

AVON DASSETT PARISH COUNCIL

Minutes of Meeting held at the Reading Room on Monday 4 February 2008

Present J Burgess; L Hope-Frost; S Richardson; P Wallace; Cllr C Williams;
Cllr D Booth; Clerk

In Attendance PC Rod Joy (part attendance)

1. Apologies: A Fraser

2. Declaration of Interest:
S Richardson declared a prejudicial interest in item 4.d) Traffic lights on Church Hill.

3. Confirmation of Minutes:
The minutes of the previous meeting were approved as correct by S Richardson and seconded by P Wallace; they were then signed by J Burgess.

4. Matters Arising:

a) Community Policing/Neighbourhood Watch (NW) – the following comments were made:
- residents are asked to be vigilant of thieves masquerading as contract workers (wearing high-visibility yellow or orange over-vests) gaining access to property and land. Please ask to see identification of anyone purporting to work for the Council or Utility services.
- the stables by the motorway bridge had recently been broken into.
- number plates had been stolen from vehicles in Avon Dassett.
- nuisance behaviour by drivers passing through the village at night, sounding vehicle horns was reported. PC Joy requested more information – eg number plates, times, days – in order to follow-up this matter. (He stated that a partial number plate may be enough to trace a local vehicle.) Residents are urged to report incidents to Southam Police.
- Sgt Mandy Crust intends to write an article for the Compton Chronicle detailing re-structuring of policing in Warwickshire.
Further discussions with PC Joy took place under item 4.d) below.

b) Traffic Calming – No update received on works required at the fixed camera site below The Avon.

c) Drainage Issues – J Burgess reported that drainage works had been completed at The Thatches, with the installation of an additional drain (and excavation of the ditch) which should divert excess water to nearby field. Mrs Coupe asked if the District Council would contribute towards the costs of this work? Cllr Williams to investigate. **Action: Cllr Williams.** It is understood that the drainage works outlined in last month's minutes are due to commence on schedule on 11 February.

d) Traffic Lights on Church Hill/Repairs to St John the Baptist Church
PC Joy reported that 5 companies had been contacted with regard to their drivers ignoring the 2m width restriction at Church Hill. Residents are requested to continue to report details of offending vehicles to Southam Police.
6 parishioners climbed the spire at the Open Day on 23 January at which time an informative and interesting presentation was made by Nick Cox, the project's architect.
The Churches Conservation Trust is keen that the Church be used by the village. Any residents interested in developing ideas for appropriate use of the Church should contact the Churches Conservation Trust. S Richardson volunteered to approach the CCT in this regard.
Action: S Richardson.

e) Miscellaneous

M40 Motorway bridge: signs warning of uneven road surface are now in place.

Potholes in Farnborough Lane: reported to WCC, but no action taken to date.

Parking layby by playground: Cllr Booth confirmed that the layby had been completed to specification. However, the Parish Council felt that this area would benefit from installation of a wooden edge to form a boundary between the hard-standing and the surrounding grass.

P Wallace to provide costs for purchase of materials and installation. **Action: P Wallace.**

f) Playground

Compost Bays: An open-fronted design, using posts and wire mesh bays was proposed by P Wallace; this was approved by the Council. P Wallace and J Burgess to construct. **Action: P Wallace & J Burgess.**

Inspection Report: All Parish Councillors have had the opportunity to read the report.

Actions to be undertaken by A Fraser. **Action: A Fraser.**

g) Reading Room

Maintenance: J Burgess had contacted Ryan Groves who informed her that the necessary safety work has now been completed by Central Networks (ie fitment of cable protection sheaths to the overhead power cables leading to the Reading Room). It is hoped that scaffolding will arrive this week, enabling commencement of works the following week.

Pest infestation: traps have been placed in Reading Room cupboards, crockery washed and cupboards cleaned. Thanks to A Fraser, P Wallace and J Burgess. P Wallace to check traps on an ongoing basis. **Action: P Wallace.**

Cleaning: the Reading Room was cleaned on 1 February. Unfortunately Clean Cleaners have ceased trading and a replacement cleaning contractor needs to be found. L Hope-Frost agreed to contact a resident to determine a) if she is willing to clean the Reading Room and b) if she has the necessary insurance cover? L Hope-Frost to contact her broker to ascertain approximate insurance premium that a cleaner would expect to pay. **Action: L Hope-Frost.**

h) Proposed Bus Shelter by Playground – No site meeting had been held. However, P Wallace provided details of a proposed design. It was agreed that Steve Mullane be asked to provide an alternative design and that he should liaise with P Wallace in order to keep within the budget figure set aside for this project of £500. Cllr Booth suggested that clear plastic might be used in lieu of window glass. **Action: P Wallace/S Mullane.**i) Parish Plan – The Steering Group had received the proof document from the printers. It is hoped that the document will be approved and printed in order to meet a proposed launch event timescale of end February/early March.

Cllr Williams offered to provide the display boards for the launch event and requested that he be advised of the launch date as soon as it is known. **Action: J Burgess (advise launch date) and Cllr Williams (provision of display boards).**

J Burgess felt that the launch event would provide a good opportunity to advertise the Action Plan activities already completed by the Parish Council and highlight the Parish Council's proposed actions for the coming year. In order to plan a cohesive programme of its activities it was agreed that members of the Council meet on Tuesday 12 February 2008 at 7.30pm in the Reading Room. J Burgess to provide a copy of the draft Parish Plan (with Action Plan) prior to this meeting. **Action: J Burgess.**

Noticeboards: P Wallace has painted the outside of the noticeboard by the Reading Room.

He will maintain the inside of this noticeboard when the weather permits. **Action: P Wallace.**

P Wallace to make repairs to the smaller noticeboard at Lower End. **Action: P Wallace.**

P Wallace to fit the noticeboard in the Reading Room on which profiles of Parish, District and County Councillors will be placed in order to meet a Parish Plan objective. **Action: P Wallace.**

J Burgess to collect and display Councillor information. **Action: J Burgess.**

j) Housing Needs Survey – Charles Barlow (WRCC) will attend the 7 April meeting of the Parish Council to discuss the 'next steps' following the Housing Needs Survey.

- k) Website – S Richardson provided an update as follows:
- the design of the website has now been completed.
 - a laptop computer has been purchased and VPN software (enabling remote access to SDC server for website editing purposes) has been installed.
 - mobile broadband modem has been purchased.
 - the idea is that the laptop will be used by different groups in the village (eg Gardening Club) to update information to the website; there could be links to local business websites. The design incorporates a direct feed from the SDC planning site so that planning applications for Avon Dassett may be viewed on-line. Cllr Williams suggested that a directory of village email addresses be set up.
 - it is hoped that the website could be launched at the Parish Plan launch event.

l) Procedures –

Health & Safety: S Richardson suggested that a Health & Safety audit of the Reading Room be carried out. Clerk to organise. **Action: Clerk.**

Donation to Firefighters' Fund: It was agreed that a donation of £50 be made to the Warwickshire Firefighters' Families' Fund. **Action: Clerk.**

Agricultural Planning Processes: Cllr Williams volunteered to prepare an information sheet. **Action: Cllr Williams.**

5. Council Report:

Cllr Booth reported that:

- the County Council will set its council tax figure this week.
- he would forward information to the Clerk reference funding opportunities.
- a revised County Council and District Council Area Committee structure has been agreed.

Cllr Williams presented his report – see attached.

- SDC to provide funding for small-scale 'flood prevention' measures; Parish Council to notify Cllr Williams of its requirements. **Action: All.**

- Cllr Williams recommended local support of the Rural Cinema scheme adopted by Fenny Compton.

6. Correspondence:

Appointment of External Auditor – the Audit Commission has appointed Clement Keys as auditor to Avon Dassett Parish Council for a 5 year period, commencing with the 2007/8 accounts.

Consultation on Orders and Regulations Relating to the Conduct of Local Authority Members in England – J Burgess proposed that the recommendations be accepted. **Action: Clerk.**

National Flood Forum Newsletter – J Burgess suggested that this be printed and posted in the Reading Room. **Action: Clerk.**

The Matthew Taylor Review on Rural Economy & Affordable Housing – In view of the different opinions held by residents with regard to this topic, J Burgess proposed that this document be printed and made available to residents at the Parish Plan launch event, so that they may make individual comments (by the deadline of 7 March) if they so wished. **Action: Clerk.**

Campaign to Protect Rural England: Midland Green Belt Study 2007 – J Burgess to review and comment. **Action: J Burgess.**

WCC Community Computers 2006/7 – evaluation form to be completed. **Action: S Richardson.**

Speed Limit Review Consultation: A & B Class Roads – J Burgess to consider draft reply, supporting the findings of the consultation. Clerk to respond to WCC. **Action: J Burgess/Clerk.**

Planning – provisional planning meeting set for Thursday 21 February 2008.

Consent was given to Mr J McLean for a ground and first floor extension to The Laurels.

7. Financial Statement:

Balances at close of business on Monday 4 February 2008:

Current account	£235.50 credit
Deposit account	£10,916.13 credit

Cheques to be issued:

a) M Maughan (Clerk's pay & expenses - includes £599.93 for laptop, case & software purchases)	£711.73
b) S Richardson (Modem & broadband fee)	£109.99
c) WCC (Street light maintenance)	£190.35
d) Npower (Street light electricity)	£17.46
e) S Butler (Reading Room cleaning Dec '07 & Feb '08)	£33.00
f) Warwickshire Firefighters' Families' Fund donation	£50.00

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

8. Any Other Business:

- a) L Hope-Frost notified the meeting of fly-tipping by the Avon Dassett Sewage Plant. Clerk to report to SDC. **Action: Clerk.**
- b) Disappointment was expressed that the reception chairs had not been removed from the Reading Room. **Action: A Fraser.**
- c) J Burgess reported that the sale of Christmas Cards raised £280.60.
- d) Following a request from Sandra Rice, J Burgess asked that the coach bringing visitors to the Open Gardens event be given permission to park on the layby by the playground. The Parish Council approved this request. J Burgess to advise Sandra Rice. **Action: J Burgess.**
- e) A Fraser had asked J Burgess to request that the next meeting be held on the 10th rather than 3rd March? This was approved.

9. Questions from the Public: None.

10.

Date of Next Meeting:

The next meeting will be held on **Monday 10 March 2008** at 7.30 pm in the Reading Room.

Meeting closed at 9.26 pm.