Minutes of Ordinary Meeting

Monday 6th October 2014

The meeting commenced at 7.30pm 495

1. APOLOGIES (with acceptance of apologies): Mike Blakeman: apology accepted by meeting.

Present: Trevor Gill, David Hutt, Alastair Whetstone, Councillor Chris Williams, Clerk: Helen Hide-Wright.

2. DECLARATION OF INTERESTS: David Hutt read out a letter seeking dispensation in order to make the discussion on the planning application quorate. David Hutt is both a resident at Bitham Hall and a member of the Management Committee. The letter was read by the Clerk and dispensation was granted. See Appendix A.

3. CONFIRM MINUTES OF LAST MEETING: Accepted by the meeting and signed and dated by David Hutt.

4. QUESTIONS FROM THE PUBLIC: None.

5. MATTERS ARISING:

Community

a) Burial Ground: Carry forward to next meeting.

b) Community Policing/Neighbourhood Watch: Email had previously been circulated about a suspicious vehicle.

c) Playground (including monthly check). Review of Inspection report by RoSPA. The inspection report had been circulated by the Clerk prior to the meeting. It was agreed that the items requiring attention will be dealt with on the Village Tidy up day on the 8th November.

d) Superfast Broadband: Chris Williams updated the meeting. See Chris William's report.

e) Post Office: Trevor met Paul Jaspal to discuss the operation of the Post Office. At present the person who normally operated the Post Office is ill. Paul has suggested running an advert seeking 4 or 5 volunteers to operate the Post Office in order to keep it open. **ACTION: Trevor and Helen to formulate an advert for the PO.**

f) Avon Dassett Country Fete: Trevor Gill asked the Fete if they would fund the Christmas Events which they agreed to. In addition, the Parish Council will (subject to approval at the Fete AGM) receive some funds to support the tubs and other village initiatives. The Carol Service will be on the 21st December.

g) Village Tidy-up: Confirmed as the 8th November 10am - noon.

h) Remembrance: David Hutt is dealing with the ordering of the wreath.

i) Christmas: See item f.

Roads

Traffic, Roads and Drains

- Water flowing onto road close to St John's Church: Trevor Gill has received correspondence from Patch Byrne and the matter is ongoing.
- Speed Reduction Scheme: The project is proceeding.

Environment/Maintenance

j) Green areas: The season is coming to an end.

k) Reading Room maintenance (Purchase of frost stat): Alastair is looking into this matter.

Communication/Administration

l) Administration: Nothing to report.

m) Review of Parish Councillor Responsibilities: Carry forward to next months meeting.

5. COUNCIL REPORTS: County Councillor Chris Williams

Chris Williams confirmed that the report on the water coming down the hill has been requested and will be sent through to the Parish Council. The road is still to be repaired.

1. **Fire & Rescue Service –** After completing their Public Consultation, the Fire & Rescue Service, through the County Council, have accepted the new proposals for running the Fire & Rescue Service in Warwickshire. These proposals include continuing discussions with adjoining authorities with a view to improving efficiencies, improving our access time in rural areas. A reduction from 20 mins to 15 mins is now the accepted standard. As far as Avon Dassett is concerned the Fenny Compton Fire Station will continue to be operational. It must be remembered that 70% of the work of Warwickshire Fire & Rescue Service is not associated with fire but far more with rescue. The Fire Brigade Union have accepted and endorsed the new proposals.

2. **Health and Wellbeing Survey –** The Parish Council were recently invited to participate in a survey distributed by the County Council to help them improve the Health and Wellbeing of our community. The County are quite often criticized for not consulting the public and I cannot stress how important it is for this survey to be completed and submitted before the end of the month.

3. **Impact of the Scottish Referendum –** The recent decision by Scotland that they should stay within the UK has crystallized Unitary Authority debate within the country. The practical proposals for devolution has struck a chord with the national mood as politicians from all parties are now discussing how English authorities could benefit from additional powers. We, in the County, in conjunction with other Shire Authorities, have approached the government to find out how authorities could benefit from additional powers. There is a fear that Warwickshire could be subsumed by Birmingham but I believe that there is no appetite to move in this direction and independence for Warwickshire is the preferred option. Currently, central government has stated that devolution, at a national level, was necessary to see proper devolution for cities and county areas. The theory is that power together with money would be delegated down to city and county areas allowing each authority to determine how and where its taxation was to be spent.

4. **Southam & Feldon Community Forum** – The next meeting of the Forum is to be held on Wednesday 10th December 2014 at the Dallas Burston Polo Ground. An important date for your diary is Thursday 4th December 2014 when all the Forums throughout Stratford District will meet at Stratford Race Course where there will be an opportunity to debate issues of concern. The Leaders from both Stratford District and Warwickshire County Councils will be in attendance together with the Chief Constable for Warwickshire and his Police Commissioner and the Head of the NHS in Warwickshire. It should be a lively meeting and I strongly commend your attendance.

5. **Rural Crime Co-ordinator for Stratford District** – I am pleased to announce that SDC have appointed Lucy Lambert to the new post of a Rural Crime Co-ordinator. This appointment will focus on victims of crime in rural areas. The focus will be aimed initially at victims of acquisitive crime (theft, robbery, residential burglaries) dealing with victims after the fact and also identifying potential victims. The Co-ordinator will travel throughout the district making visits and giving talks and presentations to local communities. Although overall crime levels have reduced, crime in rural areas makes up 65% of all crime in the district. The Council is taking a proactive approach towards crime and its effects on those of us living in rural communities. The Rural Crime Co-ordinator will be working closely with the Police Safer Neighbourhood Team and Neighbourhood Watch schemes to ensure the best possible level of service is provided to residents.

Superfast Broadband: Trevor Gill sought an updated from Councillor Williams: Chris Williams confirmed that if Avon Dassett was initially designated a, "white area," it would go onto a waiting list for Superfast Broadband. The Parish Council restated its request for the village to be considered for inclusion in the scheme due to the poor service it currently receives and its importance to residents every day lives..

7. CORRESPONDENCE – Paper copies circulated at meeting. Electronic mail circulated prior to meeting.

8. PLANNING (Declarations of interests):

14/02566/LBC & 14/02565/FUL Bitham Hall, Susan Harris. No Representation. Signed and dated by Trevor Gill.

The drafted Planning Standing Order was discussed and approved for situations where a quorate meeting cannot be convened. Appendix B.

9. FINANCIAL STATEMENT

FINANCIAL STATEMENT October 2014, Avon Dassett Parish Council:

Balance at close of business 30/9/14

Current Account	£12,391.17
Savings Account	£ 749.52 *

This figure represents ring fenced funds for ADPC plus any interest received into the account.

Bank Transactions

Current Account		**Chq/SO/DD**	**In**	**Out**
5 September	N Power	DD		47.00
11 September	001292	Chq		26.48
16 September	001293	Chq		121.00
16 September	001291	Chq		262.00
29 September	Precept		4,681.50	

Deposit Account		**In**	**Out**
9.9.14	Interest	0.03	

Cheques issued from mtg		**Cheque No**	**Amount**
6.10.14	T. Gill (Refund for hard drive)	1295	49.99
6.10.14	Playsafe Ltd (Play area inspection)	1296	96.00
6.10.14	WALC (Training Event)	1297	40.00
6.10.14	H. Hide-Wright (Expenses Sept)	1298	14.70
6.10.14	H. Hide-Wright (Stationery)	1299	16.35
6.10.14	J. Sherriff (Oct Coffee)	1300	11.52
Total Cheques			**228.56**

Notes: Current account includes second part of precept payment.

New Balances for Ring Fenced Funds:

Neighbourhood Watch	£ 185.00
St John's Steps appeal Funds	**£ 359.05**
Community Grant Fund (Laptop)	£ 5.44
Interest Received	£ 0.03
Play area lease grant from AD Fete Committee	£ 200.00
Total	£ 749.49

2nd Quarterly Budget Review

Oct 2014 2ndQuarter budget update (including expenses up to end Sept 2014)

	Budget £	Spend to date £	% of Budget
Expenditure	9363	4,509.89	48%
VAT		125.53	
RR Ins	935	809.43	87% ANNUAL FEE
RR Rates	100		
RR Clean	165		
RR Maintenance	400	100	25%
Clerk Pay	2800	875.84	31`%
Admin	400	204.28	51%
PC Training	100		
WALC	100	92	92% ANNUAL FEE
Elec supply RR	600	223	37%
Street Light Supply	825	439.33	53% INCL. ANNUAL FEES
Playground Rental	50		
Website	400		
Playground	150		
Other	0		
Mowing	1800	1175	65% Season ending
Audit Fees	200	160	80% Concluded
Coffee Morning	138	60.32	44%
Election Fees	200		

Other Funds held by ADPC:	Neighbourhood Watch	£ 185.00
	St John's Steps appeal Funds	£ 359.05
	Community Grant Fund (Laptop)	£ 5.44
	Play area lease grant from AD Fete Comm.	£ 200.00
	Total	**£ 749.49**

- Precept: the Clerk confirmed that the second half of the year's precept has been received.
- Pay correction following Clerk's appraisal. It was confirmed that the payment, previously authorised at an earlier meeting, to correct previous underpayments of salary, will be settled in the November payroll.
- Trevor proposed putting £500 into ring fenced funds for future admin expenses. This was agreed by the meeting. Proposed: Trevor gill, Seconded: David Hutt, unanimously agreed.
- Trevor proposed that £5,000 is placed in the deposit account as ring fenced funds for future needs relating to The Reading Room. Proposed: Trevor gill, Seconded: David Hutt, unanimously agreed.
- The bank mandate was signed by David Hutt and Alastair Whetstone.
- Trevor presented a draft budget for 2015/2016 and this is attached for information as Appendix C.

10. MEMBER REPORTS: Trevor Gill confirmed that he has been going through the documents held in the Reading Room. He has confirmed that SDC holds all of the planning applications. Trevor has been scanning the comment page for each of the planning documents. The planning documents have been loaded and linked into the website. Trevor sought permission to destroy the obsolete planning documents. This process can be repeated annually.

In addition, Trevor confirmed that he has collected old minutes. They will be scanned and loaded onto the website and the originals will be handed to Warwick Records Office for storage and safekeeping. David thanked Trevor for his work on the documents.

11. DATE OF NEXT MEETINGS – 2014 dates: 3rd Nov, 15st Dec. 2015 Dates: 5th Jan, 2nd Feb, 2nd March, 13th April, 11th May, 1st June, 6th July, 3rd August, 7th September, 5th October, 2nd November, 7th December.

The meeting ended at 9.00pm.

Appendix A.

Flat 2
Bitham Hall
Church Hill
Avon Dassett, Southam
Warwickshire
CV47 2AH
Wednesday, October 1, 2014

The Clerk
Avon Dassett Parish Council
The Reading Room
Avon Dassett
Southam
Warwickshire

Dear Clerk

Registration Of An Interest In Planning Matters On The Agenda For The Meeting On 6 October 2014.

I write to request dispensation to participate and vote, if necessary, on Planning Matters to be discussed and acted upon in the meeting to take place on 6 October 2014.

In particular I have an interest in the Planning Application References 14/02565/FUL and 14/02566/LBC.

Yours sincerely

David Hutt

D Hutt

Appendix B.

Avon Dassett Parish Council

Planning Standing Orders

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Avon Dassett Parish Council

Planning Standing Orders

1) General

a) These Planning Regulations govern the Planning Consultation Process conduct by the Council and may only be amended or varied by resolution of the Council.
b) These Standing Orders provide specific information regarding the implementation of the Good Practice Note – Guidance On Procedures For Responding To Planning Applications which is attached in Appendix 1.

2) Delegation Of Function Of Responding To A Planning Application

a) Sections 4 and 5 of the Good Practice Note – Guidance On Procedures For Responding To Planning Applications permits the delegation of the function of responding to a planning application to either a sub committee or to an officer of the council. It is inappropriate for a specific sub committee to be formed for Avon Dassett Parish Council and therefore if a meeting cannot be convened to consider a specific planning application the clerk will circulate the details and ask for comments by email. The clerk will then formulate a response.
b) Where there are conflicting comments expressed by Councillors the clerk will in the first instance refer the matter to the Councillor responsible for planning or if this person is not available the matter will be referred to the Chair.
c) Where responses are gathered by this method rather than by formal meeting the clerk will prepare a brief report with a copy of the relevant emails and present this at the next full meeting of the Council.
d) As provided in Section 5 - if an objection is received from a member of the public or a councillor, in that case a meeting of the council or planning committee should be called to discuss the response and if necessary, an extension of the time for a response allowed by the planning authority should be sought.

3) Revision Of Planning Regulations

It shall be the duty of the Council to review the Planning Regulations of the Council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.

4) Retention Of Planning Records

a) All Planning Applications for Avon Dassett are submitted to Stratford on Avon District Council who are responsible for processing all applications and also making final decisions regarding approval etc.
b) Applications are passed to Avon Dassett Council for comment as a part of the planning process. Any representations are made and added to the Stratford on Avon District Council ePlanning system with a master copy (signed on behalf of Avon Dassett Parish Council) being retained as a part of the Parish Council records.
c) Avon Dassett Parish Council will not retain any documents relating to Planning Applications other that the signed representations mentioned in (b) above. They will however ensure that sufficient records are maintained for all planning applications relating to Avon Dassett.

Avon Dassett Parish Council

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Appendix 1 – Further Reference Documents

Warwickshire and West Midlands Association of Local Councils
(Affiliated to the National Association of Local Councils)

WALC
Representing and Advising Town and Parish Councils

Warwick Enterprise Park, Wellesbourne, Warwickshire , CV35 9EF

Tel 01789 472616 Fax: 01789 472619

E-mail: walc@walc.org.uk

Website: www.walc.org.uk

GOOD PRACTICE NOTE

GUIDANCE ON PROCEDURES FOR RESPONDING TO PLANNING APPLICATIONS

The planning consultation process is an important power held by local councils and the procedure adopted by a council to respond to planning applications needs to be carefully minuted and not open to question.

1 The Local Planning Authority (LPA), usually the District or Borough Council or Unitary Authority will consult with Parish and Town Councils about planning applications received, and ask for a response within 14 days. The County Council is responsible for applications regarding mineral extraction and waste disposal.

2 Often the consultation period coincides with local council meetings or a meeting of a planning committee with a delegated function to respond to applications, then there is no problem discussing the application and making the response in time. Either of these methods is by far the best practice to adopt.

3 The problem arises when the planning applications are received between scheduled meetings and a response is required before the next meeting. *The procedure that some councils have been known to adopt, of the Chairman or another member of the council summarising the responses of members and replying on behalf of the council is not correct and is open to challenge in the courts. Whenever possible a decision on how to reply*

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must be taken at a properly convened committee or council meeting, or be subject to a delegation of the function as set out below.

4 The function of responding to a planning application may be delegated to a planning committee, which consists of three or more councillors, (section 101 of the Local Government Act 1972 refers). This should be a subject of a Standing Order (see Orders 1 and 15 in NALC's Standing Orders for Local Councils 2010). A committee may be appointed at any time, but usually members to this committee are appointed every year at the Annual Meeting for the Parish Council.

Minutes of committee meetings with delegated functions must be kept and all such meetings should be advertised and are open to the public and press to attend. The only decisions of the committees that need to be approved by the full council are those relating to functions that have not been delegated.

5 An alternative method is by delegating the function of responding to planning applications to an officer of the council, usually the Clerk (section 101 of the Local Government Act 1972 refers). The function the Clerk is undertaking is to formulate a response from the council having requested councillors' comments. The parameters of the clerk's consultation with members needs to be carefully set to ensure that all members had the desired input and clearly minuted. If an objection is received from a member of the public or a councillor, in that case a meeting of the council or planning committee should be called to discuss the response and if necessary, an extension of the time for a response allowed by the planning authority should be sought. Please note any individual comments of each councillor form part of the council's response to the planning application as they form the basis of the clerk's written submission of the council's representations to the planning authority on any planning application and are recorded information and therefore subject to FOI.

6 A report of the planning applications responded to either by the Planning Committee or the Clerk on behalf of the council should be presented to the next full council meeting.

7 Visiting the site that is the subject of the planning application, helps to visualise the proposals, however, any response must still be agreed by any one of the methods described above i.e. not on the site. Councillors on site are there as individuals. Of course permission to enter the site must be obtained from the owner.

8 It is recommended that the list of planning applications received be advertised on the Council notice boards or some other local public place, for e.g. the library if there is one.

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9 The planning authority will only consider comments that are material planning considerations. CPRE produce a useful free booklet "How to Respond to Planning Applications", which gives guidance on the correct planning terms to use in a response, and a description of the development framework. Available from 128 Southwark Street, London SE1 0SW Tel 020 7981 2800 web site www.cpre.org.uk/planninghelp.org.uk

10 In general it is recommended that a council prepare a policy for planning issues, the preparation of a Village Appraisal, Village Design Statement, or Parish Plan can also be helpful.

EFFECTIVE COMMENTS ON PLANNING APPLICATIONS

Comments must be based on planning matters and need to relate to the proposal. Planning Matters that the local planning authority can consider when making a decision on a planning application are known as "material considerations".

- Is the proposal in line with the policies and/or proposals in the "Development Plan"? This includes the local development plan documents and will be the main consideration in deciding an application.
- Is the proposal in line with other policies, for example national Planning Policy Statements, regional policies and local supplementary planning documents (including design guides and site briefs)?
- How does the proposal fit in with other local strategies for example Community Strategies, Housing Strategies, Parish Plans, Town Plans and Village Design Statements?
- How does the proposal fit in, in terms of design and use, with its surroundings?
- What is the effect on sunlight and daylight on adjoining properties?
- What is the effect on the privacy for the adjoining properties?
- What is the effect on parking, traffic and road safety?
- What level of noise and general disturbance to adjoining residents will occur as a result of the completed development?
- Have there been previous planning applications on this site? If so, what were the outcomes?
- If there is a traffic assessment or an environmental impact assessment? If so, what were their findings?

Planning matters do not include the following:

- Effect on property values
- Covenants affecting properties
- Nuisance caused by building work

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- Land ownership disputes
- Right to a view
- Right to light

therefore comments relating to these issues will not be taken into account when making a planning decision.

All comments that are received by the local planning authority will be made available for public inspection.

SUBMITTING COMMENTS ON PLANNING APPLICATIONS

- Stick to the local planning authority's deadlines
- Look at the plans
- Contact the Case Officer to discuss the application
- Make your comments in writing
- Contact a Planning Consultant or Campaign to Protect Rural England (CPRE) to obtain independent advice on the planning application and help you write your comments,

ADDITIONAL HELP AND ADVICE

CPRE will be publishing an up to date version of "How to Respond to Planning Applications" in Autumn 2011. Every parish and town council will receive a copy and it will be available for down loading. Details will follow.

The planning portal is also a good resource it provides
information on plans, appeals, applications, contact details, research areas.
www.planningportal.gov.uk

Updated August 2011

Appendix C.

AVON DASSETT PARISH COUNCIL – BUDGETS

	2013/14			2014/2015			2015/2016			
	Budget Figures	Actual To Nov-13	Novr Budget	Budget Figures	Variance	Variance %	Actual To Sep-14	Budget Figures	Variance	Variance %
Receipts										
Precept	8963	9,183	8,963	9363	400	4.46%	4,682	9,480	117	1.25%
VAT Reimbursement Claim (period 1 Apr to 31 March following year)	0	657	0	0	0		-	-	-	-
Hire of Reading Room, car park etc	0	5	0	0	0		-	-	-	-
Christmas Cards	0	0	0	0	0		-	-	-	-
Bank Interest	0	0	0	0	0		-	-	-	-
Burial Ground	0	475	0	0	0		-	-	-	-
SDC hire of Reading Room for Election	0	0	0	0	0		-	-	-	-
Grants	0	200	0	0	0		-	-	-	-
Miscellaneous	0	63	0	0	0		-	-	-	-
TOTAL RECEIPTS	8963	10583	8963	9363	400	4.46%	4,682	9,480	117	1.25%
Payments (Annual expenses)										
Reading Room										
Insurance	935	0	0	935	0	0.0%	809	935	-	-
Reading Room: Rates	103	0	103	100	-3	-2.9%	-	100	-	-
Reading Room: Cleaning	165	0	110	165	0	0.0%	-	165	-	-
Reading Room maintenance	400	60	267	400	0	0.0%	100	400	-	-
	1603	60	480	1600	-3	-0.19%	909	1,600	-	-
Administration										
Staff costs:										
Clerk's Pay	2700	1,831	1,800	2800	100	3.7%	1,139	2,800	-	-
Administration expenses	400	204	267	400	0	0.0%	154	400	-	-
ADPC Training	150	0	100	100	-50	-33.3%	-	100	-	-
Councillors' expenses – 5 x £30	0	0	0	0	0	0.0%	-	-	-	-
WALC subscriptions	90	90	90	100	10	11.1%	92	100	-	-
Xmas Cards (500 cards and envelopes	0	0	0	0	0	0.0%	-	-	-	-
Total Administration	3340	2,125	2,257	3400	60	1.80%	1,385	3,400	-	-
Utilities										
Electricity Supply	550	401	367	600	50	9.1%	223	650	50	8.33%
RR Annual Charges	0	0	0				-	-	-	
Street Light supply (unmetered) & Maintenance	825	1,017	825	825	0	0.0%	527	892	67	8.12%
Total Utilities	1375	1418	1192	1425	50	3.64%	750	1,542	117	8.21%
Miscellaneous										
Playground rental	150	0	0	50	-100	-66.7%	-	50	-	-
Website	0	0	75	400	400	400.0%	-	400	-	-
Playground	150	78	100	150	0	0.0%	-	150	-	-
Other (50%of street lamp replacement)	See St. Li. Supp							-	-	-
Grants & Donations	0						50	-	-	-
Total Miscellaneous	300	78	175	600	300	100.00%	-	600	-	-
Maintenance										
Village Gardening, Mowing and mainenance	1800	1,312	1,800	1800	0	0.0%	1,175	1,800	-	-
Audit Fees	200	180	190	200	0	0.0%	180	200	-	-
Safe Fees	20	0	0	0	-20	-100.0%	-	-	-	-
Coffee Morning Expenses	125	194	83	138	13	10.4%	60	138	-	-
Election Fees (£750 or £500 for byelection)	200	0	0	200	0	0.0%	-	200	-	-
Total Maintenance	2345	1,686	2,073	2338	-7	-0.30%	1,415	2,338	-	-
Total Payments	8963	5,367.08	6,176.33	9363	400	4.46%	4,460	9,480	117	1.25%
£ Increase	1718									
Percentage Precept increase	23.71%									
£ Shortfall	0									