

AVON DASSETT PARISH COUNCIL

Minutes of Meeting held at the Reading Room on Monday 12 May 2008

- Present J Burgess; L Hope-Frost; S Richardson;
Cllr C Williams; Cllr D Booth; Clerk
- In Attendance J D Davies; A Rice; G Rice; WPC Katrina Taylor (part attendance)
1. Apologies: None
2. Declaration of Interest:
S Richardson declared a prejudicial interest in items 4.a) Community Policing and 4.d) Traffic lights on Church Hill.
3. Confirmation of Minutes:
The minutes of the previous meeting were approved as correct by L Hope-Frost and seconded by S Richardson; they were then signed by J Burgess.
4. Matters Arising:
- a) Community Policing/Neighbourhood Watch (NW) –
- Concern was expressed regarding drug usage by certain youths in the community.
 - A local youth was reported to the police for trespass at Bitham Hall.
 - The next PACT Panel will be held on 16 July at 7.00 pm, Southam College.
- Katrina Taylor reported that:
- PACT priorities were traffic (speeding and parking on pavements), nuisance youths and responsiveness.
 - villagers should be aware of distraction burglaries in the county.
 - residents are encouraged to be vigilant and to report the activities of wrong-doers to the local police.
 - the police will investigate any reported sightings of 'suspicious vehicles'.
 - she would ask Rod Joy to give L Hope-Frost an update regarding the previously reported incident where a man with an axe chased three local youths through gardens in the village (detailed in previous minutes).
- b) Traffic Calming – Nothing to report.
- c) Drainage: J Burgess will meet with Gez Romano on Wednesday 14 May to determine actions yet to be completed regarding drainage works. **Action: J Burgess.**
Community Flood Prevention Tools: Letter received from SDC notifying availability of a flood assistance grant. J Burgess proposed that an application be made for funding to purchase a flood pump and barriers; this was approved by the Council. J Burgess to complete application form and return this to SDC. **Action: J Burgess.**
- d) Traffic Lights on Church Hill/Repairs to St John the Baptist Church
HGV drivers continue to abuse the vehicle width restriction. Both the County Council and the Police are being advised of activities on a regular basis.
Sandra Rice reported that the use of large vehicles for removal of dismantled scaffolding from the church site had led to Church Hill being closed for approximately 1.5 hours on 12 May. L Hope-Frost to make enquiries to Weldon Stone; J Burgess to contact the necessary authorities with regard to road closures/appropriate road signage. **Action: L Hope-Frost and J Burgess.**

S Richardson commented that the road surface at Church Hill was now in a very poor condition. J Burgess to discuss this with Gez Romano at her meeting on 14 May. **Action: J Burgess.**

e) Miscellaneous

Parking layby by playground: J Burgess reported that, following her meeting with WCC, the area to the left of the layby had now been lined with top soil and re-seeded.

M40 Motorway Bridge: J Burgess to make enquiries reference the timing of repairs to the road at the motorway bridge when she meets Gez Romano on 14 May. **Action: J Burgess.**

f) Playground

Inspection Report: A Fraser had made written comments on the inspection report. J Burgess to review. **Action: J Burgess.**

2008 Mowing Contract: M Mann has been awarded the contract for the 2008 mowing season; he has supplied a copy of his insurance details which will be kept on file.

g) Reading Room

Maintenance: The Clerk had contacted Ryan Groves who committed to organise the removal of scaffolding at the Reading Room asap. Installation of the loft hatch should be completed in the next week or so. (Post Meeting Note: scaffolding removed on Tuesday 13 May.)

Cleaning: No information supplied by A Fraser. Clerk to request details of his cleaner so that direct contact can be made with her. **Action: Clerk.**

In the interim period M Harris will continue to provide a cleaning service on an ad hoc basis.

Pest infestation: Clerk to contact SDC's Pest Control Officer in order to eradicate the mice infestation in the Reading Room and meet Health & Safety obligations. **Action: Clerk.**

Rate Rebate: The Clerk reported that the Parish Council has been awarded a rate rebate for 2007 and 2008 totalling £284.79 which will be deposited asap.

h) Future Uses for St John the Baptist Church – S Richardson has held discussions with Mick Padmore and Chana Bedford of CCT reference a re-opening event. She has also met with the Rev. Philip Francis and reported that he is keen that the church be used to benefit the community albeit no religious or ceremonial use would be permitted. Philip Francis also proposed that collections be made at the Opening Event for the 'live' churches within the parish (including St Joseph's Roman Catholic Church). A meeting was arranged for 18 June at 7.00 pm in the Reading Room with Philip Francis, CCT and Parish Council representatives to determine the boundaries and possibilities for future use of St John's.

i) 'Volunteer' Projects:

Quotation totalling c£764 received from Tahaira Ali of BTCV Warwickshire for making a rustic seating area and nature trail at the land behind, and to the right of, the bus shelter. J Burgess awaiting details of Ms Starkey's new land agent prior to attempting to gain permissions to make use of this land. **Action: J Burgess.** It was suggested that application might be made to the Stratford District Public Realm Grant Scheme for match funding for this project.

The quote received from BTCV of c£823 to undertake a wild-flower survey on the verge by the M40 motorway bridge was deemed too expensive and it was agreed not to go ahead with this project.

NFU Mutual has not accepted our request to paint the Reading Room.

j) Dog Fouling – There has been a slight improvement in the incidence of dog fouling in the village. It was agreed to monitor the situation. Residents are urged to report offenders to the Animal Welfare Officer: Sophie Peacock on Tel: 01789 260834 or Email: sophie.peacock@stratford-dc.gov.uk.

k) Housing Needs Survey

The draft survey prepared by Charles Barlow of WRCC was discussed by the Council. It was agreed that this draft be amended to include recent Parish Council personnel changes and the following planned roll-out dates:

- survey to be delivered to all households in the village on Monday 16 June.
- completed surveys to be inserted in sealed envelopes for collection on Monday 30 June.
- responses will be opened at the 7 July meeting of the Parish Council.

Clerk to advise Charles Barlow of the above. **Action: Clerk.**

l) Website

S Richardson informed the meeting that a second laptop and printer/scanner/copier have been purchased as part of the website project. This completes expenditure (including planned future expenditure) of the Awards for All grant of £5,000.

The 'End of grant' expenditure schedule was submitted to Awards for All prior to their deadline of 1 May 2008.

The Council will decide how best to publicise and roll-out the community laptop and printing facilities. Initial thoughts were that Tuesday mornings – when the Reading Room is open for Post Office services – might be the best time to make computing and copying facilities available. A charge of 5p per copy was suggested.

S Richardson agreed to prepare a draft loan agreement/procedure for the community laptop (with mobile broadband connection). **Action: S Richardson.**

It was noted that the laptop and printer have been marked with SmartWater.

The original laptop has been loaded with proprietary software to enable access to SDC's content management system and must therefore be available only to Councillors and the Clerk for the purpose of updating the website.

m) Procedures

Health & Safety: J Burgess had a site meeting with Bill Robinson who advised that three actions were required in order to satisfy H&S requirements:

- eradication of vermin in premises where food is consumed. Clerk to contact SDC's Pest Control Officer. **Action: Clerk.**
- the chimney must be swept. Clerk to contact Mr Brooks. **Action: Clerk.**
- existing fire extinguishers must be checked or replaced as necessary. Clerk to contact Chubb. **Action: Clerk.**

A folder will be placed in the Reading Room containing emergency contact numbers, first aid information, etc. J Burgess to provide information to Bill Robinson who will create the document on the Parish Council's behalf. **Action: J Burgess/Bill Robinson.**

WALC Training update: J Burgess enjoyed the training arranged by WALC and recommended this course for other councillors.

Schedule for review of expenditure: S Richardson highlighted areas where expenditure varied from budget (eg under-spend on mowing costs due to very wet summer); she requested that a regular review of expenditure versus budget be presented to the Parish Council and proposed that this be analysed on a quarterly basis. **Action: Clerk.**

5. Council Report:

Cllr Williams informed the meeting :

- following the local elections the Conservatives have a majority of 11 seats on the District Council.
- recycling information is being supplied to residents. The recycling programme will be phased-in across the district between August and April.
- police figures stated that there has been a 12.5% reduction in reported crime over the last 3 years. There is going to be a zero-tolerance approach to anti-social behaviour, and drug and alcohol abuse.

Cllr Booth reported that the Standards Committee found a County Councillor guilty of failing to declare an interest; the County Councillor was instructed to undergo additional training.

6. Correspondence:

May Day & Spring Bank Holiday Refuse and Recycling Collection Arrangements and New Refuse and Recycling Contract – Bank holiday refuse/recycling details on village noticeboards. The new contract will commence on 4 August 2008. Blue dry recycling bins and Grey general waste bins will start to be delivered across the district from week commencing 26 May 2008.

Are You Ready? - Advertising literature reference the new refuse and recycling service to be placed on village noticeboards. **Action: Clerk.**

Avon Dassett Parish Plan Steering Group – a cheque for £530.83 was donated from the ADPPSG to be spent on activities highlighted in the Parish Plan Action Plan. The Parish Council expressed its thanks to the ADPPSG for this donation and confirmed that this money will be 'ring-fenced' for Parish Plan activities. **Action: Clerk.**

Local Involvement Network (LINK) for Warwickshire – information reference the LINK programme which replaces the Patient & Public Involvement forums (abolished on 31 March 2008). J Burgess requested that hard copies of the Department of Health brochure be requested from WCC and issued to Parish Councillors. **Action: Clerk.**

Stratford District Public Realm Grant Scheme – WCC fund set up to help local communities improve their surroundings. Grants available for up to £1000 for one-off projects. J Burgess suggested that this should be considered in line with the Parish Plan Action Plan and the proposed BTCV 'Bus Shelter area' project and asked that the Action Plan be placed on the agenda for the June PC meeting. **Action: Clerk/J Burgess.**

Planning – as the May Parish Council meeting was held late in the month it was decided not to set a provisional planning meeting for May.

No Planning information has received from SDC.

7. Financial Statement:

Balances at close of business on Monday 12 May 2008:

Current account	£57.88 credit
Deposit account	£11,748.77 credit

Cheque issued on 28 April 2008:

a) M Maughan (Purchase of laptop, etc for website project)	£635.19
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Cheques issued on 12 May 2008:

b) M Maughan (Clerk's pay & expenses)	£119.25
c) M Harris (Mowing verges & cleaning Reading Room)	£54.00
d) W Sherriff (Coffee Morning expenses)	£17.74
e) MFM Services (Mowing)	£110.00
f) L Hope-Frost (Tubs & compost)	£52.95
g) SDC (Website charges years 2-5)	£1667.60
h) Npower (Street light electricity)	£17.08

The payment of cheques was proposed by L Hope-Frost and seconded by S Richardson.

The Parish Council's accounts for the financial year 2007-8 were being reviewed by the internal auditor. Papers will be presented to the Council at the June meeting. **Action: Clerk.**

8. Any Other Business:

- a) Warwickshire Best Village Competition: S Richardson informed the meeting that, following an appeal from WRCC, two entries had been submitted from Avon Dassett in this year's new-style competition: 1. The Website (completed by S Richardson) and 2. The Parish Plan (completed by Sandra Rice). WRCC have been made aware of local opposition to the change in format of this competition and it was noted that, if this new-style format continues, Avon Dassett will not be in a position to enter projects next year. J Burgess expressed her thanks to Sarah Richardson and Sandra Rice for their efforts.
- b) L Hope-Frost commented that, following the resignation of two Councillors at the AGM, all three remaining councillors must attend future meetings in order that the Council be quorate. She expressed her concerns that, due to her ongoing health problems and treatment regime, she could not guarantee her attendance at all meetings. It was agreed that urgent steps be taken to advertise the vacancies and to find replacement Councillors as quickly as legal requirements permit. **Action: Clerk.**
- c) J Burgess requested that the Parish Council establish revised Standing Orders as a matter of urgency. Clerk to contact WALC for 'model' Standing Orders which will be amended to suit Avon Dassett's local needs. **Action: Clerk.**
- d) J Burgess commented on the need for repairs to the bench in the playground which had sunk into the grass; this requires raising and placing on an appropriate base. J Burgess to investigate further when conducting her review of the Playground Inspection Report. **Action: J Burgess.**
- e) Comments had been received from residents reference the new fence and gate at 1 Hill View. Clerk to investigate whether these changes require planning permission. **Action: Clerk.**

9. Questions from the Public:

Graham Rice asked whether the compost created as a result of Council green-waste recycling could be made to available to the public?

Cllr Booth stated that the current composting method meant that this product was unsuitable for sale; the composted material was disposed of on farmland. He also stated that changes to the composting method may mean that compost could be available for sale in the future, but he understood that there were no plans for it to be available free of charge.

10.

Date of Next Meeting:

The next Meeting will be held on Monday 2 June 2008 at 7.30 pm in the Reading Room.

Meeting closed at 9.35 pm.