MINUTES of ANNUAL GENERAL MEETING OF THE PARISH COUNCIL

12th May 2014

Present: David Hutt, Alastair Whetstone, Trevor Gill, Chris Campbell, Councillor Williams, Clerk

The meeting commenced at 8.00pm.

1) **ELECTION OF CHAIRMAN & VICE-CHAIRMAN**: David Hutt stood for Chairman for a further year. Proposed: Alastair Whetstone, Seconded: Chris Campbell. Alastair stepped down as Vice-Chair. Trevor Gill was accepted for the role as Vice- Chair. Proposed: Chris Campbell, seconded: David Hutt. Alastair Whetstone was thanked for all his work as Vice-Chair.

Parish Councillors commented on the need for further parish councillors both currently and in the future. It is notable that if the Parish Council does not have at least 3 members it will not be quorate and the District Council will take over.

2) **APOLOGIES**: None

3) **CONFIRM MINUTES OF LAST AGM**: Minutes were accepted, signed and dated by David Hutt. Proposed: Trevor Gill, seconded: Alastair Whetstone.

4) **CHAIR'S REPORT**: See Annual Parish Meeting

5) **FINANCIAL REPORT**: See Annual Parish Meeting

6) **CHARITIES' REPORT:** Nothing to report

7) **MEMBER REPORTS:** Nothing to report

The meeting closed at 8.15pm.

MINUTES of ANNUAL PARISH MEETING

12th May 2014

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The meeting commenced at 7.30pm.

Present: David Hutt, Alastair Whetstone, Trevor Gill, Chris Campbell, Councillor Williams, Clerk.

1) **Minutes of last meeting**: The minutes were accepted and signed and dated by David Hutt. Proposed: David Hutt, Seconded: Trevor Gill. Unanimous.
2) **Chairman's report**: David Hutt addressed the meeting with his annual review.

2013-14: The year May 2013-14 has been generally one of (steady as she goes). Last year we had the highlight of the St Johns church step campaign and opening. This year there have been no major items of a similar nature. The year has been more to do with the maintenance and steady improvement of the facilities of the village. Systematically the street lighting has been replaced and some good news towards the end of this year has been the efforts of our Stratford District Councillor Chris Williams securing the money to enable signage at the entrance to Avon Dassett. The street sign announcing the village will also carry the wording please drive carefully.

Councillor Vacancy: Due to work and family commitments Daniel Robertson has had to resign from his responsibilities on the council with effect from January 2014. I would like to take this opportunity to thank Daniel for his significant contribution during his time in office. In particular with regards to the village clean up and maintenance days plus considerable additional work which was carried out together with Trevor Gill quietly ensuring the upkeep of the appearance of the village. To date a replacement has not yet come forward, therefore we would like to take the opportunity to invite a member of the community to step forward for the vacant position.

Road – water leaks: Despite the best efforts of Warwickshire County council re-surfacing the Avon Dassett road from top to bottom the water table is so high that water has forced its way through the surface next to St Johns church and as a result poses a continuing serious threat to road safety on what is already a difficult double bend in the road. WCC are already aware of the situation and we have been informed that they are going to repair the road sometime during the summer months. Caution is encouraged when negotiating this passage of road particularly when driving up the hill and great caution should be taken with regards to the possibility of cyclists on the road.

Councillors: I wish to take this opportunity to give thanks to all councillors Chris, Trevor and Alastair who give their time for free to support and enable the local community. The efforts particularly of Trevor Gill throughout the year deserve special praise. He has always been the first to offer to attend meetings on behalf of the Council with regard to:

1. Community and Crime Matters
2. Broadband
3. Budget – Together with Alastair.

In addition the fact that the village has been kept free from any flooding in what has been the wettest winter in living memory is in no small part due to Trevor, Alastair and Daniel ensuring that the drains are always free from debris and Trevor arranging with the local council to jet the drains before winter began.

Maintenance of Green Areas: Thanks are due once again to Michael Mann for his efforts in keeping the green areas of the village looking good and in addition to all the village residents who have played their part in looking after the flower tubs which decorate the village.

Summary: The thoughtful and hard work of the councillors and secretary Helen which largely goes unseen is the principle reason why the village has run smoothly over the last year.

We now move into our last year in office before the elections in May 2015. Personally I am looking for a year which provides more of the same. The fete was a great success in 2013. The Soap Box Derby also broke all records in participants with numbers watching and the money raised for charity. 2014 looks set to repeat these successes.

The Avon staying open still appears to be hanging in the balance. We will all be aware of the To Let sign having been erected. I am sure we are all well aware that is has to be in the whole communities interest for the hardworking publican Joe to be supported in his efforts to keep the pub open. Its closure will undoubtedly have a detrimental influence in the village. Residents are strongly encouraged to, "use it or lose it."

3) **Financial Report** with annual review of Standing Orders, Banking Standing Orders and Direct Debits, Fixed Assets List, Financial Regulations, Emergency Plan, Risk Assessment.

FINANCIAL REPORT at CLOSE OF FINANCIAL YEAR 2013-2014

Bank Balance @ 31 March 2013:	£4,721.15
Precept for 2012/13:	£8,963.00
Receipts during 2012/13:	£2,287.65
	£15,971.80
Add in adjustment from last financial year (Ref Bill Robinson 28.4.14)	
Plus cheque not cashed (1224)	£30.00
Less cheque cashed from 2011/12 (1162)	£11.00
Adjusted balance	£15,990.80
Payments during 2011/12:	£7,904.60
	£8,086.20
Balance carried forward @ 31 March 2014:	**£8,086.20**

End of Year bank balances:

Lloyds TSB A/c No 00023602 @ 31 March 2014	£7,336.86
Lloyds TSB A/C No 00140954 @ 31 March 2014	£749.34 Note 3
Balance carried forward for external audit	**£8,086.20**

Note 3: This figure represents ring fenced funds for ADPC including any interest received into the account.

Parish Council Standing Orders: The current standing orders will be reviewed and presented to the Parish Council for discussion and amendment at the June/ July meeting. This was agreed. **ACTION: Clerk and Trevor Gill to review operating Standing Orders for ADPC.**

Banking SO's and DD's:

Current Account: N Power: Electricity

Douglas Tonks: Payroll

Deposit Account: SDC: Precept payment

HMRC: VAT refund

Direct Debits will be initiated for the street lighting bills.

Fixed Assets List: The fixed assets had been the subject of review and were confirmed as being an accurate reflection of the current position. It is noted that the village welcome feature will need to be added to the list and insurance cover once it is installed.

Financial Regulations: The current regulations will be reviewed and presented to the Parish Council for discussion and amendment at the June/ July meeting. This was agreed. **ACTION: Clerk and Trevor Gill to review financial regulations for ADPC.**

Emergency Plan: Just been completed by Trevor Gill and submitted to SDC. Further key to RR has been issued to Councillor Campbell.

Risk Assessment: The current document will be reviewed and presented to the Parish Council for discussion and amendment at the June/ July meeting. This was agreed. **ACTION: Clerk and Trevor Gill to review the risk assessment policy for ADPC.**

4) Open Forum: No public were present.

The meeting closed at 8.00pm.