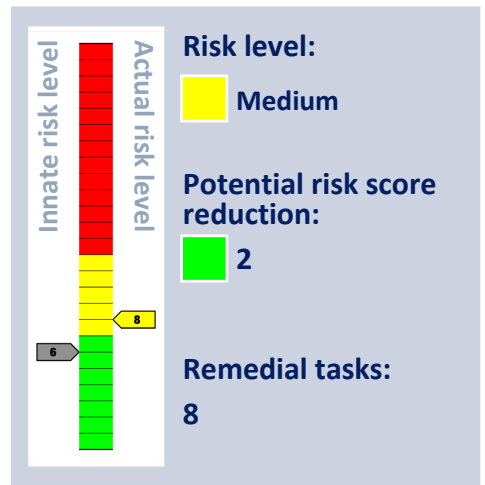


EN 1176-1:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

# Multiplay - Junior

Manufactured by Wicksteed Leisure Ltd



## Standards:



EN 1176-1:2017

The item is not compliant with the requirements of the relevant standards. The surfacing meets with the requirements of the relevant standards.

## Maintenance Finding

### Description

Bolt(s) loose.

### Tasks

Tighten.

**Risk level:**

Very low

**Risk score:**

2

## Finding Photos



## Maintenance Finding

### Description

Item is rusting in places.

### Tasks

Repair.

Risk level:

 Very low

Risk score:

 3

### Finding Photos



## Maintenance Finding

### Description

RoSPA is concerned by accidents on some types of overhead ladders and rings. However, there is a strong development value in these items.

### Tasks

The protective surface under all bars and rings must be kept in good condition.

Risk level:

 Low

Risk score:

 6

### Finding Photos



## Maintenance Finding

### Description

Surface needs repair.

### Tasks

Repair.

### Note

Loose corner tile and gaps at edges.

Risk level:

 Low

Risk score:

 4

### Finding Photos



## Maintenance Finding

### Description

Timber is decayed.

### Tasks

Replace affected parts.

### Note

The top bar of the overhead rings is decaying at one end.

Risk level:

 Medium

Risk score:

 8

### Finding Photos



## Standard Compliance Finding

### Description

Access fails the entrapment requirements.

### Tasks

The unit was installed prior to the publication of the current standards. There is no requirement to make retrospective changes.

Risk level:

 Low

Risk score:

 4

Photo not possible

## Standard Compliance Finding

### Description

Slide bar not fitted across the access to the slide.

### Tasks

The unit was installed prior to the publication of the current standards. There is no requirement to make retrospective changes.

Risk level:

 Low

Risk score:

 4

### Finding Photos



## Standard Compliance Finding

### Description

The spacing between the barrier bars is in excess of 89 mm.

### Tasks

The unit was installed prior to the publication of the current standards. There is no requirement to make retrospective changes.

Risk level:

 Low

Risk score:

 4

Photo not possible



# Rotator - Spica x 3

Manufactured by Kompan Ltd



**Innate risk level**

**Actual risk level**

**Risk level:**  
Medium

**Potential risk score reduction:**  
3

**Remedial tasks:**  
1



## Standards:



EN 1176-1:2017, EN 1176-5:2019

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

## Maintenance Finding

### Description

The bearings are worn.

### Tasks

Replace the worn bearings.

### Note

Green spica.

Risk level:

Medium

Risk score:

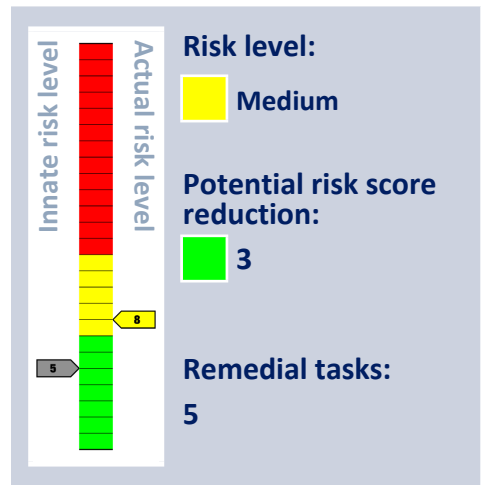
8

## Finding Photos



# Slide

Manufactured by Wicksteed Leisure Ltd



## Standards:



EN 1176-1:2017, EN 1176-3:2017

The item is not compliant with the requirements of the relevant standards. The surfacing meets with the requirements of the relevant standards.

## Maintenance Finding

### Description

Screws or bolts are missing.

### Tasks

Replace.

**Risk level:**

Very low

**Risk score:**

3

## Finding Photos



## Standard Compliance Finding

### Description

Access fails the entrapment requirements.

### Tasks

The unit was installed prior to the publication of the current standards. There is no requirement to make retrospective changes.

Risk level:

 Low

Risk score:

 4

Photo not possible

## Standard Compliance Finding

### Description

Finger entrapment.

### Tasks

Eliminate the entrapment.

Risk level:

 Medium

Risk score:

 8

### Finding Photos



## Standard Compliance Finding

### Description

The slide surface has joints which are not fabricated to eliminate gaps and inhibit the introduction of sharp objects.

### Tasks

The unit was installed prior to the publication of the current standards. There is no requirement to make retrospective changes.

Risk level:

 Low

Risk score:

 4

### Finding Photos



## Standard Compliance Finding

### Description

The spacing between the barrier bars is in excess of 89 mm.

### Tasks

The unit was installed prior to the publication of the current standards. There is no requirement to make retrospective changes.

Risk level:

 Low

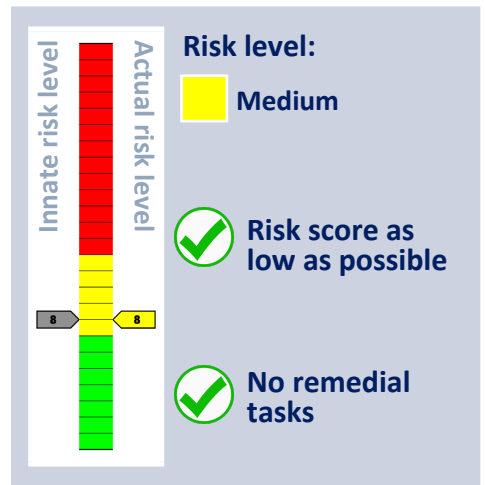
Risk score:

 5

### Photo not possible

# Swing - Basket

Manufactured by Wicksteed Leisure Ltd



## Standards:

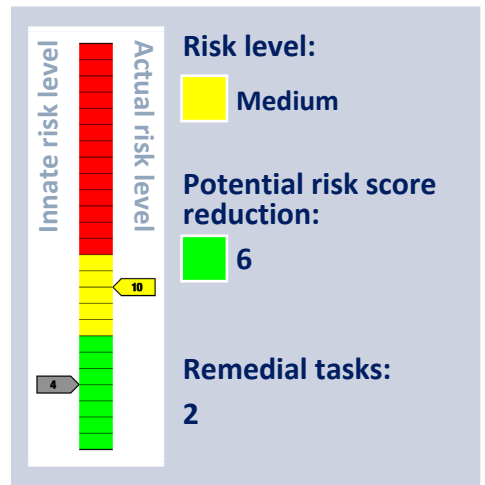


EN 1176-1:2017, EN 1176-2:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

# Swing - Junior - 1 Bay 2 Seat

Manufactured by Wicksteed Leisure Ltd



## Standards:



EN 1176-1:2017, EN 1176-2:2017

The item is not compliant with the requirements of the relevant standards. The surfacing meets with the requirements of the relevant standards.

## Maintenance Finding

### Description

We are unable to gauge the structural integrity of this unit.

### Tasks

We advise an internal inspection of all parts or replacement.

**Risk level:**

Medium

**Risk score:**

10

## Finding Photos



## Standard Compliance Finding

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### Description

The distance between the seat side and the support is insufficient.

### Tasks

No reasonably practicable action is identified.

Risk level:

 Low

Risk score:

 5

Photo not possible

# Swing - Toddler - 1 Bay 2 Seat

Manufactured by Wicksteed Leisure Ltd



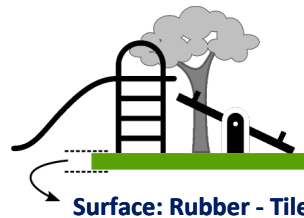
**Innate risk level**

**Actual risk level**

**Risk level:**  
Very low

**Risk score as low as possible**

**Remedial tasks:**  
1



## Standards:



EN 1176-1:2017, EN 1176-2:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

## Maintenance Finding

### Description

The central strap is loose / missing / damaged.

### Tasks

Read the notes for further action.

### Note

Monitor.

**Risk level:**

Very low

**Risk score:**

3

### Finding Photos





## General Notes

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The risk scores are calculated by plotting the likelihood of harm against the severity of the injury sustained. The likelihood is given a score of 1 to 5, and the severity is given a score of 1 to 5. In doing this a matrix is produced which gives a numerical assessment of the risk on a score of 1 to 25, and a judgement is made as to which risks are low, which are medium and which are high. Risk scores may be adjusted in the light of experience and therefore may not be exactly as per the table. For example, a score of 7 may be noted.

Risks are calculated in this way:

1. An assessment of the likelihood of harm taking place is made using the numbers 1 to 5, by following these descriptions:
  - a. 1 = Rare
  - b. 2 = Unlikely
  - c. 3 = Moderate
  - d. 4 = Likely
  - e. 5 = Certain
2. An assessment of the severity of the injury sustained is made using the numbers 1 to 5, by following these descriptions:
  - a. 1 = Insignificant
  - b. 2 = Minor
  - c. 3 = Moderate
  - d. 4 = Major
  - e. 5 = Catastrophic
3. The two numbers are multiplied to give a risk score on a scale of 1 to 25.
4. Scores of 1 to 7 inclusive are considered to be low risk and are considered to be tolerable where this is the innate risk of the item, but where remedial works are identified these should be undertaken,
5. Scores of 8 to 12 are considered to be medium risk and some control measures may be identified to reduce the risks to low, tolerable levels,
6. Score of 13 and above are considered to be high risk and urgent action is considered to be necessary to reduce the risks to tolerable levels.

## General Notes

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It is important to note that where an outcome is catastrophic, but for which the likelihood is rare this will present a score of  $1 \times 5 = 5 =$  low risk. Similarly, a certain event for which the consequence is insignificant will present a score of  $5 \times 1 = 5 =$  low risk. It is important to consider likelihood and consequence, and not just one of the factors in isolation.

The multiplication of the factors into a risk matrix is given here in Table 1, with a judgement made as to risk scoring indicated by colour.

Green = LOW risk, Amber = MEDIUM risk, Red = HIGH risk.

Table 1 – Risk Score Matrix

		Severity				
L i k e l i h o o d		1 Insignifi- cant	2 Minor	3 Moderate	4 Major	5 Catastro- phic
	1 = Rare	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
	2 = Unlikely	2 LOW	4 LOW	6 LOW	8 MEDIUM	10 MEDIUM
	3 = Moderate	3 LOW	6 LOW	9 MEDIUM	12 MEDIUM	15 HIGH
	4 = Likely	4 LOW	8 MEDIUM	12 MEDIUM	16 HIGH	20 HIGH
	5 = Certain	5 LOW	10 MEDIUM	15 HIGH	20 HIGH	25 HIGH

## General Notes

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### Inspection Scope

The inspections are undertaken using the RPII's inspection scope.

### Compliance with Standards

Inspections are undertaken with reference to the appropriate standards, which are listed next to each item. Compliance with these standards is not mandatory in law, but it is useful to know whether items comply or not. If we think a change is needed, then this is noted in our report. Non-compliance does not necessarily mean that a change is needed. Where a standard is undated the current version is applied, unless overlap periods are allowed by the standards committee at the time of update. The information provided herein is to assist the owner/operator to fulfil its responsibilities as detailed in the relevant standards. Other standards referenced within the listed standards do not form part of this inspection, unless they are also explicitly listed here.

The listed standards are relevant to all installations of equipment which are publicly accessible, including public parks, pay to play parks, schools, nurseries, public houses, holiday parks, indoor play centres, farm parks and the like. All equipment used in publicly accessible areas should meet with the requirements of the relevant listed standard.

Additionally, EN 1176-7 provides guidance on installation, inspection, maintenance and operation to owners/operators of equipment and ancillary items. In the United Kingdom the National Foreword forms an important part to the understanding and implementation of the recommendations set out in EN 1176-7. It clarifies the application of the document within the UK as best practice guidance, as the document has been used since its initial publication. Therefore the EN 1176-7 contains no requirement in the UK and needs to be read and implemented as guidance, with the use of the terms 'shall' therefore becoming a recommendation, as in the term 'should'.

Domestic equipment falls outside the scope of standards for publicly accessible spaces. Domestic play equipment has its own standard (BS EN 71 – Safety of Toys). Where domestic equipment can be identified this will be acknowledged in the report, but compliance may be assessed to the applicable standard relating to publicly accessible equipment.

When water play items, including spray parks, are inspected any comments concerning compliance within the inspection will refer to EN 1176. We have not assessed these against the requirements of EN 17232 (Water play equipment and features).

Compliance with standards is not always a clear-cut thing. Some interpretation can be needed, and our interpretation may differ from the interpretation of others. In some cases, we may decide not to note non-compliance in cases where we think it may mislead or be unhelpful so to do.



## General Notes

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### What We Inspect

Annual and Post Installation inspections will take into consideration compliance with current standards and defects related to wear and vandalism. Items not listed in the report have not been included in the inspection. The inspection will cover the playground equipment and the active area (that area which is obviously part of the playground), nominally up to 3.0 metres around, the fence line if closer, or other areas as agreed.

Operational inspections only take into consideration defects related to cleanliness, equipment ground clearances, ground surface finishes, exposed foundations, sharp edges, missing parts, excessive wear (of moving parts), structural integrity, wear and vandalism. Routine visual inspections (if undertaken) relate only to the most obvious defects such as broken or missing parts, vandalism and issues created by severe weather conditions (the intention is to identify hazards created by storm damage).

The inspection is non-dismantling, non-destructive and does not include any structural, toxicology or impact assessments defined in the standard; however, the inspector will undertake a manual test for stability and if equipment fails under manual load, or any other hazard is identified as an unacceptable risk, the owner/operator will be notified as soon as practicably possible.

The inspector will access all reasonably accessible equipment and will assess all reasonably accessible parts above the standing surface. Where it is not possible to access parts of the equipment without employing an alternative means of access the report will record the action required by the owner/operator to ensure the continued safe use of the equipment. Ancillary equipment will be assessed using the inspector's knowledge and experience of the standards named in this document to ensure as far as is reasonably practicable the continued safe use of the items concerned. The owner/operator is responsible for the overall safety of the equipment and area. Inspectors who are trained to use ladders may use them where it is safe to do so, but if members of the public are present on site ladders may not be used to access the equipment.

### What We Don't Inspect

The inspector will not undertake any of the following works unless specifically agreed in writing at the time of order:

Checking the depth and underlying structural integrity of any surface areas and/or carrying out any testing of impact absorbing properties of any surfaces. The identification of any corrosion, rot or other deterioration in any apparatus or equipment other than by an external inspection or the inspection of any equipment (or part thereof) that is underground or beneath the playing surface. Tightening any bolts, hinges or other fixing devices on any apparatus or equipment. Assessing or inspecting any electrical installations contained on any site and/or apparatus and/or equipment. Assessing or inspecting any water supplies and/or water features and/or any associated computerised systems (including carrying out any programming).



## General Notes

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The owner/operator should have a 'design risk assessment' provided by the manufacturer/designer of the area for the equipment and location in which the facility is installed.

We have inspected without dismantling or destruction and so some aspects of the relevant standards may not be testable on site.

The operator is responsible for managing risks of their provision and is required by law to carry out a 'suitable and sufficient assessment' of the risks associated with a site or activity and this inspection shall be considered as contributing to the operator's discharge of this responsibility.

### **Exposure to Risk**

Exposure to acceptable levels of risk and challenge is essential to children's development and allows them to exercise their right to play. Therefore, it can be judged that levels of risk above low risk can be acceptable. The risk scores shown allow the operator to make a judgement after first considering the benefit of the activity to which the risk score relates.

### **Ownership**

There may be cases where we report issues that are not the site owner's responsibility. It is not necessarily possible for us to determine who owns what, and in any case we need to bring all risks to your attention if they can affect the safety of the site's users.

### **Contemporaneous Findings**

Our report shows the findings at the time of inspection. Subsequent events may affect the condition of the site. Suggested remedial actions are based upon our knowledge and experience. The owner/operator should seek the advice of the manufacturer or a competent person when undertaking repairs and/or modifications to equipment.

### **Timber**

Where timbers are set into the ground it is not always possible to determine levels of decay. The owner/operator should ensure it conducts appropriate inspections to identify decay before it becomes a problem.

We can undertake more in-depth testing of your playground timbers using resistance penetration.

Timber is known to decay from the inside out. This makes it very important that you ensure proper testing and inspection is undertaken of your playground timbers, especially where defects may be hidden inside the structures. Testing using resistance penetration can help to identify defects before they become outwardly apparent, but can also confirm the condition of good timbers to prevent premature replacement with its associated costs. The testing is undertaken using a specialist machine, which uses electronically controlled drill resistance measurement. The drill is fine enough that it does not cause permanent damage to reduce the lifespan of the equipment.

Please contact us for pricing and further information.

### **Planting and Trees**

Where planting or trees are mentioned in our report, please be advised that we do not undertake any arboricultural, horticultural or toxicological assessment of suitability or condition. You must ensure you undertake suitable inspections from an appropriate expert.



## General Notes

### How This Inspection Contributes to Your Annual Main Inspection

The owner/operator is responsible for following the guidance of the relevant standards. The standards give guidance on the installation, inspection, maintenance and operation of the various types of facility. The inspection guidance is listed in Table 1, with an indication of which parts will be included in your RoSPA inspection [the items in the first column are the items which comprise an “Annual Main Inspection”, the second column shows which elements form part of a RoSPA inspection, items with a cross are not included, some items may have limitations as shown in the notes to the Table 1). The standards also contain additional parts which the owner/operator should follow.

**Table 1**

Inspection Recommendations of relevant standards These form the Annual Main Inspection	Included in RoSPA Inspection?
6.1 d) Overall levels of safety of equipment (see note 1)	✓ [1]
6.1 d) Overall levels of safety of foundations (see note 1)	✓ [1]
6.2 d) Overall levels of safety of playing surfaces (see note 2)	✓ [2]
6.1 d) Compliance with the relevant parts of the standard and or risk assessment (see note 3)	✓ [3]
6.1 d) Effects of weather	✓
6.1 d) Presence of rot, decay or corrosion (see note 1)	✓ [1]
6.1 d) Assessment of repairs made or added or replaced components (see note 4)	✓ [4]
6.1 d) Excavation or dismantling/additional measures	✗
6.2.1 Assessment of glass reinforced plastics (see note 5)	✓ [5]
6.2.1 Inspection of one post equipment (see note 1)	✓ [1]
6.2.4 Undertaking the Operators inspection protocol	✓
6.2 c) Presence of rot or corrosion (see note 2)	✓ [2]
6.2 c) Assessment of repairs made/added or replaced components (see note 5)	✗
<p>N.B. The clause numbers above are taken from BS EN 1176-7:2020. The content is equally applicable to all other relevant standards. Playgrounds contains a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item specific detail is not readily available to RPII Playground Inspectors, whose report contributes to the operator’s overall Annual Main Inspection as details in the relevant standard.</p> <p>Notes</p> <p>[1] A manual test only is undertaken for stability. Wear and instability are only detectable where readily apparent without dismantling or destruction and without the use of tools, excavation or specialist equipment. Rot and corrosion are tested for with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment. We therefore cannot be held responsible for the presence of such decay.</p> <p>[2] Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of impact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on annual inspections. We can conduct impact testing for additional fees.</p> <p>[3] The inspection assesses compliance where this can be tested on site using manual methods without dismantling, destruction and without the use of tools or specialist equipment</p> <p>[4] The operator should use manufacturer’s recommended parts, or equivalent. We are unable to verify if such parts have been used, and any subsequent change in quality or performance</p> <p>[5] Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.</p>	

# EN 1176 Notes – Summary of Requirements

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## **PROTECTION AGAINST INJURIES IN THE FREE SPACE**

- \* No obstacles in the minimum space (other than structures to assist or safeguard the user)
- \* Traffic flows should not go through the minimum space

## **PROTECTION AGAINST INJURIES IN THE FALLING SPACE**

- \* Free height of fall should not exceed 3m \* No obstacles in the falling space \* Platforms with fall heights of more than 1m between them require surfacing

## **PROTECTION AGAINST INJURIES DUE TO OTHER TYPES OF MOVEMENT**

- \* No unexpected obstacles

## **SURFACING SAFETY REQUIREMENTS**

- \* Surfacing should have no sharp edges or protrusions \* Loose fills should be 100mm more than the depth required to meet the HIC reading (usually 200mm) \* Hard surfaces should only be used outside where children fall \* Testable Impact absorbing surfaces if falls over 600mm are possible. Topsoil or turf may be used up to 1m

## **DESIGN AND MANUFACTURE**

- \* The equipment must be suitable for the user and risks should be identifiable by the child \* Accessibility: adults must be able to gain access to help children \* Grip requirements: permitted diameter 16 - 45mm (i.e. overhead bars) \* Grasp requirements: maximum diameter 60mm (e.g. handrails on steps)

- \* Requirements for easily accessible equipment

## **FINISHING**

- \* Timber species and synthetics should be splinter resistant \* No protrusions or sharp-edged components \* Bolts should not protrude by more than 8mm \* Corners, edges or projecting parts over 8mm should have a 3mm radius. \* No hard and sharp-edged parts (e.g. razor blade effect caused by sheet steel) \* No crushing or shearing points
- \* Connections should not come loose by themselves and should resist removal. \* Timber connections should not rely solely on screws or nails. \* Leaking lubricants should not stain or impair the safety of the equipment

## **FIBRE ROPES**

- \* Conform to EN 701 or 919 or have a material and load certificate
- \* Ropes used by hands shall have a soft, non-slip covering

## **WIRE ROPES**

- \* Non-rotating and corrosion resistant with no splayed wires outside the ferrule \* Wire connector clip threads should protrude less than 8mm \* Turnbuckles should be enclosed, have a loop at each end and be secured

## **CHAINS**

- \* Maximum opening of individual links: 8.6mm in any one direction.
- \* Connecting links between chains must be less than 8.6mm or over 12mm

## **SWINGING SUSPENDED ROPES**

- \* Not combined with swings in the same bay \* Less than 2m long: over 600mm from static parts; over 900mm from swinging parts \* 2m - 4m long: over 1000mm from anything \* Diameter: 25 - 45mm

## **CLIMBING ROPES**

- \* Anchored at both ends and movement less than 20% of rope length
- \* Single climbing rope diameter: 18 - 45mm (nets comply with Grip requirements)

## **ENTRAPMENTS**

- \* Entrapment: a place from which children cannot extricate themselves unaided There are six probes: the Torso Probe, the Large Head Probe, The Small Head probe, the Wedge Probe and the two Finger Rods. There is a toggle test to reduce the dangers of clothing toggles being caught on slides, fireman's poles and roofs, and a ring gauge to test for rocker hand/foot rest protrusions.

## **BRIDGES**

- \* The space between the flexible bridge and rigid sides should be not less than 230mm

## **ENTRAPMENT OF FEET AND LEGS**

- \* Inclined planes (not suspension bridges) less than 38° should have no gaps over 30mm
- \* There are no requirements for suspension bridge gaps other than the main entrapment requirements

## **FINGER ENTRAPMENTS**

- These occur in: 1. gaps where child's movement may cause a finger to become stuck; 2. open-ended tubes; 3. moving gaps
- \* Tube ends should be securely enclosed and removable only with tools
  - \* Moving gaps should not close to less than 12mm

## **BARRIERS AND GUARD-RAILS**

- \* Hand-rail: a rail to help the child balance \* Guard-rail: a rail to prevent children falling \* Barrier: a guard-rail with non-climbable in-fill

## **HAND-RAILS**

- \* Where required they should be between 600 and 850mm above the standing surface

## **EQUIPMENT FOR UNDER 3'S**

- \* Platforms over 600mm require a barrier with a minimum height of 700mm high + impact absorbing surfacing

## **EQUIPMENT FOR OVER 3'S**

- \* Platforms up to 1000mm: No barriers or guard-rails required + impact absorbing surface over \* Platforms 1000-2000mm: 600 - 850mm high guard-rail + impact absorbing surfacing \* Platforms 2000-3000mm: 700mm high barrier + impact absorbing surfacing \* No bars, infills or steps which can be used as steps. Tops should discourage standing or sitting

## **MEANS OF ACCESS**

- The main change in this area is that the probes should now be applied to accesses. All means of access should have no entrapments; be securely fixed; be level to  $\pm 3^\circ$  (ramps across width) and have a constant angle. It does not refer to agility equipment used as an access i.e. arched climbers, scramble nets. There are specific measurements for ladders, stairs and ramps.

# EN 1176 Notes – Summary of Requirements

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## SWINGS

The main changes relate to requirements for new types of swings, dimensions and surfacing areas.

### REQUIREMENTS

\* No all rigid suspension members (i.e. solid bar top to bottom) \* Design should be principally for use by seated children (RoSPA interpretation) \* Two seats per bay maximum. Do not mix cradle and flat seats in same bay \* Some types of swings have slightly different requirements. Information should be obtained from the supplier \* Single point swing chains should not twist round each other \* Single point swings require a secondary bearing support mechanism

### DIMENSIONS

\* Minimum ground clearance at rest: 350mm (400mm for single point swings and tyres) \* No maximum seat surface height but RoSPA recommends a max. height of 635mm for cradles and flat seats \* Distance between seat and frame: 20% of swing suspension + 200mm \* Distance between seats: 20% of the swing suspension + 300mm \* Pivot splay (separation distance) at crossbar: width between seat fixings plus 5% of swing suspension length

### SITING

\* Swing sets for young children should be separated from those for older children and sited to avoid cross traffic

### SURFACING REQUIREMENTS

Forward and Back

\* Different areas for synthetic and loose-fill surfaces in a box or pit. Measurements each way are: 1. synthetic: 0.867 x length of suspension member + 1.75m 2. loose-fill: 0.867 x length of suspension member + 2.25m

Side width

\* Seat width no greater than 500mm: 1.75m minimum (i.e. .875m each way from seat centre)

\* Areas for two seats in one bay may overlap providing the distance between seats is correct

Single point swings

\* Circular area with a radius equal to the Forward and Backward figure for other swings

## SLIDES

### SAFETY REQUIREMENTS

\* Free-standing slides: the max. vertical height which a stairway can reach without a change of direction is 2.5m. \* Starting section at the top of each chute: length 350mm minimum, zero to 5° downwards at the centre line.

N.B. This can be the platform if the slide is attached to it \* If the starting section is over 400mm long, platform requirements apply \*

From a platform, the gap to the slide is the same width as the slide \* Attachment slides over 1m free fall height should have starting section barriers 500mm min. high at one point \* Attachment slides over 1m FFH should have a guard-rail across the entrance at a ht. of between 700-900mm

Sliding sections

\* Maximum angle: 60° at any one point and an average of 40° \* The width of open and straight slides over 1500mm long should be less than 700mm or greater than 950mm \* Spiral or curved slides should have a width less than 700mm

RUN -OUTS

\* Run-outs of at least 300mm are required if the sliding section is under 1.5m long. \* Additional requirements are required for different types of slides \* Average angle of run-outs: DIN type 10° (BS type) 5° (both downwards) \* Height of run-out: Less than 1.5m sliding length: max. 200mm. Greater than 1.5m sliding length: max. 350mm \* Users should come to a stop on the run-out section (BS type only)

\* Chutes should have a side height related to the fall height: 1.2m: 100mm minimum : 1.2m - 2.5m: 150mm minimum : Over 2.5m: 500mm minimum

\* Maximum side angle from slide bed: 30° \* Tops of sides should be rounded or radiused to at least 3mm \* Tunnel slides should be a minimum 750mm high and 750mm wide \* Tunnels should start on or at the end of the starting section and be continuous over the sliding section only

### SURFACING REQUIREMENTS

Normal distances except for the run-out which should be: \* DIN type: 1m each side and 2m beyond (or just 1.5m beyond for short slides) \* BS type: 1m each side and 1m beyond

## CABLE RUNWAYS

### SAFETY REQUIREMENTS

\* Stop at end should progressively slow down the traveller \* Traveller should not be removable except with tools \* No access to internal mechanism \* Suspension mechanism: flexible, exclude risk of strangulation or be at least 2m above the ground in the middle \* Where children hang by the hands, the grip should not be enclosed (i.e. a loop)

\* Climbing should be discouraged onto the grip \* Children should be able to get off the seat at any time (i.e. no loops or straps) \*

Maximum loaded (69.5kg) speed is 7m per second \* If two cables are placed parallel the min. distance between them is 2m

### IMPACT AREAS

\* 2m either side of main cable

## ROTATING ITEMS

The main changes are in clearer separation into different types. A change in the clearance between the underside and the ground will affect older items. The change should provide greater safety. NOTE: Rotating items under 500mm diameter are excluded from these requirements

### SAFETY REQUIREMENTS

\* Maximum free height of fall: 1000mm (For overhead items: 1500 - 3000mm) \* Max. speed at periphery under reasonable use: 5m per second. As no method is given, this cannot be tested \* Hand grips should be between 16 - 45mm

### SPECIFIC REQUIREMENTS

There are specific requirements for different types of roundabout. The two most common ones are:

Platform roundabouts:



# EN 1176 Notes – Summary of Requirements

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\* Platforms should be circular and enclosed \* All parts should revolve in the same direction \* No super-structure over the edge of the platform \* Mechanism should be enclosed \* Height between underside and ground 60 – 110mm for 300mm in \* Protective skirts should be of rigid material and have no burrs or other defects \* The bottom edge should be flared towards the inside or protected Giant revolving discs

\* Clearance of underside at lowest point: 300mm \* Max. platform height: 1m \* Free space: 3m \* Upper surface should be continuous, smooth and with no handles or grips \* Underside should be continuous, smooth and without any radial variations (i.e. spokes) or indentations

## **MINIMUM SPACE**

\* Free space: Horizontal: 2m all round \* Vertical head clearance from platform: sitting 1.5m ; standing 1.8m \* Small rotating items under 500mm diameter are excluded but RoSPA suggests as for rocking items

## **SURFACING REQUIREMENTS**

\* There are no special extra requirements for surfacing areas \* Surfaces should be continuous underneath and level

## **ROCKING ITEMS**

### **DEFINITIONS**

\* Rocking equipment which can be moved by the user and is supported from below

\* Damping: any movement restricting device. (N.B. Springs are treated as self-damping)

### **SAFETY REQUIREMENTS**

\* Throughout the range of movement gaps in all accessible joints should be under 12mm \* Progressive restraint at extremity of movement is required \* Foot rests should be provided where the ground clearance is less than 230mm \* Hand grips should be provided for each seat or standing position

\* Foot rests and hand grips should be firmly fixed and non-rotating \* Hand grip diameter: 16 - 45mm (for toddler items: 30mm maximum) \* Right -angled corners on moving equipment should be 20mm radius min. (e.g. a bird's beak)

### **MINIMUM SPACE**

\* 1000mm between items at maximum movement.

### **SURFACING REQUIREMENTS**

There are no special extra requirements for surfacing areas

## **INSTALLATION, INSPECTION, MAINTENANCE AND OPERATION**

### **SAFETY**

\* Appropriate safety systems must be established by the operator \* No access should be allowed to unsafe equipment or areas \* Records should be kept by the playground operator \* Effectiveness of safety measures should be assessed annually \* Signs should be provided giving owner details and emergency service contact points \* Entrances for emergency services should be freely accessible \* Information on accidents should be kept (RoSPA has a suitable form)

\* Staff and users should be safe during maintenance operations

### **INSPECTION**

\* Manufacturers will recommend the inspection frequency although some sites may need a daily check

Frequency

Routine visual inspections: identification of hazards from vandalism, use or weather conditions (RoSPA recommends a recorded daily or weekly inspection) Operational inspection: every 1 -3 months or as recommended. Checks operation, stability, wear etc. Annual main inspection: checks long-term levels of safety

\* An inspection schedule should be prepared for each playground, listing components and methods

\* Appropriate action should be taken if defects are noted

### **ROUTINE MAINTENANCE**

\* Basic routine maintenance details should be supplied by the manufacturer

### **CORRECTIVE MAINTENANCE**

\* This covers remedial work and repairs as required \* Alterations should only be carried out after consultation & agreement with the supplier or a competent person



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A decorative graphic consisting of two overlapping circles, one green and one orange, positioned at the right end of a horizontal line.

Playsafety Ltd  
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To the Parish Council and Avon Dassett Village.

Firstly, I must apologise for my absence I'm very busy with family and my own business.

At the last Parish Council meeting a tree was discussed at the grave yard at the top of the hill in the village. The tree was said to be causing damage or issues with the graves. I personally have carried out work up there to make the area safe and to stop damage to graves. I feel this tree is now not causing any health or safety issues, however a part of it may be dismantled at a later date.

I have reached out to three tree companies in recent weeks regarding projects I feel need undertaking both long term and short term in the village. I have also asked these companies to price works I have been instructed to price. Only one of these companies had bothered to get back to me with quotes or indeed turned up to look at the work.

Ash die back is a major issue nationally and in Avon Dassett. I have reached out to Stratford district council tree warden to try and acquire discretionary abilities to give people permission to REMOVE ASH TREES affected by the disease without applying directly to the council. I have not yet heard back from the Stratford District Council tree officer.

Works to be addressed in priority order:

Ash trees on right hand boundary edge of play ground. Priority 1. These two ash trees have unfortunately got signs of ash die back and are situated on the edge of both a highway but much more likely to fall into the playground. Obviously, this is a risk to life for anyone using the swings. Limbs on this tree have already failed. Price of removal £950 + vat Shire Forestry and Fencing LTD. I believe this to be a reasonable price. Potential lane closure.

Grave yard and car park. This is not really a priority as the tree has now been tidied up by myself. However, if the council wish to remove the remaining ash limb growing into the grave yard it can be done at the same time as siding up all the yew trees in the car park. Siding up the yew trees I don't believe will need permission as they are only being trimmed. This is not a priority but will make the car park smarter and also decrease the possibility of livestock being poisoned from falling yew berries. Prices for this job are £650 + VAT Shire Forestry and Fencing LTD. I believe this to be a reasonable price.

Finally, I was asked to get a price on removing Ash copse behind the bus shelter. This is suffering from Ash die back and could be a concern to the structure of the bus shelter and anyone in it. Price to remove this copse is £650 + vat Shire Forestry and Fencing. This I believe is a reasonable price.

My final point I promise.

Any trees owned by the parish council that are failing due to Ash die back will have to be looked at from a healthy and safety stand point. If anyone is harmed by these trees I fear the parish council would be at risk.

My best  
William Phayer  
Tree warden Avon Dassett

**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>
#####	ADCBS	Hire of Reading Room		£20.00
#####	Google	Google accounts	£9.20	
#####	C Dancer	Cleaning	£30.00	
#####	Frank Mann	August mowing	£582.00	
#####	J Jarman	Clerk expenses	£16.20	
#####	SDC	Precept		£7,805.00
#####	J Jarman	Clerk's salary	£341.04	
#####	1&1	Emails ets	£5.99	
#####	1&1	Website fees	£19.20	
#####	BT	Reading Room phone	£39.50	
#####	WALC	A Jackson course	£36.00	
#####	Moore	External audit	£252.00	
#####	Total Energies	Electricity - August	£87.07	
02 October 2023	Google	Google accounts	£9.20	
05 October 2023	Amazon	Cleaning products	£65.14	
10 October 2023	Frank Mann	September mowing	£436.80	
10 October 2023	C Dancer	Cleaning	£30.00	
10 October 2023	Direct365 (T Gill)	Defibrillator pads	£64.66	
12 October 2023	Numbers Plus	Defibrillator line	£118.80	
18 October 2023	1&1	Emails ets	£5.99	
18 October 2023	1&1	Website fees	£46.81	
20 October 2023	J Jarman	Clerk's salary	£341.04	
19 October 2023	ICO	Data Protection fee	£35.00	
20 October 2023	WM and DM Watts	Coffee morning	£34.45	
23 October 2023	BT	Reading Room phone	£46.45	
24 October 2023	Total Energies	Electricity - August	£83.86	
00 January 1900	00 January 1900	00 January 1900	£0.00	
00 January 1900	00 January 1900	00 January 1900	£0.00	
00 January 1900	00 January 1900	00 January 1900	£0.00	
00 January 1900	00 January 1900	00 January 1900	£0.00	
00 January 1900	00 January 1900	00 January 1900	£0.00	
00 January 1900	00 January 1900	00 January 1900	£0.00	
00 January 1900	00 January 1900	00 January 1900	£0.00	
00 January 1900	00 January 1900	00 January 1900	£0.00	
00 January 1900	00 January 1900	00 January 1900	£0.00	
00 January 1900	00 January 1900	00 January 1900	£0.00	
00 January 1900	00 January 1900	00 January 1900	£0.00	
00 January 1900	00 January 1900	00 January 1900	£0.00	
00 January 1900	00 January 1900	00 January 1900	£0.00	
00 January 1900	00 January 1900	00 January 1900	£0.00	
00 January 1900	00 January 1900	00 January 1900	£0.00	
00 January 1900	00 January 1900	00 January 1900	£0.00	£0.00
00 January 1900	00 January 1900	00 January 1900	£0.00	£0.00
			<b>£2,736.40</b>	<b>£7,825.00</b>

**DEPOSIT ACCOUNT**

<b>Date</b>	<b>Details</b>	<b>Income</b>
#####	00 January 1900	Interest received
09 October 2023	Interest received	£19.79
		<b>£0.00</b>
		<b>£39.85</b>

**FOR AUTHORISATION**

**PAYMENTS FROM PRECEPT**

MW and DEM Watts	Coffee mornings - January and Februar	60.00
Frank Mann Farmers	October mowing	700.00
C Dancer	Cleaning - January to February	90.00
Clerk	Travel - November meeting	16.20
RoSPA	Playground inspection	106.80
Royal British Legion	Wreaths and donation	59.00
Traffic survey		207.00
WALC	AGM and conference	60.00
Tubs		200.00
		<b>£1,499.00</b>

**AVON DASSETT PARISH COUNCIL 2023 - 2024 FINANCIAL YEAR**  
**RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD TO**  
**31st OCTOBER 2023**

	<u>Actual</u>	<u>Net Receipts</u>	<u>Variance With Budget</u>	<u>Budget</u>
<b>Receipts</b>				
Precept	£15,610.00	£15,610.00	£0.00	£15,610.00
Interest received	£110.22	£110.22	£105.22	£5.00
Burial Ground Fees	£150.00	£150.00	£150.00	£0.00
Miscellaneous - Funds From Village Functions	£140.00	£140.00	£140.00	£0.00
Income related to Church Steps	£0.00	£0.00	£0.00	£0.00
Hire of Reading Room, car park etc	£255.00	£255.00	£205.00	£50.00
Mowing Refund From Stratford District Council	£0.00	£0.00	(£400.00)	£400.00
Freedom of Information Fees Received	£0.00	£0.00	£0.00	£0.00
Coronation grant	£0.00	£0.00	£0.00	£0.00
Election Fees Re The Use Of The Reading Room	£0.00	£0.00	(£220.00)	£220.00
VAT Reimbursement	£103.33	£103.33	(£996.67)	£1,100.00
<b>TOTAL RECEIPTS</b>	<b>£16,368.55</b>	<b>£0.00</b>	<b>£16,368.55</b>	<b>(£1,016.45)</b>

	<u>Actual</u>	<u>Funded From Reserves</u>	<u>Net Expenditure</u>	<u>Variance With Budget</u>	<u>Budget</u>
<b>Payments (Annual expenses)</b>					
<b>The Reading Room</b>					
Reading Room: Cleaning	(£280.04)		(£280.04)	£79.96	£360.00
Reading Room: Electricity Supply	(£586.17)		(£586.17)	£263.83	£850.00
Reading Room: Maintenance	(£120.99)		(£120.99)	£229.01	£350.00
Reading Room: WiFi	(£283.45)		(£283.45)	£76.55	£360.00
<b>Total Reading Room</b>	<b>(£1,270.65)</b>	<b>£0.00</b>	<b>(£1,270.65)</b>	<b>£649.35</b>	<b>£1,920.00</b>

<b>Administration</b>					
Clerk's Pay	(£2,046.24)	£0.00	(£2,046.24)	£2,703.76	£4,750.00
Administration Expenses	£0.00		£0.00	£480.00	£480.00
ADPC Training	(£498.00)		(£498.00)	£232.00	£730.00
Audit Fees	(£392.00)		(£392.00)	£58.00	£450.00
Data Protection	(£35.00)		(£35.00)	£0.00	£35.00
Election Fees	£0.00	£0.00	£0.00	£750.00	£750.00
Councillor and Clerk expenses	(£238.09)		(£238.09)	(£38.09)	£200.00
Subscriptions	(£205.50)		(£205.50)	£94.50	£300.00
Insurance	£0.00		£0.00	£850.00	£850.00
<b>Total Administration</b>	<b>(£3,414.83)</b>	<b>£0.00</b>	<b>(£3,414.83)</b>	<b>£5,130.17</b>	<b>£8,545.00</b>

<b>Village Maintenance</b>					
Street Light Maintenance	£0.00		£0.00	£180.00	£180.00
Street Light Electricity Supply	(£638.88)		(£638.88)	£761.12	£1,400.00
Village Maintenance & Mowing	(£3,169.78)	£0.00	(£3,169.78)	(£669.78)	£2,500.00
Tubs Etc	(£180.50)		(£180.50)	£69.50	£250.00
<b>Total Village Maintenance</b>	<b>(£3,989.16)</b>	<b>£0.00</b>	<b>(£3,989.16)</b>	<b>£340.84</b>	<b>£4,330.00</b>

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

<b>Communications &amp; IT Expenditure</b>					
Avon Dasset Parish Council Website	(£197.98)		(£197.98)	£162.02	£360.00
Communications & Surveys	£0.00		£0.00	£0.00	£0.00
IT Software, Hardware & Consumables	(£913.34)		(£913.34)	(£563.34)	£350.00
<b>Total Communications &amp; IT Expenditure</b>	<b>(£1,111.32)</b>	<b>£0.00</b>	<b>(£1,111.32)</b>	<b>(£401.32)</b>	<b>£710.00</b>

<b>Miscellaneous</b>					
Coffee Morning Expenses & Xmas Gathering	(£108.67)		(£108.67)	£71.33	£180.00
Other - Section 111	£0.00		£0.00	£0.00	£0.00
Other - Section 137	£0.00		£0.00	£0.00	£0.00
Other - Section 145	(£1,018.16)		(£1,018.16)	(£768.16)	£250.00
Defibrillator	(£183.46)		(£183.46)	£66.54	£250.00
Community Projects	£0.00		£0.00	£550.00	£550.00
<b>Total Miscellaneous</b>	<b>(£1,310.29)</b>	<b>£0.00</b>	<b>(£1,310.29)</b>	<b>(£80.29)</b>	<b>£1,230.00</b>

<b>TOTAL PAYMENTS</b>	<b>(£11,096.25)</b>	<b>£0.00</b>	<b>(£11,096.25)</b>	<b>£6,288.75</b>	<b>£17,385.00</b>
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<b>NET INCOME OVER EXPENDITURE FOR THE YEAR TO DATE</b>	<b>£5,272.30</b>	<b>£5,272.30</b>
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TRANSFERRED TO GENERAL RESERVE

<b>NET INCOME OVER EXPENDITURE AFTER TRANSFER TO RESERVES</b>	<b>£5,272.30</b>	<b>£5,272.30</b>
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**Closing Period Bank Balances As At: 31st October 2023**

Current Account	£10,322.01
Deposit Account	£21,512.81

<b>Total Bank Balances</b>	<b>£31,834.82</b>
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AVON DASSETT PARISH COUNCIL							
	2022-23 ACTUAL	2023-24 BUDGET	2023-24 FORECAST	2024-25	VARIANCE		
<b>Receipts</b>							
Precept	15,610	15,610	15,610	15,610	15,610	84.82%	
Interest Received	46	5	210	240	235	1.30%	Est £20 per month
Burial Ground Fees	0	0	150	0	0	0.00%	
Miscellaneous - Funds From Village Functions	320	0	140	0	0	0.00%	
Income related to St John's Steps	650	0		0		0.00%	
Hire of Reading Room, car park etc	85	50	255	150	100	0.82%	
Mowing Refund From Stratford District Council	963	400	963	963	563	5.23%	Increased in 2022
Freedom of Information Fees Received	0	0		0	0	0.00%	
Election Fees re Use of The Reading Room	0	220	220	440	220	2.39%	Expecting two elections in 2024
Grants	750				0	0.00%	
VAT Reimbursement	2,523	1,100	1,200	1,000	(100)	5.43%	
<b>TOTAL RECEIPTS</b>	<b>£20,947</b>	<b>£17,385</b>	<b>£18,748</b>	<b>£18,403</b>	<b>£16,628</b>	<b>100.00%</b>	
<b>Payments (Annual expenditure)</b>							
<b>The Reading Room</b>							
Cleaning	278	360	430	360	0	1.96%	See review
Electricity	282	850	1,200	1,044	194	5.67%	See review
Maintenance	2,957	350	300	265	(85)	1.44%	See review
Internet	404	360	400	360	0	1.96%	See review
<b>Total Reading Room</b>	<b>3,921</b>	<b>1,920</b>	<b>2,330</b>	<b>2,029</b>	<b>109</b>	<b>11.03%</b>	
<b>Administration</b>							
<b>Staff costs:</b>							
Clerk's Salary	4,096	4,750	4,605	4,670	(80)	25.38%	See review
Pension Contribution - Clerk	0	0	0	0	0	0.00%	Clerk chose not to take the pension
Administration Expenses	22	480	0	0	(480)	0.00%	Moved to Councillor and Clerk expenses
Training	349	730	730	504	(226)	2.74%	See review
Audit Fees	363	450	392	392	(58)	2.13%	See review
Data Protection	35	35	35	35	0	0.19%	See review
Election Fees	0	750	750	0	750	0.00%	No election in 2024/25
Councillor and Clerk's expenses	130	200	297	260	60	1.41%	See review
Subscriptions	265	300	206	220	(80)	1.20%	See review
Insurance	553	850	597	645	(205)	3.50%	See review
<b>Total Administration</b>	<b>5,813</b>	<b>8,545</b>	<b>7,612</b>	<b>6,726</b>	<b>(1,819)</b>	<b>36.55%</b>	
<b>Village Maintenance</b>							
Street Light Maintenance	150	180	150	150	(30)	0.82%	See review
Street Light Electricity	877	1,400	1,123	1,400	0	7.61%	See review
Village Maintenance and Mowing	2,491	2,500	3,582	4,314	1,814	23.44%	See review
Lengthsman Scheme and General Village Maintenance	0	0	0	1,000	1,000	5.43%	Estimate for work to be carried out externally and not by councillors to include lengthsman and general maintenance
Tubs etc	312	250	181	200	(50)	1.09%	See review
<b>Total Village Maintenance</b>	<b>3,830</b>	<b>4,330</b>	<b>5,036</b>	<b>7,064</b>	<b>2,734</b>	<b>38.39%</b>	
<b>Playground</b>							
Inspections	101	150	84	95	(55)	0.52%	See review
Maintenance and equipment repairs	109	500	0	250	(250)	1.36%	See review
<b>Total Playground</b>	<b>210</b>	<b>650</b>	<b>84</b>	<b>345</b>	<b>(305)</b>	<b>1.87%</b>	
<b>Communications &amp; IT Expenditure</b>							
Website	140	360	360	250	(110)	1.36%	See review
IT Software and hardware			907				
Email accounts and IT	537	350	621	230	(120)	1.25%	See review
<b>Total Communications &amp; IT Expenditure</b>	<b>677</b>	<b>710</b>	<b>1,888</b>	<b>480</b>	<b>(230)</b>	<b>2.61%</b>	
<b>Miscellaneous</b>							
Office Printing Expenses & A4/A5 Copying - 146	179	180	214	240	60	1.30%	See review
Entertainment and the arts - Section 145	430	250	1,018	250	0	1.36%	See review
Section 111	600		0				
Defibrillator	756	250	184	519	269	2.82%	See review
Community Projects	922	550	0	750	200	4.08%	TBG estimate
<b>Total Miscellaneous</b>	<b>2,887</b>	<b>1,230</b>	<b>1,416</b>	<b>1,759</b>	<b>529</b>	<b>9.56%</b>	
<b>TOTAL PAYMENTS</b>	<b>£17,338</b>	<b>£17,385</b>	<b>£18,366</b>	<b>£18,403</b>	<b>£1,018</b>	<b>100.00%</b>	

**REVIEW OF ANNUAL EXPENDITURE**

Year ended 31st March 2024

<b>Administration</b>	<b>31.3.2023 - Actual</b>	<b>31.3.2024 - forecast</b>	<b>31.3.2025 - budget</b>	<b>Review</b>
Clerk's salary	4,096	4,605	4,670	The Clerk is contracted for 24 hours per month. Given the proactive councillors these hours are considered adequate to fulfil the role. There are some busy times of year when it is necessary to work over these hours but these are counteracted by quieter times. On the basis that the councillors continue being proactive it is proposed to keep the contracted hours as they are. There are occasional pieces of work that require additional time that are claimed as overtime. 10 hours has been included in the budget to cover this. The Clerk is on NJC scale SCP18 - for 2023/24 this is £14.21 per hour. The pay awards for the current year are awaited but are expected to include a 5% pay award. This has been applied for 2023/24 and 2024/25.
Training	350	730	504	Given that the Parish Council is looking to sign up to the Civility and Respect Pledge it must formalise a training programme for Councillors and the Clerk. Two courses per Councillor per annum and four for the Clerk, all with WALC is considered reasonable
Audit fees	362	392	392	An internal audit is a legal requirement and has been included at a cost of £140. An external audit is required when receipts or payments are over £25,000 per annum. The Parish Council has not claimed exemption in the past and given that there are various projects underway that will take the receipts and payments above this level the external audit has been budgeted for.
Data Protection	35	35	35	This is a legal requirement. A direct debit is set up to pay the ICO which entitles the Parish Council to the discounted rate.
Councillor and Clerk expenses	152	297	260	The Clerk is entitled to claim use of home as office as they work from home. This also includes mileage and stationery costs.
Subscriptions	265	206	220	WALC is a vital support to the Clerk and Parish Council, as is the SLCC. Both are deemed necessary to ensure quality of work.
Insurance	553	597	645	8% increase applied
<b>The Reading Room</b>				
Cleaning	278	360	360	Cleaning takes place once a month at a cost of £30. This is sufficient and is a requirement
Electricity	282	800	1,044	With price increases the cost of electricity has significantly increased.
Maintenance	2,957	621	500	The kitchen was refurbished in 2022/23 and maintenance costs are small in 2024/25. £500 has been included in the budget to cover general maintenance.
Internet	404	474	360	The old analogue line needs to be updated to FTTC - the cost of this is £30 per month with Sky
<b>Village Maintenance</b>				
Street light maintenance	150	150	150	Maintenance costs are historically minimal
Street light electricity	876	1,123	1,400	The electricity contract is currently being reviewed but given that prices have increased it is expected that the costs will be higher. Providing street lighting is a duty of the Parish Council
Mowing and maintenance	2,491	3,582	4,314	The current mowing contract covers the 2022,2023 and 2024 seasons. The contract for 2024 is fixed at £3,178 + VAT, one additional mow has been included to cover events in the summer. An additional £500 has been included to cover other minor maintenance costs
Tubs	312	181	200	The Parish Council has historically paid for tubs and usually receives a donation from Open Gardens to set against this
<b>Playground</b>				
Inspection	101	84	95	An annual inspection is a requirement to comply with Health and Safety Regulations
Equipment and repairs	109	0	500	£500 has been included to cover ad hoc repairs
<b>Communications and IT</b>				
Website	140	360	250	Included for the whole year until the communication strategy is complete. This also assumes a transition period.
Email accounts and IT equipment	537	621	230	Clerk's email account plus PC website
<b>Miscellaneous</b>				
Coffee mornings	179	214	240	Monthly event for the village
Entertainments	430	1,018	250	D-Day 80 event budgeted for
Section 111	600	0	0	
Defibrillator	756	184	519	Numbers Plus and pads - essential for the village, proposing to continue
Community Projects	922	0	0	Assume that this will come out of earmarked funds
	<b>£17,337</b>	<b>£16,634</b>	<b>£17,138</b>	

## GRANTS

	Grant applied for	Estimated cost	Balance to fund
Children's play equipment	8,484	10,180	1,696
Adult play equipment	4,041	5,388	1,347
	<b>£12,525</b>	<b>£15,568</b>	<b>£3,043</b>

## FUNDS AND RESERVES

The following is an analysis of ear-marked and ring-fenced funds held and the recommendations for their allocation.

Ring-fenced	Current Balance	Proposed Balance	Transfer to/(from) reserves	Comment
Defibrillator	250.00	250.00		As the defibrillator is 13 years old this will need replacing in the next 2 to 3 years.  This has been spent in previous years (see minutes of meeting held on 3.7.2023) and should in fact be a deficit balance. As it is not possible to hold a deficit balance I recommend that this is transferred to General Reserves
St John's Steps Appeal Funds	656.19	-	656	This has been spent in previous years. The recommendation is that this is transferred to General Reserves
Village maintenance	230.00	-	230	This has been spent in previous years. The recommendation is that this is transferred to General Reserves
<b>Earmarked funds</b>				
Playground	250.00	4,543.00	(4,293)	New equipment is being planned for along with a proposed acquisition of the playground. £3,043 has been ring-fenced for the equipment and £1,500 for legal fees in relation to the land transfer
IT software	277.79	-	278	A webcam and speakerphone has been acquired in the year for £289.97. The recommendation is that this is transferred back to General Reserves to cover this spend.
Playground lease grant	200.00	-	200	This is now included in the ring-fence funds for playground maintenance
Neighbourhood Watch	185.00	-	185	This has been spent in previous year and so should be transferred back to General Reserves
Village Cemetary	925.00	812.00	113	£113.38 has been spent this year, I recommend that this is transferred back to General Reserves. The cost of the kitchen refurbishment has been set against these funds. The recommendation is that the balance is held for potential future costs eg roof replacement
Reading Room	5,911.00	5,911.00	0	
Traffic Enhancements - Gates at Entrances		1,500.00	(1,500)	The installations of a gate adjacent to Yew Tree Farm has been approved and a business case for a further 5 sites will be proposed This has been spent in previous years. The recommendation is that this is transferred to General Reserves
Parish Plan	80.00	-	80	
	<b>£8,965</b>	<b>£13,016</b>	<b>(£4,051)</b>	
<b>General Reserve</b>				
Estimate bank balance at 31.3.2024		26,000		
Earmarked funds		13,016		
<b>General reserve forecast 31.3.2024</b>		<b>£12,984</b>		
<b>General Reserve requirement</b>				
Payments		18,403		
Non-Precept related income		2,793		
Maximum General Reserve		<b>£15,610</b>	12 months' annual expenditure	
<b>Predicted shortfall in general reserve</b>		<b>(£2,626)</b>		



## Avon Dassett Parish Council

### 2024/25 Budget

#### 1. Survey and consider the external environment

There have there been no changes to Government or Local Authority controls and guidance that need to be taken into account? Inflation remains at above the government target being 6.7% in August 2023.

#### 2. Initial target objective for the budget and precept

Given that the precept is already one of the highest per head in the County, it is proposed that the initial target is to impose no increase in the precept for 2024/25.

#### 3. Review of each service area

See separate document of review of expenditure and budget – ADPC Budget 2024 to 2025

#### 4. Review Projects and Parish Plan implementation costs

The Projects Group has provided the necessary information that are included in the budget.

#### 5. Review Grant applications and known and anticipated impact

The Projects Group has provided the necessary information that are included in the budget.

#### 6. Review the General Reserves, Ring Fenced Funds and Earmarked Reserves in line with the Reserves Policy

ADPC Budget 2024 to 2025 – Funds and Grants tab

#### 7. Prepare an initial Draft Budget

ADPC Budget 2024 to 2025

##### Discussion and approval

Draft budget to be presented for discussion at meeting on 6<sup>th</sup> November 2023. Final budget to be presented for approval at meeting on 8<sup>th</sup> January 2024.

#### Implementation:

Deadline	Action	Responsibility	Notes
31 <sup>st</sup> August	Review the Parish Plan to establish priorities for the forthcoming year and assess the financial impact, including potential grants. Consider any part year/full year financial impact.	Projects Group	
31 <sup>st</sup> August	Review earmarked and ring-fenced	Projects Group	Ring-fenced reserves must be used for the

	funds and review progress		purpose for which they were put aside
31 <sup>st</sup> August	Review level of general reserves and ensure they are consistent with the Reserves Policy	Clerk	
31 <sup>st</sup> August	Consider releasing earmarked reserves for other projects where there is an underspend or if the project is not being progressed	Projects Group	
31 <sup>st</sup> August	Consider any potential significant cost eg street light replacements and consider.	Parish Council	Potential significant costs should be budgeted for on an annual basis and earmarked for future
31 <sup>st</sup> October	Carry out a review of the external environment	Clerk	
31 <sup>st</sup> October	Agree on an initial target objective for the budget and precept	Parish Council	To be discussed at the meeting in November
31 <sup>st</sup> October	Undertake a review of each service area	See below	Clerk to submit a paper to the November Board meeting
30 <sup>th</sup> November	Budget drafted and circulated.	Clerk	Virtual meeting to be held to resolve any issues if necessary.
January meeting	Budget to be presented to the Parish Council for formal approval	Clerk	

## Section 3 - External Auditor Report and Certificate 2022/23

In respect of

Avon Dassett Parish Council

### 1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it does not provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

### 2 External auditor report 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:


Section 2 of the AGAR was initially submitted without the Trust Fund disclosure in Box 11a completed. This was later resubmitted with a 'No' answer which was in line with our expectations and so there are no further concerns in this area.

### 3 External auditor certificate 2022/23

We certify/~~do not certify~~\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

\*We do not certify completion because:

External Auditor Name

 MOORE

External Auditor Signature



Date

05/09/2023

## Resolution to sign up to the Civility and Respect Pledge

### Definition of Civility and Respect

Civility means politeness and courtesy in behaviour, speech and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has put in place a training programme for councillors and staff	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment, if it happens	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

**AVON DASSETT PARISH COUNCIL**  
**TRAINING PROGRAMME (based on WALC training courses)**

**New Councillors:**

Flying Start (or equivalent)

Councillor Training

**Chair:**

Chair's Training

**Councillors:**

Councillor Training

Finance

Planning

**Clerk:**

Clerking 1-2-3 sessions – within 6 months of appointment

CiLCA – to commence within 9 months of appointment

Course on burial grounds

Risk Assessment for Local Councils

Planning

**Other courses to consider (these will be dependent on Parish Council activities):**

Planning and safe and successful events

Neighbourhood Development Planning

# Avon Dassett Parish Council

## Biodiversity Statement

In accordance with the Duty imposed on parish councils by Section 40 of the Natural Environment and Rural Communities Act (NERC) 2006, Avon Dassett Parish Council will in exercising its functions, have regard, so far as is consistent with the proper exercise of those functions, to the purpose of conserving biodiversity.

Biodiversity means the variety of life around us and includes every species of plant and animal, the genetic material that makes them what they are, and the communities that they form. Biodiversity is essential to sustaining the living networks, or 'ecosystems', that provide us all with health, wealth, food, fuel and the vital services our lives depend on. It is a core component of sustainable development, underpinning economic development and prosperity.

The Parish Council, when commenting on planning applications, will support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats. It will support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.

The Parish Council will, as far as is possible, conserve the biodiversity of the land it manages at the playground and cemetery and at the Reading Room. It will adopt beneficial practices with regard to cutting and removal of vegetation, application of chemicals and timing of maintenance work.

Special care will be taken in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment.

Avon Dassett Parish Council undertakes to work in partnership with other organisations to protect, promote and enhance biodiversity within areas of the parish. The Parish Council will, wherever possible, raise public awareness of biodiversity issues. It will, where feasible, involve the community in biodiversity projects on its land. The Parish Council will communicate information and raise awareness of biodiversity through its website and newsletters.