

Avon Dassett Parish Council

Agenda

I hereby give notice that an Ordinary Meeting of Avon Dassett Parish Council will be held in The Reading Room on 9 January 2023 at 7.00pm, to which you are summoned for the transaction of the following business

Summons	ClIr Trevor Gill (Chair), ClIr Phil Baxter, ClIr Mike Blakeman, ClIr Liz Hirst, ClIr Darrell Muffitt
Invitees	The General Public, ClIr John Feilding (SDC) and ClIr Chris Mills (WCC)
Meeting Chair	ClIr Trevor Gill
Minute Taker	Joanne Jarman (Parish Clerk)

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

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

- 1. Record of Members Present**
- 2. To Receive Apologies and the Reasons for Such Absence**
- 3. To receive Declarations of Personal or Pecuniary Interest**
- 4. Public Participation - to receive any questions or presentations from the public**
(15 minutes will be allowed for this item)
- 5. To approve the Minutes of previous meeting:**
 - 5.1 Ordinary meeting held on 7 November 2022
- 6. To receive Progress Reports on Outstanding Items not covered later on the agenda (See Clerk's Report)**
- 7. District and County Councillor Reports**
 - 7.1 Warwickshire County Council
- 8. Planning**
 - 8.1 Reference: 22/03589/FUL The Laurels
 - 8.2 Reference: 22/03562/TEL28 – Treetops Farm Barn
- 9. Projects Group**
 - 9.1 To receive a progress update on the Projects Group
 - 9.2 To consider projects that are being recommended for approval
- 10. Community**
 - 10.1 To receive an update on the refurbishment of The Reading Room
 - 10.2 To receive an update on the Burial Ground and to approve the headstone
 - 10.3 To receive an update on St John's Church
 - 10.4 To receive an update on community policing/neighbourhood watch
 - 10.5 To receive an update on the playground
 - 10.6 To receive an update on the War Memorial Grant Application
 - 10.7 To receive an update on advice given by the Town and Parish Council liaison group
 - 10.8 To consider actions that can be taken following the horse and rider accident in a neighbouring village
 - 10.9 To consider the formation of a Coronation Committee
- 11. Highways, Street Lighting and Footpaths**
 - 11.1 To receive an update on highways, street lighting and drains
- 12. Finance**
 - 12.1 To approve the payments in the schedule attached to this agenda
 - 12.2 To review the financial statements to 31st December 2022
 - 12.3 To consider the renewal of electricity contracts for The Reading Room and the street lights (see Clerk's report)
 - 12.4 To confirm the submission of the Parish Council Precept form for 2023/24
- 13. Policies**

13.1 To approve the Habitual and Vexatious Complaints Policy

14. Correspondence (for information only)

None

15. Councillors' Reports

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

16. Items for the Next Agenda

To raise items for future agendas.

17. Date of the next meeting: 6th March 2023

Parish Clerk – Joanne Jarman

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Tel: 07809 197817

Website: <https://www.avondassettparishcouncil.com>

Avon Dassett Parish Council

Clerk's Report - 9th January 2023

Agenda Reference	Update
6	Plaques - the invoices for the plaques have been raised.
6	Volunteer Tree Warden - the contact details for the Tree Warden have been added to the website. I have sent thanks to the Volunteer on behalf of the Parish Council.
6	Residents who might need support in the event of an emergency - can I remind councillors to let me have the names and contact details of anyone who might need support in the event of an emergency?
6	Warm Hub - a consultation with the village was held to gauge demand and to identify volunteers. A grant application for the Warm Hub grant of £300 was drawn up by a volunteer. Unfortunately the application was not successful.
6	Verges - Cllr Baxter has inspected these and has reported that there is no damage to the curbs or grass so no further action is required. The verge on Park Close has previously been discussed. Paths and verges - Church Hill was cleared of leaves on 19th November. The silted-up drains were reported to WCC on 21st November, reference FS-Case-472201213.
6	WCC negotiated electricity contract - this was raised at the last Clerk's Operational meeting. I have been informed that WALC has, and continues, to raise this with WCC but there is no progress at the moment.
6	Book of Condolence - the Book of Condolence has been delivered to Stratford District Council
6	Response to Elector - the response and original correspondence has been attached to the minutes on the website
6	Donation to Royal British Legion - I have been asked to pass on thanks to the Councillors for the £50 donation.
8	<p>Planning applications:</p> <p>22/0564/FUL - Dassett Field House - construction of an indoor riding arena - following email confirmation from all Councillors a No Objection response was submitted. The original application had been discussed at an earlier meeting</p> <p>22/02871/FUL - Oxbow Farm - No objections response submitted as agreed at the last meeting.</p> <p>22/02837/LBC - 3 Park Drive Cottages - refurbishment of, and installation of secondary glazing, to the first-floor window in the rear elevation. The application has been approved with conditions</p> <p>22/1305/LBC and 22/01304/FUL – Meadow Cottage – two storey extension – planning applications have been withdrawn</p> <p>22/03589/FUL – The Laurels – demolition of single storey, pitched roof kitchen and replacement with an extended single storey parapet roof kitchen. Deadline for comments is 11th January 2023.</p>
9.1	Project plan on live streaming - Cllr Baxter has submitted the plan to the Projects Group for review.
10.2	Approval of headstone - an email was sent to Councillors on 28 th November seeking approval for a headstone. All Councillors confirmed their agreement.
10.4	A Mailchimp has been sent out asking for volunteers to join groups to address the following concerns raised by residents:

	<ul style="list-style-type: none"> ● speeding in the village ● parking ● Neighbourhood Watch ● property marking <p>The hand-held speed camera has been recalibrated ready for use.</p> <p>Cllr Baxter has highlighted that Warwickshire Rural Crime Team has reported that a Community Protection order has been issued under the scope of the Anti-Social Behaviour Crime and Policing Act 2014 to Warwickshire Hunt Limited. The conditions imposed include:</p> <ul style="list-style-type: none"> ● advance notice of events ● details of times and locations of road crossing points ● who is in control of the dogs ● the organisation to notify participants about their responsibilities around crossing roads at designated points <p>Breaching the conditions will amount to a criminal offence. The order is in place for 3 years; the community is being encouraged to report any breaches.</p>															
<p>10.6</p>	<p>War Memorial Grant application – two quotes have been requested to enable the pre-grant application to be progressed.</p>															
<p>10.7</p>	<p>Town and Parish Council liaison group:</p> <p>CSW Resilience Team is encouraging households to have an emergency plan in place and a “grab bag” containing vital information and possessions. Further information can be found on their website at:</p> <p>https://cswprepared.org.uk/</p>															
<p>10.8</p>	<p>There was a tragic accident involving a horse and rider being hit by a vehicle in a neighbouring village. Sadly, the horse died and the rider suffered head injuries. Being a rural area there are concerns that this could happen again. I am attending a Clerks Operational meeting on 12th January 2023 and will ask if Parish Councils have taken any action in support of riders and their horses on country roads.</p>															
<p>12.3</p>	<p>Electricity quotes - I have instructed Clear Utility Solutions to obtain quotes for both The Reading Room and the street lights. The company is working in partnership with WALC to secure the best prices available.</p> <p><i>The Reading Room - contract expired 30th November 2022:</i></p> <p>Clear Utility Solutions has provided a quote for the electricity at The Reading Room with EDF Energy as follows:</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 35%; text-align: center;"><i>EDF Energy</i></th> <th style="width: 35%; text-align: center;"><i>E.On</i></th> </tr> <tr> <th></th> <th style="text-align: center;"><i>Via Clear Utility</i></th> <th style="text-align: center;"><i>Current supplier</i></th> </tr> </thead> <tbody> <tr> <td></td> <td style="text-align: center;">3 years fixed</td> <td style="text-align: center;">1 year fixed</td> </tr> <tr> <td>Standing charge</td> <td style="text-align: center;">60p per day</td> <td style="text-align: center;">56p per day</td> </tr> <tr> <td>P/kWh</td> <td style="text-align: center;">55.5p</td> <td style="text-align: center;">101.8</td> </tr> </tbody> </table> <p>E.On has quoted on a 1 year contract after initially declining to quote. Utility Warehouse has not yet provided a quote following my request. Please note that this quote will have changed but is not expected to be significantly different.</p>		<i>EDF Energy</i>	<i>E.On</i>		<i>Via Clear Utility</i>	<i>Current supplier</i>		3 years fixed	1 year fixed	Standing charge	60p per day	56p per day	P/kWh	55.5p	101.8
	<i>EDF Energy</i>	<i>E.On</i>														
	<i>Via Clear Utility</i>	<i>Current supplier</i>														
	3 years fixed	1 year fixed														
Standing charge	60p per day	56p per day														
P/kWh	55.5p	101.8														

	<p>I would recommend that the Parish Council take up a contract with EDF Energy.</p> <p><i>Street Lights:</i></p> <p>We are currently in a contract with ESPO (public procurement organisation) with rates fixed until 30th September 2023. We are being asked to commit to ESPO by the end of January 2023. However, given the market I am proposing that we do not renew. I would also propose that we continue with the current contract that expires on 30th September 2023. I will then review the market to obtain the best terms available.</p>
12.4	The Parish Council Precept form for 2023/24 was submitted on 16 th December 2022. The request is in accordance with the budgets agreed at the meeting on 7 th November 2022.
13.1	Habitual and Vexatious Complaints policy – I received telephone calls in June last year from a Member of the Public (not a resident) related to both ADPC and the other Parish Council for which I clerk. Following discussions on training courses it became apparent that members of the public can take up a significant amount of the Council and Clerk’s time in managing habitual and/or vexatious complaints. The advice I have received it is necessary to put a policy in place to manage these situations. The draft policy is attached for approval.
11.1 11.2 13.6 13.6 17	<p>The following actions from the last meeting remain outstanding:</p> <ul style="list-style-type: none"> ● Second quote for the refurbishment of The Reading Room – requested and awaited ● Volunteer Tree Warden to advise on a suitable location for the Jubilee tree ● Projects group to consider the use of and possible reallocation of reserves ● Budget strategy – this has been drafted and circulated to members of the Projects Group ● Website to be updated for Councillor profiles – all Councillors to send updated profiles to the Clerk

AVON DASSETT PARISH COUNCIL 2022 - 2023 FINANCIAL YEAR
RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD TO
31ST DECEMBER 2022

	<u>Actual</u>		<u>Net Receipts</u>	<u>Variance With</u>	<u>Budget</u>
				<u>Budget</u>	
Receipts					
Precept	£15,610.00		£15,610.00	£0.00	£15,610.00
Interest received	£11.73		£11.73	£11.73	£0.00
Burial Ground Fees	£0.00		£0.00	£0.00	£0.00
Miscellaneous - Funds From Village Functions	£320.10		£320.10	£320.10	£0.00
Income related to Church Steps	£300.00		£300.00	£300.00	£0.00
Hire of Reading Room, car park etc	£80.00		£80.00	£80.00	£0.00
Mowing Refund From Stratford District Council	£0.00		£0.00	£0.00	£0.00
Freedom of Information Fees Received	£0.00		£0.00	£0.00	£0.00
Election Fees Re The Use Of The Reading Room	£0.00		£0.00	£0.00	£0.00
VAT Reimbursement	£1,604.63		£1,604.63	£1,604.63	£0.00
TOTAL RECEIPTS	£17,926.46	£0.00	£17,926.46	£2,316.46	£15,610.00

	<u>Actual</u>	<u>Funded</u>		<u>Variance With</u>	<u>Budget</u>
		<u>From</u>	<u>Net Expenditure</u>	<u>Budget</u>	
		<u>Reserves</u>			
Payments (Annual expenses)					
The Reading Room					
Reading Room: Cleaning	(£127.85)		(£127.85)	£232.15	£360.00
Reading Room: Electricity Supply	(£217.65)		(£217.65)	£282.35	£500.00
Reading Room: Maintenance	£0.00		£0.00	£350.00	£350.00
Reading Room: Rates	£0.00		£0.00	£0.00	£0.00
Reading Room: WiFi	(£292.20)		(£292.20)	£67.80	£360.00
Total Reading Room	(£637.70)	£0.00	(£637.70)	£932.30	£1,570.00

Administration

Staff costs:

Clerk's Pay	(£2,859.62)	£0.00	(£2,859.62)	£1,890.38	£4,750.00
ADPC Pension Contribution	(£22.47)		(£22.47)	£1,177.53	£1,200.00
Employee Pension Contribution	£0.00		£0.00	£0.00	£0.00
Administration Expenses	£0.00		£0.00	£480.00	£480.00
ADPC Training	(£349.20)		(£349.20)	(£49.20)	£300.00
Audit Fees	(£362.50)		(£362.50)	£37.50	£400.00
Data Protection	(£35.00)		(£35.00)	£15.00	£50.00
Election Fees	£0.00	£0.00	£0.00	£0.00	£0.00
Councillor and Clerk expenses	(£81.00)		(£81.00)	(£81.00)	£0.00
Subscriptions	(£264.50)		(£264.50)	(£64.50)	£200.00
Insurance	£0.00		£0.00	£600.00	£600.00
Total Administration	(£3,974.29)	£0.00	(£3,974.29)	£4,005.71	£7,980.00

Village Maintenance

Street Light Maintenance	£0.00		£0.00	£150.00	£150.00
Street Light Electricity Supply	(£393.56)		(£393.56)	£776.44	£1,170.00
Village Maintenance & Mowing	(£2,491.20)	£0.00	(£2,491.20)	£8.80	£2,500.00
Tubs Etc	(£312.20)		(£312.20)	(£112.20)	£200.00
Total Village Maintenance	(£3,196.96)	£0.00	(£3,196.96)	£823.04	£4,020.00

Playground

Playground Inspections	(£100.80)		(£100.80)	£49.20	£150.00
Playground Equipment and Repairs	(£83.85)		(£83.85)	£166.15	£250.00
Playground General Maintenance	£0.00		£0.00	£250.00	£250.00
Total Playground	(£184.65)	£0.00	(£184.65)	£465.35	£650.00

Communications & IT Expenditure

Avon Dassett Parish Council Website	(£104.31)		(£104.31)	£195.69	£300.00
Communications & Surveys	£0.00		£0.00	£0.00	£0.00
IT Software, Hardware & Consumables	(£412.30)		(£412.30)	(£112.30)	£300.00
Total Communications & IT Expenditure	(£516.61)	£0.00	(£516.61)	£83.39	£600.00

Miscellaneous

Coffee Morning Expenses & Xmas Gathering	(£138.38)		(£138.38)	£11.62	£150.00
Other - Section 111	(£600.00)	£600.00	£0.00	£0.00	£0.00
Other - Section 137	£0.00		£0.00	£0.00	£0.00
Other - Section 145	(£430.40)		(£430.40)	(£430.40)	£0.00
Defibrillator	(£702.74)		(£702.74)	(£502.74)	£200.00
Community Projects	(£631.60)		(£631.60)	(£191.60)	£440.00
Total Miscellaneous	(£2,503.12)	£600.00	(£1,903.12)	(£1,113.12)	£790.00

TOTAL PAYMENTS

	(£11,013.33)	£600.00	(£10,413.33)	£5,196.67	£15,610.00
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NET INCOME OVER EXPENDITURE FOR THE YEAR TO DATE

	£6,913.13	£7,513.13
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TRANSFERRED TO GENERAL RESERVE

	1,604.53	1,604.53
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NET INCOME OVER EXPENDITURE AFTER TRANSFER TO RESERVES

	£5,308.60	£5,908.60
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Closing Period Bank Balances As At:

31ST DECEMBER 2022

Current Account	£5,596.87
Deposit Account	£24,267.48

Total Bank Balances **£29,864.35**

AVON DASSETT PARISH COUNCIL

PAYMENTS AND RECEIPTS SINCE LAST MEETING

CURRENT ACCOUNT

Date	Payee	Details	Expenditure	Income
03 November 2022	Total Energies	Electricity	£54.43	£0.00
08 November 2022	T Gill - expenses	Various expenses	£365.20	£0.00
08 November 2022	D Hicks	Flowers for village tubs	£136.00	£0.00
08 November 2022	Frank Mann Farmers	Mowing Inv 2784	£424.80	£0.00
08 November 2022	RoSPA	Playground Inspection	£100.80	£0.00
15 November 2022	British Legion	Wreath donation	£50.00	£0.00
16 November 2022	Joanne Jarman	Clerk Salary - November	£487.54	£0.00
16 November 2022	MW & DEM Watts	Coffee morning - November	£14.15	£0.00
16 November 2022	T Gill	Coffee morning - November	£12.84	£0.00
18 November 2022	1&1	ADPC Website	£5.99	£0.00
21 November 2022	1&1	ADPC Email Accounts	£19.20	£0.00
21 November 2022	E.On	Electricity	£23.00	£0.00
21 November 2022	BT	Reading Room WiFi	£33.65	£0.00
22 November 2022	WALC	Invoice 11 - Planning elections	£36.00	£0.00
22 November 2022	AED Expert	Defibrillator	£178.80	£0.00
30 November 2022	1&1	ADPC Website - Sept and Oct	£37.18	£0.00
30 November 2022	1&1	ADPC Email Accounts - Sept and Oct	£38.40	£0.00
09 December 2022	Google Pay	Old Clerk's account	£15.99	£0.00
09 December 2022	MW & DEM Watts	Coffee morning - December	£16.80	£0.00
20 December 2022	Joanne Jarman	Clerk Salary - December	£341.04	£0.00
18 December 2022	1&1	ADPC Website	£5.99	£0.00
18 December 2022	1&1	ADPC Email Accounts	£19.20	£0.00
21 December 2022	E.On	Electricity	£33.65	£0.00
21 December 2022	BT	Reading Room WiFi	£23.00	£0.00
			£2,473.65	£0.00

DEPOSIT ACCOUNT

Date	Payee	Details	Expenditure	Income
09 November 2022	Lloyds Bank Plc	Interest Income		£2.59
09 December 2022	Lloyds Bank Plc	Interest Income		£5.55
			£0.00	£8.14

FOR AUTHORISATION

PAYMENTS FROM PRECEPT

M W & D E M Watts	Coffee Morning - January 2023	20.00
M W & D E M Watts	Coffee Morning - February 2023	20.00
		£40.00