

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 8 January 2024 at 7.00pm, to which you are summoned for the transaction of the following business

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

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

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

- 1. Record of Members Present**
- 2. To Receive Apologies and the Reasons for Such Absence**
- 3. To receive Declarations of Personal or Pecuniary Interest**
- 4. Public Participation - to receive any questions or presentations from the public**
(15 minutes will be allowed for this item)
- 5. To approve the Minutes of previous meeting:**
 - 5.1 Ordinary meeting held on 6th November 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 Planning application: 23/03379/FUL Top Lodge
- 9. Projects Group**
 - 9.1 To receive a progress update on the Projects Group
- 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 and approval of gravestone
 - 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
 - 10.6 To receive an update on the War Memorial
 - 10.7 To consider the Parish Council's response to the proposed changes to the fire service
- 11. Highways, Street Lighting and Footpaths**
 - 11.1 To receive an update on highways, street lighting and drains
 - 11.2 To consider the number of sites for the speed survey
- 12. Finance**
 - 12.1 To approve the payments in the schedule attached to this agenda
 - 12.2 To review the financial statements to 31st December 2023
 - 12.3 To approve the budget for 2024/25
 - 12.4 To approve the CiLCA registration to join the SLCC intake on 1st February 2024 and to approve the cost of £225 (£450 shared)
 - 12.5 To confirm the submission of the Precept 2024 form

13. Councillor roles and responsibilities

13.1 To confirm councillor roles and responsibilities

14 Communications Survey

14.1 To receive the Communications Survey Results report

15. Correspondence (for information only)

15.1 WALC AGM and Conference – 6th November 2024

16. Councillors' Reports

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

17. Items for the Next Agenda

To raise items for future agendas.

18. Date of the next meeting: 4th March 2024



Parish Clerk – Joanne Jarman

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Avon Dassett Parish Council

Parish Clerk's Report – 8th January 2024

Agenda Reference	COMPLETED ACTIONS AND UPDATES – from meeting held on 6th November 2023
10.7	Cost of a new defibrillator cabinet to be ascertained – an estimated cost of £500 has been added to earmarked funds. Having carried out a search for grants for a replacement defibrillator it appears that these are not available. Grants are generally for the original purchase of a defibrillator.
11.1	Streetlight on Lower End to be reported – complete.
11.2	A call to be put out on WhatsApp for volunteers to clear the leaves on Church Hill on 18 th November 2023 – complete. The work was deferred due to the weather.
11.3	Specification and formal quotes for tree work to be requested from Tree Warden – quotes sent to Cllrs Muffitt and Gill.
11.3	Confirmation of planning permission requirement before any work can be carried out. Cllr Blakeman has advised the following: <ul style="list-style-type: none"> • All work on trees on highway land is the responsibility of SDC who undertake a regular inspection of all trees on highway land and will give notification to the PC of any works they deem necessary following inspection. There is a procedure for reporting any dangerous trees to SDC. • Any work on trees on private land within the conservation area or within the curtilage of a listed building will require planning approval. • The cemetery and the cemetery car park lie outside the conservation area. • The playground lies within the conservation area and therefore the assumption has to be that any work on the trees within the playground will require planning approval.
11.4	Cost of permanent horse and rider signs to be obtained – Road and Traffic Safety were emailed to establish the process.
12.3	The budgets have been finalised and will be circulated for review prior to the meeting in January when they will be presented for approval.
12.5	Bill Robinson to be invited to carry out the internal audit for 2023/24 – Bill has confirmed that he will undertake the audit.
12.6	Street light electricity contract to be carried forward to the next agenda – it has been established that we are in contract until September 2024. The contract will be reviewed nearer the time.
12.8	Contract for Reading Room broadband to be taken out with Sky – complete. The new broadband line was connected on 23 rd November 2023.
12.9	Projector screen to be acquired – complete
13.1	Civility and Respect Pledge to be signed up to – complete. The certificate has been uploaded to the website.
17.	Naming of road between Avon Dassett and Farnborough – advice has been taken from Stratford District Council which has advised that the process to change a road name is a legal one; it would more than likely entail the changing of postcodes which could involve significant costs for the

	residents. Cllr Gill has discussed the matter with the residents concerned who have confirmed they do not want to take this forward.
	OUTSTANDING ACTIONS – from meeting held on 6th November 2023
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
9.2	Grant application for play equipment to be submitted to the Fete Committee – this has been put on hold as the Projects Group reconsiders those projects that can be taken forward given the financial constraints.
9.2	Children's play equipment to be ordered – this has been put on hold as the matting on the playground has been assessed as needing to be replaced. Given the financial constraints the purchasing of the play equipment is being put on hold.
9.3	Communication strategy – in conjunction with the Project Lead the Projects Group has considered the options for the Parish Council website. The way forward will be confirmed at the meeting in January.
10.5	Report on work needed following the playground inspection to be submitted to the Projects Group; quotes to be sent to the Clerk – Cllr Hirst
11.1	Drains to be marked on a map of the village and sent to WCC Highways to confirm they are all on the gulying schedule – Cllr Gill
11.3	Trees on WCC land to be Identified – Cllr Gill
11.4	Location of horse and rider signs to be marked on a map and submitted to WCC – Cllr Gill/Clerk
12.7	Lengthsman specification to be put together for the Projects Group - Cllrs Gill and Muffitt
	AGENDA ITEMS – meeting on 8th January 2024
8.1	Planning application: 23/03379/FUL Top Lodge – this is a minor amendment relating to the alteration of the width of the bi-fold doors. A no objection response was submitted to the original application. A no objection response is recommended.
10.2	Gravestone approval – the information was circulated via email. It is proposed that the gravestone be formally approved.
11.2	Speed survey – the charge for a speed survey is £207 per site for a two-week survey. Councillors need to identify the number and location of the sites.
12.3	The 2024/25 budgets are submitted for approval. The tax base for 2024/25 has now been issued. The Precept element of the 2023/24 Council tax for a Band D property was £147.54 per annum. Given the new tax base there will be a decrease of £3.88 to £143.66 per annum.
12.4	Clerk's CiLCA registration – I have now undertaken three of the five WALC courses and completed about 50% of the outcomes. The next course is in January and the last in March. The next SLCC intake is on 1 st February 2024. I would like to register from this date so that I can start submitting the learning outcomes. The cost will be shared with the other Parish Council for which I clerk.
12.5	The 2024 Precepts form was submitted on 12 th December 2023. The deadline for submission of the form is 26 th January 2024 but as the Parish Council approved the Precept at the meeting on 6 th November the form has been returned early.

13.1**Councillor Roles and Responsibilities:**

Cllr Blakeman – Planning, Neighbourhood Plan

Cllr Hirst – Playground, Village Events St John’s Church, St Joseph’s Church

Cllr Gill – Finance, Governance, Roads and Drains, Green Areas, Street Lights, Defibrillator

Cllr Jackson – Policing and Crime, Neighbourhood Watch, Post Office

Cllr Muffitt – Reading Room, Communications, Yew Tree, War Memorial

Minutes of an Ordinary meeting of Avon Dassett Parish Council

6th November 2023 at

The Reading Room, Avon Dassett

All attended were requested to follow the meeting protocol

The meeting commenced at 19.00

1. PRESENT

Cllr Trevor Gill (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)

No members of the public were present.

2. APOLOGIES

Cllr Mike Blakeman

The Chairman welcomed everyone to the meeting.

3. DECLARATIONS OF INTEREST

None

4. PUBLIC PARTICIPATION

No members of the public were present.

5. APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

The minutes of the ordinary meeting held on 4th September 2023 were approved:

Proposed: Cllr Gill

Seconded: Cllr Jackson

Unanimously approved

The minutes of the extra ordinary meeting held on 19th October 2023 were approved:

Proposed: Cllr Jackson

Seconded: Cllr Muffitt

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 are 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 has requested a meeting to discuss the church.

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.

7. DISTRICT AND COUNTY COUNCILLOR REPORTS**7.1 Warwickshire County Council**

Cllr Mills presented the report. Appendix B

Cllr Mills confirmed that he will fund the horse and rider signs out of his next year's budgets.

7.2 Stratford District Council

Cllr Gist presented the report. Appendix C

Cllr Gill enquired about the progress of the CIL application; Cllr Gist confirmed that it is on the list and will be considered at the next Cabinet meeting.

Cllr Gill has copied Cllr Gist into an email regarding the potential naming of the Avon Dasset to Farnborough Road. Cllr Gist will confirm the cost of naming a road.

The reports were accepted.

8. PLANNING

8.1 See Clerk's Report for responses submitted – Appendix A

9. PROJECTS GROUP**9.1 To receive a progress update on the Projects Group**

Cllr Gill confirmed the clothes bank has been delivered and is sited at the Yew Tree.

9.2 To approve the business case for the children's playground equipment

The Projects Group recommends the business case be approved. Cllr Gill confirmed that the project will be funded out of reserves. The quote includes skip hire which is considered expensive; the quote will be accepted subject to skip hire being sourced elsewhere. Cllr Gill proposed that a grant application be submitted to the Fete Committee.

Proposed: Cllr Gill

Seconded: Cllr Muffitt

Unanimously approved

ACTION: Grant application to be submitted to the Fete Committee – Cllr Gill/Clerk

ACTION: Equipment to be ordered - Cllr Gill/Clerk

9.3 To consider the communication options available and agree on the next steps

Cllr Gill confirmed that the report has been received and should revert to the Projects Group for consideration. It was confirmed that if there is no cost involved then work can commence.

Cllr Gill confirmed that the preferred option is that the Parish Council retains its own website with a link from the community website and that this would incur no additional cost. The Clerk clarified that she will not need access to the community website as there is already a link to the Parish Council homepage. It was confirmed that the remaining information on the community website relating to the Parish Council needs to be removed leaving just the link.

ACTION: Communication strategy/policy to be considered by the Projects Group and submitted for approval at the next meeting – Cllr Gill

10. COMMUNITY**10.1 To receive an update on the refurbishment of The Reading Room**

Cllr Muffitt has obtained a quote for toilets and storeroom and will pass this to the Projects Group for consideration. The safe is yet to be removed.

10.2 To receive an update on the Burial Ground

Tree work is required. See agenda item 11.3

10.3 To receive an update on St John's Church

None

10.4 To receive an update on community policing/neighbourhood watch

Cllr Jackson confirmed that the Neighbourhood Watch coordinator from SDC will attend an event at the Yew Tree on 25th November 2023.

10.5 To receive an update on the playground and to consider the inspection report – Appendix D

Cllr Hirst confirmed that the inspection included no areas assessed as red.

Cllr Hirst reported on the areas assessed as amber and the actions being taking. Flooring has been identified as needing to be replaced; the cost needs to be considered before committing to buying new equipment for the playground as it could be significant. The Parish Council must retain a level of reserves in accordance with its Reserves Policy and must not overcommit funds.

ACTION: Report to be submitted to the Projects Group; quotes to be sent to the Clerk – Cllr Hirst

10.6 To receive an update on the War Memorial

Cllr Blakeman has submitted a planning application for the cleaning and repair of the memorial, which includes repairs and replacement of adjacent paving and repointing of the boundary wall.

10.7 To receive an updated on the defibrillator

See Clerk's Report – Appendix A

The defibrillator will be removed for its annual service on 6th November 2023. A Mailchimp will be sent out to the village. Cllr Muffitt proposed earmarking £1,000 to replace the defibrillator plus the cost of a cabinet.

ACTION: Cost of a new cabinet to be ascertained - Clerk

11. HIGHWAYS, STREET LIGHTING AND FOOTPATHS

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

Cllr Gill confirmed that two streetlights have been repaired recently. The streetlight is out on Lower End.

ACTION: Streetlight on Lower End to be reported – Cllr Gill

Water leak has been repaired.

A discussion took place on the placement of the flowerpots; it was agreed that these need to be moved slightly.

Cllr Hirst reported that the drains are blocked at the top of Church Hill.

ACTION: Drains to be marked on a map of the village and sent to WCC Highways to confirm they are all on the gullying schedule – Cllr Gill

11.2 To consider the clearing of the leaves from Church Hill

See Clerk's Report – Appendix A

ACTION: A call to be put out on WhatsApp for volunteers to clear the leaves on 18th November 2023 – Cllr Gill

11.3 To receive the report from the Tree Warden on the trees in the Burial Ground and the ash trees – Appendix E

The Parish Council thanked the Tree Warden for his report. It was agreed to ask him to provide a specification and provide formal quotes to carry out the work highlighted in the report. Confirmation is needed to establish if WCC Highways are responsible for work on trees on their land and if planning permission is needed to carry out the work.

ACTION: Specification and formal quotes to be requested from Tree Warden - Clerk
ACTION: Trees on WCC land to be Identified – Cllr Gill
ACTION: Confirmation of planning permission requirements before any work can be carried out – Cllr Blakeman

11.4 To consider the erection of horse and rider signs

See Clerk's Report – Appendix A

Cost of permanent signs to be obtained and Parish Council to consider funding permanent signs.

ACTION: Location of signs to be marked on a map and submitted to WCC – Cllr Gill/Clerk

ACTION: Cost of signs to be obtained - Clerk

12. FINANCE

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

Proposed: Cllr Hirst

Seconded: Cllr Jackson

Unanimously approved

12.2 To review the financial statements to 31st October 2023 – Appendix G

Proposed: Cllr Gill

Seconded: Cllr Muffitt

Unanimously approved

12.3 To receive the draft budget and report on the annual expenditure to be included in the budget – Appendices H and I

It was proposed that the Precept be set at the level stated in the budget and it was confirmed there would be no increase for 2024/25.

Proposed: Cllr Muffitt

Seconded: Cllr Hirst

Unanimously approved

The Clerk noted that the electricity prices are awaited along with the NJC pay review.

The final budgets will be circulated to councillors and will be submitted for approval to the next meeting.

ACTION: Budgets to be finalised and submitted for approval at the next meeting - Clerk

12.4 To confirm the completion of the external audit and to receive the report

See Clerk's Report – appendix A

Thanks were passed to the Clerk.

12.5 To confirm the reappointment of the internal auditor for 2023/24

It was proposed that Bill Robinson be reappointed to carry out the internal audit

Proposed: Cllr Muffitt

Seconded: Cllr Jackson

Unanimously approved

ACTION: Bill Robinson to be invited to carry out the internal audit for 2023/24 - Clerk

12.6 To consider the quote for the street lighting electricity

The Clerk confirmed that the quote from Utility Aid is still awaited.

ACTION: Street light electricity contract to be carried forward to the next agenda - Clerk

12.7 To consider the need for a Lengthsman and the next steps

ACTION: Specification to be put together for the Projects Group - Cllrs Gill and Muffitt

12.8 To consider the updating of the Reading Room internet line to FTTC and to approve entering into an 18-month contract

See Clerk's Report – Appendix A

It was proposed that a contract be taken out with Sky at a cost of £25+ VAT per month

Proposed: Cllr Muffitt

Seconded: Cllr Gill

Unanimously approved

ACTION: Contract to be taken out with Sky – Clerk

12.9 To consider the purchase of a projector screen for the Reading Room at a cost of £109.99

Proposed: Cllr Gill

Seconded: Cllr Muffitt

Unanimously approved

ACTION: Projector screen to be acquired - Clerk

13. Civility and Respect Pledge**13.1 To consider signing up to the Civility and Respect Pledge**

Cllr Muffitt confirmed that all criteria are met subject to the approval of the training programme

Proposed: Cllr Gill

Seconded: Cllr Hirst

Unanimously approved

ACTION: Civility and Respect Pledge to be signed up to – Clerk

13.2 To agree the training programme – Appendix J

Proposed: Cllr Gill

Seconded: Cllr Jackson

Unanimously approved

14. Climate Emergency**14.1 To consider declaring a climate emergency and the next steps – see Clerk's Report – Appendix A**

Councillors acknowledged climate change and confirmed their continuing commitment to considering the impact on the climate of their decisions and actions.

Proposed: Cllr Muffitt

Seconded: Cllr Jackson

Unanimously approved

14.2 To approve the Biodiversity Statement

The War memorial and green spaces to be added to the statement.

It was proposed the Biodiversity Statement be approved subject to the addition of above

Proposed: Cllr Gill

Seconded: Cllr Muffitt

Unanimously approved

15. D-Day 80**15.1 To consider the lighting of the beacon to celebrate D-Day on 6th June 2024**

Dassett Hill will light the beacon; this is the responsibility of Burton Dassett Parish Council.

Cllr Hirst is leading on arranging family events to celebrate D-Day.

16. Meeting dates – 2024 to 2025**16.1 To confirm the meeting dates for 2024 to 2025**

See Clerk's Report – Appendix A

Proposed: Cllr Muffitt

Seconded: Cllr Gill

Unanimously approved

Proposed date for Annual Parish Assembly – 20th May 2024.

17. CORRESPONDENCE

Harbury Society will visit and use the Reading Room and cemetery car park on 17th July 2024.

A resident has raised the issue of the lack of road names in the village. This is causing issues with deliveries when the same postcode is used for different residences. The particular instance relates to the road between Avon Dassett and Farnborough. Cllr Gill has contacted Stratford District Council to request that the road be formally named as Farnborough Road. Cllr Gill has also spoken to the resident who has accepted that the Parish Council is doing something positive to try to resolve the situation. The resident also suggested that the Dassett Road sign had been relocated to the wrong place; Cllr Gill has been able to show, via Google Maps, that it is now in the right place.

An email has been received regarding the communications strategy and the fact that the delay is due to the Parish Council rather than the individuals working on the project.

18. COUNCILLORS REPORTS

The Clerk confirmed that the old clerk's email account has now been deleted.

Christmas Gathering to take place on 17th December 2023.

WALC Annual Conference and AGM is on 15th November - Cllr Gill will attend and will be appointed as a director of WALC.

19. ITEMS FOR THE NEXT AGENDA

- To review councillor roles and responsibilities
- To approve the budget
- To approve the Communication Policy amendments
- Formal approval of gravestone

20. MEETING DATES

8th January 2024

The meeting closed at 8.21pm

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**
- **Grant application for play equipment to be submitted to the Fete Committee – Cllr Gill/Clerk**
- **Children's play equipment to be ordered - Cllr Gill/Clerk**
- **Communication strategy/policy to be considered by the Projects Group and submitted for approval at the next meeting – Cllr Gill**
- **Report on work needed following the playground inspection to be submitted to the Projects Group; quotes to be sent to the Clerk – Cllr Hirst**
- **Cost of a new defibrillator cabinet to be ascertained – Clerk**
- **Streetlight on Lower End to be reported – Cllr Gill**
- **Drains to be marked on a map of the village and sent to WCC Highways to confirm they are all on the gullying schedule – Cllr Gill**
- **A call to be put out on WhatsApp for volunteers to clear the leaves on Church Hill on 18th November 2023 – Cllr Gill**
- **Specification and formal quotes for tree work to be requested from Tree Warden - Clerk**
- **Trees on WCC land to be Identified – Cllr Gill**
- **Confirmation of planning permission requirement before any work can be carried out – Cllr Blakeman**
- **Location of horse and rider signs to be marked on a map and submitted to WCC – Cllr Gill/Clerk**

- **Cost of permanent horse and rider signs to be obtained - Clerk**
- **Budgets to be finalised and submitted for approval at the next meeting – Clerk**
- **Street light electricity contract to be carried forward to the next agenda - Clerk**
- **Bill Robinson to be invited to carry out the internal audit for 2023/24 – Clerk**
- **Lengthsman specification to be put together for the Projects Group - Cllrs Gill and Muffitt**
- **Contract for Reading Room broadband to be taken out with Sky – Clerk**
- **Projector screen to be acquired - Clerk**
- **Speed survey to be requested – Cllr Jackson**
- **Civility and Respect Pledge to be signed up to – Clerk**

Meeting Notes

Projects Group Meeting
20 November 2023
Reading Room (18.00)

Present

Trevor Gill (Chair)
Mike Blakeman
Liz Hirst
Alex Jackson
Darrell Muffitt
Sarah Richardson (joined the meeting via Zoom for Communications Strategy discussion)

Points discussed

- Call for Sites; responses are still being received.
- Councillor responsibilities; TG provided an initial draft. Following discussion, items were added. The agreed responsibilities are:

Mike Blakeman - planning; neighbourhood plan

Trevor Gill - Vice-Chair; finance; governance; roads & drains; green areas; street lights; defibrillator;

Liz Hirst - playground; village events; St John's Church; St Joseph's Church

Alex Jackson - policing & crime; Neighbourhood Watch; Post Office

Darrell Muffitt - Chair; Reading Room; communications; Yew Tree; War Memorial

- **Communications** - (SR joined the meeting for this item). It was confirmed that, of the four options identified by the project, the preferred option was Option 4 ie to continue with both the community website and the PC website with a link between the two but clear lines of demarcation. SR requested that she be provided with a rationale behind the decision so that this could be included in her report. **Action: TG to supply rationale.**

There was a discussion about the document that SR was preparing, specifically whether it was a progress report for residents or the communications strategy. SR said that she had intended the document to be the strategy but could produce a progress report by amending the current document.

SR requested a decision on the "other" recommendations in her report. It was agreed that these would be formally accepted at the next PC meeting as the Group saw no reason why these should not go ahead. The recommendations are as follows:

1. The creation of a communications checklist for village groups and others
2. The creation of an online Directory which includes local businesses, taxi firms, takeaways, farmers etc

3. Alert systems for important issues such as Post Office closures
4. Support for residents once landline communications are phased out
5. Decision on website(s) – (see above; Option 4 confirmed)
6. Creation of an infographic for noticeboards/fliers/welcome packs etc which gives an overview of information on the website(s) and where it is located.

Actions:

1. Projects group to send SR the rationale for choosing Option 4, including responding to the issues raised by residents in the survey; **TG by Monday 27 November**
2. SR to revise report so it is an update for residents. **SR once information from projects group received**
3. Projects group to approve progress report which SR can then disseminate to residents. **SR once information from projects group received**
4. Projects group to organise another meeting before next Parish Council meeting, to discuss next steps. **TG to arrange meeting as soon as possible**
5. SR to set out next steps both for websites and for development of communications strategy **SR once information from projects group received**

SR asked the meeting to note her availability in the village from 5-11 December

- **EV Charging and Parking** - before leaving the meeting, SR requested information on progress on these two items. TG said that there had been no progress from the PC except for the call for sites, which was still open and responses were being received. SR reported that she was aware that Phil Baxter had offered to lead a project on EV charging and had undertaken a great deal of research on the matter. TG said he was willing to engage with PB either individually or together with the Projects Group.
- **Budget, Reserves and Projects** - TG reported his discussions with the Clerk and their interpretation of the PC's obligation to maintain a healthy reserve fund. This was reported to be between £11k and £15k. Current reserves are £26k, which means that up to £15k can be used to finance projects.

Following discussion on project priorities it was decided that playground safety issues identified in t(RoSPA report should be addressed as a matter of urgency. Other items were then prioritised as follows

Priority 1

Playground matting
Reading Room toilet upgrade

Priority 2

Defibrillator replacement (subject to report)
War Memorial paving (subject to planning consent)
Reading Room kitchen and storeroom upgrade

Priority 3

Playground adult equipment

Nature reserve (behind bus shelter)

Land purchases (subject to identification in call for sites)

Action - TG and LH to obtain and circulate quotations to purchase matting for installation around specific items of equipment. Decisions in principle can then be made for submission and approval at the Budgets meeting of the PC in January.

AVON DASSETT PARISH COUNCIL

PAYMENTS AND RECEIPTS SINCE LAST MEETING

CURRENT ACCOUNT

Date	Payee	Details	Expenditure	Income
01 September 2023	ADCBS	Hire of Reading Room		£20.00
04 September 2023	Google	Google accounts	£9.20	
07 September 2023	C Dancer	Cleaning	£30.00	
07 September 2023	Frank Mann	August mowing	£582.00	
07 September 2023	J Jarman	Clerk expenses	£16.20	
21 September 2023	SDC	Precept		£7,805.00
20 September 2023	1&1	Emails ets	£5.99	
20 September 2023	1&1	Website fees	£19.20	
21 September 2023	BT	Reading Room phone	£39.50	
26 September 2023	WALC	A Jackson course	£36.00	
26 September 2023	Moore	External audit	£252.00	
27 September 2023	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	
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	
02 November 2023	Google	Google accounts	£9.20	
07 November 2023	C Dancer	Cleaning	£30.00	
07 November 2023	RoSPA	Playground inspection	£106.80	
07 November 2023	WM and DM Watts	Coffee morning	£12.80	
07 November 2023	T Gill	Firelighters for Reading Room	£5.25	
07 November 2023	T Gill	Box for defibrillator	£5.50	
07 November 2023	J Jarman	Clerk expenses	£16.20	
08 November 2023	Amazon	Screen for Reading Room	£109.99	
07 November 2023	British Legion	Wreath donation	£59.00	
15 November 2023	Frank Mann	October mowing	£582.00	
15 November 2023	David Hicks	Tubs	£142.70	
15 November 2023	Harbury Society	Hire of Reading room		£12.50
20 November 2023	HMRC	PAYE	£9.40	
20 November 2023	1&1	Emails ets	£5.99	
20 November 2023	1&1	Website fees	£21.61	
22 November 2023	BT	Reading Room phone	£46.45	
04 December 2023	Medisol	Defibrillator annual service	£178.80	
07 December 2023	Sky	Reading Room phone	£29.40	
11 December 2023	T Gill	Coal for Reading Room	£27.00	
11 December 2023	SDC	Election costs	£665.90	
21 December 2023	SDC	Mowing contribution		£1,060.59
15 December 2023	Google	Google accounts	£9.20	
20 December 2023	J Jarman	Clerk's salary	£370.44	
20 December 2023	1&1	Emails ets	£5.99	
20 December 2023	1&1	Website fees	£21.61	
22 December 2023	BT	Reading Room phone	£35.09	
27 December 2023	Sky	Reading Room phone	£29.40	
27 December 2023	Total Energies	Electricity - October	£104.93	
28 December 2023	Total Energies	Electricity - November	£119.64	
29 December 2023	Total Energies	Electricity - September	£104.93	
			£4,919.54	£8,898.09

DEPOSIT ACCOUNT

Date	Details	Income
09 November 2023	00 January 1900 Interest received	£23.75
11 December 2023	Interest received	£28.84
		£0.00
		£52.59

FOR AUTHORISATION
PAYMENTS FROM PRECEPT

MW and DEM Watts	Coffee mornings - March	30.00
C Dancer	Cleaning - March	40.00
Clerk	Travel - January meeting	16.20
		£86.20

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

	<u>Actual</u>		<u>Net Receipts</u>	<u>Variance With Budget</u>	<u>Budget</u>
Receipts					
Precept	£15,610.00		£15,610.00	£0.00	£15,610.00
Interest received	£162.81		£162.81	£157.81	£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	£267.50		£267.50	£217.50	£50.00
Mowing Refund From Stratford District Council	£1,060.59		£1,060.59	£660.59	£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
TOTAL RECEIPTS	£17,494.23	£0.00	£17,494.23	£109.23	£17,385.00

	<u>Actual</u>	<u>Funded From Reserves</u>	<u>Net Expenditure</u>	<u>Variance With Budget</u>	<u>Budget</u>
Payments (Annual expenses)					
The Reading Room					
Reading Room: Cleaning	(£310.04)		(£310.04)	£49.96	£360.00
Reading Room: Electricity Supply	(£586.17)		(£586.17)	£263.83	£850.00
Reading Room: Maintenance	(£263.23)		(£263.23)	£86.77	£350.00
Reading Room: WiFi	(£423.79)		(£423.79)	(£63.79)	£360.00
Total Reading Room	(£1,583.23)	£0.00	(£1,583.23)	£336.77	£1,920.00

Administration					
Clerk's Pay	(£2,949.72)	£0.00	(£2,949.72)	£1,800.28	£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	(£665.90)	£0.00	(£665.90)	£84.10	£750.00
Councillor and Clerk expenses	(£254.29)		(£254.29)	(£54.29)	£200.00
Subscriptions	(£205.50)		(£205.50)	£94.50	£300.00
Insurance	£0.00		£0.00	£850.00	£850.00
Total Administration	(£5,000.41)	£0.00	(£5,000.41)	£3,544.59	£8,545.00

Village Maintenance					
Street Light Maintenance	£0.00		£0.00	£180.00	£180.00
Street Light Electricity Supply	(£968.38)		(£968.38)	£431.62	£1,400.00
Village Maintenance & Mowing	(£3,751.78)	£1,060.59	(£2,691.19)	(£191.19)	£2,500.00
Tubs Etc	(£323.20)		(£323.20)	(£73.20)	£250.00
Total Village Maintenance	(£5,043.36)	£1,060.59	(£3,982.77)	£347.23	£4,330.00

Playground					
Playground Inspections	(£106.80)		(£106.80)	£43.20	£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
Total Playground	(£106.80)	£0.00	(£106.80)	£543.20	£650.00

Communications & IT Expenditure					
Avon Dasset Parish Council Website	(£241.20)		(£241.20)	£118.80	£360.00
Communications & Surveys	£0.00		£0.00	£0.00	£0.00
IT Software, Hardware & Consumables	(£943.72)		(£943.72)	(£593.72)	£350.00
Total Communications & IT Expenditure	(£1,184.92)	£0.00	(£1,184.92)	(£474.92)	£710.00

Miscellaneous					
Coffee Morning Expenses & Xmas Gathering	(£121.47)		(£121.47)	£58.53	£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	(£367.76)		(£367.76)	(£117.76)	£250.00
Community Projects	(£59.00)		(£59.00)	£491.00	£550.00
Total Miscellaneous	(£1,566.39)	£0.00	(£1,566.39)	(£336.39)	£1,230.00

TOTAL PAYMENTS	(£14,485.11)	£1,060.59	(£13,424.52)	£3,960.48	£17,385.00
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NET INCOME OVER EXPENDITURE FOR THE YEAR TO DATE	£3,009.12	£4,069.71
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TRANSFERRED TO GENERAL RESERVE

NET INCOME OVER EXPENDITURE AFTER TRANSFER TO RESERVES	£3,009.12	£4,069.71
	Reserves	

Closing Period Bank Balances As At: 31st December 2023

Current Account	£3,542.80
Deposit Account	£26,028.84

Total Bank Balances	£29,571.64
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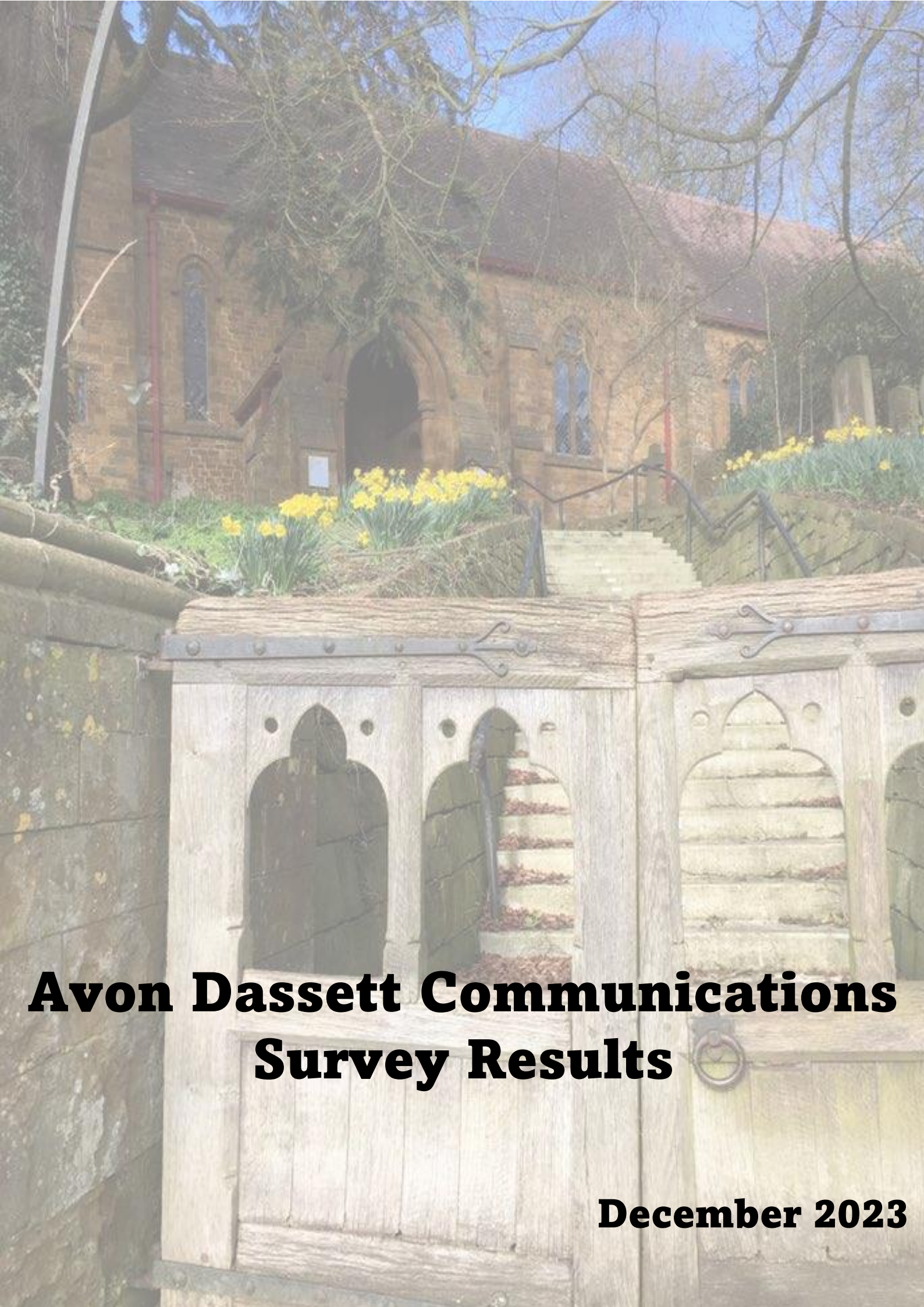
AVON DASSETT PARISH COUNCIL

	2022-23 ACTUAL	2023-24 BUDGET	2023-24 FORECAST	2024-25	VARIANCE		
Receipts							
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	1,060	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%	
TOTAL RECEIPTS	£20,947	£17,385	£18,845	£18,403	£16,628	100.00%	
Payments (Annual expenditure)							
The Reading Room							
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	176	(174)	0.96%	See review
Internet	404	360	400	360	0	1.96%	See review
Total Reading Room	3,921	1,920	2,330	1,940	20	10.54%	
Administration							
Staff costs:							
Clerk's Salary	4,096	4,750	4,605	4,759	9	25.86%	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
Total Administration	5,813	8,545	7,612	6,815	(1,730)	37.03%	
Village Maintenance							
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
Total Village Maintenance	3,830	4,330	5,036	7,064	2,734	38.39%	
Playground							
Inspections	101	150	84	95	(55)	0.52%	See review
Maintenance and equipment repairs	109	500	0	250	(250)	1.36%	See review
Total Playground	210	650	84	345	(305)	1.87%	
Communications & IT Expenditure							
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
Total Communications & IT Expenditure	677	710	1,888	480	(230)	2.61%	
Miscellaneous							
CONCEALING EXPENSES & ALIAS GAMING -	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
Total Miscellaneous	2,887	1,230	1,416	1,759	529	9.56%	
TOTAL PAYMENTS	£17,338	£17,385	£18,366	£18,403	£1,018	100.00%	

REVIEW OF ANNUAL EXPENDITURE

Year ended 31st March 2024

	31.3.2023 - Actual	31.3.2024 - forecast	31.3.2025 - budget	Review
Administration				
Clerk's salary	4,096	4,605	4,759	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 is to £15.21 per hour. A 5% pay award has been applied for 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
The Reading Room				
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
Village Maintenance				
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
Playground				
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
Communications and IT				
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
Miscellaneous				
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
	£17,337	£16,634	£17,227	



Avon Dassett Communications Survey Results

December 2023

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Results of Communications Survey.....	2
Results of Consultations with Village Groups and Organisations	4

Alex Jackson and Sarah Richardson, the project co-ordinators, would like to thank all those who completed the survey, village groups and organisations and the Parish Council.

SUMMARY

The Parish Plan of May 2022 suggested a number of improvements to communications which were taken up in an action plan and augmented during the Parish Plan Update at the Annual Parish Assembly in May 2023.

These highlighted the following:

- There is no ONE preferred method of communication, so village organisations and groups wishing to reach as many local residents as possible should use a variety of methods (both electronic and face to face).
- In person/hard copy communications are still valued by and essential for a significant group in the village. These communication methods include word of mouth, fliers, noticeboards and the *Compton Chronicle* which is published ten times per year.
- A need was identified to explore online communications, and thus a survey was sent out to residents and made available to those not based in the village. Interviews were also held with village groups over the summer of 2023.

The recommendations following the research produced by the parish plan and the survey of online communications are:

- The development of a communications strategy;
- The creation of a communications checklist for village groups and others;
- The creation of an online Directory which includes local businesses, taxi firms, takeaways, farmers etc;
- Alert systems for important issues such as PO closures;
- Support for residents once landline communications are phased out
- The maintenance of two separate websites one for parish council business and one for the wider community with clearer demarcation between them;
- Creation of an infographic for noticeboards/fliers/welcome packs etc which gives an overview of the location of information on the two websites.

RESULTS OF COMMUNICATIONS SURVEY

Overall there were 36 responses (including 4 externals) which is around one-third of the village and a reasonable response rate for a survey. **The Parish Council would like to thank all of those who took the time to complete and return the survey for their thoughtful responses.**

Access to the Community and Parish Council websites was high with only 6 respondents reporting that they had never accessed the Community site and only 8 that they had never accessed the Parish Council website.

Other popular websites used to gain information included (ranked in order of most mentioned):

- Stratford District Council website
- Warwickshire County Council website
- Avon Dassett Community Benefit website
- Banbury Guardian
- Muddy Stilettos
- Google
- Yell.com
- Open Table
- The Yew Tree website
- Morrisons
- Other parish council websites

Other online apps/sources of information included (ranked in order of most mentioned):

- WhatsApp groups
- Facebook
- Nextdoor.co.uk
- Instagram
- Twitter (X)
- SDC Waste Collection App

More than two-thirds of respondents found it easy to find information about the village online and only one said they could never find information.

A wider range of suggestions were made to improve online communications:

- Some would like there to be just one village website – factors mentioned were ease of use and value for money
- There were suggestions to improve the layout and usability of the websites (for example, fewer click throughs and fewer menu headings) and/or links to other sites

- There were suggestions where information needed to be updated on both websites
- There was some discontent about the quantity and type of messages on the village WhatsApp group and suggestions to split these
- There was a split about whether the village Facebook page should be an open site with some commenting on the amount of spam, advertising and scams on other local open sites. Those who wanted an open page also mentioned they did not want advertising.

Suggestions for information not available online mentioned areas where the information was already available (for example bus timetables, bin calendar, planning applications) suggesting that better navigation was needed on the websites. Other suggestions included:

- Information about activities in the Reading Room
- Local farmer contacts for when sheep get out
- Taxi companies
- Local tradesman suppliers
- All clubs and events
- When post office is not opening

When asked about information that did not need to be online, suggestions were gossip! and transient information that could be on Facebook or Instagram but not on a website.

Respondents were asked to rank factors they looked for in a village website, but these were not particularly conclusive and many said all were equally important.

A further question asked about the 'ideal online village presence'. Many mentioned a single, easy to use and regularly updated website whilst others thought existing arrangements were good. Ease of navigation was mentioned which one resident suggesting sites should be modelled on those used by prominent online retailers. The village Facebook and WhatsApp groups were praised.

Other comments focused on the need to retain hard copy communications such as fliers for those without mobile phones or the internet and the value of chatting in person.

Those maintaining the various village communications would particularly like to thank the resident who made this comment:

Thank you for all the hard work that goes into village communications

RESULTS OF CONSULATATIONS WITH VILLAGE GROUPS

Twelve village groups and societies were consulted about their online presence and the other means by which they communicate. The project leader would like to thank all representatives of village groups and organisations for being so generous with their time and for their valuable contributions.

- Coffee Morning
- Community Benefit Society
- Dassett Country Show
- Gardening Club
- Local History Group
- Men's Club
- Neighbourhood Watch
- Open Gardens
- Parish Council
- Soapbox Derby
- Village Charities
- Walking Group

All groups were generally satisfied with their online presence and made few suggestions for changes to content.

There are a wide variety of ways which the different groups use to communicate their activities. The Dassett Country Show and Soapbox Derby are unsurprisingly the largest users of social media, the local press and advertising in other villages. Other methods of communication that were mentioned included:

- Direct contact by email or phone
- Village mailing lists
- Posters on noticeboards
- *Compton Chronicle*
- WhatsApp
- Nextdoor
- Facebook
- Instagram
- Community Benefit Society Newsletter
- National Garden Scheme website

Some groups actively did not want an online presence or to advertise activities more widely because of capacity issues in local venues.

Other suggestions were made to improve communications including:

- Roadside noticeboards at either end of the village and the main road where village groups could advertise their activities

- A weekly events bulletin as used in other villages
- Online feeds to Community Website
- Separate WhatsApp groups for particular organisations