

**Minutes of an Ordinary meeting of Avon Dassett Parish Council**

**6<sup>th</sup> November 2023 at**

The Reading Room, Avon Dassett

All attended were requested to follow the meeting protocol

The meeting commenced at 19.00

**1. PRESENT**

Cllr Trevor Gill (Vice Chairman)  
Cllr Liz Hirst  
Cllr Alex Jackson  
Cllr Darrell Muffitt (Chairman)  
Cllr Chris Mills (WCC)  
Cllr Natalie Gist (SDC)

Joanne Jarman (JJ) – Parish Clerk (minute taker)  
No members of the public were present.

**2. APOLOGIES**

Cllr Mike Blakeman

The Chairman welcomed everyone to the meeting.

**3. DECLARATIONS OF INTEREST**

None

**4. PUBLIC PARTICIPATION**

No members of the public were present.

**5. APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING**

The minutes of the ordinary meeting held on 4<sup>th</sup> September 2023 were approved:

Proposed: Cllr Gill

Seconded: Cllr Jackson

***Unanimously approved***

The minutes of the extra ordinary meeting held on 19<sup>th</sup> October 2023 were approved:

Proposed: Cllr Jackson

Seconded: Cllr Muffitt

***Unanimously approved***

**6. TO RECEIVE PROGRESS REPORTS ON OUTSTANDING ITEMS NOT COVERED LATER ON THE AGENDA**

The Clerk's Report Appendix A forms part of these minutes. The completed actions are referred to in the report.

Updates on the outstanding actions are noted as follows:

**ACTION: Contact to be made with the Diocese to establish its plans for St Josephs** – Cllr Gill continues to progress this and has requested a meeting to discuss the church.

**ACTION: STWA to be contacted to ask that laybys be provided rather than traffic lights and that notice be given of road works** – Cllr Gill continues to progress this and is waiting for details of the contact.

**7. DISTRICT AND COUNTY COUNCILLOR REPORTS****7.1 Warwickshire County Council**

Cllr Mills presented the report. Appendix B

Cllr Mills confirmed that he will fund the horse and rider signs out of his next year's budgets.

**7.2 Stratford District Council**

Cllr Gist presented the report. Appendix C

Cllr Gill enquired about the progress of the CIL application; Cllr Gist confirmed that it is on the list and will be considered at the next Cabinet meeting.

Cllr Gill has copied Cllr Gist into an email regarding the potential naming of the Avon Dassett to Farnborough road. Cllr Gist will confirm the cost of naming a road.

The reports were accepted.

**8. PLANNING**

**8.1** See Clerk's Report for responses submitted – Appendix A

**9. PROJECTS GROUP****9.1 To receive a progress update on the Projects Group**

Cllr Gill confirmed the clothes bank has been delivered and is sited at the Yew Tree.

**9.2 To approve the business case for the children's playground equipment**

The Projects Group recommends the business case be approved. Cllr Gill confirmed that the project will be funded out of reserves. The quote includes skip hire which is considered expensive; the quote will be accepted subject to skip hire being sourced elsewhere. Cllr Gill proposed that a grant application be submitted to the Fete Committee.

Proposed: Cllr Gill

Seconded: Cllr Muffitt

***Unanimously approved***

**ACTION: Grant application to be submitted to the Fete Committee – Cllr Gill/Clerk**

**ACTION: Equipment to be ordered - Cllr Gill/Clerk**

**9.3 To consider the communication options available and agree on the next steps**

Cllr Gill confirmed that the report has been received and should revert to the Projects Group for consideration. It was confirmed that if there is no cost involved then work can commence.

Cllr Gill confirmed that the preferred option is that the Parish Council retains its own website with a link from the community website and that this would incur no additional cost. The Clerk clarified that she will not need access to the community website as there is already a link to the Parish Council homepage. It was confirmed that the remaining information on the community website relating to the Parish Council needs to be removed leaving just the link.

**ACTION: Communication strategy/policy to be considered by the Projects Group and submitted for approval at the next meeting – Cllr Gill**

**10. COMMUNITY****10.1 To receive an update on the refurbishment of The Reading Room**

Cllr Muffitt has obtained a quote for toilets and storeroom and will pass this to the Projects Group for consideration. The safe is yet to be removed.

**10.2 To receive an update on the Burial Ground**

Tree work is required. See agenda item 11.3

**10.3 To receive an update on St John's Church**

None

**10.4 To receive an update on community policing/neighbourhood watch**

Cllr Jackson confirmed that the Neighbourhood Watch coordinator from SDC will attend an event at the Yew Tree on 25<sup>th</sup> November 2023.

**10.5 To receive an update on the playground and to consider the inspection report – Appendix D**

Cllr Hirst confirmed that the inspection included no areas assessed as red.

Cllr Hirst reported on the areas assessed as amber and the actions being taking. Flooring has been identified as needing to be replaced; the cost needs to be considered before committing to buying new equipment for the playground as it could be significant. The Parish Council must retain a level of reserves in accordance with its Reserves Policy and must not overcommit funds.

**ACTION: Report to be submitted to the Projects Group; quotes to be sent to the Clerk – Cllr Hirst**

**10.6 To receive an update on the War Memorial**

Cllr Blakeman has submitted a planning application for the cleaning and repair of the memorial, which includes repairs and replacement of adjacent paving and repointing of the boundary wall.

**10.7 To receive an updated on the defibrillator**

See Clerk's Report – Appendix A

The defibrillator will be removed for its annual service on 6<sup>th</sup> November 2023. A Mailchimp will be sent out to the village. Cllr Muffitt proposed earmarking £1,000 to replace the defibrillator plus the cost of a cabinet.

**ACTION: Cost of a new cabinet to be ascertained - Clerk**

**11. HIGHWAYS, STREET LIGHTING AND FOOTPATHS**

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

Cllr Gill confirmed that two streetlights have been repaired recently. The streetlight is out on Lower End.

**ACTION: Streetlight on Lower End to be reported – Cllr Gill**

Water leak has been repaired.

A discussion took place on the placement of the flowerpots; it was agreed that these need to be moved slightly.

Cllr Hirst reported that the drains are blocked at the top of Church Hill.

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

**11.2 To consider the clearing of the leaves from Church Hill**

See Clerk's Report – Appendix A

**ACTION: A call to be put out on WhatsApp for volunteers to clear the leaves on 18<sup>th</sup> November 2023 – Cllr Gill**

**11.3 To receive the report from the Tree Warden on the trees in the Burial Ground and the ash trees – Appendix E**

The Parish Council thanked the Tree Warden for his report. It was agreed to ask him to provide a specification and provide formal quotes to carry out the work highlighted in the report. Confirmation is needed to establish if WCC Highways are responsible for work on trees on their land and if planning permission is needed to carry out the work.

**ACTION: Specification and formal quotes to be requested from Tree Warden - Clerk**  
**ACTION: Trees on WCC land to be Identified – Cllr Gill**  
**ACTION: Confirmation of planning permission requirements before any work can be carried out – Cllr Blakeman**

**11.4 To consider the erection of horse and rider signs**

See Clerk's Report – Appendix A

Cost of permanent signs to be obtained and Parish Council to consider funding permanent signs.

**ACTION: Location of signs to be marked on a map and submitted to WCC – Cllr Gill/Clerk**

**ACTION: Cost of signs to be obtained - Clerk**

**12. FINANCE**

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

Proposed: Cllr Hirst

Seconded: Cllr Jackson

***Unanimously approved***

**12.2 To review the financial statements to 31<sup>st</sup> October 2023 – Appendix G**

Proposed: Cllr Gill

Seconded: Cllr Muffitt

***Unanimously approved***

**12.3 To receive the draft budget and report on the annual expenditure to be included in the budget – Appendices H and I**

It was proposed that the Precept be set at the level stated in the budget and it was confirmed there would be no increase for 2024/25.

Proposed: Cllr Muffitt

Seconded: Cllr Hirst

***Unanimously approved***

The Clerk noted that the electricity prices are awaited along with the NJC pay review.

The final budgets will be circulated to councillors and will be submitted for approval to the next meeting.

**ACTION: Budgets to be finalised and submitted for approval at the next meeting - Clerk**

**12.4 To confirm the completion of the external audit and to receive the report**

See Clerk's Report – appendix A

Thanks were passed to the Clerk.

**12.5 To confirm the reappointment of the internal auditor for 2023/24**

It was proposed that Bill Robinson be reappointed to carry out the internal audit

Proposed: Cllr Muffitt

Seconded: Cllr Jackson

***Unanimously approved***

**ACTION: Bill Robinson to be invited to carry out the internal audit for 2023/24 - Clerk**

**12.6 To consider the quote for the street lighting electricity**

The Clerk confirmed that the quote from Utility Aid is still awaited.

**ACTION: Street light electricity contract to be carried forward to the next agenda - Clerk**

**12.7 To consider the need for a Lengthsman and the next steps**

**ACTION: Specification to be put together for the Projects Group - Cllrs Gill and Muffitt**

**12.8 To consider the updating of the Reading Room internet line to FTTC and to approve entering into an 18-month contract**

See Clerk's Report – Appendix A

It was proposed that a contract be taken out with Sky at a cost of £25+ VAT per month

Proposed: Cllr Muffitt

Seconded: Cllr Gill

***Unanimously approved***

**ACTION: Contract to be taken out with Sky – Clerk**

**12.9 To consider the purchase of a projector screen for the Reading Room at a cost of £109.99**

Proposed: Cllr Gill

Seconded: Cllr Muffitt

***Unanimously approved***

**ACTION: Projector screen to be acquired - Clerk**

**13. Civility and Respect Pledge**

**13.1 To consider signing up to the Civility and Respect Pledge**

Cllr Muffitt confirmed that all criteria are met subject to the approval of the training programme

Proposed: Cllr Gill

Seconded: Cllr Hirst

***Unanimously approved***

**ACTION: Civility and Respect Pledge to be signed up to – Clerk**

**13.2 To agree the training programme – Appendix J**

Proposed: Cllr Gill

Seconded: Cllr Jackson

***Unanimously approved***

**14. Climate Emergency**

**14.1 To consider declaring a climate emergency and the next steps – see Clerk's Report – Appendix A**

Councillors acknowledged climate change and confirmed their continuing commitment to considering the impact on the climate of their decisions and actions.

Proposed: Cllr Muffitt

Seconded: Cllr Jackson

***Unanimously approved***

**14.2 To approve the Biodiversity Statement**

The War memorial and green spaces to be added to the statement.

It was proposed the Biodiversity Statement be approved subject to the addition of above

Proposed: Cllr Gill

Seconded: Cllr Muffitt

***Unanimously approved***

**15. D-Day 80**

**15.1 To consider the lighting of the beacon to celebrate D-Day on 6th June 2024**

Dassett Hill will light the beacon; this is the responsibility of Burton Dassett Parish Council.

Cllr Hirst is leading on arranging family events to celebrate D-Day.

**16. Meeting dates – 2024 to 2025**

**16.1 To confirm the meeting dates for 2024 to 2025**

See Clerk's Report – Appendix A

Proposed: Cllr Muffitt

Seconded: Cllr Gill

***Unanimously approved***

Proposed date for Annual Parish Assembly – 20<sup>th</sup> May 2024.

#### **17. CORRESPONDENCE**

Harbury Society will visit and use the Reading Room and cemetery car park on 17<sup>th</sup> July 2024.

A resident has raised the issue of the lack of road names in the village. This is causing issues with deliveries when the same postcode is used for different residences. The particular instance relates to the road between Avon Dassett and Farnborough. Cllr Gill has contacted Stratford District Council to request that the road be formally named as Farnborough Road. Cllr Gill has also spoken to the resident who has accepted that the Parish Council is doing something positive to try to resolve the situation. The resident also suggested that the Dassett Road sign had been relocated to the wrong place; Cllr Gill has been able to show, via Google Maps, that it is now in the right place.

An email has been received regarding the communications strategy and the fact that the delay is due to the Parish Council rather than the individuals working on the project.

#### **18. COUNCILLORS REPORTS**

The Clerk confirmed that the old clerk's email account has now been deleted.

Christmas Gathering to take place on 17<sup>th</sup> December 2023.

WALC Annual Conference and AGM is on 15<sup>th</sup> November - Cllr Gill will attend and will be appointed as a director of WALC.

#### **19. ITEMS FOR THE NEXT AGENDA**

- To review councillor roles and responsibilities
- To approve the budget
- To approve the Communication Policy amendments
- Formal approval of gravestone

#### **20. MEETING DATES**

8<sup>th</sup> January 2024

The meeting closed at 8.21pm

#### **ACTIONS summary:**

- Contact to be made with the Diocese to establish its plans for St Joseph's – Cllr Gill
- STWA to be contacted to ask that laybys be provided rather than traffic lights and that notice is given of road works – Cllr Gill
- Grant application for play equipment to be submitted to the Fete Committee – Cllr Gill/Clerk
- Children's play equipment to be ordered - Cllr Gill/Clerk
- Communication strategy/policy to be considered by the Projects Group and submitted for approval at the next meeting – Cllr Gill
- Report on work needed following the playground inspection to be submitted to the Projects Group; quotes to be sent to the Clerk – Cllr Hirst
- Cost of a new defibrillator cabinet to be ascertained – Clerk
- Streetlight on Lower End to be reported – Cllr Gill
- Drains to be marked on a map of the village and sent to WCC Highways to confirm they are all on the gullying schedule – Cllr Gill
- A call to be put out on WhatsApp for volunteers to clear the leaves on Church Hill on 18<sup>th</sup> November 2023 – Cllr Gill
- Specification and formal quotes for tree work to be requested from Tree Warden - Clerk
- Trees on WCC land to be Identified – Cllr Gill
- Confirmation of planning permission requirement before any work can be carried out – Cllr Blakeman
- Location of horse and rider signs to be marked on a map and submitted to WCC – Cllr Gill/Clerk

- **Cost of permanent horse and rider signs to be obtained - Clerk**
- **Budgets to be finalised and submitted for approval at the next meeting – Clerk**
- **Street light electricity contract to be carried forward to the next agenda - Clerk**
- **Bill Robinson to be invited to carry out the internal audit for 2023/24 – Clerk**
- **Lengthsman specification to be put together for the Projects Group - Cllrs Gill and Muffitt**
- **Contract for Reading Room broadband to be taken out with Sky – Clerk**
- **Projector screen to be acquired - Clerk**
- **Speed survey to be requested – Cllr Jackson**
- **Civility and Respect Pledge to be signed up to – Clerk**

**Avon Dassett Parish Council**

**Clerk's Report – 6<sup>th</sup> November 2023**

Agenda Reference	
	<b>COMPLETED ITEMS THAT ARE NOT ON THE AGENDA</b>
6	Dassett Road sign – Cllr Gill contacted Stratford District Council and it was been agreed that the sign is in the wrong place and should be moved to the road opposite the road from the Dassett Country Park leading to Farnborough. The sign has now been relocated.
6	Financial oversight of village events – the Parish Council's position, as stated in agenda item 14 of the minutes of the meeting held on 4 <sup>th</sup> September 2023, has been confirmed to the resident who has asked that the question be raised with the Ministry of Local Government. I have forwarded the request on to WALC.
6	Cllr Hirst has provided an estimate of the expenditure required to carry out the work on the gateway of the playground.
6	Speed survey - Cllr Jackson has been advised by the Traffic Survey Team that a two-week survey is necessary as the police insist on two weeks of data. Once the survey is complete the data will be supplied to the Parish Council and Warwick Police. This information will help the police determine if the criteria is met for speed cameras. The cost of the survey of £207 has been added to payments for approval.
6	<p>A representative from WCC Highways has visited the village and reviewed the issues raised. WCC highways has a limited budget and unfortunately Avon Dassett is not a priority. WCC Highways has commented as follows:</p> <ul style="list-style-type: none"> <li>• Entrance to Park Close – considered cosmetic and low priority</li> <li>• Verges on Farnborough Road – do not meet the criteria for repairs, being a depth of in excess of 20cm. The verges will be monitored and followed up when the criteria are met</li> <li>• The leaf clearance on Church Hill is not a WCC highways function. This is an agenda item.</li> </ul>
	<b>OUTSTANDING ACTIONS</b>
6	Contact to be made with the Diocese to establish its plans for St Joseph's – Cllr Gill
6	STWA to be contacted to ask that laybys be provided rather than traffic lights and that notice is given of road works – Cllr Gill
8	<b>PLANNING MATTERS</b>
8.1	Following the meeting held on 19 <sup>th</sup> October 2023 no objection responses have been submitted to planning application references 23/02569/FUL – The Old New House and 23/02672/FUL – Top Lodge.
10	<b>COMMUNITY</b>
10.7	The defibrillator was checked on 2 <sup>nd</sup> October 2023 and the records updated on the Circuit. New pads were also fitted on 4 <sup>th</sup> October 2023. We have been advised that defibrillators have a useful life of between 10 and 15 years. The defibrillator is a refurbished 2010 machine donated to us by Warwickshire Air Ambulance. As this is now coming to the end of its useful life the Parish Council needs to consider the acquisition of a new machine and how this will be funded. The cost of a new



	<p>defibrillator starts from around £1,000.</p> <p>The defibrillator will be sent for its annual service in November; a Mailchimp will be sent out to confirm the dates it will be out of use.</p>
<b>11</b>	<b>HIGHWAYS, STREET LIGHTING AND FOOTPATHS</b>
11.2	<p>At the meeting held on 19<sup>th</sup> October 2023 a resident asked that the leaves be cleared on Church Hill. Cllr Gill has reported that neither WCC Highways nor Stratford District Council have taken responsibility for this in the past. The options open to us are:</p> <ul style="list-style-type: none"> <li>• Organise a working party of volunteers – a risk assessment would need to be undertaken to ensure the volunteers are covered by our insurance</li> <li>• Pay for a Lengthman or tradesperson to carry out the work</li> <li>• Ask Cllrs Mills and Gist to lobby WCC and SDC to carry out the work</li> </ul>
11.4	<p>Horse and rider accident – the driver involved in the accident on 2<sup>nd</sup> January 2023 that led to a horse's death and left the rider injured has been banned for a year and fined £540.</p> <p>Following the accident WCC Highways was contacted to ask that horse and rider signs be erected, Cllr Mills confirmed that he would support this and pay for the signage out of his funds. Permanent signs have still not been put up and it materialises that WCC Highways cancelled the order without informing me; this was due to the need for a health and safety survey. Cllr Mills has now spent all of his funds for 2023/24.</p> <p>Following an exchange of emails and a telephone conversation with WCC Highways the following has now been confirmed as the process that needs to be followed to secure signs:</p> <ul style="list-style-type: none"> <li>• Temporary signs can be put up at the Parish Council's expense. Approval for the location of the signs would need to be obtained from WCC Traffic and Safety at WCC at which point we would attach the signs to the agreed posts. Signs cost anywhere between £5 and £80.</li> <li>• A request for permanent signs should be made to WCC Traffic and Safety. The proposed location of the signs would need to be provided on a map. Signs can only be put up on existing posts as WCC will not erect new posts.</li> <li>• The only signs that are permitted by WCC are triangular ones with either a horse and rider or a horse and carriage.</li> <li>• Cllr Mills will need to confirm that he will pay for the permanent signs out of his 2024/25 funds.</li> </ul> <p>WCC Highways did inform us that signs have been erected on private land in Kineton at the landowner's expense.</p> <p>The Parish Council is asked to consider how they want to proceed.</p>
<b>12</b>	<b>FINANCE</b>
12.1	The second instalment of the precept has been received into the bank account.
12.3	The draft budgets, review of expenditure and proposed earmarked reserves for 2024/25 are attached. The deadline for the submission of the 2022/23 precept was 27 <sup>th</sup> January 2023. In the event that the deadline is before our next meeting on 6 <sup>th</sup> January 2024, the Parish Council needs to approve the setting of the Precept at the same level as 2023/24. The final budgets will be presented for approval to the meeting on 6 <sup>th</sup> January 2024.
12.4	Moore's have issued the External Auditor Report and Certificate for 2022/23. The report has been uploaded to the website along with the Notice of Conclusion of Audit.

12.6	Utility Aid is the NALC recommended intermediary to arrange electricity contracts. The company has been approached for a quote.
12.8	<p>The contract for the provision of broadband at the Reading Room has expired. Fibre to the Cabinet (FTTC) is available with upload speeds of around 72Mbps and download of 18 Mbps. The line would also come with a digital telephone line.</p> <p>Two quotes have been obtained as follows:</p> <ul style="list-style-type: none"> <li>• Sky - £29 including VAT per month – 18-month contract. The price may change when the contract is taken out as a quote could only be obtained on the day. There is a £30 set up fee which will be credited back on the first invoice.</li> <li>• BT - £38.95 including VAT per month – 24-month contract.</li> </ul> <p>I recommend that an 18-month contract be taken out with Sky.</p>
<b>14</b>	<b>CLIMATE EMERGENCY</b>
14.1	<p>All Councils are being encouraged to declare a climate emergency.</p> <p>The Parish Plan did consider the environment and considered areas such as renewable energy and electric vehicle charging points. The Parish Council also considers sustainability and biodiversity in its role as consultee to planning applications.</p> <p>In declaring a climate emergency, the Parish Council will be indicating to residents that it is committed to the environment.</p>
14.2	<p>Under the Natural Environment and Rural Communities Act 2006 there is a public duty on public authorities in England to have regard to conserving biodiversity as part of their policy or decision making. This duty has been reinforced under the Environment Act 2021 which requires the Parish Council to consider what action to take for biodiversity by 1<sup>st</sup> January 2024 and to agree policies and objectives.</p> <p>To ensure the Parish Council meets its obligations under both the legislation and NPD a Biodiversity Statement is being put forward for approval.</p>
<b>16</b>	<b>MEETING DATES – JANUARY 2024 to MAY 2025</b>
	<p>The following are the proposed dates for the meetings until May 2025.</p> <ul style="list-style-type: none"> <li>• 8<sup>th</sup> January 2024</li> <li>• 4<sup>th</sup> March 2024</li> <li>• 13<sup>th</sup> May 2024 (to include Annual Parish Council meeting)</li> <li>• 1<sup>st</sup> July 2024</li> <li>• 2<sup>nd</sup> September 2024</li> <li>• 4<sup>th</sup> November 2024</li> <li>• 6<sup>th</sup> January 2025</li> <li>• 4<sup>th</sup> March 2025</li> <li>• 12<sup>th</sup> May 2025 (to include Annual Parish Council meeting)</li> </ul>
<b>17</b>	<b>CORRESPONDENCE</b>
	The Harbury Society has contacted the Local History Group asking if there could be a historical tour of the village. This has been arranged for the afternoon of 17 <sup>th</sup> July 2024; parking will be available at the cemetery car park and teas will be served at the Reading Room.

### **County Councillor report Avon Dassett Parish Council Meeting 6th November 2023**

#### **Suicide Prevention**

If you, or someone you know, is having thoughts of suicide or significant self-harm, help and support is available now. Visit [www.dearlife.org.uk](http://www.dearlife.org.uk) where you will find details for crisis support.

Suicide is the biggest killer for under 35's. Over 200 teenagers lost to suicide every year in the UK, from 10 years of age upwards.

#### **Cost of living challenges support**

Organisations and agencies from across the county met recently to look at how cost of living pressures continue to present very real challenges for Warwickshire residents.

Find out more:

<https://www.warwickshire.gov.uk/news/article/4654/warwickshire-continues-collective-commitment-to-cost-of-living-challenges>

#### **Young people vaping**

Vaping amongst children and young people has increased in recent years.

In response, Warwickshire County Council is working with schools and parents to encourage open conversation with young people about vaping.

Find out more:

<https://www.warwickshire.gov.uk/news/article/4633/warwickshire-confronts-rising-trend-of-young-people-vaping>

#### **Wellesbourne Market illegal sales**

With the support of Trading Standards, the owners of Wellesbourne Market have banned the sale of large 'Rambo' and 'zombie style' knives and machetes on the market and are cracking down on the sale of illegal vapes.

Read more: <https://www.warwickshire.gov.uk/news/article/4638/wellesbourne-market-takes-steps-to-stop-the-sale-of-large-rambo-knives-and-illegal-vapes>

#### **Cherry Tree House**

Cherry Tree House is the first children's home in Warwickshire and offers local provision to the looked after children from the county, helping to keep them

closer to their friends and family. Ofsted inspectors found that the Stratford-upon-Avon home for looked after children provides effective services for children and young people has been judged as good. The report also noted that staff are passionate about their role and have high aspirations for children. The relationships that children have with staff are a key factor in the progress that children make.

### **Children Social Care Costs/Capital Financing Costs**

At the recent 2024/25 budget meeting, the focus was on the WCC's costs for Children in Care. The current unit costs are: Residential under 14 years old - £5,230 per week. Residential 14 plus years old - £6,119 per week.

Average residential costs all - £5,857 per week or £305,000 per year

Provisional average cost of Internal Childrens Homes - £3,543 or £185,000 per year. Unit cost for Residential Schools for children in care - £2,884 a week or £150,000 per year.

### **Capital Financing Costs**

Capital financing costs will increase from £34m to £45m, a budget pressure of £11m by 2028/29. Therefore, savings will have to be made.

### **COVID / flu**

The #flu and #COVID19 vaccination programme has been brought forward to provide the best possible protection to those who need it most.

If you're eligible for vaccination, make sure to come forward when invited.

More info: [nhs.uk/seasonalvaccinations](https://nhs.uk/seasonalvaccinations)

### **Arranging COVID-19 vaccination transport**

Transport to COVID-19 vaccination appointments has been arranged with the volunteer transport providers that cover Warwickshire, they are working to a standard operating process for this work. Currently this transport can be requested if residents have no other safe way of accessing vaccination sites.

This service is based on volunteer availability and limited funding arrangements. Booking process:

Residents in Warwick and Stratford areas contact: VASA 01789 262889 and press option 1, Monday to Friday, 9am to 4pm or email [transport@vasa.org.uk](mailto:transport@vasa.org.uk)

## **Huge boost for electric vehicle charging in Warwickshire**

It's great news for residents as new government funding will allow charging points in the County.

The Council has been allocated £3.295m from Tranche 1 of the government's Local Electric Vehicle Infrastructure (LEVI) Capital Fund, which is made available to regions so that they can increase the number of EV charging points in their area. Based on current estimates, this funding will allow for the delivery of 2000 charging sockets at both on-street and in car park locations. The Council has already begun its discussions with partners in the Districts and Boroughs to identify suitable sites

The Council is also carrying out a trial to allow home-charging on terraced streets using cable protectors, which forms a part of its commitment to providing a range of charging options that address the needs of anyone wanting to switch to an electric vehicle in Warwickshire.

### **Nominate a location for EV Charging**

Can you help by getting involved and suggesting possible locations for future electric vehicle (EV) charging points in the county?

Find out more: <https://www.warwickshire.gov.uk/electric-vehicles/request-new-electric-charging-point>

Warwickshire residents are being encouraged to get involved and suggest possible locations for future electric vehicle (EV) charging points in the county.

The Council is particularly interested in hearing about those areas where there is a high demand for electric vehicle charging, such as: Residential streets with no off-street parking. Public car parks. Rural locations

### **Birmingham Road improvement Scheme update**

Find out more about plans to adapt phase 2 of the Birmingham Road Improvement Scheme in order to best meet the needs of local residents and visitors to the town of Stratford. The overall aims of this important scheme are to improve traffic flow by reducing traffic bottlenecks, while providing increased infrastructure for walking and cycling along popular routes into the town of Stratford. <https://www.warwickshire.gov.uk/news/article/4639/council-provides-update-on-stratford-s-birmingham-road-improvement-scheme>

Chris Mills

County Councillor

Avon Dassett Parish Council on 6 November 2023 at 7pm

## STRATFORD ON AVON DISTRICT COUNCIL

### Stratford on Avon Community Climate Change Fund

At the time of writing, the agenda for Cabinet on Monday 6 November includes a proposal to set up a Stratford on Avon Community Climate Change Fund. If approved by Cabinet this will be an opportunity for town and parish councils, as well as properly constituted community and charity groups to apply for grant funding. If the set up of the fund is approved by Cabinet it will be for £100,000 in two tranches with bids to be invited for allocation by March 2024.

### Stratford on Avon Gateway Masterplan Public Consultation

The Stratford on Avon Gateway Masterplan Framework Supplementary Planning Document is presently out for public consultation with it closing at 5pm on Friday 1 December. Please let us have your views. Further information is here:

[Stratford-upon-Avon Gateway Masterplan | Stratford-on-Avon District Council](#)

### Live & Local

The Live & Local Proposal for the Moving Pictures scheme has been received for the 2023 – 26 period. This scheme facilitates live performances in community halls in smaller towns and villages and is vital for our rural communities. Currently fifteen venues in Stratford District use the Moving Pictures service hosting their own film clubs with regular screenings throughout the year. We would like to remind parishes of the scheme so that they can make full use of it and please let us know if you require any further information. A briefing note is attached to this report.

### Podback Scheme

This scheme is free recycling of coffee machine pods will be available to residents from 20 November 2023. Podback will supply bags for storage of used containers and Biffa will collect these bags with their regular round for blue bins. They will be deposited at WCC household waste centre where Podback will collect the pods for re-use.

### Winter Warmth Funding

New funding options are available to help residents with keeping homes warm and the cost of energy bills. There are three schemes: HUG2 (Home Upgrade Grant) which is funded by the Department of Energy Security and Net Zero, and the Energy Support Fund and Physical Intervention Fund, both funded by Stratford on Avon District Council. A link to the press release and further advice and information is here: [Winter warmth grants now available from Stratford-on-Avon District Council | Stratford-on-Avon District Council](#)

### Street Bins

As it comes up from time to time, the current charge for SDC to install a bin is circa £400 and the charge for it to be emptied by SDC is £133 plus VAT.

## COMMUNITY SAFETY

At a recent meeting of the Warwickshire Police and Crime Panel attended by Natalie, the Police and Crime Commissioner emphasised the importance of residents reporting all crimes to 101. This allows the police to gather data and to direct resources as necessary.

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

**HS2 AND ROAD CLOSURES**

Ongoing road closures. As ever, should you need it, the HS2 Helpdesk Team may be contacted on 08081 434 434 or emailed at [S2enquiries@hs2.org.uk](mailto:S2enquiries@hs2.org.uk). Any changes will be on [www.hs2inwarwickshire.co.uk](http://www.hs2inwarwickshire.co.uk)

Cllr Natalie Gist

[Natalie.Gist@stratford-dc.gov.uk](mailto:Natalie.Gist@stratford-dc.gov.uk)

Cllr Nigel Rock

[Nigel.Rock@stratford-dc.gov.uk](mailto:Nigel.Rock@stratford-dc.gov.uk)

# Live & Local – Briefing 2023



## General

- Live & Local is a network of over 250+ voluntary organisations across the West and East Midlands who book and promote professional shows, screening, and participatory arts into venues such as village halls, church halls and community centers. **The shows are chosen by the local community, for their local community.**
- Made possible by funding from Arts Council England and your local authorities, but it all happens because of the commitment and enthusiasm of the voluntary organisations.

## Supported Activities

### Community Performance Schemes

High quality professional performing arts program chosen and promoted by voluntary run organisations including:

- Indoors ticketed performances.
- Outdoors performances for fetes, carnivals, and festivals.
- Inn Crowd – high-quality spoken word performers in licensed premises.
- Shows in libraries.

### Moving Pictures, Big Picture Show, and Big Picture Festival

A film screening program chosen and promoted by voluntary run organisations (branded Moving Pictures in South Warks). The Big Picture Festival is an annual film festival that is scheduled for Stratford upon Avon in 2024.

### Live & Local - Livingroom

Creative participation projects involving micro-commissions twinning artists with communities to create bespoke performances and artworks.

### DART

Developing Artists for Rural Touring – Arts Council England funded initiative supporting emerging professional artists and the development of new work for rural touring networks and audiences.

### Rural Hub Towns Initiative

A new Arts Council funded program for five rural hub (market) towns and their rural hinterland that brings people, places, and arts together.

## Structure, Network and Joining

Live & Local is managed by a 'not for profit' organisation, based in Warwick with a team of 15 professional staff.

Any bone fide voluntary organisation (within a funded District/Borough) can join the network. It is not a "membership" organisation and there is no annual subscription for the participating local organisations. Participating organisations only pay the much subsidised fees after a performance, screening, or other activity.

## Find Out More

Email [community@liveandlocal.org.uk](mailto:community@liveandlocal.org.uk) or call 01926 402173 to have a chat with one of our friendly Community Engagement staff or to receive some more information. You can also visit our website at [liveandlocal.org.uk](http://liveandlocal.org.uk).





# Safety Inspection Report

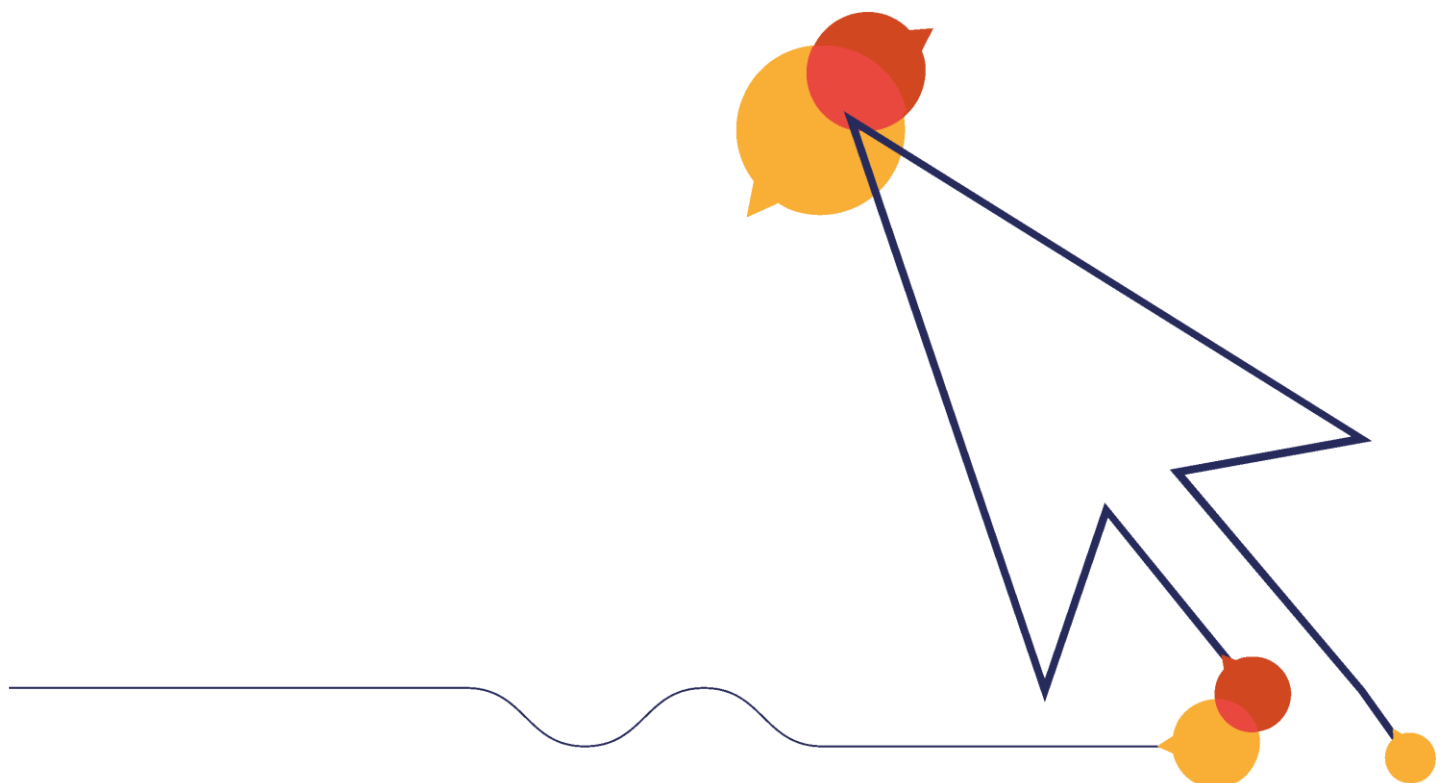
Annual Inspection

## Avon Dassett Play Area

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Avon Dassett Parish Council

18 October 2023



# Safety Inspection Report

## Annual Inspection

Site name: **Avon Dassett Play Area**  
Date of inspection: **18 October 2023**  
Inspector: **Bill Slater**



## How to read your report

The assets on site are categorised as **Ancillary Items** or **Play Items**, and listed under those headings.

Each item is listed in the style shown in the image below, which contains labels to aid interpretation as follows:

- 1) The name of the asset
- 2) The manufacturer of the asset, if known,
- 3) The innate or default risk score of the asset, assuming it has no faults and complies with standards,
- 4) The actual risk score of the asset at the time of inspection, being the highest of the finding risks or the innate risk,
- 5) A statement about whether the item complies with the appropriate standards, including the names of those standards,
- 6) Details about findings, if any, including what is wrong (Description), what to do about it (Tasks), notes to aid understanding (Notes), and photograph(s) of the issue.

**Primary Items**

---

**Sample Asset Name**

Manufactured by Manufacturer Name

asset image here

Innate risk level

Actual risk level

Risk level:  
Low

Potential risk score reduction:  
1

Remedial tasks:  
1

Surface: Grass

**Standards:**

EN 1176-1:2017, EN 1176-2:2017  
The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

**Finding**

**Description**

Item is rusting in places.

**Tasks**

Replace.

**Note**

Two of the frame washers are rusting.

**Finding Photos**

asset image here

asset image here

Risk level:  
Low

Risk score:  
7

Inspection S10000142594. Report produced on 16/12/2019 at 12:11:07

4

# Fencing - Various



Innate risk level

Actual risk level

3

1

Risk level:

Very low

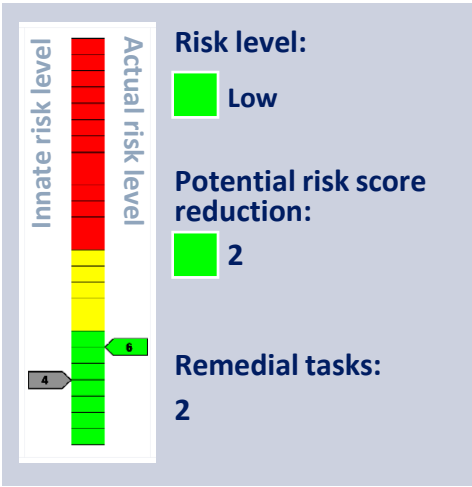
✓

Risk score as low as possible

✓

No remedial tasks

# Gate - Kissing



## Maintenance Finding

### Description

Gate has violent action.

### Tasks

Adjust to remove the hazard.



### Photo not possible

# Maintenance Finding

## Description

Loose in ground.

## Tasks

Repair.

Risk level:

 Low

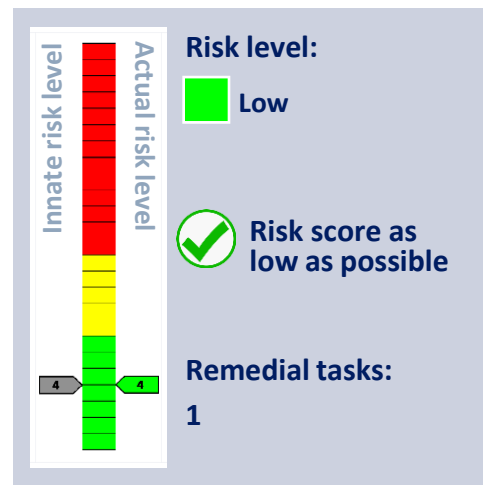
Risk score:

 4

## Finding Photos







## Description

**Risk level:**

## Tasks

**Risk score:**

## Note

## Finding Photos



# Litter Bins



Innate risk level

Actual risk level

2

2

Risk level:

Very low

✓

Risk score as low as possible

✓

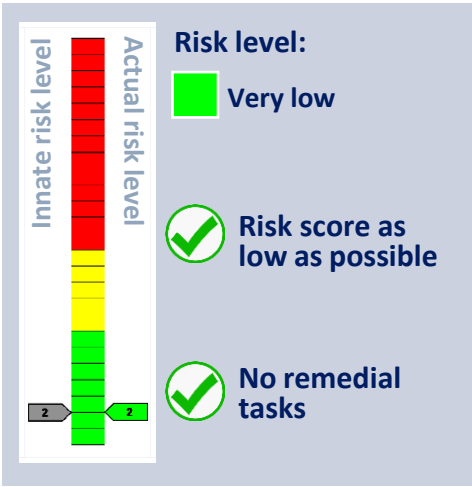
No remedial tasks

Inspection SI0000237547. Report produced on 20/10/2023 at 13:21:02

A5



# Signage - Info



# Seating



Innate risk level

Actual risk level

3

6

Risk level:

Low

Potential risk score reduction:

3

Remedial tasks:

2

## Maintenance Finding

### Description

Timber is decayed.

### Tasks

Replace affected parts.

Risk level:

Low

Risk score:

6

### Finding Photos



# Maintenance Finding

Description

Timber is not in good condition.

Tasks

Read the notes for further action.

Note

Strimmer damage. Prevent further damage.

Risk level:

 Very low

Risk score:

 3

Finding Photos





# Balance Beam

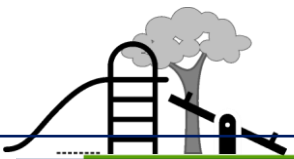
Manufactured by Kompan Ltd



**Standards:**

EN 1176-1:2017


The item and its surfacing (where applicable) meet with the requirements of the relevant standards.




**Risk level:**

Grass Matting

**Low**

 Risk score as low as possible

 No remedial tasks

Innate risk level

Actual risk level

4

4

## Goal Post - 5-A-Side

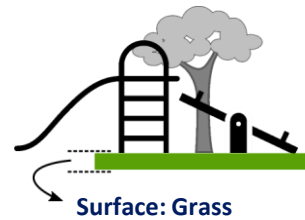
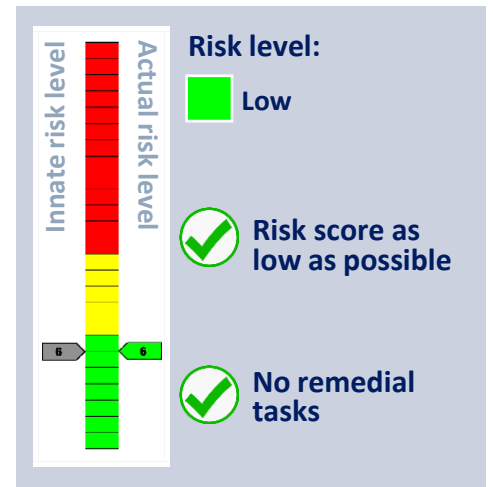
**Manufactured by (Unknown)**



## Standards:

BS 8461:2005+A1:2009, EN 16579:2018

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.



# High Bars - 2 Tier

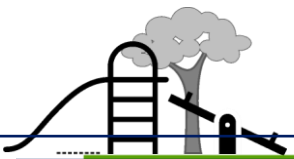
Manufactured by Kompan Ltd




**Standards:**


EN 1176-1:2017


The item and its surfacing (where applicable) meet with the requirements of the relevant standards.



Risk level:  
Grass Matting

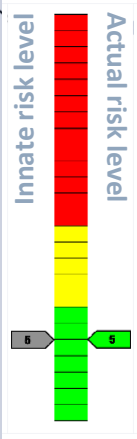
 Low

 Risk score as low as possible

 No remedial tasks

Innate risk level

Actual risk level



6 5



# Multiplay - Junior

Manufactured by Wicksteed Leisure Ltd



Innate risk level

Actual risk level

6

8

Risk level:

Medium

Potential risk score reduction:

2

Remedial tasks:

8



## Standards:

EN 1176-1:2017  
The item is not compliant with the requirements of the relevant standards. The surfacing meets with the requirements of the relevant standards.

## Maintenance Finding

### Description

Bolt(s) loose.

### Tasks

Tighten.

Risk level:

Very low

Risk score:

2

## Finding Photos



# Maintenance Finding

## Description

Item is rusting in places.

## Tasks

Repair.

Risk level:

 Very low

Risk score:

 3

## Finding Photos



# Maintenance Finding

## Description

RoSPA is concerned by accidents on some types of overhead ladders and rings. However, there is a strong development value in these items.

## Tasks

The protective surface under all bars and rings must be kept in good condition.

Risk level:

 Low

Risk score:

 6

## Finding Photos





## Maintenance Finding

### Description

Surface needs repair.

### Tasks

Repair.

### Note

Loose corner tile and gaps at edges.

Risk level:

Low

Risk score:

4

### Finding Photos



## Maintenance Finding

### Description

Timber is decayed.

### Tasks

Replace affected parts.

### Note

The top bar of the overhead rings is decaying at one end.

Risk level:

Medium

Risk score:

8

### Finding Photos



## Standard Compliance Finding

### Description

Access fails the entrapment requirements.

### Tasks

The unit was installed prior to the publication of the current standards. There is no requirement to make retrospective changes.

Risk level:

Low

Risk score:

4

Photo not possible

## Standard Compliance Finding

### Description

Slide bar not fitted across the access to the slide.

### Tasks

The unit was installed prior to the publication of the current standards. There is no requirement to make retrospective changes.

Risk level:

Low

Risk score:

4

### Finding Photos



## Standard Compliance Finding

### Description

The spacing between the barrier bars is in excess of 89 mm.

### Tasks

The unit was installed prior to the publication of the current standards. There is no requirement to make retrospective changes.

Risk level:

Low

Risk score:

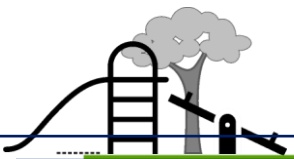
4

Photo not possible

# Rotator - Spica x 3

Manufactured by Kompan Ltd





**Risk level:**

Grass Matting

Medium

**Potential risk score reduction:**

3

**Remedial tasks:**

1

Innate risk level

Actual risk level

8

6

## Standards:

EN 1176-1:2017, EN 1176-5:2019

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

## Maintenance Finding

### Description

The bearings are worn.

### Tasks

Replace the worn bearings.

### Note

Green spica.

**Risk level:**

Medium

**Risk score:**

8

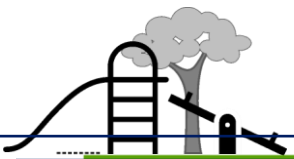
## Finding Photos



# Slide

Manufactured by Wicksteed Leisure Ltd





**Risk level:**

Grass Matting

Medium

**Potential risk score reduction:**

3

**Remedial tasks:**

5

Innate risk level

Actual risk level

6

8

**Standards:**

EN 1176-1:2017, EN 1176-3:2017

The item is not compliant with the requirements of the relevant standards. The surfacing meets with the requirements of the relevant standards.

## Maintenance Finding

**Description**

Screws or bolts are missing.

**Tasks**

Replace.

**Risk level:**

Very low

**Risk score:**

3

**Finding Photos**





## Standard Compliance Finding

Description

Access fails the entrapment requirements.

Tasks

The unit was installed prior to the publication of the current standards. There is no requirement to make retrospective changes.

Risk level:

 Low

Risk score:

 4

Photo not possible

## Standard Compliance Finding

Description

Finger entrapment.

Tasks

Eliminate the entrapment.

Risk level:

 Medium

Risk score:

 8

### Finding Photos



# Standard Compliance Finding

Description

The slide surface has joints which are not fabricated to eliminate gaps and inhibit the introduction of sharp objects.

Tasks

The unit was installed prior to the publication of the current standards. There is no requirement to make retrospective changes.

Risk level:  
 Low

Risk score:  
 4

Finding Photos



# Standard Compliance Finding

Description

The spacing between the barrier bars is in excess of 89 mm.

Tasks

The unit was installed prior to the publication of the current standards. There is no requirement to make retrospective changes.

Risk level:  
 Low

Risk score:  
 5

Photo not possible

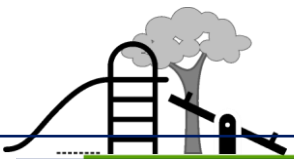
# Swing - Basket

Manufactured by Wicksteed Leisure Ltd



**Standards:**

EN 1176-1:2017, EN 1176-2:2017  
The item and its surfacing (where applicable) meet with the requirements of the relevant standards.



Grass Matting

**Risk level:**

Medium

✓ Risk score as low as possible

✓ No remedial tasks

Innate risk level

Actual risk level

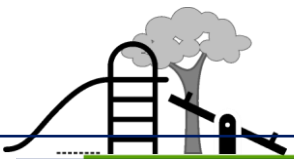
8

8

# Swing - Junior - 1 Bay 2 Seat

Manufactured by Wicksteed Leisure Ltd





Grass Matting

**Risk level:**

Medium

**Potential risk score reduction:**

6

**Remedial tasks:**

2

Innate risk level

Actual risk level

10

4

## Standards:

EN 1176-1:2017, EN 1176-2:2017

The item is not compliant with the requirements of the relevant standards. The surfacing meets with the requirements of the relevant standards.

## Maintenance Finding

### Description

We are unable to gauge the structural integrity of this unit.

### Tasks

We advise an internal inspection of all parts or replacement.

**Risk level:**

Medium

**Risk score:**

10

## Finding Photos





# Standard Compliance Finding

Description

The distance between the seat side and the support is insufficient.

Tasks

No reasonably practicable action is identified.

Risk level:

Low

Risk score:

5

Photo not possible

# Swing - Toddler - 1 Bay 2 Seat

Manufactured by Wicksteed Leisure Ltd



Innate risk level

Actual risk level

3

3

Risk level:

Very low

✓

Risk score as low as possible

Remedial tasks:

1



## Standards:

EN 1176-1:2017, EN 1176-2:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

## Maintenance Finding

### Description

The central strap is loose / missing / damaged.

### Tasks

Read the notes for further action.

### Note

Monitor.

Risk level:

Very low

Risk score:

3

## Finding Photos



## General Notes

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The risk scores are calculated by plotting the likelihood of harm against the severity of the injury sustained. The likelihood is given a score of 1 to 5, and the severity is given a score of 1 to 5. In doing this a matrix is produced which gives a numerical assessment of the risk on a score of 1 to 25, and a judgement is made as to which risks are low, which are medium and which are high. Risk scores may be adjusted in the light of experience and therefore may not be exactly as per the table. For example, a score of 7 may be noted.

Risks are calculated in this way:

1. An assessment of the likelihood of harm taking place is made using the numbers 1 to 5, by following these descriptions:
  - a. 1 = Rare
  - b. 2 = Unlikely
  - c. 3 = Moderate
  - d. 4 = Likely
  - e. 5 = Certain
2. An assessment of the severity of the injury sustained is made using the numbers 1 to 5, by following these descriptions:
  - a. 1 = Insignificant
  - b. 2 = Minor
  - c. 3 = Moderate
  - d. 4 = Major
  - e. 5 = Catastrophic
3. The two numbers are multiplied to give a risk score on a scale of 1 to 25.
4. Scores of 1 to 7 inclusive are considered to be low risk and are considered to be tolerable where this is the innate risk of the item, but where remedial works are identified these should be undertaken,
5. Scores of 8 to 12 are considered to be medium risk and some control measures may be identified to reduce the risks to low, tolerable levels,
6. Score of 13 and above are considered to be high risk and urgent action is considered to be necessary to reduce the risks to tolerable levels.

## General Notes

It is important to note that where an outcome is catastrophic, but for which the likelihood is rare this will present a score of  $1 \times 5 = 5$  = low risk. Similarly, a certain event for which the consequence is insignificant will present a score of  $5 \times 1 = 5$  = low risk. It is important to consider likelihood and consequence, and not just one of the factors in isolation.

The multiplication of the factors into a risk matrix is given here in Table 1, with a judgement made as to risk scoring indicated by colour.

Green = LOW risk, Amber = MEDIUM risk, Red = HIGH risk.

Table 1 – Risk Score Matrix

L i k e l i h o o d	Severity					
		1 Insignifi- cant	2 Minor	3 Moderate	4 Major	5 Catastro- phic
	1 = Rare	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
	2 = Unlikely	2 LOW	4 LOW	6 LOW	8 MEDIUM	10 MEDIUM
	3 = Moderate	3 LOW	6 LOW	9 MEDIUM	12 MEDIUM	15 HIGH
	4 = Likely	4 LOW	8 MEDIUM	12 MEDIUM	16 HIGH	20 HIGH
	5 = Certain	5 LOW	10 MEDIUM	15 HIGH	20 HIGH	25 HIGH

## General Notes

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### Inspection Scope

The inspections are undertaken using the RPII's inspection scope.

### Compliance with Standards

Inspections are undertaken with reference to the appropriate standards, which are listed next to each item. Compliance with these standards is not mandatory in law, but it is useful to know whether items comply or not. If we think a change is needed, then this is noted in our report. Non-compliance does not necessarily mean that a change is needed. Where a standard is undated the current version is applied, unless overlap periods are allowed by the standards committee at the time of update. The information provided herein is to assist the owner/operator to fulfil its responsibilities as detailed in the relevant standards. Other standards referenced within the listed standards do not form part of this inspection, unless they are also explicitly listed here.

The listed standards are relevant to all installations of equipment which are publicly accessible, including public parks, pay to play parks, schools, nurseries, public houses, holiday parks, indoor play centres, farm parks and the like. All equipment used in publicly accessible areas should meet with the requirements of the relevant listed standard.

Additionally, EN 1176-7 provides guidance on installation, inspection, maintenance and operation to owners/operators of equipment and ancillary items. In the United Kingdom the National Foreword forms an important part to the understanding and implementation of the recommendations set out in EN 1176-7. It clarifies the application of the document within the UK as best practice guidance, as the document has been used since its initial publication. Therefore the EN 1176-7 contains no requirement in the UK and needs to be read and implemented as guidance, with the use of the terms 'shall' therefore becoming a recommendation, as in the term 'should'.

Domestic equipment falls outside the scope of standards for publicly accessible spaces. Domestic play equipment has its own standard (BS EN 71 – Safety of Toys). Where domestic equipment can be identified this will be acknowledged in the report, but compliance may be assessed to the applicable standard relating to publicly accessible equipment.

When water play items, including spray parks, are inspected any comments concerning compliance within the inspection will refer to EN 1176. We have not assessed these against the requirements of EN 17232 (Water play equipment and features).

Compliance with standards is not always a clear-cut thing. Some interpretation can be needed, and our interpretation may differ from the interpretation of others. In some cases, we may decide not to note non-compliance in cases where we think it may mislead or be unhelpful so to do.



## General Notes

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### What We Inspect

Annual and Post Installation inspections will take into consideration compliance with current standards and defects related to wear and vandalism. Items not listed in the report have not been included in the inspection. The inspection will cover the playground equipment and the active area (that area which is obviously part of the playground), nominally up to 3.0 metres around, the fence line if closer, or other areas as agreed.

Operational inspections only take into consideration defects related to cleanliness, equipment ground clearances, ground surface finishes, exposed foundations, sharp edges, missing parts, excessive wear (of moving parts), structural integrity, wear and vandalism. Routine visual inspections (if undertaken) relate only to the most obvious defects such as broken or missing parts, vandalism and issues created by severe weather conditions (the intention is to identify hazards created by storm damage).

The inspection is non-dismantling, non-destructive and does not include any structural, toxicology or impact assessments defined in the standard; however, the inspector will undertake a manual test for stability and if equipment fails under manual load, or any other hazard is identified as an unacceptable risk, the owner/operator will be notified as soon as practicably possible.

The inspector will access all reasonably accessible equipment and will assess all reasonably accessible parts above the standing surface. Where it is not possible to access parts of the equipment without employing an alternative means of access the report will record the action required by the owner/operator to ensure the continued safe use of the equipment. Ancillary equipment will be assessed using the inspector's knowledge and experience of the standards named in this document to ensure as far as is reasonably practicable the continued safe use of the items concerned. The owner/operator is responsible for the overall safety of the equipment and area. Inspectors who are trained to use ladders may use them where it is safe to do so, but if members of the public are present on site ladders may not be used to access the equipment.

### What We Don't Inspect

The inspector will not undertake any of the following works unless specifically agreed in writing at the time of order:

Checking the depth and underlying structural integrity of any surface areas and/or carrying out any testing of impact absorbing properties of any surfaces. The identification of any corrosion, rot or other deterioration in any apparatus or equipment other than by an external inspection or the inspection of any equipment (or part thereof) that is underground or beneath the playing surface. Tightening any bolts, hinges or other fixing devices on any apparatus or equipment. Assessing or inspecting any electrical installations contained on any site and/or apparatus and/or equipment. Assessing or inspecting any water supplies and/or water features and/or any associated computerised systems (including carrying out any programming).



## General Notes

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The owner/operator should have a 'design risk assessment' provided by the manufacturer/designer of the area for the equipment and location in which the facility is installed.

We have inspected without dismantling or destruction and so some aspects of the relevant standards may not be testable on site.

The operator is responsible for managing risks of their provision and is required by law to carry out a 'suitable and sufficient assessment' of the risks associated with a site or activity and this inspection shall be considered as contributing to the operator's discharge of this responsibility.

### **Exposure to Risk**

Exposure to acceptable levels of risk and challenge is essential to children's development and allows them to exercise their right to play. Therefore, it can be judged that levels of risk above low risk can be acceptable. The risk scores shown allow the operator to make a judgement after first considering the benefit of the activity to which the risk score relates.

### **Ownership**

There may be cases where we report issues that are not the site owner's responsibility. It is not necessarily possible for us to determine who owns what, and in any case we need to bring all risks to your attention if they can affect the safety of the site's users.

### **Contemporaneous Findings**

Our report shows the findings at the time of inspection. Subsequent events may affect the condition of the site. Suggested remedial actions are based upon our knowledge and experience. The owner/operator should seek the advice of the manufacturer or a competent person when undertaking repairs and/or modifications to equipment.

### **Timber**

Where timbers are set into the ground it is not always possible to determine levels of decay. The owner/operator should ensure it conducts appropriate inspections to identify decay before it becomes a problem.

We can undertake more in-depth testing of your playground timbers using resistance penetration.

Timber is known to decay from the inside out. This makes it very important that you ensure proper testing and inspection is undertaken of your playground timbers, especially where defects may be hidden inside the structures. Testing using resistance penetration can help to identify defects before they become outwardly apparent, but can also confirm the condition of good timbers to prevent premature replacement with its associated costs. The testing is undertaken using a specialist machine, which uses electronically controlled drill resistance measurement. The drill is fine enough that it does not cause permanent damage to reduce the lifespan of the equipment.

Please contact us for pricing and further information.

### **Planting and Trees**

Where planting or trees are mentioned in our report, please be advised that we do not undertake any arboricultural, horticultural or toxicological assessment of suitability or condition. You must ensure you undertake suitable inspections from an appropriate expert.



### How This Inspection Contributes to Your Annual Main Inspection

The owner/operator is responsible for following the guidance of the relevant standards. The standards give guidance on the installation, inspection, maintenance and operation of the various types of facility. The inspection guidance is listed in Table 1, with an indication of which parts will be included in your RoSPA inspection [the items in the first column are the items which comprise an “Annual Main Inspection”, the second column shows which elements form part of a RoSPA inspection, items with a cross are not included, some items may have limitations as shown in the notes to the Table 1). The standards also contain additional parts which the owner/operator should follow.

**Table 1**

Inspection Recommendations of relevant standards These form the Annual Main Inspection	Included in RoSPA Inspection?
6.1 d) Overall levels of safety of equipment (see note 1)	✓ [1]
6.1 d) Overall levels of safety of foundations (see note 1)	✓ [1]
6.2 d) Overall levels of safety of playing surfaces (see note 2)	✓ [2]
6.1 d) Compliance with the relevant parts of the standard and or risk assessment (see note 3)	✓ [3]
6.1 d) Effects of weather	✓
6.1 d) Presence of rot, decay or corrosion (see note 1)	✓ [1]
6.1 d) Assessment of repairs made or added or replaced components (see note 4)	✓ [4]
6.1 d) Excavation or dismantling/additional measures	✗
6.2.1 Assessment of glass reinforced plastics (see note 5)	✓ [5]
6.2.1 Inspection of one post equipment (see note 1)	✓ [1]
6.2.4 Undertaking the Operators inspection protocol	✓
6.2 c) Presence of rot or corrosion (see note 2)	✓ [2]
6.2 c) Assessment of repairs made/added or replaced components (see note 5)	✗
<p>N.B. The clause numbers above are taken from BS EN 1176-7:2020. The content is equally applicable to all other relevant standards. Playgrounds contains a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item specific detail is not readily available to RPII Playground Inspectors, whose report contributes to the operator’s overall Annual Main Inspection as details in the relevant standard.</p> <p>Notes</p> <p>[1] A manual test only is undertaken for stability. Wear and instability are only detectable where readily apparent without dismantling or destruction and without the use of tools, excavation or specialist equipment. Rot and corrosion are tested for with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment. We therefore cannot be held responsible for the presence of such decay.</p> <p>[2] Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of impact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on annual inspections. We can conduct impact testing for additional fees.</p> <p>[3] The inspection assesses compliance where this can be tested on site using manual methods without dismantling, destruction and without the use of tools or specialist equipment</p> <p>[4] The operator should use manufacturer’s recommended parts, or equivalent. We are unable to verify if such parts have been used, and any subsequent change in quality or performance</p> <p>[5] Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.</p>	



# EN 1176 Notes – Summary of Requirements

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## PROTECTION AGAINST INJURIES IN THE FREE SPACE

- \* No obstacles in the minimum space (other than structures to assist or safeguard the user)
- \* Traffic flows should not go through the minimum space

## PROTECTION AGAINST INJURIES IN THE FALLING SPACE

- \* Free height of fall should not exceed 3m
- \* No obstacles in the falling space
- \* Platforms with fall heights of more than 1m between them require surfacing

## PROTECTION AGAINST INJURIES DUE TO OTHER TYPES OF MOVEMENT

- \* No unexpected obstacles

## SURFACING SAFETY REQUIREMENTS

- \* Surfacing should have no sharp edges or protrusions
- \* Loose fills should be 100mm more than the depth required to meet the HIC reading (usually 200mm)
- \* Hard surfaces should only be used outside where children fall
- \* Testable Impact absorbing surfaces if falls over 600mm are possible. Topsoil or turf may be used up to 1m

## DESIGN AND MANUFACTURE

- \* The equipment must be suitable for the user and risks should be identifiable by the child
- \* Accessibility: adults must be able to gain access to help children
- \* Grip requirements: permitted diameter 16 - 45mm (i.e. overhead bars)
- \* Grasp requirements: maximum diameter 60mm (e.g. handrails on steps)

- \* Requirements for easily accessible equipment

## FINISHING

- \* Timber species and synthetics should be splinter resistant
- \* No protrusions or sharp-edged components
- \* Bolts should not protrude by more than 8mm
- \* Corners, edges or projecting parts over 8mm should have a 3mm radius.
- \* No hard and sharp-edged parts (e.g. razor blade effect caused by sheet steel)
- \* No crushing or shearing points
- \* Connections should not come loose by themselves and should resist removal.
- \* Timber connections should not rely solely on screws or nails.
- \* Leaking lubricants should not stain or impair the safety of the equipment

## FIBRE ROPES

- \* Conform to EN 701 or 919 or have a material and load certificate
- \* Ropes used by hands shall have a soft, non-slip covering

## WIRE ROPES

- \* Non-rotating and corrosion resistant with no splayed wires outside the ferrule
- \* Wire connector clip threads should protrude less than 8mm
- \* Turnbuckles should be enclosed, have a loop at each end and be secured

## CHAINS

- \* Maximum opening of individual links: 8.6mm in any one direction.
- \* Connecting links between chains must be less than 8.6mm or over 12mm

## SWINGING SUSPENDED ROPES

- \* Not combined with swings in the same bay
- \* Less than 2m long: over 600mm from static parts; over 900mm from swinging parts
- \* 2m - 4m long: over 1000mm from anything
- \* Diameter: 25 - 45mm

## CLIMBING ROPES

- \* Anchored at both ends and movement less than 20% of rope length
- \* Single climbing rope diameter: 18 - 45mm (nets comply with Grip requirements)

## ENTRAPMENTS

- \* Entrapment: a place from which children cannot extricate themselves unaided
- There are six probes: the Torso Probe, the Large Head Probe, The Small Head probe, the Wedge Probe and the two Finger Rods. There is a toggle test to reduce the dangers of clothing toggles being caught on slides, fireman's poles and roofs, and a ring gauge to test for rocker hand/foot rest protrusions.

## BRIDGES

- \* The space between the flexible bridge and rigid sides should be not less than 230mm

## ENTRAPMENT OF FEET AND LEGS

- \* Inclined planes (not suspension bridges) less than 38° should have no gaps over 30mm
- \* There are no requirements for suspension bridge gaps other than the main entrapment requirements

## FINGER ENTRAPMENTS

These occur in: 1. gaps where child's movement may cause a finger to become stuck; 2. open-ended tubes; 3. moving gaps

- \* Tube ends should be securely enclosed and removable only with tools
- \* Moving gaps should not close to less than 12mm

## BARRIERS AND GUARD-RAILS

- \* Hand-rail: a rail to help the child balance
- \* Guard-rail: a rail to prevent children falling
- \* Barrier: a guard-rail with non-climbable in-fill

## HAND-RAILS

- \* Where required they should be between 600 and 850mm above the standing surface

## EQUIPMENT FOR UNDER 3'S

- \* Platforms over 600mm require a barrier with a minimum height of 700mm high + impact absorbing surfacing

## EQUIPMENT FOR OVER 3'S

- \* Platforms up to 1000mm: No barriers or guard-rails required + impact absorbing surface over
- \* Platforms 1000-2000mm: 600 - 850mm high guard-rail + impact absorbing surfacing
- \* Platforms 2000-3000mm: 700mm high barrier + impact absorbing surfacing
- \* No bars, infills or steps which can be used as steps. Tops should discourage standing or sitting

## MEANS OF ACCESS

The main change in this area is that the probes should now be applied to accesses. All means of access should have no entrapments; be securely fixed; be level to  $\pm 3^\circ$  (ramps across width) and have a constant angle. It does not refer to agility equipment used as an access i.e. arched climbers, scramble nets. There are specific measurements for ladders, stairs and ramps.

# EN 1176 Notes – Summary of Requirements

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## SWINGS

The main changes relate to requirements for new types of swings, dimensions and surfacing areas.

### REQUIREMENTS

\* No all rigid suspension members (i.e. solid bar top to bottom) \* Design should be principally for use by seated children (RoSPA interpretation) \* Two seats per bay maximum. Do not mix cradle and flat seats in same bay \* Some types of swings have slightly different requirements. Information should be obtained from the supplier \* Single points swing chains should not twist round each other \* Single point swings require a secondary bearing support mechanism

### DIMENSIONS

\* Minimum ground clearance at rest: 350mm (400mm for single point swings and tyres) \* No maximum seat surface height but RoSPA recommends a max. height of 635mm for cradles and flat seats \* Distance between seat and frame: 20% of swing suspension + 200mm \* Distance between seats: 20% of the swing suspension + 300mm \* Pivot splay (separation distance) at crossbar: width between seat fixings plus 5% of swing suspension length

### SITING

\* Swing sets for young children should be separated from those for older children and sited to avoid cross traffic

### SURFACING REQUIREMENTS

Forward and Back

\* Different areas for synthetic and loose-fill surfaces in a box or pit. Measurements each way are: 1. synthetic: 0.867 x length of suspension member + 1.75m 2. loose-fill: 0.867 x length of suspension member + 2.25m

Side width

\* Seat width no greater than 500mm: 1.75m minimum (i.e. .875m each way from seat centre)

\* Areas for two seats in one bay may overlap providing the distance between seats is correct

Single point swings

\* Circular area with a radius equal to the Forward and Backward figure for other swings

## SLIDES

### SAFETY REQUIREMENTS

\* Free-standing slides: the max. vertical height which a stairway can reach without a change of direction is 2.5m. \* Starting section at the top of each chute: length 350mm minimum, zero to 5° downwards at the centre line.

N.B. This can be the platform if the slide is attached to it \* If the starting section is over 400mm long, platform requirements apply \*

From a platform, the gap to the slide is the same width as the slide \* Attachment slides over 1m free fall height should have starting section barriers 500mm min. high at one point \* Attachment slides over 1m FFH should have a guard-rail across the entrance at a ht. of between 700-900mm

Sliding sections

\* Maximum angle: 60° at any one point and an average of 40° \* The width of open and straight slides over 1500mm long should be less than 700mm or greater than 950mm \* Spiral or curved slides should have a width less than 700mm

RUN -OUTS

\* Run-outs of at least 300mm are required if the sliding section is under 1.5m long. \* Additional requirements are required for different types of slides \* Average angle of run-outs: DIN type 10° (BS type) 5° (both downwards) \* Height of run-out: Less than 1.5m sliding length: max. 200mm. Greater than 1.5m sliding length: max. 350mm \* Users should come to a stop on the run-out section (BS type only)

\* Chutes should have a side height related to the fall height: 1.2m: 100mm minimum : 1.2m - 2.5m: 150mm minimum : Over 2.5m: 500mm minimum

\* Maximum side angle from slide bed: 30° \* Tops of sides should be rounded or radiused to at least 3mm \* Tunnel slides should be a minimum 750mm high and 750mm wide \* Tunnels should start on or at the end of the starting section and be continuous over the sliding section only

### SURFACING REQUIREMENTS

Normal distances except for the run-out which should be: \* DIN type: 1m each side and 2m beyond (or just 1.5m beyond for short slides) \* BS type: 1m each side and 1m beyond

## CABLE RUNWAYS

### SAFETY REQUIREMENTS

\* Stop at end should progressively slow down the traveller \* Traveller should not be removable except with tools \* No access to internal mechanism \* Suspension mechanism: flexible, exclude risk of strangulation or be at least 2m above the ground in the middle \* Where children hang by the hands, the grip should not be enclosed (i.e. a loop)

\* Climbing should be discouraged onto the grip \* Children should be able to get off the seat at any time (i.e. no loops or straps) \*

Maximum loaded (69.5kg) speed is 7m per second \* If two cables are placed parallel the min. distance between them is 2m

### IMPACT AREAS

\* 2m either side of main cable

## ROTATING ITEMS

The main changes are in clearer separation into different types. A change in the clearance between the underside and the ground will affect older items. The change should provide greater safety. NOTE: Rotating items under 500mm diameter are excluded from these requirements

### SAFETY REQUIREMENTS

\* Maximum free height of fall: 1000mm (For overhead items: 1500 - 3000mm) \* Max. speed at periphery under reasonable use: 5m per s econd. As no method is given, this cannot be tested \* Hand grips should be between 16 - 45mm

### SPECIFIC REQUIREMENTS

There are specific requirements for different types of roundabout. The two most common ones are:

Platform roundabouts:

## EN 1176 Notes – Summary of Requirements

---

\* Platforms should be circular and enclosed \* All parts should revolve in the same direction \* No super-structure over the edge of the platform \* Mechanism should be enclosed \* Height between underside and ground 60 – 110mm for 300mm in \* Protective skirts should be of rigid material and have no burrs or other defects \* The bottom edge should be flared towards the inside or protected

Giant revolving discs

\* Clearance of underside at lowest point: 300mm \* Max. platform height: 1m \* Free space: 3m \* Upper surface should be continuous, smooth and with no handles or grips \* Underside should be continuous, smooth and without any radial variations (i.e. spokes) or indentations

### **MINIMUM SPACE**

\* Free space: Horizontal: 2m all round \* Vertical head clearance from platform: sitting 1.5m ; standing 1.8m \* Small rotating items under 500mm diameter are excluded but RoSPA suggests as for rocking items

### **SURFACING REQUIREMENTS**

\* There are no special extra requirements for surfacing areas \* Surfaces should be continuous underneath and level

### **ROCKING ITEMS**

#### **DEFINITIONS**

\* Rocking equipment which can be moved by the user and is supported from below

\* Damping: any movement restricting device. (N.B. Springs are treated as self-damping)

#### **SAFETY REQUIREMENTS**

\* Throughout the range of movement gaps in all accessible joints should be under 12mm \* Progressive restraint at extremity of movement is required \* Foot rests should be provided where the ground clearance is less than 230mm \* Hand grips should be provided for each seat or standing position

\* Foot rests and hand grips should be firmly fixed and non-rotating \* Hand grip diameter: 16 - 45mm (for toddler items: 30mm maximum) \* Right -angled corners on moving equipment should be 20mm radius min. (e.g. a bird's beak)

#### **MINIMUM SPACE**

\* 1000mm between items at maximum movement.

#### **SURFACING REQUIREMENTS**

There are no special extra requirements for surfacing areas

### **INSTALLATION, INSPECTION, MAINTENANCE AND OPERATION**

#### **SAFETY**

\* Appropriate safety systems must be established by the operator \* No access should be allowed to unsafe equipment or areas \*

Records should be kept by the playground operator \* Effectiveness of safety measures should be assessed annually \* Signs should be provided giving owner details and emergency service contact points \* Entrances for emergency services should be freely accessible

\* Information on accidents should be kept (RoSPA has a suitable form)

\* Staff and users should be safe during maintenance operations

#### **INSPECTION**

\* Manufacturers will recommend the inspection frequency although some sites may need a daily check

Frequency

Routine visual inspections: identification of hazards from vandalism, use or weather conditions (RoSPA recommends a recorded daily or weekly inspection) Operational inspection: every 1 -3 months or as recommended. Checks operation, stability, wear etc. Annual main inspection: checks long-term levels of safety

\* An inspection schedule should be prepared for each playground, listing components and methods

\* Appropriate action should be taken if defects are noted

#### **ROUTINE MAINTENANCE**

\* Basic routine maintenance details should be supplied by the manufacturer

#### **CORRECTIVE MAINTENANCE**

\* This covers remedial work and repairs as required \* Alterations should only be carried out after consultation & agreement with the supplier or a competent person



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Playsafety Ltd  
78 Shrivenham Hundred Business Park  
Watchfield  
SWINDON  
SN6 8TY  
+44 (0)1793 317470

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To the Parish Council and Avon Dassett Village.

Firstly, I must apologise for my absence I'm very busy with family and my own business.

At the last Parish Council meeting a tree was discussed at the grave yard at the top of the hill in the village. The tree was said to be causing damage or issues with the graves. I personally have carried out work up there to make the area safe and to stop damage to graves. I feel this tree is now not causing any health or safety issues, however a part of it may be dismantled at a later date.

I have reached out to three tree companies in recent weeks regarding projects I feel need undertaking both long term and short term in the village. I have also asked these companies to price works I have been instructed to price. Only one of these companies had bothered to get back to me with quotes or indeed turned up to look at the work.

Ash die back is a major issue nationally and in Avon Dassett. I have reached out to Stratford district council tree warden to try and acquire discretionary abilities to give people permission to REMOVE ASH TREES affected by the disease without applying directly to the council. I have not yet heard back from the Stratford District Council tree officer.

Works to be addressed in priority order:

Ash trees on right hand boundary edge of play ground. Priority 1. These two ash trees have unfortunately got signs of ash die back and are situated on the edge of both a highway but much more likely to fall into the playground. Obviously, this is a risk to life for anyone using the swings. Limbs on this tree have already failed. Price of removal £950 + vat Shire Forestry and Fencing LTD. I believe this to be a reasonable price. Potential lane closure.

Grave yard and car park. This is not really a priority as the tree has now been tidied up by myself. However, if the council wish to remove the remaining ash limb growing into the grave yard it can be done at the same time as siding up all the yew trees in the car park. Siding up the yew trees I don't believe will need permission as they are only being trimmed. This is not a priority but will make the car park smarter and also decrease the possibility of livestock being poisoned from falling yew berries. Prices for this job are £650 + VAT Shire Forestry and Fencing LTD. I believe this to be a reasonable price.

Finally, I was asked to get a price on removing Ash copse behind the bus shelter. This is suffering from Ash die back and could be a concern to the structure of the bus shelter and anyone in it. Price to remove this copse is £650 + vat Shire Forestry and Fencing. This I believe is a reasonable price.

My final point I promise.

Any trees owned by the parish council that are failing due to Ash die back will have to be looked at from a healthy and safety stand point. If anyone is harmed by these trees I fear the parish council would be at risk.

My best  
William Phayer  
Tree warden Avon Dassett

**AVON DASSETTT PARISH COUNCIL - APPENDIX F**

**PAYMENTS AND RECEIPTS SINCE LAST MEETING**

***CURRENT ACCOUNT***

<b>Date</b>	<b>Payee</b>	<b>Details</b>	<b>Expenditure</b>	<b>Income</b>
01 September 2023	ADCBS	Hire of Reading Room		£20.00
04 September 2023	Google	Google accounts	£9.20	
07 September 2023	C Dancer	Cleaning	£30.00	
07 September 2023	Frank Mann	August mowing	£582.00	
07 September 2023	J Jarman	Clerk expenses	£16.20	
21 September 2023	SDC	Precept		£7,805.00
20 September 2023	J Jarman	Clerk's salary	£341.04	
20 September 2023	1&1	Emails ets	£5.99	
20 September 2023	1&1	Website fees	£19.20	
21 September 2023	BT	Reading Room phone	£39.50	
26 September 2023	WALC	A Jackson course	£36.00	
26 September 2023	Moore	External audit	£252.00	
27 September 2023	Total Energies	Electricity - August	£87.07	
02 October 2023	Google	Google accounts	£9.20	
05 October 2023	Amazon	Cleaning products	£65.14	
10 October 2023	Frank Mann	September mowing	£436.80	
10 October 2023	C Dancer	Cleaning	£30.00	
10 October 2023	Direct365 (T Gill)	Defibrillator pads	£64.66	
12 October 2023	Numbers Plus	Defibrillator line	£118.80	
18 October 2023	1&1	Emails ets	£5.99	
18 October 2023	1&1	Website fees	£46.81	
20 October 2023	J Jarman	Clerk's salary	£341.04	
19 October 2023	ICO	Data Protection fee	£35.00	
20 October 2023	WM and DM Watts	Coffee morning	£34.45	
23 October 2023	BT	Reading Room phone	£46.45	
24 October 2023	Total Energies	Electricity - August	£83.86	
			<b>£2,736.40</b>	<b>£7,825.00</b>

***DEPOSIT ACCOUNT***

<b>Date</b>	<b>Details</b>	<b>Income</b>
11 September 2023	Interest received	£20.06
09 October 2023	Interest received	£19.79
		<b>£0.00      £39.85</b>

**FOR AUTHORISATION**

**PAYMENTS FROM PRECEPT**

MW and DEM Watts	Coffee mornings - January and February	60.00
Frank Mann Farmers	October mowing	700.00
C Dancer	Cleaning - January to February	90.00
Clerk	Travel - November meeting	16.20
RoSPA	Playground inspection	106.80
Royal British Legion	Wreaths and donation	59.00
Traffic survey		207.00
WALC	AGM and conference	60.00
Tubs		200.00
		<b>£1,499.00</b>



**AVON DASSETT PARISH COUNCIL 2023 - 2024 FINANCIAL YEAR - APPENDIX G**  
**RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD TO**  
**31st OCTOBER 2023**

	<u>Actual</u>	<u>Net Receipts</u>	<u>Variance With Budget</u>	<u>Budget</u>	
<u>Receipts</u>					
Precept	£15,610.00	£15,610.00	£0.00	£15,610.00	
Interest received	£110.22	£110.22	£105.22	£5.00	
Burial Ground Fees	£150.00	£150.00	£150.00	£0.00	
Miscellaneous - Funds From Village Functions	£140.00	£140.00	£140.00	£0.00	
Income related to Church Steps	£0.00	£0.00	£0.00	£0.00	
Hire of Reading Room, car park etc	£255.00	£255.00	£205.00	£50.00	
Mowing Refund From Stratford District Council	£0.00	£0.00	(£400.00)	£400.00	
Freedom of Information Fees Received	£0.00	£0.00	£0.00	£0.00	
Coronation grant	£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	
<b>TOTAL RECEIPTS</b>	<b>£16,368.55</b>	<b>£0.00</b>	<b>£16,368.55</b>	<b>(£1,016.45)</b>	<b>£17,385.00</b>

	<u>Actual</u>	<u>Funded From Reserves</u>	<u>Net Expenditure</u>	<u>Variance With Budget</u>	<u>Budget</u>
<b><u>Payments (Annual expenses)</u></b>					
<b><u>The Reading Room</u></b>					
Reading Room: Cleaning	(£280.04)		(£280.04)	£79.96	£360.00
Reading Room: Electricity Supply	(£586.17)		(£586.17)	£263.83	£850.00
Reading Room: Maintenance	(£120.99)		(£120.99)	£229.01	£350.00
Reading Room: WiFi	(£283.45)		(£283.45)	£76.55	£360.00
<b>Total Reading Room</b>	<b>(£1,270.65)</b>	<b>£0.00</b>	<b>(£1,270.65)</b>	<b>£649.35</b>	<b>£1,920.00</b>

<b><u>Administration</u></b>					
Clerk's Pay	(£2,046.24)	£0.00	(£2,046.24)	£2,703.76	£4,750.00
Administration Expenses	£0.00		£0.00	£480.00	£480.00
ADPC Training	(£498.00)		(£498.00)	£232.00	£730.00
Audit Fees	(£392.00)		(£392.00)	£58.00	£450.00
Data Protection	(£35.00)		(£35.00)	£0.00	£35.00
Election Fees	£0.00	£0.00	£0.00	£750.00	£750.00
Councillor and Clerk expenses	(£238.09)		(£238.09)	(£38.09)	£200.00
Subscriptions	(£205.50)		(£205.50)	£94.50	£300.00
Insurance	£0.00		£0.00	£850.00	£850.00
<b>Total Administration</b>	<b>(£3,414.83)</b>	<b>£0.00</b>	<b>(£3,414.83)</b>	<b>£5,130.17</b>	<b>£8,545.00</b>

<b><u>Village Maintenance</u></b>					
Street Light Maintenance	£0.00		£0.00	£180.00	£180.00
Street Light Electricity Supply	(£638.88)		(£638.88)	£761.12	£1,400.00
Village Maintenance & Mowing	(£3,169.78)	£0.00	(£3,169.78)	(£669.78)	£2,500.00
Tubs Etc	(£180.50)		(£180.50)	£69.50	£250.00
<b>Total Village Maintenance</b>	<b>(£3,989.16)</b>	<b>£0.00</b>	<b>(£3,989.16)</b>	<b>£340.84</b>	<b>£4,330.00</b>

<b><u>Playground</u></b>					
Playground Inspections	£0.00		£0.00	£150.00	£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
<b>Total Playground</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£650.00</b>	<b>£650.00</b>

<b><u>Communications &amp; IT Expenditure</u></b>					
Avon Dasset Parish Council Website	(£197.98)		(£197.98)	£162.02	£360.00
Communications & Surveys	£0.00		£0.00	£0.00	£0.00
IT Software, Hardware & Consumables	(£913.34)		(£913.34)	(£563.34)	£350.00
<b>Total Communications &amp; IT Expenditure</b>	<b>(£1,111.32)</b>	<b>£0.00</b>	<b>(£1,111.32)</b>	<b>(£401.32)</b>	<b>£710.00</b>

<b><u>Miscellaneous</u></b>					
Coffee Morning Expenses & Xmas Gathering	(£108.67)		(£108.67)	£71.33	£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	(£183.46)		(£183.46)	£66.54	£250.00
Community Projects	£0.00		£0.00	£550.00	£550.00
Total Miscellaneous	(£1,310.29)	£0.00	(£1,310.29)	(£80.29)	£1,230.00

<b>TOTAL PAYMENTS</b>	<b>(£11,096.25)</b>	<b>£0.00</b>	<b>(£11,096.25)</b>	<b>£6,288.75</b>	<b>£17,385.00</b>
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<b><u>NET INCOME OVER EXPENDITURE FOR THE YEAR TO DATE</u></b>	<b>£5,272.30</b>	<b>£5,272.30</b>
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TRANSFERRED TO GENERAL RESERVE

<b><u>NET INCOME OVER EXPENDITURE AFTER TRANSFER TO RESERVES</u></b>	<b>£5,272.30</b>	<b>£5,272.30</b>
	<u>Reserves</u>	

**Closing Period Bank Balances As At:** **31st October 2023**

Current Account	£10,322.01
Deposit Account	£21,512.81
<b>Total Bank Balances</b>	<b>£31,834.82</b>

AVON DASSETT PARISH COUNCIL - APPENDIX H						
	2022-23 ACTUAL	2023-24 BUDGET	2023-24 FORECAST	2024-25	VARIANCE	
<b>Receipts</b>						
Precept	15,610	15,610	15,610	15,610	15,610	84.82%
Interest Received	46	5	210	240	235	1.30% Est £20 per month
Burial Ground Fees	0	0	150	0	0	0.00%
Miscellaneous - Funds From Village Functions	320	0	140	0	0	0.00%
Income related to St John's Steps	650	0		0	0	0.00%
Hire of Reading Room, car park etc	85	50	255	150	100	0.82%
Mowing Refund From Stratford District Council	963	400	963	963	563	5.23% Increased in 2022
Freedom of Information Fees Received	0	0		0	0	0.00%
Election Fees re Use of The Reading Room	0	220	220	440	220	2.39% Expecting two elections in 2024
Grants	750				0	0.00%
VAT Reimbursement	2,523	1,100	1,200	1,000	(100)	5.43%
<b>TOTAL RECEIPTS</b>	<b>£20,947</b>	<b>£17,385</b>	<b>£18,748</b>	<b>£18,403</b>	<b>£16,628</b>	<b>100.00%</b>
<b>Payments (Annual expenditure)</b>						
<b>The Reading Room</b>						
Cleaning	278	360	430	360	0	1.96% See review
Electricity	282	850	1,200	1,044	194	5.67% See review
Maintenance	2,957	350	300	265	(85)	1.44% See review
Internet	404	360	400	360	0	1.96% See review
<b>Total Reading Room</b>	<b>3,921</b>	<b>1,920</b>	<b>2,330</b>	<b>2,029</b>	<b>109</b>	<b>11.03%</b>
<b>Administration</b>						
<b>Staff costs:</b>						
Clerk's Salary	4,096	4,750	4,605	4,670	(80)	25.38% See review
Pension Contribution - Clerk	0	0	0	0	0	0.00% Clerk chose not to take the pension
Administration Expenses	22	480	0	0	(480)	0.00% Moved to Councillor and Clerk expenses
Training	349	730	730	504	(226)	2.74% See review
Audit Fees	363	450	392	392	(58)	2.13% See review
Data Protection	35	35	35	35	0	0.19% See review
Election Fees	0	750	750	0	750	0.00% No election in 2024/25
Councillor and Clerk's expenses	130	200	297	260	60	1.41% See review
Subscriptions	265	300	206	220	(80)	1.20% See review
Insurance	553	850	597	645	(205)	3.50% See review
<b>Total Administration</b>	<b>5,813</b>	<b>8,545</b>	<b>7,612</b>	<b>6,726</b>	<b>(1,819)</b>	<b>36.55%</b>
<b>Village Maintenance</b>						
Street Light Maintenance	150	180	150	150	(30)	0.82% See review
Street Light Electricity	877	1,400	1,123	1,400	0	7.61% See review
Village Maintenance and Mowing	2,491	2,500	3,582	4,314	1,814	23.44% See review
Lengthsman Scheme and General Village Maintenance	0	0	0	1,000	1,000	5.43% Estimate for work to be carried out externally and not by councillors to include lengthsman and general maintenance
Tubs etc	312	250	181	200	(50)	1.09% See review
<b>Total Village Maintenance</b>	<b>3,830</b>	<b>4,330</b>	<b>5,036</b>	<b>7,064</b>	<b>2,734</b>	<b>38.39%</b>
<b>Playground</b>						
Inspections	101	150	84	95	(55)	0.52% See review
Maintenance and equipment repairs	109	500	0	250	(250)	1.36% See review
<b>Total Playground</b>	<b>210</b>	<b>650</b>	<b>84</b>	<b>345</b>	<b>(305)</b>	<b>1.87%</b>
<b>Communications &amp; IT Expenditure</b>						
Website	140	360	360	250	(110)	1.36% See review
IT Software and hardware			907			
Email accounts and IT	537	350	621	230	(120)	1.25% See review
<b>Total Communications &amp; IT Expenditure</b>	<b>677</b>	<b>710</b>	<b>1,888</b>	<b>480</b>	<b>(230)</b>	<b>2.61%</b>
<b>Miscellaneous</b>						
Council Meeting Expenses & Amas Gaudering -	179	180	214	240	60	1.30% See review
Entertainment and the arts - Section 145	430	250	1,018	250	0	1.36% See review
Section 111	600		0			
Defibrillator	756	250	184	519	269	2.82% See review
Community Projects	922	550	0	750	200	4.08% TBG estimate
<b>Total Miscellaneous</b>	<b>2,887</b>	<b>1,230</b>	<b>1,416</b>	<b>1,759</b>	<b>529</b>	<b>9.56%</b>
<b>TOTAL PAYMENTS</b>	<b>£17,338</b>	<b>£17,385</b>	<b>£18,366</b>	<b>£18,403</b>	<b>£1,018</b>	<b>100.00%</b>

# REVIEW OF ANNUAL EXPENDITURE

## AVON DASSETT PARISH COUNCIL - APPENDIX H

	31.3.2023 - Actual	31.3.2024 - forecast	31.3.2025 - budget	Review
<b>Administration</b>				
Clerk's salary	4,096	4,605	4,670	The Clerk is contracted for 24 hours per month. Given the proactive councillors these hours are considered adequate to fulfil the role. There are some busy times of year when it is necessary to work over these hours but these are counteracted by quieter times. On the basis that the councillors continue being proactive it is proposed to keep the contracted hours as they are. There are occasional pieces of work that require additional time that are claimed as overtime. 10 hours has been included in the budget to cover this. The Clerk is on NJC scale SCP18 - for 2023/24 this is £14.21 per hour. The pay awards for the current year are awaited but are expected to include a 5% pay award. This has been applied for 2023/24 and 2024/25.
Training	350	730	504	Given that the Parish Council is looking to sign up to the Civility and Respect Pledge it must formalise a training programme for Councillors and the Clerk. Two courses per Councillor per annum and four for the Clerk, all with WALC is considered reasonable
Audit fees	362	392	392	An internal audit is a legal requirement and has been included at a cost of £140. An external audit is required when receipts or payments are over £25,000 per annum. The Parish Council has not claimed exemption in the past and given that there are various projects underway that will take the receipts and payments above this level the external audit has been budgeted for.
Data Protection	35	35	35	This is a legal requirement. A direct debit is set up to pay the ICO which entitles the Parish Council to the discounted rate.
Councillor and Clerk expenses	152	297	260	The Clerk is entitled to claim use of home as office as they work from home. This also includes mileage and stationery costs.
Subscriptions	265	206	220	WALC is a vital support to the Clerk and Parish Council, as is the SLCC. Both are deemed necessary to ensure quality of work.
Insurance	553	597	645	8% increase applied
<b>The Reading Room</b>				
Cleaning	278	360	360	Cleaning takes place once a month at a cost of £30. This is sufficient and is a requirement
Electricity	282	800	1,044	With price increases the cost of electricity has significantly increased.
Maintenance	2,957	621	500	The kitchen was refurbished in 2022/23 and maintenance costs are small in 2024/25. £500 has been included in the budget to cover general maintenance.
Internet	404	474	360	The old analogue line needs to be updated to FTTC - the cost of this is £30 per month with Sky
<b>Village Maintenance</b>				
Street light maintenance	150	150	150	Maintenance costs are historically minimal
Street light electricity	876	1,123	1,400	The electricity contract is currently being reviewed but given that prices have increased it is expected that the costs will be higher. Providing street lighting is a duty of the Parish Council
Mowing and maintenance	2,491	3,582	4,314	The current mowing contract covers the 2022, 2023 and 2024 seasons. The contract for 2024 is fixed at £3,178 + VAT, one additional mow has been included to cover events in the summer. An additional £500 has been included to cover other minor maintenance costs
Tubs	312	181	200	The Parish Council has historically paid for tubs and usually receives a donation from Open Gardens to set against this
<b>Playground</b>				
Inspection	101	84	95	An annual inspection is a requirement to comply with Health and Safety Regulations
Equipment and repairs	109	0	500	£500 has been included to cover ad hoc repairs
<b>Communications and IT</b>				
Website	140	360	250	Included for the whole year until the communication strategy is complete. This also assumes a transition period.
Email accounts and IT equipment	537	621	230	Clerk's email account plus PC website
<b>Miscellaneous</b>				
Coffee mornings	179	214	240	Monthly event for the village
Entertainments	430	1,018	250	D-Day 80 event budgeted for
Section 111	600	0	0	
Defibrillator	756	184	519	Numbers Plus and pads - essential for the village, proposing to continue
Community Projects	922	0	0	Assume that this will come out of earmarked funds
	<b>£17,337</b>	<b>£16,634</b>	<b>£17,138</b>	

## GRANTS

AVON DASSETT PARISH COUNCIL -

### APPENDIX H

	Grant applied for	Estimated cost	Balance to fund
Children's play equipment	8,484	10,180	1,696
Adult play equipment	4,041	5,388	1,347
	<b>£12,525</b>	<b>£15,568</b>	<b>£3,043</b>

## FUNDS AND RESERVES

The following is an analysis of ear-marked and ring-fenced funds held and the recommendations for their allocation.

Ring-fenced	Current Balance	Proposed Balance	Transfer to/(from) reserves	Comment
Defibrillator	250.00	250.00		As the defibrillator is 13 years old this will need replacing in the next 2 to 3 years.  This has been spent in previous years (see minutes of meeting held on 3.7.2023) and should in fact be a deficit balance. As it is not possible to hold a deficit balance I recommend that this is transferred to General Reserves
St John's Steps Appeal Funds	656.19	-	656	This has been spent in previous years. The recommendation is that this is transferred to General Reserves
Village maintenance	230.00	-	230	
<b>Earmarked funds</b>				
Playground	250.00	4,543.00	(4,293)	New equipment is being planned for along with a proposed acquisition of the playground. £3,043 has been ring-fenced for the equipment and £1,500 for legal fees in relation to the land transfer
IT software	277.79	-	278	A webcam and speakerphone has been acquired in the year for £289.97. The recommendation is that this is transferred back to General Reserves to cover this spend.
Playground lease grant	200.00	-	200	This is now included in the ring-fence funds for playground maintenance
Neighbourhood Watch	185.00	-	185	This has been spent in previous year and so should be transferred back to General Reserves
Village Cemetary	925.00	812.00	113	£113.38 has been spent this year, I recommend that this is transferred back to General Reserves.
Reading Room	5,911.00	5,911.00	0	The cost of the kitchen refurbishment has been set against these funds. The recommendation is that the balance is held for potential future costs eg roof replacement
Traffic Enhancements - Gates at Entrances		1,500.00	(1,500)	The installations of a gate adjacent to Yew Tree Farm has been approved and a business case for a further 5 sites will be proposed
Parish Plan	80.00	-	80	This has been spent in previous years. The recommendation is that this is transferred to General Reserves
	<b>£8,965</b>	<b>£13,016</b>	<b>(£4,051)</b>	
<b>General Reserve</b>				
Estimate bank balance at 31.3.2024		26,000		
Earmarked funds		13,016		
<b>General reserve forecast 31.3.2024</b>		<b>£12,984</b>		
<b>General Reserve requirement</b>				
Payments		18,403		
Non-Precept related income		2,793		
Maximum General Reserve		<b>£15,610</b>	12 months' annual expenditure	
<b>Predicted shortfall in general reserve</b>		<b>(£2,626)</b>		

## Avon Dassett Parish Council – APPENDIX I

### 2024/25 Budget

**1. Survey and consider the external environment**

There have there been no changes to Government or Local Authority controls and guidance that need to be taken into account? Inflation remains at above the government target being 6.7% in August 2023.

**2. Initial target objective for the budget and precept**

Given that the precept is already one of the highest per head in the County, it is proposed that the initial target is to impose no increase in the precept for 2024/25.

**3. Review of each service area**

See separate document of review of expenditure and budget – ADPC Budget 2024 to 2025

**4. Review Projects and Parish Plan implementation costs**

The Projects Group has provided the necessary information that are included in the budget.

**5. Review Grant applications and known and anticipated impact**

The Projects Group has provided the necessary information that are included in the budget.

**6. Review the General Reserves, Ring Fenced Funds and Earmarked Reserves in line with the Reserves Policy**

ADPC Budget 2024 to 2025 – Funds and Grants tab

**7. Prepare an initial Draft Budget**

ADPC Budget 2024 to 2025

**Discussion and approval**

Draft budget to be presented for discussion at meeting on 6<sup>th</sup> November 2023. Final budget to be presented for approval at meeting on 8<sup>th</sup> January 2024.

**Implementation:**

Deadline	Action	Responsibility	Notes
31 <sup>st</sup> August	Review the Parish Plan to establish priorities for the forthcoming year and assess the financial impact, including potential grants. Consider any part year/full year financial impact.	Projects Group	
31 <sup>st</sup> August	Review earmarked and ring-fenced	Projects Group	Ring-fenced reserves must be used for the

	funds and review progress		purpose for which they were put aside
31 <sup>st</sup> August	Review level of general reserves and ensure they are consistent with the Reserves Policy	Clerk	
31 <sup>st</sup> August	Consider releasing earmarked reserves for other projects where there is an underspend or if the project is not being progressed	Projects Group	
31 <sup>st</sup> August	Consider any potential significant cost eg street light replacements and consider.	Parish Council	Potential significant costs should be budgeted for on an annual basis and earmarked for future
31 <sup>st</sup> October	Carry out a review of the external environment	Clerk	
31 <sup>st</sup> October	Agree on an initial target objective for the budget and precept	Parish Council	To be discussed at the meeting in November
31 <sup>st</sup> October	Undertake a review of each service area	See below	Clerk to submit a paper to the November Board meeting
30 <sup>th</sup> November	Budget drafted and circulated.	Clerk	Virtual meeting to be held to resolve any issues if necessary.
January meeting	Budget to be presented to the Parish Council for formal approval	Clerk	



**AVON DASSETT PARISH COUNCIL**  
**TRAINING PROGRAMME (based on WALC training courses)**

**New Councillors:**

Flying Start (or equivalent)

Councillor Training

**Chair:**

Chair's Training

**Councillors:**

Councillor Training

Finance

Planning

**Clerk:**

Clerking 1-2-3 sessions – within 6 months of appointment

CiLCA – to commence within 9 months of appointment

Course on burial grounds

Risk Assessment for Local Councils

Planning

**Other courses to consider (these will be dependent on Parish Council activities):**

Planning and safe and successful events

Neighbourhood Development Planning