

Minutes of an Ordinary meeting of Avon Dassett Parish Council

8th January 2024 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) – arrived at 19.21, left at 19.33

Cllr Natalie Gist (SDC)

Joanne Jarman (JJ) – Parish Clerk (minute taker)

Two members of the public were present.

2. APOLOGIES

Cllr Blakeman

The Chairman welcomed everyone to the meeting and wished everyone happy new year.

3. DECLARATIONS OF INTEREST

None

4. PUBLIC PARTICIPATION

Two members of the public were present.

No matters were raised.

5. APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

The minutes of the ordinary meeting held on 6th November 2023 were approved:

Proposed: Cllr Gill

Seconded: Cllr Jackson

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 not included on the agenda are as follows:

ACTION: Contact to be made with the Diocese to establish its plans for St Josephs – Cllr Hirst has made contact and has requested a meeting.

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: Report on work needed following the playground inspection to be submitted to the Projects Group and quotes sent to the Clerk – see Projects Group agenda item 9.

ACTION: Drains to be marked on a map of the village and sent to WCC Highways to confirm they are on the gullying schedule – Cllr Gill is progressing this using What Three Words as this is more accurate than a map.

ACTION: Trees on WCC land to be identified – the Ash Trees referred to in the Tree Warden’s report are on WCC land at the bus stop. WCC has indicated that it will not carry out any work until the trees are considered dangerous. Cllr Gill will report this to Cllr Mills.

ACTION: Location of horse and rider signs to be marked on a map and submitted to WCC - outstanding

ACTION: Lengthsman specification to be put together - outstanding

7. DISTRICT AND COUNTY COUNCILLOR REPORTS

7.1 Warwickshire County Council

Cllr Mills presented the report. Appendix B

Cllr Muffitt noted that the Fire Service consultation can be responded to online. The Parish Council will be publicising this.

7.2 Stratford District Council

Cllr Gist presented the report. Appendix C

The reports were accepted.

8. PLANNING

8.1 Planning Application: 23/03379/FUL Top Lodge – it was noted that this is minor amendment regarding the width of the bi-fold doors. The Parish Council submitted a No Objection response to the original application and agreed to submit a No Objection response to this amendment.

ACTION: No objection response to be submitted to Planning Application 23/03379/FUL - Clerk

9. PROJECTS GROUP

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

Cllr Gill referenced the notes of the meeting held on 20th November 2023. The following recommendations made by the Projects Group were proposed:

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 – it was noted that Post Office closures will be posted on the WhatsApp group. Residents not on the WhatsApp group will be contacted individually. Opening hours will be put on the notice board.
4. Support for residents once landline communications are phased out.
5. Decision on websites – both the Community website and the Parish Council website will continue; the Parish Council will remain responsible for maintaining its own site. A focus group will be set up to ensure there is clear demarcation between the two websites with a link from one to the other negating the need for information to be reposted on each site. Cllr Jackson and the Clerk will represent the Parish Council on the focus group.
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.

Proposed by: Cllr Jackson

Seconded by: Cllr Muffitt

Unanimously approved

Cllr Gill reported that, other than the playground matting and improvements to the Reading Room toilets, all other projects have been put on hold due to budget constraints.

ACTION: Quotes for the installation of the playground matting to be obtained – Cllr Gill

ACTION: Work on Reading Room toilets to be progressed - Cllr Muffitt

Cllr Gist confirmed that the CIL grant application for the playground has been scored; it was not put forward for approval as the criteria were not met but will remain on the list. Cllr Gill raised concerns that no communication has been received from SDC on this matter.

10. COMMUNITY

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

Covered under Projects Group agenda item 9.

10.2 To receive an update on the Burial Ground and approval of gravestone

An application for a gravestone that complies with the Cemetery Regulations was circulated to Councillors in November 2023. It was proposed that the gravestone be formally approved:

Proposed: Cllr Gill

Seconded: Cllr Jackson

Unanimously approved

10.3 To receive an update on St John's Church

Cllr Hirst reported on the Church service. The cleaning party will clean three times a year going forward. One of the candlesticks has been stolen and rain has damaged the floor to the bell tower meaning that it is no longer safe for the bell ringers to access the tower to ring the bells. Cllr Hirst confirmed that the church authorities are aware. Plaques are still being sold.

10.4 To receive an update on community policing/neighbourhood watch

None

10.5 To receive an update on the playground

See Projects Group agenda item 9.

10.6 To receive an update on the War Memorial

The planning decision is still awaited. Cllr Blakeman will follow this up.

10.7 To consider the Parish Council's response to the proposed changes to the fire service Appendix E

Cllr Muffitt noted that there is a public meeting on 17th January at Stratford Upon Avon School, Alcester Road, CV37 9DH. The meeting will be at 6.30pm until 8.30pm.

The link to the survey is as follows:

<https://ask.warwickshire.gov.uk/insights-service/wfrs-r2r/>

The consultation will be publicised on the website, Mailchimp and WhatsApp.

ACTION: Fire Service consultation to be uploaded to website and a Mailchimp to be sent out to residents informing them of the consultation - Clerk

11. HIGHWAYS, STREET LIGHTING AND FOOTPATHS

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

The planned clearance on 18th November was cancelled due to the bad weather. Cllr Gill thanked the one resident who braved the weather to carry out some work.

Cllr Gill asked that residents clear blocked drains outside their own property.

11.2 To consider the number of sites for the speed survey

A discussion took place on the potential locations for speed surveys, the use of the speed gun by volunteers and the potential outcomes of collecting the data that the Police might consider, potentially including the deployment of a speed van and the extension of the 30mph zone.

Cllr Gill raised concerns about the cost of funding more than one survey within the confines of the current Precept.

Cllr Jackson proposed that one survey be carried out at Lower End entrance to the village at a cost of £207 and that volunteers carry out surveys with the speed gun at two other sites being in the village and at the top of Church Hill.

Seconded by: Cllr Gill

Unanimously approved

ACTION: One speed survey to be arranged along with a further two sites for the volunteers with the speed gun – Cllr Jackson

12. FINANCE

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

Proposed: Cllr Gill

Seconded: Cllr Muffitt

Unanimously approved

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

Proposed: Cllr Gill

Seconded: Cllr Jackson

Unanimously approved

12.3 To approve the budget for 2024/25 – Appendix H

Proposed: Cllr Muffitt

Seconded: Cllr Hirst

Unanimously approved

12.5 To approve the CiLCA registration to join the intake on 1st February 2024 and to approve the cost of £225

Proposed: Cllr Muffitt

Seconded: Cllr Jackson

Unanimously approved

12.5 To confirm the submission of the Precept 2024 form

It was confirmed this was submitted on 12th December 2023. The deadline for submission is 26th January 2024.

13. Councillor Roles and responsibilities

13.1 To confirm 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

The Clerk confirmed that the website has been updated.

14. Communication Survey – Appendix I

14.1 To receive the Communications Survey Results Report

The Parish Council thanked Sarah Richardson and Cllr Jackson for their work on the report and all residents who contributed.

15. CORRESPONDENCE

WALC has announced the date of its AGM and Conference and has asked that Councillors save the date – it will be held on 6th November 2024.

16. COUNCILLORS REPORTS

D-Day celebrations are being planned.

17. ITEMS FOR THE NEXT AGENDA

- Date of Annual Parish Meeting – SR to be asked if she would like to take an active role in the meeting
- D-Day celebrations

18. MEETING DATES

4th March 2024

The meeting closed at 19.55

ACTIONS summary:

- Contact to be made with the Diocese to establish its plans for St Joseph's – Cllr Hirst
- STWA to be contacted to ask that laybys be provided rather than traffic lights and that notice is given of road works – Cllr Gill
- Drains to be identified via What Three Words and sent to WCC Highways to confirm they are all on the gullying schedule – Cllr Gill
- Trees on WCC land to be Identified – Cllr Gill
- Location of horse and rider signs to be marked on a map and submitted to WCC – Cllr Gill/Clerk
- Lengthsman specification to be put together for the Projects Group - Cllrs Gill and Muffitt
- No objection response to be submitted to Planning Application 23/03379/FUL – Clerk
- Quotes for the installation of the playground matting to be obtained – Cllr Gill
- Work on Reading Room toilets to be progressed - Cllr Muffitt
- One speed survey to be arranged along with a further two sites for the volunteers with the speed gun – Cllr Jackson
- Fire Service consultation to be uploaded to website and a Mailchimp to be sent out to residents informing them of the consultation – Clerk

Avon Dassett Parish Council – APPENDIX A

Parish Clerk's Report – 8th January 2024

Agenda Reference	COMPLETED ACTIONS AND UPDATES – from meeting held on 6 th 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

**County Councillor report Avon Dassett Parish Council Meeting 8th
January 2024**

Warwickshire County Council Financial Position

Our financial position compares favourably with other councils: Benchmarking shows we are a relatively low-cost council in most areas with average or above average performance and strong financial resilience indicators. Around £40m reserves to support the budget over the next couple of years – so not in immediate S114 territory and expect to be able to set a balanced budget through very difficult decisions.

I need support now

If you are struggling with money and need help now, we can help with food, energy and water bills, money advice, aspects of family life, accessing emergency food and mental health support. Find help here:

<https://www.costoflivingwarwickshire.co.uk/home/i-need-urgent-help>

Domestic Abuse

Domestic abuse Increased isolation and financial pressure can result in a higher incidence of domestic violence. There is no excuse for abuse. Whether physical, emotional, psychological, sexual, financial or technological, no one should have to suffer alone. Help is available. The service offers a 24-hour national helpline, safe house accommodation, advocacy and outreach support. Call 0800 408 1552 or visit [refuge.org.uk](https://www.refuge.org.uk) and search Warwickshire.

A safe place for children in care

Providing a safe space for a child in care who cannot stay with their family can be a gift. Read more:

<https://www.warwickshire.gov.uk/news/article/4883/giving-children-in-care-a-safe-place-to-stay-in-an-emergency>

SEND support expanded in Warwickshire

More children and young people with special educational needs and/or disabilities in Warwickshire are now able to receive specialist support within a mainstream setting. Read more:

<https://www.warwickshire.gov.uk/news/article/4843/send-support-expanded-in-warwickshire-with-new-resourced-provisions>

SEND Health Checks

Did you know young people aged 14 or over with a learning disability are eligible for a free annual health check provided by the NHS? It's a good opportunity to discuss any health or wellbeing concerns with a GP or nurse and pick up any health issues early on. Find out more:

<https://www.warwickshire.gov.uk/health-wellbeing-send/health-wellbeing-6>

Joint Strategic Needs Assessment (JSNA)

Warwickshire County Council is asking people who work or volunteer with children and young people to take part in the Empowering Futures JSNA survey. We want to hear from you if you work or volunteer with children and young people. This JSNA seeks to understand the physical health needs of children and young people in Warwickshire.

Find out more about the survey here:

<https://www.warwickshire.gov.uk/news/article/4872/helping-to-shape-services-to-support-children-and-young-people->

Loneliness

Post-Christmas and New Year can be difficult for those who are struggling and intensify feelings of loneliness. If this is you, we want to help. Visit

<https://www.warwickshire.gov.uk/health-wellbeing/loneliness-self-isolation-useful-resources/2> for tips and support if you are feeling lonely or isolated.

Warm Welcome Hubs

Check out the Warwickshire Rural Community Council directory of Warm Hubs to find a local, warm, safe, inclusive place where you can expect a friendly welcome. Find out more: www.wrccrural.org.uk/services/wrcc-warm-hubs/warm-hubs-network/

Resourcing to Risk Consultation Events

The Council is holding public events in January & February on a proposed change to the WFRS service delivery model.

These are taking place in Stratford, Kenilworth, Atherstone, Bedworth and Southam, booking is essential: <https://www.eventbrite.co.uk/o/warwickshire-fire-and-rescue-76075908553>

Stop Smoking

Smokers, you may well be surprised how much your habit is costing you – if you smoke 10 cigarettes a day you could save £2352 a year by quitting. Find out more about the support available to help you quit at fitterfutures.everyonehealth.co.uk/stop-smoking-service/ or text ‘QUIT’ to 60777.

Tuberculosis in England

Cases of TB in England increased by 7% in the first half of 2023 compared to the same timeframe in 2022, with 2,408 notifications compared to 2,251 in the first 2 quarters of 2022 according to data in the [UKHSA national quarterly reports on TB in England](#). TB notification rates in England remain highest in people who are originally from parts of the world where TB is more common and those in large urban areas in England which are associated with higher levels of deprivation, and in [inclusion health groups](#) – previously also referred to as ‘under-served populations’. If you think you have symptoms of TB, it’s important that you see your doctor. Look out for a cough that lasts more than 3 weeks, a high temperature, lack of appetite and feeling very tired or having no energy. TB is curable if treated promptly and with a full course of antibiotic therapy.

Arranging COVID-19 vaccination transport

Transport to COVID-19 vaccination appointments has been arranged with the volunteer transport providers that cover Warwickshire, they are working to a standard operating process for this work. Currently this transport can be requested if residents have no other safe way of accessing vaccination sites. This service is based on volunteer availability and limited funding arrangements. Booking process: Residents in Rugby, Warwick and Stratford areas contact: VASA 01789 262889 and press option 1, Monday to Friday, 9am to 4pm or email transport@vasa.org.uk

The New Year’s Honours recipients for 2024 who live in Warwickshire

Medallists of the Order of the British Empire (BEM)

Christine Ann Beech from Rugby; awarded a BEM for her services to young people, particularly through her Girlguiding role as a Brownie Leader.

Martin Dymock Harrison from Leamington Spa; awarded a BEM for his services to the community in Royal Leamington Spa and the West Midlands.

Ellen Jane Muers from Rugby; awarded a BEM for her services to the community in Rugby.

Chris Mills

STRATFORD ON AVON DISTRICT COUNCIL

The New Council Plan

The New Council Plan which will guide the administration for the next four years was voted for at Full Council on 11 December 2023. The new plan may be found here: [Council Plan 2023 - 2027 | Stratford-on-Avon District Council](#)

Budget

The administration is in the process of setting a budget for the year 2024/5. Central government advises local authorities of their settlement figures on an annual basis, and the final figure was reported to SDC on 22 December. Due to these tight timescales, Cabinet has been working on the budget for some months prior to the central government figures being announced. Following the Christmas break the preliminary figures have now been finalised. We are pleased to announce that no cuts to services are anticipated. The budget will be out for public consultation, which is expected to commence on 19 January 2024; we welcome your comments.

Cost of Living Support

We should like to remind residents that there is wide-ranging help and support available from the District Council if they are worried about the cost of living, which affects health and wellbeing. There is a link here to the support available: [Cost of Living Support | Stratford-on-Avon District Council](#) or residents may telephone Customer Services on 01789 267575.

Community Safety

There have been reports of 'Nottingham Knockers' in the villages prior to Christmas. We are also aware that a number of properties in an adjacent village were broken into over the 2 and 3 January and other break-ins in Southam. All matters have been reported to the Police. We also attach advice from Southam SNT at the end of our report.

Christmas Trees

Christmas Trees will be collected for recycling between 8-19 January. ***You do not need to have a green bin subscription for them to be collected.*** Please remove all decorations and cut trees over five metres high in half.

A link to the website is here: [Refuse & Recycling Collections for Christmas and New Year | Stratford-on-Avon District Council](#)

We wish all residents a Happy New Year.

Cllr Natalie Gist
Natalie.Gist@stratford-dc.gov.uk

Cllr Nigel Rock
Nigel.Rock@stratford-dc.gov.uk

Southam SNT tips if someone unexpected knocks on your door

- Lock your back door before answering the front door
- Never agree to have work done by somebody who knocks on your door
- Use a spy hole, chain or window to have a look at the caller before answering the door and keep the chain on. If you do not recognise the caller speak through the closed and locked door
- Always ask for proof of identity. Take it from the person (through the letterbox) and read it carefully before deciding what to do
- Never use a 'phone number provided by the caller as it could be a false number to an accomplice
- Avoid going outside so they can show you what needs doing as they will probably have an accomplice who will enter the house while you are distracted and steal from you
- Never pay for work before it is completed. Always agree a final price in writing and get an invoice and a receipt as proof of payment
- Do not accept any offer to drive you to the bank to withdraw money or give them your bank details
- Tell them you are not interested and ask them to leave. If they refuse call the police and dial 999 if you feel at risk or are being threatened or pressured
- Never give bank details to a caller, even those claiming to be from charities. Police will have a list of charitable organisations visiting your area which can be checked by calling 101. We recommend that you contact the charity directly if you wish to make a regular donation through your bank or building society
- If you have any doubt, keep them out and remember that you do not have to open the door. Report any suspicious activity to the police on 101 or 999.

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.

Fire Service Resourcing to Risk Consultation

Stratford

17th Jan, Wednesday

Stratford upon Avon School

Alcester Road, CV37 9DH, Stratford-upon-Avon

18.30-20.30

Kenilworth

24th Jan, Wednesday

St John the Evangelist Church

205 Warwick Rd, Kenilworth, Warwickshire, CV8 1HY, UK

18.30-20.30

Bedworth

29th Jan, Monday

Life Church,

Bedworth

17 Bulkington Rd, Bedworth CV12 9DG

18.30-20.30

Atherstone

8th Feb, Thursday

The Memorial Hall

Long St, Atherstone CV9 1AX

18.30-20.30

Southam

27th Feb, Tuesday

The Grange Hall

The Grange Hall

Coventry Road, Southam, Warwickshire, CV47 1QA

18.30-20.30

AVON DASSETT PARISH COUNCIL - APPENDIX F
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 - APPENDIX G
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

	<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	

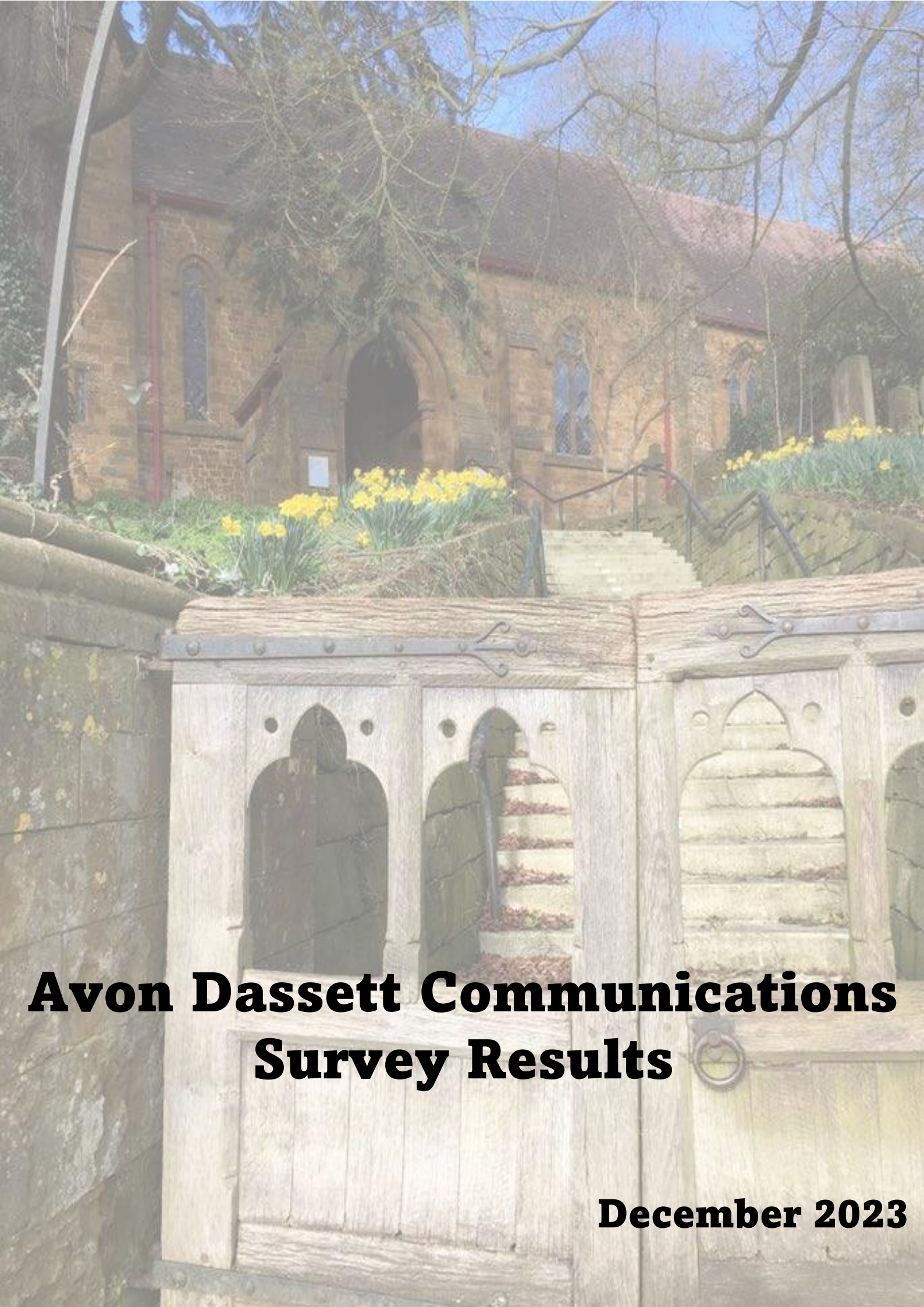
Closing Period Bank Balances As At: 31st December 2023

Current Account	£3,542.80
Deposit Account	£26,028.84
Total Bank Balances	£29,571.64

AVON DASSETT PARISH COUNCIL - APPENDIX H

2022-23 ACTUAL	2023-24 BUDGET	2023-24 FORECAST	2024-25	VARIANCE	
15,610	15,610	15,610	15,610	15,610	84.82%
46	5	210	240	235	1.30% Est £20 per month
0	0	150	0	0	0.00%
320	0	140	0	0	0.00%
650	0		0		0.00%
85	50	255	150	100	0.82%
963	400	1,060	963	563	5.23% Increased in 2022
0	0		0	0	0.00%
0	220	220	440	220	2.39% Expecting two elections in 2024
750				0	0.00%
2,523	1,100	1,200	1,000	(100)	5.43%
£20,947	£17,385	£18,845	£18,403	£16,628	100.00%
278	360	430	360	0	1.96% See review
282	850	1,200	1,044	194	5.67% See review
2,957	350	300	176	(174)	0.96% See review
404	360	400	360	0	1.96% See review
3,921	1,920	2,330	1,940	20	10.54%
4,096	4,750	4,605	4,759	9	25.86% See review
0	0	0	0	0	0.00% Clerk chose not to take the pension
22	480	0	0	(480)	0.00% Moved to Councillor and Clerk expenses
349	730	730	504	(226)	2.74% See review
363	450	392	392	(58)	2.13% See review
35	35	35	35	0	0.19% See review
0	750	750	0	750	0.00% No election in 2024/25
130	200	297	260	60	1.41% See review
265	300	206	220	(80)	1.20% See review
553	850	597	645	(205)	3.50% See review
5,813	8,545	7,612	6,815	(1,730)	37.03%
150	180	150	150	(30)	0.82% See review
877	1,400	1,123	1,400	0	7.61% See review
2,491	2,500	3,582	4,314	1,814	23.44% See review
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
312	250	181	200	(50)	1.09% See review
3,830	4,330	5,036	7,064	2,734	38.39%
101	150	84	95	(55)	0.52% See review
109	500	0	250	(250)	1.36% See review
210	650	84	345	(305)	1.87%
140	360	360	250	(110)	1.36% See review
		907			
537	350	621	230	(120)	1.25% See review
677	710	1,888	480	(230)	2.61%
179	180	214	240	60	1.30% See review
430	250	1,018	250	0	1.36% See review
600		0			
756	250	184	519	269	2.82% See review
922	550	0	750	200	4.08% TBG estimate
2,887	1,230	1,416	1,759	529	9.56%
£17,338	£17,385	£18,366	£18,403	£1,018	100.00%

31.3.2023 - Actual	31.3.2024 - forecast	31.3.2025 - budget	Review
			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.
4,096	4,605	4,759	
			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
350	730	504	
			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.
362	392	392	
			This is a legal requirement. A direct debit is set up to pay the ICO which entitles the Parish Council to the discounted rate.
35	35	35	
			The Clerk is entitled to claim use of home as office as they work from home. This also includes mileage and stationery costs.
152	297	260	
			WALC is a vital support to the Clerk and Parish Council, as is the SLCC. Both are deemed necessary to ensure quality of work.
265	206	220	
553	597	645	8% increase applied
			Cleaning takes place once a month at a cost of £30. This is sufficient and is a requirement
278	360	360	
			With price increases the cost of electricity has significantly increased.
282	800	1,044	
			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.
2,957	621	500	
			The old analogue line needs to be updated to FTTC - the cost of this is £30 per month with Sky
404	474	360	
			Maintenance costs are historically minimal
150	150	150	
			The electricity contract is currently being reviewed but given that prices have increased it is expected that the costs will be higher.
876	1,123	1,400	Providing street lighting is a duty of the Parish Council
			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
2,491	3,582	4,314	
			The Parish Council has historically paid for tubs and usually receives a donation from Open Gardens to set against this
312	181	200	
			An annual inspection is a requirement to comply with Health and Safety Regulations
101	84	95	
			£500 has been included to cover ad hoc repairs
109	0	500	
			Included for the whole year until the communication strategy is complete. This also assumes a transition period.
140	360	250	
			Clerk's email account plus PC website
537	621	230	
			Monthly event for the village
179	214	240	
			D-Day 80 event budgeted for
430	1,018	250	
			Numbers Plus and pads - essential for the village, proposing to continue
600	0	0	
			Assume that this will come out of earmarked funds
756	184	519	
922	0	0	
£17,337	£16,634	£17,227	



Avon Dassett Communications Survey Results

December 2023

CONTENTS

Summary	1
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