

Minutes of an Ordinary meeting of Avon Dassett Parish Council

4th March 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 Natalie Gist (SDC)

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

Two members of the public were present.

2. APOLOGIES

Cllr Blakeman

Cllr Mills

The Chairman welcomed everyone to the meeting.

3. DECLARATIONS OF INTEREST

None

4. PUBLIC PARTICIPATION

Two members of the public were present.

A resident reported flooding at the back of Park Close. As this is private land the Parish Council has no powers to intervene. The resident was advised to contact Thames Water; the Parish Council will assist if it is able.

5. APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

The minutes of the Extra Ordinary meeting held on 29th January 2024 were approved:

Proposed: Cllr Gill

Seconded: Cllr Hirst

Unanimously approved

Informal meetings are not formally constituted meetings and as such minutes do not required approval, but are published on the Parish Council website for transparency purposes.

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: Formal letter to be sent to the Parish Secretary to establish its plans for St Josephs – Cllr Hirst/Clerk

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/Clerk

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

Trees on WCC land – 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 has reported this to Cllr Mills.

ACTION: Email to be sent to WCC Highways informing them of the Tree Warden’s report and their obligation to remove diseased trees - Cllr Gill/Clerk

ACTION: Lengthsman specification to be put together – there is no budget for this so will be put on hold.

ACTION: Quotes for the installation of the playground matting are awaited.

7. DISTRICT AND COUNTY COUNCILLOR REPORTS

7.1 Warwickshire County Council

Cllr Mills provided a report prior to the meeting. Appendix B

7.2 Stratford District Council

Cllr Gist presented the report. Appendix C

Both reports were accepted.

8. PLANNING

8.1 Update – see Clerk’s Report

8.2 24/00331/FUL – Pax Hill House – Single storey front and rear extensions. Two storey side extension to replace part two storey part single storey buildings.

<https://apps.stratford.gov.uk/eplanning/AppDetail.aspx?appkey=S8QPBYPMMBN00>

Cllr Blakeman’s report had been circulated prior to the meeting - Appendix D.

A no objection response was proposed:

Proposed: Cllr Gill

Seconded: Cllr Jackson

Unanimously approved

ACTION : No objection response to 24/00331/FUL – Pax Hill House to be submitted - Clerk

9. PROJECTS GROUP

9.1 To receive a progress update on the Projects Group

No meeting of the Projects Group had been held since the last meeting.

9.2 To approve the revised business case for the refurbishment of the Reading Room – Appendix E

Proposed: Cllr Muffitt

Seconded: Cllr Gill

Unanimously approved

10. COMMUNITY

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

Covered under Projects Group agenda item 9.2.

10.2 To receive an update on the Burial Ground

None

10.3 To receive an update on St John’s Church

Cllr Hirst advised that the church can be hired for weddings and christenings.

ACTION: the provision of religious ceremonies at St Johns for weddings and christenings to be established – Cllr Hirst

Committee of volunteers is to be set up to improve facilities so the church can be used. Anyone interested in joining the Committee should contact Cllr Hirst.

10.4 To receive an update on community policing/neighbourhood watch

The Rural Crime Team is visiting the Coffee Morning on Wednesday.

10.5 To receive an update on the playground

The quote for matting is awaited.

10.6 To receive an update on the War Memorial

The planning application has been approved. See Clerk's Report.

11. HIGHWAYS, STREET LIGHTING AND FOOTPATHS

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

See Clerk's Report.

ACTION: Repair of streetlights to be chased - Clerk

Horse and rider signs have been put up on private land; these are on loan to the Parish Council.

ACTION: Request for two more Horse and Rider signs to be made - Clerk

Residents have requested an additional dog poo bin.

ACTION: SDC to be asked to provide an additional dog poo bin – Cllr Gill/Clerk

ACTION: Hedge obscuring the horse sign at the bottom of the village to be cut back – Cllr Gill

11.2 To receive an update on the speed survey

See Clerk's Report

11.3 To note the road closure of Farnborough Road on 15th and 17th April 2024

The link to the map showing the road closure can be found at:

<https://www.warwickshire.gov.uk/roadworksmap>

Cllr Gill has contacted WCC Highways about the correct name being used for Dassett Road but to no avail.

12. FINANCE

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

Proposed: Cllr Jackson

Seconded: Cllr Gill

Unanimously approved

12.2 To review the financial statements to 29th February 2024 – Appendix G

Proposed: Cllr Muffitt

Seconded: Cllr Gill

Unanimously approved

The Clerk confirmed that the annual financial statements will be shared with Cllrs Muffitt and Gill prior to the internal audit taking place.

12.3 To approve the insurance renewal

Proposed: Cllr Muffitt

Seconded: Cllr Jackson

Unanimously approved

12.4 To consider the need for a limited assurance review

It was proposed that the Parish Council certify itself as exempt from a limited assurance review. The decision will be revisited annually.

Proposed: Cllr Muffitt

Seconded: Cllr Jackson

Unanimously approved

13. Communications

13.1 To receive the notes from the websites Focus Group – Appendix H

Receipt of the notes was acknowledged.

A discussion took place around the listing of planning applications on the Parish Council website. The Parish Council wants to revisit the decision to publish planning applications on the Community website rather than the Parish Council site. Fenny Compton PC was cited as an example to consider.

Councillors noted the group had concentrated on bringing the Parish Council website up to date and would like to be reassured that the same attention will be given to the Community website.

Cllr Gill asked if the focus group's remit is solely the websites or includes other communication methods. The Clerk confirmed that it had only considered websites so far; other methods of communication will be considered in the communications strategy. Cllr Jackson will work with Sarah Richardson on the communications strategy.

ACTION: Planning applications listings on Parish Council website to be revisited – Cllr Jackson/Clerk

ACTION: Communications strategy to be developed – Cllr Jackson/SR

ACTION: WALC training course on communication to be undertaken– Cllr Jackson to attend or another councillor if she cannot

It was noted that a councillor will represent the Parish Council in any presentation of its website.

13.2 To consider the use of gov.uk email addresses – Appendix I

Proposed: Cllr Muffitt

Seconded: Cllr Hirst

Unanimously approved

13.3 To consider the redevelopment of the Parish Council website – Appendix I

Proposed: Cllr Muffitt

Seconded: Cllr Jackson

Unanimously approved

ACTION: Redevelopment of website and issuing of gov.uk email addresses to be progressed – Cllr Gill/Clerk

14. D-Day celebrations

14.1 To consider the arrangements for the D-Day celebrations

A beach party will take place on 8th June. Volunteers are asked to contact Cllr Hirst.

15. Annual Parish Meeting

15.1 To consider the date and format of the next Annual Parish Meeting

It was confirmed that Sarah Richardson and Cllr Hirst will organise the meeting.

Mailchimp to be sent out to ask if anyone else wants to be involved in the meeting and to ask for suggestions for themes for the meeting.

ACTION: Mailchimp to be sent out asking if residents want to be involved in the organisation of the Annual Parish Meeting and requesting suggested topics - Clerk

The Annual Parish Meeting will take place on 29th April 2024 in the Reading Room at 7pm.

16. Police and Crime Commissioner Election

16.1 To confirm the elections to be held on 2nd May 2024

Cllr Blakeman and Cllr Muffitt will organise the opening and closing of the Reading Room.

Cllr Gist reported that SDC has put a call out for Poll Clerks for the Police and Crime Commissioner elections and General Elections.

17. Call for Sites

17.1 To consider the responses to the Call for Sites - Appendix J

Various locations and uses have been identified. Discussions will be held with private owners and WCC to establish the possibility of land being used by or leased to the Parish Council.

It was proposed that outline business cases to be drawn up for each area eg allotments and EV charging. Demand needs to established. It was noted that EV charging would be for visitors as residents would normally have charging points on their properties. The bus stop was suggested as a possible location for an EV charging point.

Cllr Gist reported that WCC has a scheme for EV charging. A business case would need to be put forward. The Parish Council would need to understand the implications of taking on an EV charging point, including running and maintenance costs.

17.2 To consider how to proceed with sites proposed for Electric Vehicle (EV) Charging points

See 17.1

18. CORRESPONDENCE

18. Correspondence (for information only)

18.1 Update on Upper Lighthorne Primary Healthcare

The following is the link to the website:

<https://smithdom.uk/ulnhs/home/ulnhs.shtml>

18.2 Digital Switchover – fibre to property is now available in the village, it was noted that this was identified as a need in the Parish Plan - Appendix K

18.3 Home Upgrade Grants – Appendix L

ACTION: Mailchimp to be sent out to publicise the Home Upgrade Grants available - Clerk

SDC Rural Crime Team will be visiting the coffee morning on Wednesday 6th March.

Warwickshire Fire and Rescue free Safe and Well Checks – Appendix M

The Dassett C of E Primary School – public meeting regarding proposed reduction of PAN – meetings on 12th March at 6.30pm and 20th March at 2pm at the school on Memorial Road, Fenny Compton. Parish Councillors are invited.

ACTION: Cllr Jackson to attend on 20th March – Clerk

19. COUNCILLORS REPORTS

Cllr Gill reported that the defibrillator has been checked and The Circuit updated.

Cllr Gill proposed that the Annual Parish Council and ordinary May meetings be rolled into one.

Cllr Muffitt reported that the footpaths group has replaced the style at the top of the hill behind Carrow Barn with a kissing gate; a kissing gate will be installed at the corner of the playground field.

ITEMS FOR THE NEXT AGENDA

- Annual financial statements
- AGAR – signing of parts 1 and 2
- Internal auditors report
- Dates for Exercise of Public Rights
- Code of Conduct
- Standing Orders
- Financial Regulations – these may be held over if the new Financial Regulations have not been issued by NALC
- Health and Safety Policy
- Risk Assessment
- Scheme of Delegation

20. MEETING DATES

Annual Parish Meeting – 29th April 2024

Annual Parish Council meeting – 13th May 2024

The meeting closed at 20.11

ACTIONS summary:

- **Contact to be made with the Diocese to establish its plans for St Joseph's – Cllr Hirst/Clerk**
- **STWA to be contacted to ask that laybys be provided rather than traffic lights and that notice is given of road works – Cllr Gill/Clerk**
- **Drains to be identified on a PDF map and sent to WCC to confirm they are all on the gullying schedule – Cllr Gill**
- **Diseased Trees on WCC land to be reported to WCC – Cllr Gill/Clerk**
- **Quotes for the installation of the playground matting to be obtained – Cllr Gill**
- **No objection response to 24/00331/FUL – Pax Hill House to be submitted – Clerk**
- **Repair of streetlights to be chased – Clerk**
- **Request for two more Horse and Rider signs to be made – Clerk**
- **SDC to be asked to provide an additional dog poo bin – Cllr Gill/Clerk**
- **Hedge obscuring the horse sign at the bottom of the village to be cut back – Cllr Gill**

- **Planning applications listings on Parish Council website to be revisited**
- **Communications strategy to be developed – Cllr Jackson/SR**
- **WALC training course on communication to be undertaken– Cllr Jackson to attend or another councillor if she cannot**
- **Redevelopment of website and issuing of gov.uk email addresses to be progressed – Cllr Gill/Clerk**
- **Mailchimp to be sent out asking if residents want to be involved in the organisation of the Annual Parish Meeting and requesting suggested topics to be included - Clerk**
- **Mailchimp to be sent out to publicise the Home Upgrade Grants available – Clerk**
- **The Dasset CofE School public meeting to be attended on 20th March – Cllr Jackson**

Avon Dassett Parish Council

Interim Parish Clerk’s Report – 4th March 2024

| | |
|-------------------------|--|
| Agenda Reference | COMPLETED ACTIONS AND UPDATES – 8th January 2024 |
| 10.7 | Fire Service consultation to be uploaded to website and a Mailchimp to be sent out to residents informing them of the consultation – complete |
| | OUTSTANDING ACTIONS |
| 6. | Contact to be made with the Diocese to establish its plans for St Joseph’s – Cllr Hirst |
| 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 |
| 6. | Drains to be identified via What Three Words and sent to WCC Highways to confirm they are all on the gullying schedule – Cllr Gill |
| 6. | Trees on WCC land to be Identified – Cllr Gill |
| 6. | Lengthsman specification to be put together for the Projects Group - Cllrs Gill and Muffitt |
| 9.1 | Quotes for the installation of the playground matting to be obtained – Cllr Gill |
| 8. | PLANNING MATTERS |
| 8.1 (8.1.20 24) | Planning Application: 23/03379/FUL Top Lodge – a no objection response was submitted. |
| 6.1 (29.1.2 024) | <p>Planning application: 23/03397/FUL Land and Building Adjacent Avon Carrow – the Parish Council agreed to support the application for the following reasons with conditions:</p> <ul style="list-style-type: none"> • The proposed application complies with the Core Strategy. • The proposal would provide for a single local market dwelling, to meet one of the 4-bed local needs identified in the current Housing Needs Survey. • The site is defined as agricultural but has ceased to operate as such for quite some time. The existing dilapidated large barn which will be demolished thus removing the harmful effect of the structures on the distinctive character and appearance of the village. • Comments on previous applications referred to the encroachment of the development on the agricultural nature of the landscape and the impact adverse impact on the adjacent listed Avon Carrow. By reducing the size of the development to a lower single dwelling which is well within the footprint of the existing barn the impact on both the surrounding landscape and Avon Carrow is much reduced. <p>The response to the application along with the conditions was submitted on the SDC planning portal on 31st January 2024.</p> |

| | |
|-------------|---|
| 10.1 | Work on Reading Room toilets - the contractor has been formally appointed to carry out the work and the deposit paid. The work should be completed by the end of the financial year. |
| 10.6 | <p>Planning consent (23/02824/LBC) has been given for the major works to the War Memorial. In addition to normal conditions the following will need to be discharged:</p> <ul style="list-style-type: none"> • Details of the design of the following (in large-scale annotated elevation and section drawings with a Specification of Works) shall be submitted to and approved in writing by the District Planning Authority before the relevant works commence and shall be implemented in accordance with the approved details. <ul style="list-style-type: none"> i. Stone repair including profile, dimensions, type and extent of replacement. ii. Mortar mix and finish • Prior to the commencement of cleaning sample cleaning trials shall be carried out as described in the Impact and Heritage Statement. Photographs and details of sample panels of the trial cleaning, new stonework and mortar pointing shall be submitted for the written approval of the District Planning Authority before works commence. The work shall be implemented in accordance with the approved details/samples. The sample panels shall be kept on site for reference until the works are fully completed. |
| 11.1 | <p>Warwickshire Horsewatch is working with WCC to provide a limited number of free Horse Road Safety “Dead Slow” signs. Two signs have been loaned to us and have been placed on private property as agreed with the property owners. The acquisition of further signs has been put on hold until the impact of these can be assessed.</p> <p>Faulty street lights at the War Memorial and opposite the playground were reported to WCC on 9th February 2024. WCC has confirmed that it has raised defects for both units.</p> |
| 11.2 | The speed survey strips have been installed and we await the results. |
| 13.1 | <p>Cllr Jackson and the Clerk joined the Focus Group village websites on 24th January 2024.</p> <p>The meeting was productive and a summary of the main points has been circulated to all councillors. No comments were received from councillors. The next steps should be noted and accepted.</p> <p>Since the meeting the administrators of the Avon Dasset Facebook page have given the Clerk access rights so that information about Parish Council meetings can be posted on the page.</p> |
| 12.3 | Insurance renewal – the insurance is due for renewal on 6 th April 2024. The renewal quote is £614.04 with Aviva Insurance. This compares to £553 for the last financial year, being an increase of 11%. |
| 12.4 | Parish Councils with gross income or gross expenditure under £25,000 can certify themselves as exempt from a limited assurance review. Avon Dasset Parish Council qualifies for this exemption. It is my recommendation that the exemption be claimed as the cost of over £210 does not constitute value for money. |
| 15.1 | <p>The date for the Annual Parish meeting needs to be set. This must take place before 1st June 2024. The format for the meeting needs to be considered. It has been suggested that the village should be invited to put forward ideas for the meeting; this could be via Mailchimp, WhatsApp and Facebook.</p> <p>Themes that have been suggested include:</p> <ul style="list-style-type: none"> • Climate change – either a speaker or signposting people • History – sharing memories and learning about the village • Potential for planting trees |

| | |
|-------------|---|
| | <ul style="list-style-type: none"> • Projects update |
| 16.1 | The election for the Police and Crime Commissioner will be held on 2 nd May 2024. The Reading Room will be a polling station. Voters are reminded that they will need to provide ID. |
| 17.1 | An update on Upper Lighthorne Primary Healthcare has been received. It is anticipated that a GP practice will be appointed in April. Information can be found on the following website: https://smithdom.uk/ulnhs/home/ulnhs.shtml |
| | <p>Items for the next agenda:</p> <ul style="list-style-type: none"> Annual financial statements AGAR – signing of parts 1 and 2 Internal auditors report Dates for Exercise of Public Rights Code of Conduct Standing Orders Financial Regulations – these may be held over if the new Financial Regulations have not been issued by NALC Health and Safety Policy Risk Assessment Scheme of Delegation Standing Orders |

County Councillor report Avon Dasset Parish Council Meeting 4th March 2024

Tax increase

There will be a tax increase of 4.99% for 2024/25 and planning an assumption of a 2.99% annual increase in future years. This is to support the rising cost of £26m for Adult Social Care, totaling £226m per year. There is also an increase of £18m for SEND and an extra £8.9m for home to school transport now totaling £28m per year. Warwickshire County Council has set its budget for 2024/25 and its medium-term financial strategy. Find out more:

<https://www.warwickshire.gov.uk/news/article/4984/council-sets-budget-to-deliver-for-warwickshire>

WCC Cabinet Update: 15 February 2024

Warwickshire County Council's Cabinet met on Thursday 15 February to discuss issues including social care funding, mental health services for children and young people, school admissions policy, and plans for active travel infrastructure. Read more: www.warwickshire.gov.uk/news/article/5003/wcc-cabinet-update-15-february-2024

Fire and Rescue Services consultation.

The consultation on a proposal for Warwickshire Fire and Rescue Service to change their delivery model closes on 10 March 2024. The 5th of March is the last day for the consultation at Townsend Hall 52 Sheep Street Shipston-on-Stour CV36 4AE. Have your say today:

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

Log highways issues and report feedback

Warwickshire County Council has launched a new platform to support the way customers can report a highways problem or log customer feedback through its website. Find out more:

<https://www.warwickshire.gov.uk/news/article/4953/updates-to-the-way-customers-log-highways-issues-and-report-feedback>

Children's social work recruitment

Embrace a new career challenge this year by joining Warwickshire County Council's Children and Family Service. Find out how to apply:

<https://www.warwickshire.gov.uk/news/article/4926/consider-working-in-children-s-social-work-to-be-part-of-child-friendly-warwickshire>

Caring Together Warwickshire

If you have a caring responsibility, please visit:

<http://caringtogetherwarwickshire.org.uk> The website offers advice and guidance, as well as opening times for support services and contact details.

Coventry and Warwickshire Suicide Prevention Strategy

The new Coventry and Warwickshire Suicide Prevention Strategy has recently been published, aiming to give people the knowledge, skills and confidence to talk about suicide, improve awareness of the signs, and help prevent it from happening. There is a national problem with suicides starting from the age of 10 years. Unfortunately, Warwickshire saw an increase since last reported in 2021.

Find out more: www.warwickshire.gov.uk/news/article/4986/partners-unite-to-address-suicide

Raising awareness of the support available for those who self-harm

On Friday 1 March, Warwickshire County Council reminded residents of Self-Harm Awareness Day and the mental health support available to them.

Self-Harm Awareness Day has been running for over 20 years and aims to raise awareness around what is often a very misunderstood topic, working to tackle the stigma of self-harm, which can lead to secrecy and a failure to seek much-needed support.

For those who are struggling or feeling overwhelmed with their mental health, there's a range of support networks available, such as the Coventry and Warwickshire Mental Wellbeing Line. Open 24/7, the friendly and compassionate team is trained to help people who are feeling anxious, stressed, or low. The team can be contacted by calling **0800 616171**.

Young people can also access support online via anonymous counselling, chat and discussion forums from Kooth (age 16-25) and Qwell (aged 26+).

Visit <https://wellbeingforwarwickshire.org.uk/anonymous-web-support-on-any-device/> to find out more.

If you are struggling with your mental health, remember you are not alone. There's support and help available to you and it's just a click or phone call away to find out more. visit <https://www.warwickshire.gov.uk/mentalhealth>.

Lifesigns are a charity that supports Self-Harm Awareness Day. To find out more about their work and support for people who self-harm visit <https://www.lifesigns.org.uk/>.

Love Your Bump

Stopping smoking can be a challenge, but when a new baby is due, quitting smoking is one of the best things you can do as a family to give baby a healthy start in life. Read more:

<https://www.warwickshire.gov.uk/news/article/5005/love-your-bump-helping-mum-and-bump-to-be-smokefree>

Supporting people with dementia

There are 8,000 people estimated to be living with dementia in Warwickshire, and there is help available to support both the person who has been diagnosed with dementia and those who are around them.

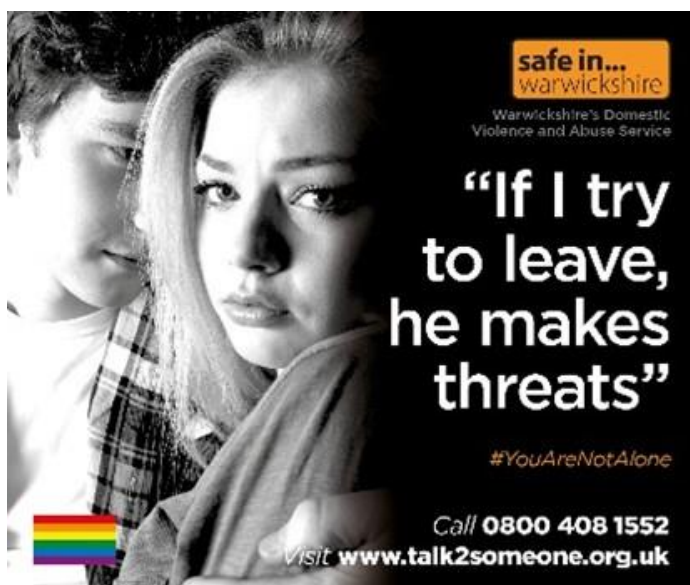
Find out more: www.warwickshire.gov.uk/news/article/4991/supporting-people-with-dementia-to-remain-as-independent-as-possible

Warwickshire Connected

Get connected with what is happening in your local area. Warwickshire Connected is a free community messaging system brought to you by Warwickshire Police. Sign up here: <https://www.warwickshireconnected.com/>

No More

WCC will be signposting to help for victim-survivors of #DomesticAbuse and Sexual Violence as part of @UKSAYSNOMORE. Follow the conversation and for help and support go to www.talk2someone.org.uk In an emergency dial 999.



Chris Mills

County Councillor

From your District Councillors for Bishops Itchington, Fenny Compton and Napton Ward Council Budget Meeting

Stratford-on-Avon District Councillors have set the district element of the Council Tax at a meeting of the Council on Monday 26 February.

The amount residents will be asked to pay for a Band D property is £164.12, an increase of £5. This is an increase of 3.1%, which for an average home represents just an additional 42p per month to the District Council next year. Stratford-on-Avon remains a low-taxing authority, 18th lowest out of 164 district councils across the country in 2023/24. Despite this, the budget makes no cuts to services in Stratford District and the Council has made allowance for a number growth areas which have been assessed with feedback from public consultation. To give a few examples, rural services were felt to be important - three-quarters of people agree with our proposal to invest a further £85K to maintain the UBUS service and £28K for Rural Crime Advisors. Services for residents in financial difficulty, through our proposal for £250K for cost-of-living crisis was also supported by most residents.

The Council is providing a further £500k for climate initiatives which include £100K for the Community Change Fund. Our waste fleet is the Council's largest contributor to harmful emissions, and the Council is investigating the use of waste vegetable oil to fuel the waste collection fleet to make this District cleaner, safer, healthier and greener place to live and work. There is a cost, but the cost in year one is roughly 6p per household, per week.

The Council has set aside funds to look ahead and to work now to invest and modernise. Our 'Council Plan and Change Programme' will invest in the changes needed to safeguard against future pressures.

More detail here:

[Council Tax level for Stratford-on-Avon District | Stratford-on-Avon District Council](#)

Recycling Rates

Residents in Stratford-on-Avon District are still some of the best recyclers in England, as the District Council reaches 5th in the top ten Councils for reuse, recycling and composting. Figures released show that Stratford-on-Avon District Council has a recycling rate of 60.0% for last year (2022/23).

| Rank | Authority | Recycling rate for 2022/23 |
|----------|---|----------------------------|
| 1 | South Oxfordshire District Council | 61.6% |
| 2 | Three Rivers District Council | 61.5% |
| 3 | Vale of White Horse District Council | 60.9% |
| 4 | St Albans City and District Council | 60.1% |
| 5 | Stratford-on-Avon District Council | 60.0% |
| 6 | East Devon District Council | 59.5% |
| 7 | Stockport Metropolitan Borough Council | 59.3% |
| 8 | Surrey Heath Borough Council | 59.3% |
| 9 | Dorset Council | 59.1% |

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

| | | |
|----|------------------------|-------|
| 10 | North Somerset Council | 58.9% |
|----|------------------------|-------|

The Council is a partner in the newly built, state-of-the-art Materials Recycling Facility, also ensuring that there is a known controlled destination for dry recycling.

[Stratford-on-Avon District Council 5th in recycling league table | Stratford-on-Avon District Council](#)

A reminder that residents can download the District Council's app which is designed to allow access to a variety of council services whilst on the go - the mobile app enables residents to keep up to date with the latest council news, quickly report incidents, get reminders of bin collections and find useful information about their property and the surrounding area.

[Stratford District Council on the App Store \(apple.com\)](#)

[Stratford District Council - Apps on Google Play](#)

County Council Fire Service Consultation

Natalie and Nigel attended the presentation at Southam on 28th February and the District council will be responding in detail as consultee. The response will be published on the Council's website. The District recognises that there is need for a reconfiguration of services, but there are many factors to be considered in implementing any changes. Fire cover at night is of particular concern for Stratford District.

Cllr Natalie Gist

Natalie.Gist@stratford-dc.gov.uk

Cllr Nigel Rock

Nigel.Rock@stratford-dc.gov.uk

PLANNING APPLICATION 24/00331/FUL

Pax Hill House, Avon Dassett, Southam, Warwickshire, CV47 2AE

The planning application is for single-storey front and rear extensions and a two-storey side extension to replace part two storey part single storey buildings

Summary

- The applicant states that the application is for two-storey and single-storey extensions to provide suitable accommodation for ageing relatives with mobility and sight impairment issues.
- The application can be viewed at <https://apps.stratford.gov.uk/eplanning/AppDetail.aspx?appkey=S8QPBYPMMBN00#>

Planning History

- There are no previous planning applications associated with this property since it was built in 1924. Many of the surrounding properties have had extensions over the years.

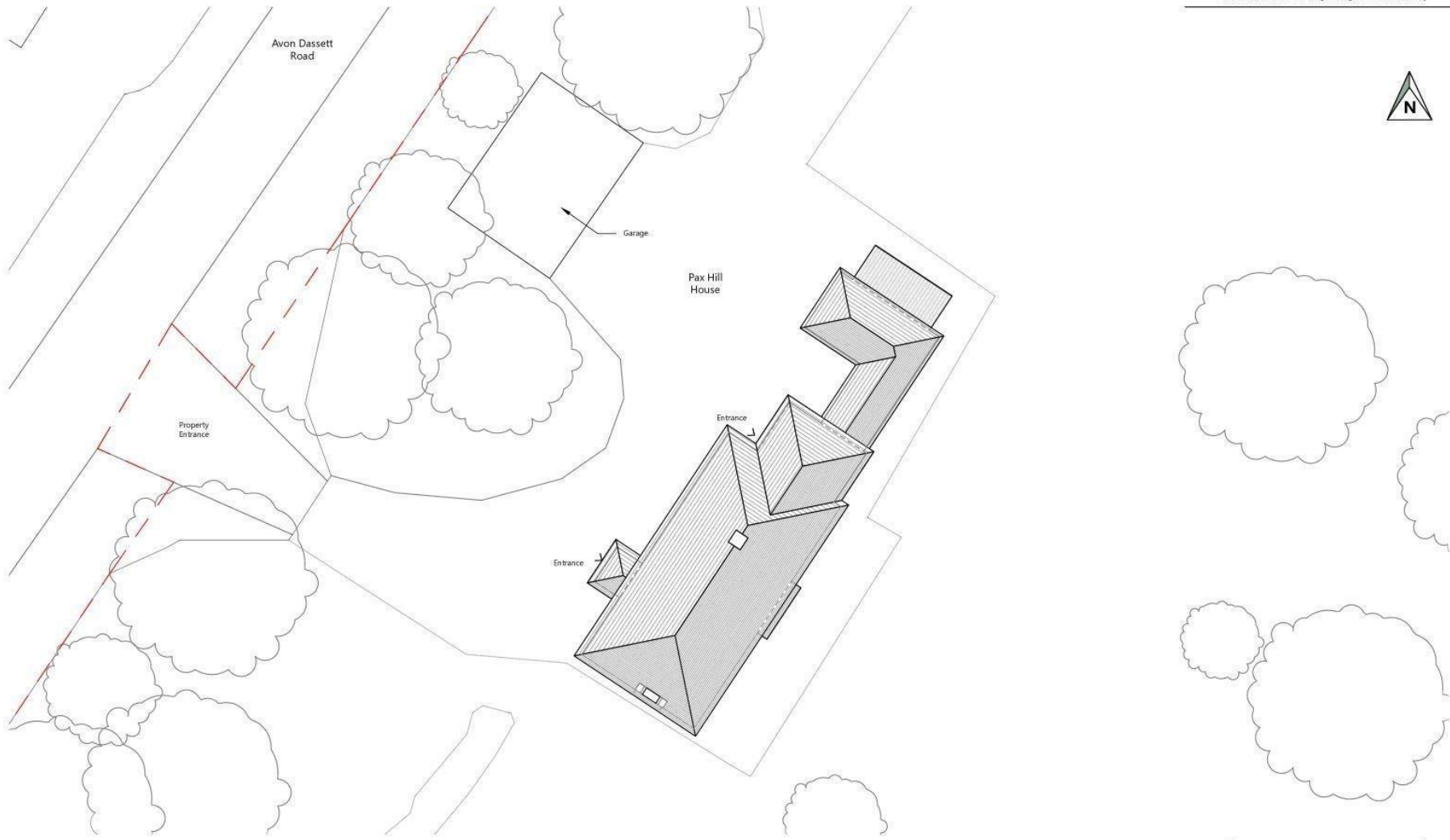
Observations

- The existing building is not listed and lies outside the Avon Dassett conservation area.
- The application site lies within the Special Landscape Area included as part of the Core Strategy.
- The submitted proposals aim to improve the current living arrangements of the client's family with a sensitively designed new extension for family members with mobility issues and includes a lift within the part new extension.
- The existing house is only partially visible from the main road through a gap in the hedging where an access gate is located. There are no public footpaths immediately adjacent to the property.
- The applicant considers that there will be no impact by the proposal on either the visual or the residential context of the local area and the inhabitants of the surrounding properties.
- The existing building of Pax Hill House is constructed of red clay bricks with interlocking concrete roof tiles with a mixture of UPVC and timber framed windows and doors. The proposal is to use the same or similar materials in the new extensions.
- The access remains as existing.

Conclusions

- The proposed extensions are relatively modest and in keeping with the existing building.
- The two-storey extension sits within the overall footprint of the existing single-storey
- The proposed extension will have little or no impact on the adjacent properties.
- The proposed extension will have little or no impact on the Special Landscape Area included as part of the Core Strategy.
- The materials to be used are the same as or sympathetic to the existing building,

Do not scale from this drawing. Use figured dimensions only



| Revision | Details | Date |
|----------|-------------|----------|
| / | First Issue | 26.01.24 |

TE Architecture
Architecture & Design

The Studio @
Aspley Cottage
Sibbold Gower
Oxfordshire
OX15 5EG

Project:
Pax Hill House, Avon Dassett

Drawing Title:
Existing Block Plan

| | |
|--------------------------------|--------------------------|
| Drawing Scale: 1:500 | Paper Size: A3 |
| Job No: 23_055_002 | Drawing No: / |
| | Revision: / |

Do not scale from this drawing. Use figured dimensions only

Key
[Dashed Box] Removed



| Revision | Details | Date |
|----------|-------------|----------|
| / | First Issue | 09.02.24 |

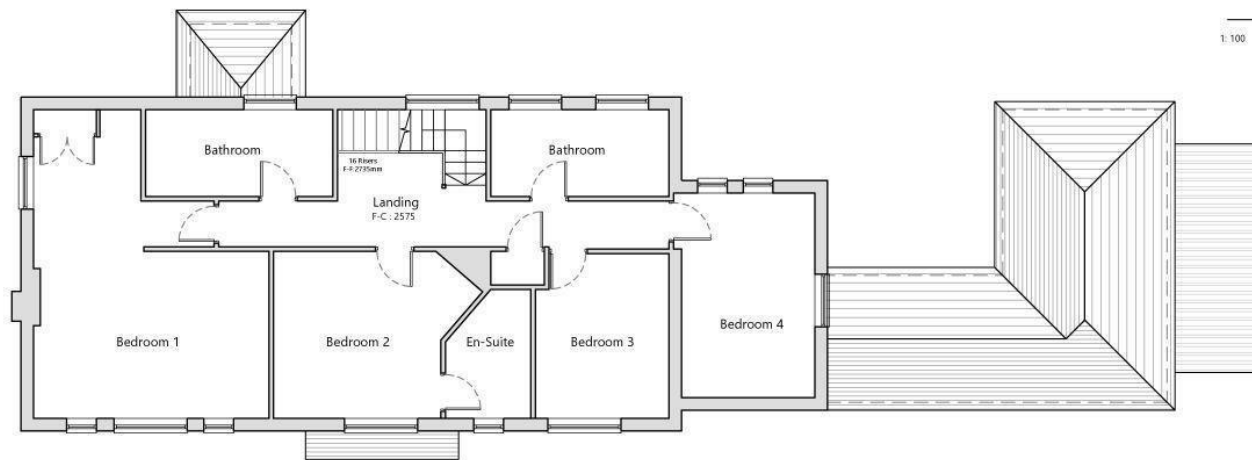
TE Architecture
Architecture & Design

The Studio @
Aspley's Cottage
Sibley Grove
Oxfordshire
OX15 5EG

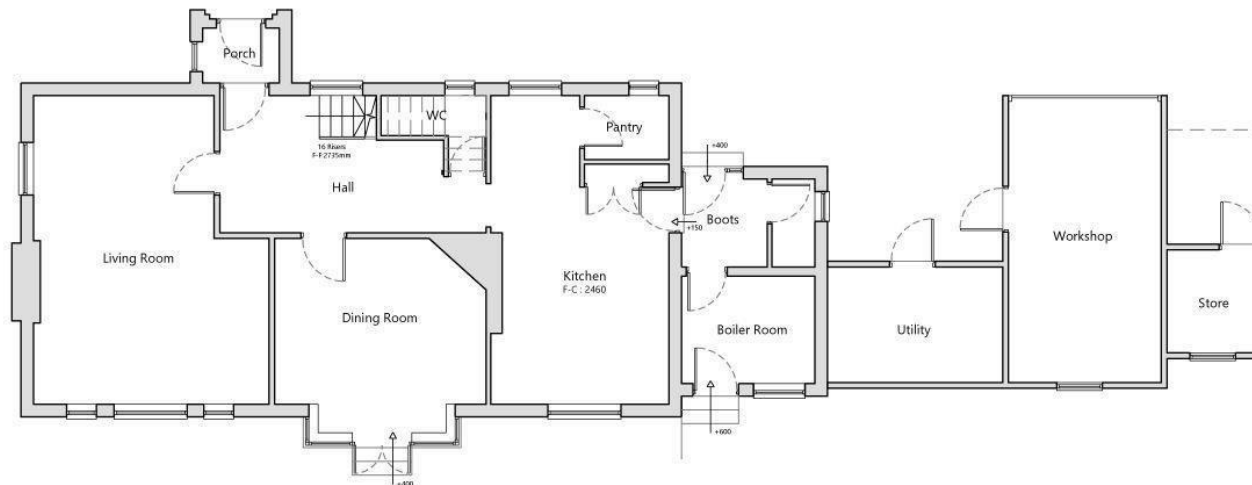
Project:
Pax Hill House, Avon Dassett

Drawing Title:
Proposed Block Plan

| | |
|--------------------------|---------------------------|
| Drawing Scale: 1:200 | Paper Size: A3 |
| Job No: 23_055 | Drawing No: 101 |
| Revision: / | Revision: / |



Existing First Floor Plan
Scale: 1:100



Existing Ground Floor Plan
Scale: 1:100

| | | |
|----------|-------------|----------|
| Revision | First Issue | 26.01.24 |
| | Details | Date |

TE Architecture
Architecture & Design

The Studio @
Aspley Cottage
Silchester, Gower
Oxfordshire
OX15 5BS

Project:
Paxhill House, Avon Dassett

Drawing Title:
Existing Floor Plans

Drawing Scale: 1:100
Paper Size: A3

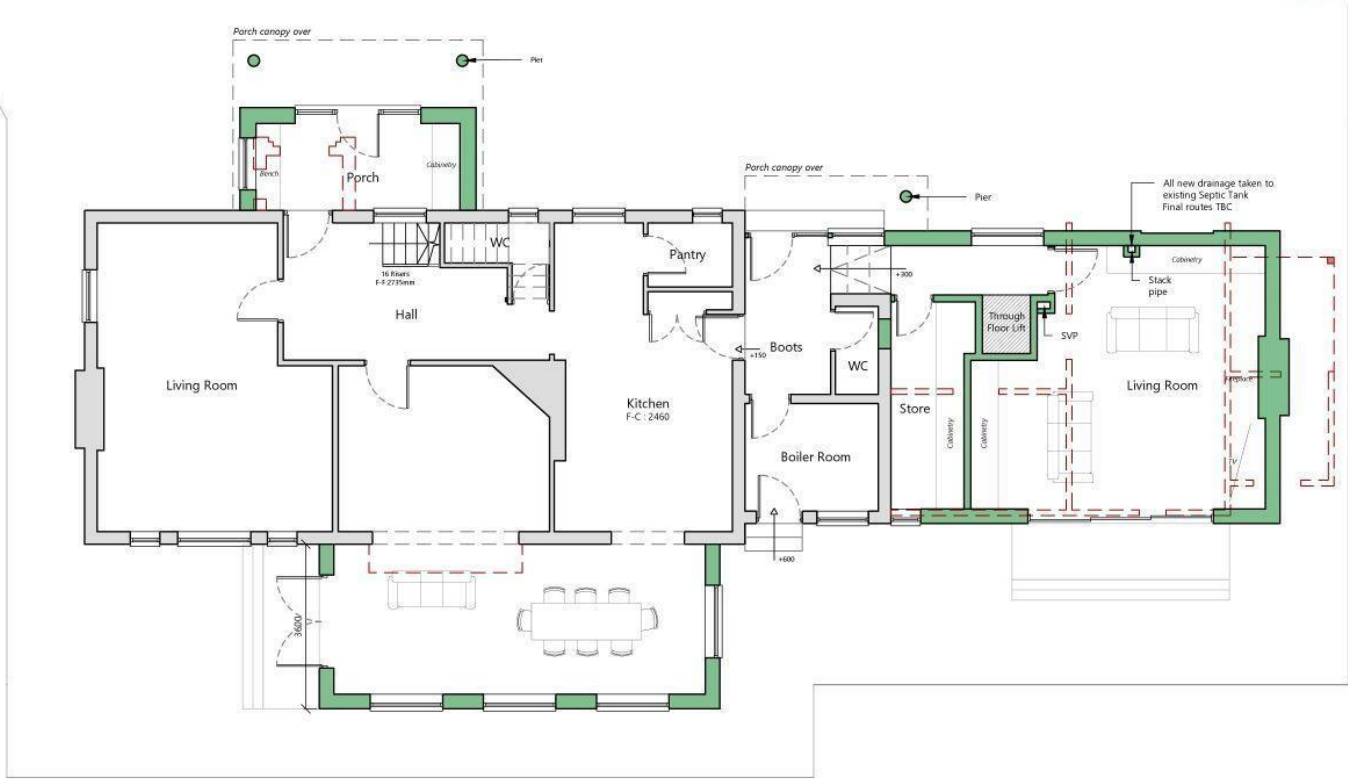
Job No: 23_055
Drawing No: 003
Revision: /

Do not scale from this drawing. Use figured dimensions only

1:100

Key

- Existing
- Proposed
- Removed



| Revision | First Issue Details | 09.02.24 Date |
|----------|---------------------|---------------|
| | | |

TE Architecture
Architecture & Design

The Studio @
Appletree Cottage
Sibford Gower
Oxfordshire
OX15 5RS

Project:
Paxhill House, Avon Dassett

Drawing Title:
Proposed Ground Floor Plan

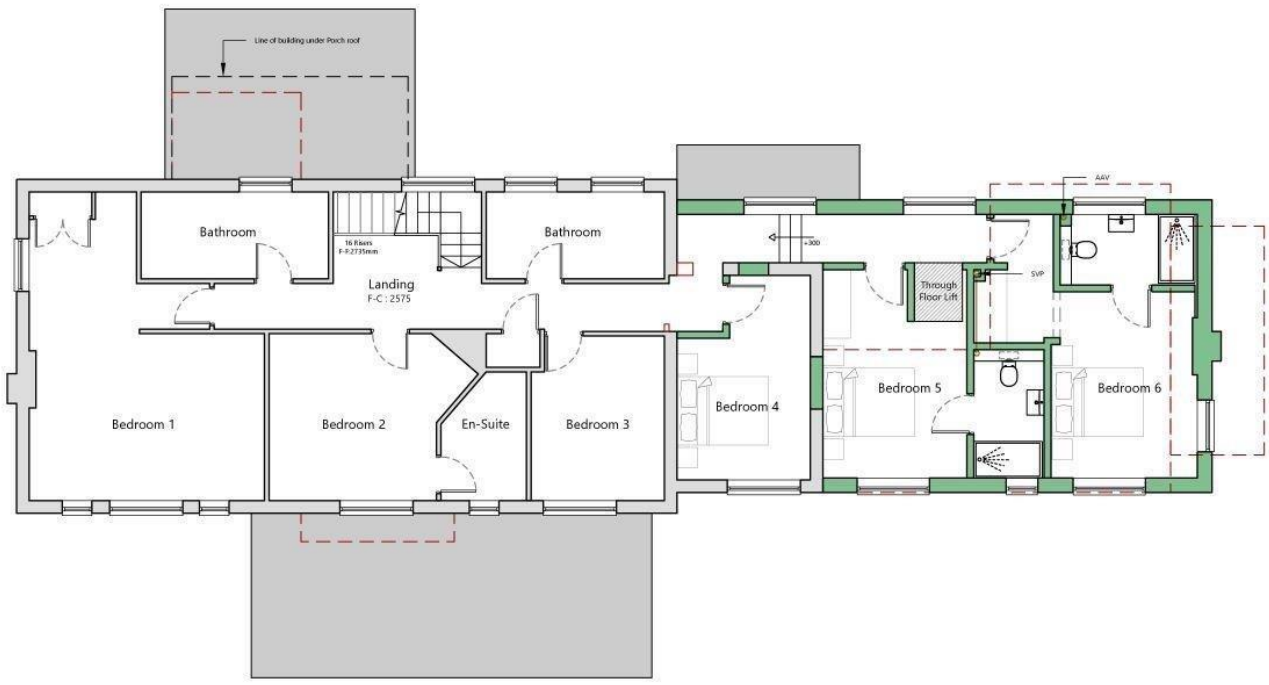
| | |
|--------------------------|---------------------------|
| Drawing Scale: 1:100 | Paper Size: A3 |
| Job No: 23_055 | Drawing No: 102 |
| Revision: / | |

Do not scale from this drawing. Use figured dimensions only

1:100

Key

- Existing
- Proposed
- Removed



| Revision | Details | First Issue | Date |
|----------|---------|-------------|----------|
| / | | | 09.02.24 |

TE Architecture
Architecture & Design

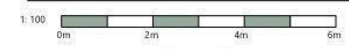
The Studio @
Appleton Cottage
Sibfrost Gower
Oxfordshire
OX15 5RS

Project:
Paxhill House, Avon Dassett

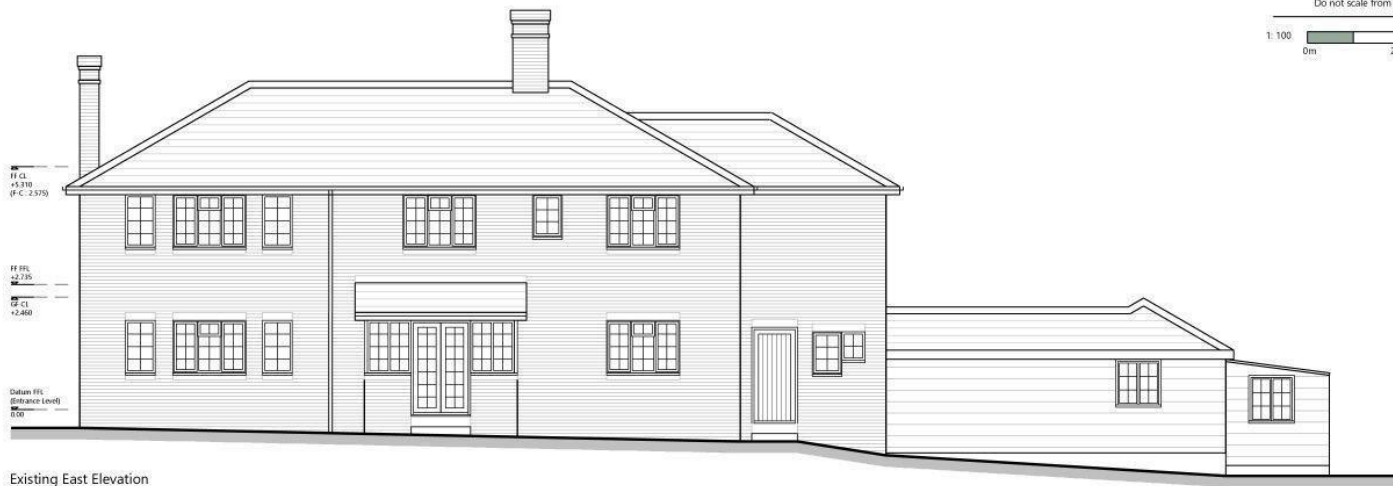
Drawing Title:
Proposed First Floor Plan

| | |
|-------------------------|--------------------|
| Drawing Scale: 1:100 | Paper Size: A3 |
| Job No: 23_055 | Drawing No: 103 |
| Revision: / | |

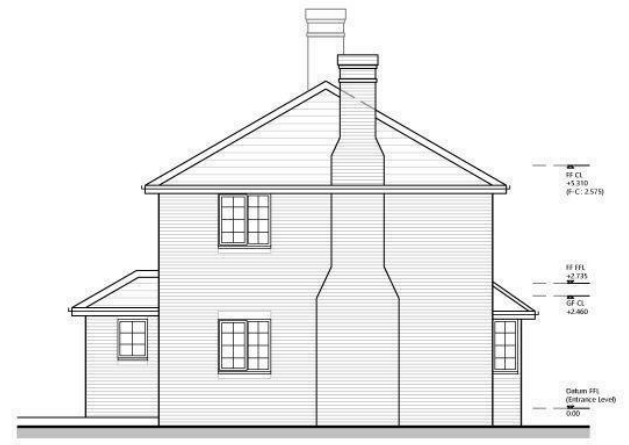
Do not scale from this drawing. Use figured dimensions only



- Existing Materials:
- Walls: Brick (red)
 - Roof: Interlocking concrete tiles
 - Windows: UPVC (white) framed
 - Doors: UPVC (white) & timber (painted)
 - Garage & Store: Woven edged timber cladding (over brickwork)
 - Interlocking concrete tiles



Existing East Elevation
Scale: 1:100



Existing South Elevation
Scale: 1:100

| Revision | Details | Date |
|----------|-------------|----------|
| / | First Issue | 26.01.24 |

TE Architecture
Architecture & Design

The Studio @
Applesire Cottage
Sibford Gower
Oxfordshire
OX15 5RS

Project:
Paxhill House, Avon Dassett

Drawing Title:
Existing East and South Elevations

| | |
|------------------------------|-------------------|
| Drawing Scale: 1:100 | Paper Size: A3 |
| Job No: 23_055_005 | Drawing No: / |
| Revision: / | |



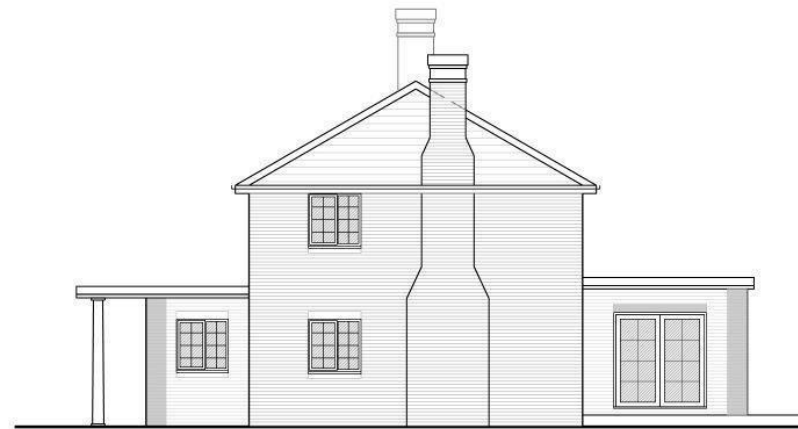
Proposed East Elevation
Scale: 1:100

Do not scale from this drawing. Use figured dimensions only
1:100
0m 2m 4m 6m

Existing Materials:
Walls: Brick (red)
Roof: Interlocking concrete tiles
Windows: UPVC (white) framed
Doors: UPVC (white) & timber (painted)
Garage & Store: Wavy edged timber cladding (over brickwork)
Interlocking concrete tiles

Proposed Materials: Brick (variation to main house - red)
brick detailing: oans, banding, soldier courses in varying colour to main brick
Roof: Interlocking tiles to match existing
New flat roofs to be covered in Lead
Doors: Aluminium framed (grey) and glazed. Timber personnel doors

Key
[Red dashed line] Removed



Proposed South Elevation
Scale: 1:100

| Revision | First Issue Details | 09.02.24 Date |
|----------|---------------------|---------------|
| / | | |

| | |
|--------------------------|---------------------------|
| Drawing Scale: 1:100 | Paper Size: A3 |
| Job No: 23_055 | Drawing No: 105 |
| Revision: / | |

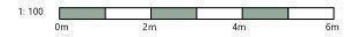


Project:
Paxhill House, Avon Dassett

Drawing Title:
Proposed East and South Elevations

The Studio @
Aspleyee Cottage
Sibfords Gower
Oxfordshire
OX15 5RS

Do not scale from this drawing. Use figured dimensions only



Existing Materials:
 Walls: Brick (red)
 Roof: Interlocking concrete tiles
 Windows: UPVC (white) framed
 Doors: UPVC (white) & timber (painted)
 Garage & Store: Wavy edged timber cladding over brickwork
 Interlocking concrete tiles



Existing West (Front) Elevation
 Scale: 1:100



Existing North Elevation
 Scale: 1:100

| | | |
|----------|-------------|----------|
| / | First Issue | 26.01.24 |
| Revision | Details | Date |

| | |
|----------------|-------------|
| Drawing Scale: | Paper Size: |
| 1:100 | A3 |
| Job No: | Drawing No: |
| 23_055 | 004 |
| | Revision: |
| | / |

TE Architecture
 Architecture & Design

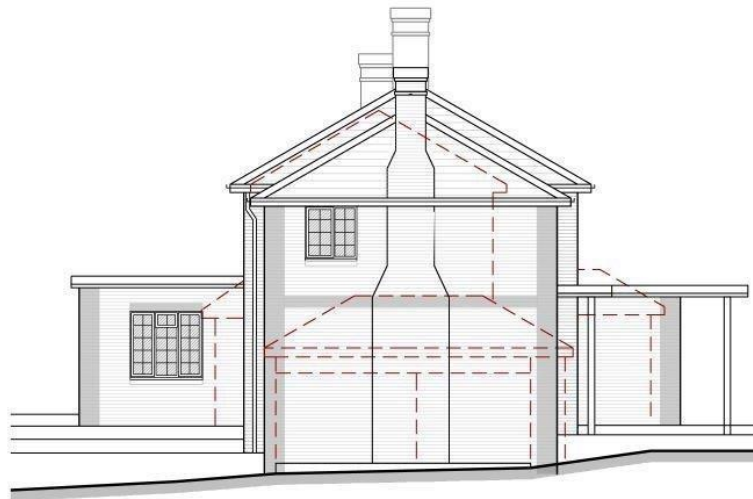
The Studio @
 Aspley's Cottage
 Sibton Gower
 Oxfordshire
 OX15 5RS

Project:
 Paxhill House, Avon Dassett

Drawing Title:
 Existing West and North Elevations



Proposed West (Front) Elevation
Scale: 1:100



Proposed North Elevation
Scale: 1:100

Do not scale from this drawing. Use figured dimensions only



Existing Materials:

Walls: Brick (red)
Roof: Interlocking concrete tiles
Windows: UPVC (white) framed
Doors: UPVC (white) & timber (painted)
Garage & Store: Wavy edged timber cladding (over brickwork)
Interlocking concrete tiles

Proposed Materials: Brick (variation to main house - red)
brick detailing opens, bonding soldier courses in
varying colour to main brick

Roof: Interlocking tiles to match existing
New flat roofs to be covered in Lead
Doors: Aluminium framed (grey) and glazed. Timber personnel doors
Windows: Aluminium framed (grey)
Rainwater goods: To match existing

Key

--- Removed

| Revision | Details | First Issue | Date |
|----------|---------|-------------|----------|
| / | | | 09.02.24 |

TE Architecture
Architecture & Design

The Studio @
Aspley's Cottage
Sibford Gower
Oxfordshire
OX15 5EG

Project:
Paxhill House, Avon Dassett

Drawing Title:
Proposed West and North Elevations

Drawing Scale: 1:100
Paper Size: A3

Job No: 23_055
Drawing No: 104
Revision: /



Proposed East Elevation
Scale: 1:100

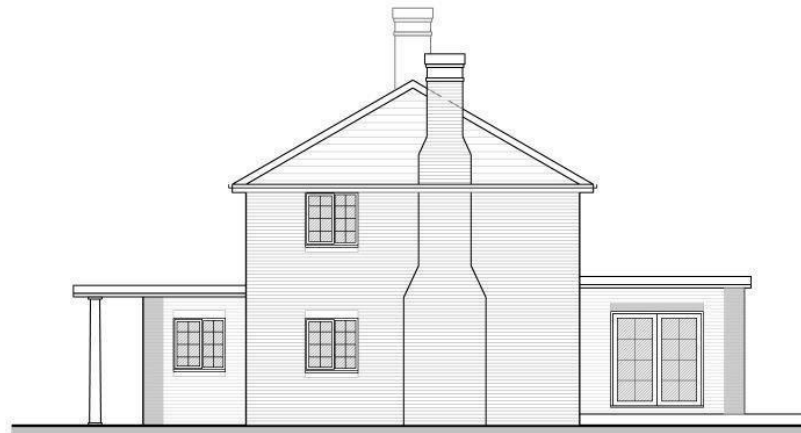
Do not scale from this drawing. Use figured dimensions only

1:100

Existing Materials:
 Walls: Brick (red)
 Roof: Interlocking concrete tiles
 Windows: UPVC (white) framed
 Doors: UPVC (white) & timber (painted)
 Garage & Store: Waney edged timber cladding (over brickwork)
 Interlocking concrete tiles

Proposed Materials: Brick (variation to main house - red)
 brick detailing opens, banding, soldier courses in varying colour to main brick
 Roof: Interlocking tiles to match existing
 New flat roofs to be covered in Lead
 Doors: Aluminium framed (grey) and glazed. Timber personnel doors

Key
 Removed



Proposed South Elevation
Scale: 1:100

| Revision | First Issue Details | 09.02.24 Date |
|----------|---------------------|---------------|
| / | | |

TE Architecture
Architecture & Design



Project:
Paxhill House, Avon Dassett

Drawing Title:
Proposed East and South Elevations

Drawing Scale: 1:100
Paper Size: A3

Job No: 23_055
Drawing No: 105
Revision: /

Avon Dassett Parish Council

Project Business Case

Reading Room – Refurbishment of the kitchen and toilet area

Updated: Tuesday, 5 March 2024

| | |
|----------------------------------|---|
| <p>Management Summary</p> | <p>Avon Dassett Parish Council “the Parish Council,” has for some time been considering how better and more frequent use can be made of it’s prime asset the Reading Room.</p> <p>At present it is used:</p> <ul style="list-style-type: none"> • for Parish Council meetings • by the Post Office on Monday and Wednesday weekly • for Village coffee mornings on the first Monday of each month • by village clubs and societies on an occasional basis. <p>In order that the Reading Room can be viewed as a more attractive venue attention needs to be focussed on the facilities available.</p> <p>The Parish Council has invested in improved heating with the provision of a wood burning fire, installed broadband and had the main room redecorated.</p> <p>Attention needs to given to the kitchen area and also the toilet and this business case covers these areas.</p> |
| <p>Reason why</p> | <p>For some years the Parish Council has been seeking ideas as to how better use can be made of the Reading Room.</p> <p>A project was created to consider creating a drop in office to cater for people working away from then office.</p> <p>That project resulted in wifi access being installed but the project stalled when the Parish Plan survey revealed only minimal demand for a service.</p> <p>However the Reading Room lacks basic facilities and this project considers the development of the Reading Room to make it more usable as a community facility. Initially, improvements to the kitchen and washroom are being considered as the most basic facilities that require attention.</p> |
| <p>Options</p> | <p>Do nothing</p> <p>Make basic improvements</p> <p>Make additional improvements including disabled toilets and improving energy efficiency while increasing the warmth of the Reading Room.</p> |
| <p>Results/ benefits</p> | <p>Creation of more attractive, usable premises</p> <p>Possible better use of the facility</p> <p>Responding to local need – e.g. enabling new clubs, societies and activities</p> |
| <p>Timescale</p> | <p>March 2024 subject to the availability of the contractor</p> |

| | |
|---------------------------------|---|
| <p>Estimated costs</p> | <p>Quotation received for £2,899.08 for improvements to the kitchen and washroom which are broken down as follows:</p> <ul style="list-style-type: none"> • new kitchen units £1380.08 • worktop £200.00 • under counter water heater £154.00 • electrics and plumbing £325.00 • new sink and tap £200.00 • bathroom basin tap £40.00 • installation cost £600.00 <p>This work was completed in 2023, but users requested additional cupboard space, bringing the storeroom into better use and improvements to the toilet.</p> <p>A quotation for this work has been received for £2,921.95 and funds earmarked for this work</p> |
| <p>Risks</p> | <p>Makes no improvement on usage</p> <p>Future plans to redevelop the facility may make the work a waste of resources (please note no plans currently visible)</p> |
| <p>Overall appraisal</p> | <p>The do nothing option results in the continuation of a cold unwelcoming environment lacking the basic services. There is no hot water in the washroom and the boiler in the kitchen leaks and intrudes into the workspace. The kitchen units are past their best and do not provide the storage facilities required by users. This option is rejected</p> <p>For the basic improvements option, following discussions with users and a survey of the premises the following work has been identified as needed to improve the basic services:</p> <ul style="list-style-type: none"> • Replace kitchen units • Replace worktops • Replace kitchen sink and tap • Replace and relocate water heater under the kitchen sink unit • Run hot water to washroom and install tap <p>The Projects Group is aware that the Parish Council's Financial Regulations require two estimates for work in excess £100 and below £3,000. However, the Parish Council has tried to meet this requirement, but has been unable to obtain a second estimate.</p> <p>This project was raised at the Parish Council meeting held on 9th January 2023 (minute reference 10.1 refers) and it was unanimously agreed that the work could proceed with one estimate.</p> <p>As a result of user requests, additional improvement work has been identified and approved. This includes:</p> <ul style="list-style-type: none"> • Fitting cupboards and shelving to the storeroom • Additional cupboards in the kitchen • Replacement toilet with a comfort height unit <p>It is proposed that the same contractor who undertook the initial work is retained to complete this next phase of improvements</p> |

AVON DASSETT PARISH COUNCIL - APPENDIX F**PAYMENTS AND RECEIPTS SINCE LAST MEETING*****CURRENT ACCOUNT***

| Date | Payee | Details | Expenditure | Income |
|------------------|------------------------|--------------------------|--------------------|----------------|
| 02 January 2024 | WM and DM Watts | Coffee morning | £15.10 | |
| 09 January 2024 | WM and DM Watts | Coffee morning | £15.99 | |
| 02 January 2024 | Google | Google accounts | £9.20 | |
| 09 January 2024 | J Jarman | Clerk expenses | £16.20 | |
| 09 January 2024 | SLCC | Registration fee | £450.00 | |
| 10 January 2024 | WPC | Share of SLCC fee | | £225.00 |
| 10 January 2024 | C Dancer | Cleaning | £30.00 | |
| 10 January 2024 | C Dancer | Cleaning | £30.00 | |
| 12 January 2024 | EDF Energy | Electricity | £13.02 | |
| 15 January 2024 | Avon Carrow Management | Reading Room Hire | | £5.00 |
| 18 January 2024 | 1&1 | Emails ets | £8.40 | |
| 18 January 2024 | 1&1 | Website fees | £44.40 | |
| 22 January 2024 | J Jarman | Clerk's salary | £361.04 | |
| 24 January 2024 | Sky | Reading Room phone | £29.40 | |
| 05 February 2024 | NuHatch | Reading Room deposit | £1,400.00 | |
| 08 February 2024 | EDF Energy | Electricity | £64.34 | |
| 09 February 2024 | Amazon | Cleaning products | £25.78 | |
| 02 February 2024 | Google | Google accounts | £9.20 | |
| 12 February 2024 | C Dancer | Cleaning | £30.00 | |
| 12 February 2024 | T Gill | Coal for Reading Room | £19.47 | |
| 12 February 2024 | WCC | Street light maintenance | £172.80 | |
| 14 February 2024 | WM and DM Watts | Coffee morning | £11.73 | |
| 20 February 2024 | Total Energies | Electricity - December | £121.77 | |
| 23 February 2024 | Sky | Reading Room phone | £29.40 | |
| 20 February 2024 | J Jarman | Clerk's salary | £361.04 | |
| 20 February 2024 | 1&1 | Emails ets | £8.40 | |
| 00 January 1900 | 1&1 | Website fees | £19.20 | |
| 00 January 1900 | 00 January 1900 | 00 January 1900 | | |
| | | | £3,295.88 | £230.00 |

DEPOSIT ACCOUNT

| Date | Details | Income |
|------------------|-------------------|---------------|
| 09 January 2024 | Interest received | £26.88 |
| 09 February 2024 | Interest received | £28.52 |
| | | £0.00 |
| | | £55.40 |

FOR AUTHORISATION**PAYMENTS FROM PRECEPT**

| | | |
|------------------|---------------------------------|------------------|
| MW and DEM Watts | Coffee mornings - April and May | 60.00 |
| Zoom | Virtual meetings | 129.90 |
| C Dancer | Cleaning - April and May | 80.00 |
| Clerk | Travel - March meeting | 16.20 |
| | Playground matting | 1,500.00 |
| | Annual insurance | 614.04 |
| Clear Council | | |
| | | £2,400.14 |

AVON DASSETT PARISH COUNCIL 2023 - 2024 FINANCIAL YEAR - APPENDIX G
RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD TO
29th FEBRUARY 2024

| | <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 | £218.21 | £218.21 | £213.21 | £5.00 |
| Burial Ground Fees | £150.00 | £150.00 | £150.00 | £0.00 |
| Miscellaneous - Funds From Village Functions and other | £225.00 | £225.00 | £225.00 | £0.00 |
| Income related to Church Steps | £0.00 | £0.00 | £0.00 | £0.00 |
| Hire of Reading Room, car park etc | £272.50 | £272.50 | £222.50 | £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 | £17,639.63 | £0.00 | £17,639.63 | £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 | (£425.82) | | (£425.82) | (£65.82) | £360.00 |
| Reading Room: Electricity Supply | (£663.53) | | (£663.53) | £186.47 | £850.00 |
| Reading Room: Maintenance | (£1,682.70) | £1,400.00 | (£282.70) | £67.30 | £350.00 |
| Reading Room: WiFi | (£482.59) | | (£482.59) | (£122.59) | £360.00 |
| Total Reading Room | (£3,254.64) | £1,400.00 | (£1,854.64) | £65.36 | £1,920.00 |

| | | | | | |
|-------------------------------|--------------------|--------------|--------------------|------------------|------------------|
| Administration | | | | | |
| Clerk's Pay | (£3,671.80) | £0.00 | (£3,671.80) | £1,078.20 | £4,750.00 |
| Administration Expenses | £0.00 | | £0.00 | £480.00 | £480.00 |
| ADPC Training | (£948.00) | | (£948.00) | (£218.00) | £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 | (£270.49) | | (£270.49) | (£70.49) | £200.00 |
| Subscriptions | (£205.50) | | (£205.50) | £94.50 | £300.00 |
| Insurance | £0.00 | | £0.00 | £850.00 | £850.00 |
| Total Administration | (£6,188.69) | £0.00 | (£6,188.69) | £2,356.31 | £8,545.00 |

| | | | | | |
|----------------------------------|--------------------|------------------|--------------------|----------------|------------------|
| Village Maintenance | | | | | |
| Street Light Maintenance | (£172.80) | | (£172.80) | £7.20 | £180.00 |
| Street Light Electricity Supply | (£985.22) | | (£985.22) | £414.78 | £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 | (£5,233.00) | £1,060.59 | (£4,172.41) | £157.59 | £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 Dassett Parish Council Website | (£304.80) | | (£304.80) | £55.20 | £360.00 |
| Communications & Surveys | £0.00 | | £0.00 | £0.00 | £0.00 |
| IT Software, Hardware & Consumables | (£978.92) | | (£978.92) | (£628.92) | £350.00 |
| Total Communications & IT Expenditure | (£1,283.72) | £0.00 | (£1,283.72) | (£573.72) | £710.00 |

| | | | | | |
|--|--------------------|--------------|--------------------|------------------|------------------|
| Miscellaneous | | | | | |
| Coffee Morning Expenses & Xmas Gathering | (£164.29) | | (£164.29) | £15.71 | £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 | (£1,609.21) | £0.00 | (£1,609.21) | (£379.21) | £1,230.00 |

| | | | | | |
|-----------------------|---------------------|------------------|---------------------|------------------|-------------------|
| TOTAL PAYMENTS | (£17,676.06) | £2,460.59 | (£15,215.47) | £2,169.53 | £17,385.00 |
|-----------------------|---------------------|------------------|---------------------|------------------|-------------------|

| | | |
|---|-----------------|------------------|
| NET INCOME OVER EXPENDITURE FOR THE YEAR TO DATE | (£36.43) | £2,424.16 |
|---|-----------------|------------------|

TRANSFERRED TO GENERAL RESERVE

| | | |
|---|-----------------|------------------|
| NET INCOME OVER EXPENDITURE AFTER TRANSFER TO RESERVES | (£36.43) | £2,424.16 |
|---|-----------------|------------------|

ALLOCATION of RESERVES

Earmarked Reserves

| | |
|--------------------------|-----------|
| Website | £1,000.00 |
| Village Cemetary | £925.00 |
| Reading Room Maintenance | £1,521.95 |
| Playground | £1,500.00 |

| | |
|-------------------------|-------------------|
| General Reserves | £21,719.14 |
|-------------------------|-------------------|

Overspend to be recovered

| | |
|------------------------------|---------|
| St John's Steps Appeal Funds | £312.29 |
|------------------------------|---------|

Closing Period Bank Balances As At: 29 February 2024

| | |
|----------------------------|-------------------|
| Current Account | £1,981.85 |
| Deposit Account | £24,684.24 |
| Total Bank Balances | £26,666.09 |

Focus Group on Village Websites

The focus group was organised following the village survey of online communications. This revealed that there was some confusion about where online information was published and difficulties in navigating the websites. Following the survey the decision was taken by the parish council to continue having two village websites (www.avondasset.com and www.avondassetparishcouncil.com) but to have clearer demarcation between the two. The focus group was therefore established to consider the following:

- clearer demarcation between the two websites, and
- improvements that can be made on structure/navigation including how to link between the two sites

The focus group met online on 24 January and consisted of three experts in online communication (Jan Ferris, Richard Taylor and Jason Wise), editors of the parish council and community websites (Jo Jarman and Sarah Richardson) and a representative of the parish council (Cllr Alex Jackson).

Summary of Discussion

Demarcation between the two sites

□

The parish council have a statement on their homepage setting out what they do.

We:

- *ensure that the street lighting is maintained and pay for the electricity*
- *manage the village playground regularly reviewing the equipment and fencing, arranging for an annual external review, ensuring that the grass is mown.*
- *arrange and pay for the mowing of the green areas in the village including the playground, cemetery, village green and highway verges*
- *alert the necessary local authority regarding issues relating to roads and drains*
- *manage and maintain the cemetery in conjunction with the Cemetery Manager*
- *arrange for the maintenance of the tubs that decorate the village*
- *manage and arrange for maintenance of the Reading Room*
- *will maintain the defibrillator and ensure that there are sufficient volunteers who can use this facility in the case of an emergency*

We are bound by a Code of Conduct set by Government mandate, and we perform regular Risk Assessments to support our decision taking.

We also create and maintain a development plan for the Parish and an Emergency Plan dictating the local response to any major incident affecting the parish.

There is also statutory information that needs to be on the parish council website: agendas, minutes, meeting dates, financial information, policies and procedures.

It was agreed that this was a good way to demarcate the two sites. The items listed by the parish council as their areas of responsibility should be on the parish council site and everything else on the community site.

However, all attendees were keen that whilst there would not be duplicate pages (there should be one source of truth), there would be links from one site to the other where appropriate. Each website would indicate what would be included on each site with links to the other website.

There were discussions about particular areas:

Reading Room: the Reading Room is a parish council asset, and the Parish Clerk manages the bookings, and therefore although it looks like it should go on the village site, it is actually part of the parish council responsibilities (in cases like this, it was suggested the village site link to the page on the parish council site, see above)

War Memorial: as above, a parish council asset

Cemetery: as above, a parish council asset

Coffee Morning: although this is financed by the parish council it is run independently. The view was that it should be on the village site as it is not a function of the parish council (but could have a link from the parish council site if necessary)

Events: these should be on the village site even if run by the parish council (eg D-Day). The parish council would like a calendar but only for Reading Room bookings and parish council meetings. All attendees thought it would be beneficial for all events regardless of who runs them to be on one site. The Parish Council would have a link to all events shown on the Community site to ensure anyone coming to either site could find the information they were looking for.

Waste Collection: the collection dates were not considered 'events' and whilst they should be on the community site, it was thought best to have a webpage with a link to Stratford.

Planning: although many people think this is the remit of the parish council, they are only a consultee. There is a good link on the village site which is automatically updated by Stratford District Council and thus it was considered this should remain (but can be linked to from the parish council site)

Post office: although the parish council is a communication link it is not a parish council function and having it on the parish council site implies the parish council have

ownership or are involved in the management, thus the best approach is for the parish council to link to the page on the Community site.

News: this should be on the community site with **notices** (eg of elections etc) on the parish council site. There will be links from each site to the other.

Police, Fire Service and Crime: these should be on the community site

Our village: should be the community site

Road Closures: should be the community site

Churches: should be the community site

Improvements to structure, navigation and technical elements of the websites

The parish council site is in need of updating and the Parish Clerk indicated that the website is to be reviewed in its entirety.

Suggestions to consider for the parish council site are:

- Fewer menus (suggested 5) and click throughs (remove some headings example given was civility and respect)
- More intuitive headings
- Cookie message
- Favicon
- Mobile capability
- Calendar
- Use webcrawler to check for broken links
- Links need to be friendly URLs or tiny URLs

Suggestions to consider for the community website are:

- *Compton Chronicle* page
- Reduce top menu links so they fit on one page
- Have contact form
- Check subscription to events form
- Reduce archived news (put in folders) and change colour from red font
- Check parish council meetings on the calendar
- Check pull down menus on mobile
- Check some of the village group information
- Move News to second item on menu
- Favicon

Recommended Next Steps

The parish council are invited to accept the recommendations of the focus group (as outlined above) which were agreed by all attendees. If accepted the suggested next steps are:

- the editors of the parish council and community websites to effect the suggested changes
- once completed, the new websites to be demonstrated at a village coffee morning to get feedback
- Cllr Jackson and Sarah Richardson to finalise work on the communications strategy with an aim for it to be adopted at the March parish council meeting

Avon Dassett Parish Council

Project Business Case

Parish Council website and use of gov.uk email addresses

| | |
|----------------------------------|---|
| <p>Management Summary</p> | <p>It was identified during the recent communications survey that the Avon Dassett Parish Council website is a much-used resource within the village. Following a review of the website alongside a review of the Community website the information on the Parish Council website will be tailored to ensure that it complements the Community website.</p> <p>Councillors currently use their personal email addresses which is not advised within the sector.</p> |
| <p>Reason why</p> | <p>The Clerk has carried out research on the format of Parish Council websites. It has been established that the Avon Dassett Parish Council website does not meet Accessibility Requirements and the current methodology for email addresses is not able to meet the need for GDPR compliance. Other Parish Council websites have a fresher look about them and are easier to navigate than our current site. The Parish Council needs to move to a new website builder and email platform in order to be compliant.</p> <p>We are also strongly advised by the National Association of Local Councils (NALC) and the Warwickshire and West Midlands Association of Local Councils (WALC) that Parish and Town Councils should use a gov.uk domain and the Clerk and councillors should use gov.uk email addresses. It should be acknowledged that Parish Councils form part of first tier government. The Information Commissioner's Office (ICO) and the Joint Panel on Accountability and Governance, Practitioners' Guide 2023 (JPAG) have highlighted risks and made recommendations.</p> <p>ICO highlights the risks of using personal emails:</p> <ol style="list-style-type: none"> 1. Confidentiality and Integrity Risks: <ul style="list-style-type: none"> • Personal email accounts and devices pose risks to the confidentiality, integrity, and availability of personal data held by councils. 2. Unintended Data Processing: <ul style="list-style-type: none"> • Use of personal devices increases the risk of personal data being processed for purposes different from the original collection, violating data protection principles. 3. Data Accuracy and Retention Challenges: |

| | |
|-------------------------|--|
| | <ul style="list-style-type: none"> Storing data on various devices raises the risk of outdated or inaccurate information, making it difficult to manage data retention appropriately. <p>4. Security Concerns:</p> <ul style="list-style-type: none"> Processing data through personal email accounts or on privately-owned devices poses security challenges, necessitating robust technical and organisational measures. <p>5. Accountability and GDPR Compliance Complexity:</p> <ul style="list-style-type: none"> The use of personal email accounts and devices complicates the demonstration of GDPR compliance, requiring effective organisational policies and processes. <p>JPAG Recommendations:</p> <p>1. Provide Official Email Accounts:</p> <ul style="list-style-type: none"> To comply with GDPR, councils should provide official email accounts for councillors, the clerk, and other officers. <p>2. User Management for Compliance:</p> <ul style="list-style-type: none"> Ensuring the proper officer can manage member and staff email accounts is crucial for effective user management. Commercial 'dashboard' email and web systems are recommended for compliance with GDPR |
| Options | <p>Do nothing (not an option in the Clerk's view)</p> <p>Redevelop the current website (the current builder is not fit for purpose; it would need to be upgraded at a cost and this would take a considerable amount of the Clerk's time which would also come at a significant cost)</p> <p>Volunteers to develop website (this could leave the Parish Council exposed as there would be no contracted organisation which would be ultimately responsible for the development. In the Clerk's view the Parish Council needs to be able to hold the developer to account and this would be difficult if this was a volunteer)</p> <p>Develop the website to include taking the following steps:</p> <ul style="list-style-type: none"> Appoint a specialist website developer to build a website Acquire gov.uk domain Acquire gov.uk email addresses Annual support contract to ensure website remains compliant |
| Results/benefits | <p>Parish Council complies with sector recommendations, including JPAG Risks highlighted by ICO are mitigated.</p> <p>Website is compliant, is easier to navigate and brought up to date.</p> |

| | |
|--------------------------|---|
| | <p>Built in Communication Management System (CMS) - agendas can be sent out directly from the CMS which will save the Clerk's time and the use of Mailchimp can be significantly reduced.</p> <p>Online booking system: this will link into a calendar on the website to show the Reading Room availability.</p> |
| Timescale | <p>Appoint website developer: March 2024 Build time of 3 to 6 weeks New website and email addresses go live: May 2024</p> |
| Estimated costs | <p>Quotes have been obtained from two recommended website consultants. The most cost effective is as follows:</p> <p>Year 1 costs: £705.00 - to build the website and acquire the gov.uk domain plus 25% contingency of £176.00. Ongoing costs: £305 per annum (it should be noted that current ongoing costs are c£480 per annum) – includes, website hosting, website support, email addresses and domain renewal plus 25% contingency of £75.00. Booking System: £120 per annum.</p> <p>It is anticipated that the Clerk will be able to build any additional hours into contracted hours; this assumes the support of Cllr Gill in the process.</p> |
| Risks | <p>Whilst the availability of the skills in this area might be available locally it would take a lot of time and effort to build the website and there is a risk that the current legislation requirements will not be met.</p> <p>The responsibility for the accuracy and availability of information is solely the responsibility of the Parish Council and by appointing a specialist company adds resilience to the process and mitigates any risk.</p> |
| Overall appraisal | <p>As Clerk and RFO I recommend that the Parish Council appoint an external consultant to build a new website, acquire a gov.uk domain and to set up email addresses for the councillor and clerk.</p> <p>In summary, the year 1 costs of up to £881 will be funded out of reserves. The ongoing costs of up to £380 per annum will constitute an annual saving on the communications budget for an improved service. The cost of the booking system would also be funded out of the communications budget.</p> |

SUMMARY OF RESPONSE TO CALL FOR SITES

Cemetery Car Park (Parish Council owned)

Parking
Allotments
EV Charging

Land in front of Playground (WCC Highways owned)

Parking
EV Charging

Land behind & adjacent to bus shelter (Part privately owned, part WCC Highways owned)

Community garden

Land in front of Knights farm house/ adjacent Yew Tree driveway (WCC Highways owned)

Community garden

The Yew Tree car park (Community Benefit Society owned)

EV charging

St Joseph's Church (Archdiocese of Birmingham owned)

Village Hall
Community use

Fete field (Dassett Charities owned)

Village Hall

Carrow Barn (Privately owned)

Village Hall

Moat Close - land behind Hill View (Privately owned)

Housing
Various community uses

Update on plans for the ‘Digital Switchover’ in CSW region

As you may already be aware, the UK’s telephone network is changing. By the end of 2025, most phone providers will have moved their customers from landlines served by the old analogue Public Switched Telephone Network (PSTN) to new upgraded services which use digital technology. This is commonly referred to as the ‘Digital Switchover’.

Why is this happening?

The PSTN or ‘copper landline network’ is nearing the end of its life. It is becoming increasingly unreliable and more expensive to maintain. The new digital network will provide a more resilient, reliable, sustainable and energy-efficient phone service for decades to come.

It will also provide customers with other benefits including clearer calls and extra features that will include blocking most scam and nuisance calls, offering customers better protection against fraud.

When is this happening?

Around 90% of all Warwickshire residents and businesses currently receive their service from one of the ‘big four’ fixed landline providers: BT (BT Business & BT Consumer Group), VMO2, Sky and TalkTalk.

VMO2 have already completed the switchover for the vast majority of their Warwickshire customers, while those in the Atherstone area of North Warwickshire due to be migrated in August 2024.

The situation with Sky and Talk Talk is slightly different. As most of their customers do not receive their phone services via the PSTN network that Openreach is switching off, there isn’t the same requirement to switch their phone lines over.

As for BT Consumer Group – the largest provider of residential fixed line phone services in the UK, they will start the migration of customers to their Digital Voice network in the Solihull and Warwickshire areas in February 2024.

They have a number of drop-in sessions planned across the region in the coming weeks to address any issues or concerns that customers may have about the switchover process. More information on events in your area can be found by visiting: [Digital Voice Events](#) | [Digital Home Phone](#) | [BT](#)

Each of the phone service providers has extensive plans in place to notify affected customers well in advance of their switchover date. This includes providing them with easy to understand step-by-step instructions of what they will need to do on the day to ensure the transition is as smooth as possible.

Drawbacks and further advice:

One of the main drawbacks of the new digital network is that differences between the two technologies means that there is a risk that devices that currently rely on the old network – such as telecare devices - will not necessarily work when switched over to the digital one.

All telecoms providers have plans in place to provide extra support to their more vulnerable customers and all have now signed up to a charter agreeing that they will not migrate vulnerable customers over to the new digital network until they are sure that a compatible telecare solution is in place.

However, if you think that you or someone you know may be affected by this, we would advise that you to get in touch with the phone service provider to ensure they are aware of the situation.

Another drawback is that your new digital landline may not work if there is a power cut. Openreach are working with the government and the power networks to help make the digital phone network more resilient in the event of any power outages.

Those with access to a mobile phone are advised to ensure these are sufficiently charged so that in the event of a blackout, calls – including those to emergency services - can still be made.

Battery back-up solutions can also be purchased and OFCOM has stated that if an 'at-risk' customer does not have any other means available, their telecoms provider must offer a solution to allow calls to be made to the emergency services. Your phone service provider will be able to provide more information on this.

Finally, it is worth noting that BT Business are following a totally separate migration rollout plan for their customers compared to BT Consumer Group. If you are a BT Business customer, we suggest you contact them to discuss the migration of your phone services to the digital network.



ARE YOU KEEPING WARM AT HOME?



HOME UPGRADE GRANT 2

HUG2 COULD HELP REDUCE YOUR FUEL BILLS

What can you get?

Low carbon heating:

- Solar photovoltaic panels
- Ground source heat pumps
- Air source heat pumps
- High retention electric storage heaters

Energy efficiency measures:

- Loft insulation
- Cavity wall insulation
- External & internal wall insulation
- Draught proofing
- Smart heating controls
- Hot water cylinder insulation

Open to homeowners and tenants in:

Off gas properties

- Not connected to mains gas for any heating
- May use gas for cooking

Worst performing homes

- Energy Performance Certificate (EPC) of D-G
- EPCs arranged free for eligible homes

Low income households

- Combined annual household income below £36,000 (gross)
- Any savings not factored in

APPLY FOR A GRANT, FIND OUT MORE OR GET ENERGY ADVICE



www.actonenergy.org.uk



0800 988 2881





WARWICKSHIRE
FIRE & RESCUE SERVICE

Gaydon Fire Station
Lighthorne Heath,
Warwick,
CV35 OBD

Dear Householder,

YOU AND YOUR FAMILY ARE AT RISK WITHOUT A WORKING SMOKE DETECTOR.

As part of the Fire Service strategy to reduce death and injury due to fire in the home, we are carrying out Home Fire Safety visits in your area.

We can visit your property and carry out a **FREE** Home Fire Safety visit.

Our Home Fire Safety visits include valuable fire safety information to help keep you and your family safe. If you have smoke alarms, we will check they are working and sited correctly. If not, we will fit smoke detectors where required **FREE OF CHARGE**.

We have already fitted free smoke detectors and given advice to many people in your area. If you or someone you know would like a free Home Fire Safety visit, please call W.C.C. customer service on: -

01926 466282 or 01926 413478

Headquarters Leamington spa

Gaydon Fire Station

We will then arrange a suitable time to visit you. And remember: **ALL OFFICERS WILL ATTEND IN UNIFORM, IN A FIRE APPLIANCE AND ALWAYS CARRY ID. PLEASE DO NOT BE AFRAID TO ASK TO SEE THIS ID!**

We look forward to seeing you soon.

Kind regards,

Gaydon Fire Station