

**Minutes of Ordinary Meeting of  
Burton Dassett Parish Council  
on  
Monday 15<sup>th</sup> July 2019, at Temple Herdewyke School**

**Parish Clerk: Helen Hide-Wright, 12 Meadow Way, Fenny Compton, Southam, CV472WD.**

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The meeting commenced at 7.15pm.

**Declarations of interest**

1. **Apologies for absence:** Sondra Smethurst

**Acceptance of apologies:** Apologies were accepted.

**Present:** James Gordon-Cumming, Cynthia Bettany (left the meeting at 8pm), Fiona Larnar, Hugh Edwards, Bill Pearson, Hannah Dale, Clerk: Helen Hide-Wright. Councillors Williams and Kettle arrived at 8pm.

Sarah Brooke-Taylor (WRCC). Jeff Prince (Knightcote Play Area Trust).

2. **Matters from the Public:** None.

**Temple Herdewyke Development:** Update. Chris Kettle asked the Clerk to submit an email to him, outlining the information being sought by the Parish Council about the swales and drainage, specifically the background discussions with Severn Trent Water.

3. **Reports** a. County Councillor (Appendix 1)  
b. District Councillor (Appendix 2)

4. **Minutes:** To confirm minutes of meeting held on 20<sup>th</sup> May 2019 (Annual Meeting, Annual Parish Meeting, Ordinary Meeting). The minutes were proposed: Cynthia Bettany, seconded: Hannah Dale. Signed and dated by James Gordon-Cumming.

5. **Finance:** (a) Financial Matters (Appendix 3)
- Audit: The Clerk confirmed that the AGAR has been submitted to the External Auditor, PKF Littlejohn.
- (b) Accounts for payment, receipts and bank balances.
- (c) Authorisation of payments and Signing of cheques The Clerk confirmed that she will transfer the balance of £2,726.97 from the Ring Fenced Funds to the Current Account to settle the final payment for the lighting project. This will leave a balance of £2,500 in ring fenced funds, for the replacement of the multi-play unit in Northend play area.

Frank Mann Farmers Inv 2187	£ 537.60
Frank Mann Farmers Inv 2203	£ 362.40
Thomas Fox Landscaping Inv 26900	£ 50.60
Thomas Fox Landscaping Inv 27044	£ 50.60
KCPAT Grant Application (£400 surfacing, £880 insurance, inspection, mower servicing)	£1,280.00
HCI Inv 2019-06-19 (Renewal of domain to 12.8.21)	£ 86.40
Burton Dassett Village Hall (Hall hire) Inv Number 001/2019	£ 165.00
MJB Glazing & Facias Quote No 57	£1,585.16
E-on 2 <sup>nd</sup> July 2019	£ 108.59
Clerk & RFO Expenses	£ 45.15
Clerk & RFO Mar Pay	£ 538.03
Clerk & RFO Mar Pension	£ 167.97
Clerk & RFO April Pay	£ 538.03

Clerk & RFO April Pension

£ 167.97

Financial transactions proposed: Cynthia Bettany, seconded: Hannah Dale. A budget review was also circulated.

## 6. Planning

i) **New Applications:** None

ii) **Notice of Decision:** None

iii) **Extraordinary Planning mtg:**

**4<sup>th</sup> June 2019:** 19/01216/FUL Land adjacent to 18 Norton's Close, NE: Object. Planning Committee on Wednesday 10<sup>th</sup> July. The application was objected to. Planning was refused.

**18<sup>th</sup> June:** 19/01158/FUL Land Rear of 22 Hill Close, NE: Object.

**1<sup>st</sup> July:** 19/01582/FUL Heritage Field, BD: No objection.

7. **Neighbourhood Planning and Housing Needs Survey:** Sarah Brooke-Taylor confirmed that the survey received a good response rate. 71% of respondents said that they would be in favour of some affordable homes. 21 households are registered on the housing waiting list. The next step is up to the Parish Council. The Parish Council could investigate whether there is any suitable land for an affordable housing scheme as a need has been identified from the survey. Sarah Brooke-Taylor explained that it takes around 5 years to complete a scheme, from the Housing Needs Survey but it can take longer, depending upon the challenges encountered. Sarah explained that local builders are used. The scheme would have to reflect the housing need identified in the survey (and looking at other documented sources such as the housing waiting list). The process involves regular feedback and reference to the Parish Council and residents.

James Gordon-Cumming asked about the negotiations with the landowner. Sarah Brooke-Taylor explained that there is a set figure that housing associations can offer for land (£10k per plot for an affordable home). There would have to be a landowner who is willing to support such a scheme.

It was clarified that if land was identified for affordable housing, it would only go forward on that basis, it could not be used for market rate housing instead.

The schemes would have to go through the normal planning process. The land would have to be adjacent to the existing settlement. There would be a public consultation to try to integrate their views into the scheme.

Typical schemes are sited on one acre of land with 10 housing plots.

Sarah Brooke-Taylor asked if the PC was happy with the Housing Needs Survey which the PC confirmed it did and thanked Sarah for her help with the Housing Needs Survey.

The PC confirmed that it would consider Sarah's presentation. Sarah said that she would send details of a typical scheme so that the PC would be aware of the process.

8. **Amenity Areas:** Green area maintenance (Orbit and Highways). Chris Williams confirmed that Patch Byrne is looking into repairs to the top of Hill Close where the refuse lorry goes onto the pavement in order to turn.

## 9. Matters arising

(a) **Roads, Footways & Lighting:** Slow Down Signage: Bottom Street (HE). Hugh Edwards outlined that there may be an issue with speeding traffic on Bottom Street. Councillor Chris Williams said that he would send the details on for investigation.

- (b) **Temple Herdewyke** - Access between TH and Northend: Chris Williams gave an update and confirmed that the project is proving difficult due to logistics and cost.
- (c) **Play areas** - monthly inspections have been undertaken. Annual inspections for TH and NE are confirmed for September. Northend Pavilion: Work has been confirmed to replace the fixed window and door.
- (d) **BDPC Newsletter – The Beacon** – no update.
- (e) **NE Public Phone Box:** The Clerk has spoken to BT who had confirmed that they have painted the phone box.
- (f) **Pavement in Malthouse Close:** James Gordon-Cumming confirmed that the repairs have been completed.
- (g) **Defibrillator:** Update: Lucy Tibbles is currently awaiting details about the installation and connection of the electricity supply to the proposed site for the cabinet (on the noticeboard, close to the Village Hall). Full details of all expenses will be sent through to the PC for consideration with a view to ordering the cabinet and the PC taking over responsibility of the defibrillator (in terms of maintenance and electricity costs).
- (h) **Any other matters arising from the minutes**

10. **Administration:** Nothing to report.

11. **Community:** Cynthia Bettany confirmed the outstanding information for the Emergency Plan. The Clerk will finalise the details.

12. **Publications/Correspondence Received.** Electronic items were circulated prior to the meeting.

13. **Member Reports:** Hugh Edwards spoke about communications with the Parish. Hugh proposed setting up communications groups to receive information from the PC on issues such as planning, agenda, minutes. **ACTION: Clerk to send PC website details to Hugh Edwards.**

14. **Meetings 2019** 7.15pm start

16 <sup>th</sup> Sept 2019	Knightcote Village Hall
18 <sup>th</sup> November 2019	Northend Village Hall

Provisional details for Meetings 2020

20 <sup>th</sup> January 2020	Temple Herdewyke School	To be confirmed
16 <sup>th</sup> March 2020	Knightcote Village Hall	Confirmed
18 <sup>th</sup> May 2020	Northend Village Hall	Confirmed
20 <sup>th</sup> July 2020	Temple Herdewyke School	To be confirmed
21 <sup>st</sup> September 2020	Knightcote Village Hall	Confirmed
16 <sup>th</sup> November 2020	Northend Village Hall	Confirmed

The meeting closed at 9.00pm.

## **Burton Dassett Parish Council Meeting 15<sup>th</sup> July 2019 County Councillor's Report**

### **Administration**

With the significant changes that have taken place with the management structure at the County Council we have now started on new proposals which sets out a clear vision to make Warwickshire forward-thinking, supporting its communities and delivering a vibrant economy.

The new strategic directors are formulating their departments. The new director of Highways is Scott Thompkins who, with 18 years' experience, joins us from Gloucestershire. The County Highways will continue to have an experienced Highways Engineer in charge.

### **Public Health**

Whilst we await the Government's Green Paper on Health and Social Care the Public Health Department, led by the new Directors of Public Health, Helen King and Adult and Children Social Care, John Coleman, are working together to highlight the need for healthy living in the community. Dementia, obesity, exercise and mental health are top of the list of long-term concerns that are being highlighted. As Parish Councils you can do your bit by encouraging activities for the young (walking, use of sports fields, etc) and tackling loneliness by encouraging social activities for single elderly residents

### **HS2**

The early works are nearing completion and the contractors are commencing some preparatory works in particular connected with the tunnel boring machine. They have trials in Wormleighton which are finally getting underway. Cllr Bob Stevens has been appointed as Cabinet Advisor on HS2 matter and will be working to get better and more accurate communications regarding HS2. He is also aiming to get the three District Councils who are affected by HS2 to accept their responsibilities and to appoint a dedicated Officer as a point of contact.

### **Grants**

There are still pockets of money around for small grants for community benefit. When I hear of them I will forward details to your clerk. My community grant closed on 7<sup>th</sup> June 2019 and I am pleased to say that Knightcote Children's Play Area Trust was successful in obtaining a grant of £750 for replacement of hardstanding required for basketball and netball needs. Although there may be a second round, I am afraid that all my grant money has been allocated and I will therefore have no further funds available from this source.

I will be happy to answer any questions that might arise concerning the policies of Warwickshire County Council.

**Cllr Chris Williams**  
**Member for Kineton and Red Horse Division**  
**15.07.2019**

Appendix 2: District Councillor, Chris Kettle.

Following the May 2019 elections, the council remains Conservative led. The key issues:

1. Supplementary planning documents have been adopted.
2. In the process of submitting two public consultations (Reserved Sites working paper). The District Council has an obligation to outline a 5-year housing land supply, which it currently does through its two sites. The Reserved Sites working paper identifies the fall-back sites, should the other two fail to move forward. Councillor Kettle encouraged the PC to review the consultation and respond.
3. The grass cutting in Northend has improved. Orbit has transferred the land to the County Council. The District Council has contractors undertaking the mowing.
4. Orbit cannot sell its rural bungalows without reference to the District Council.
5. Meetings are ongoing to discuss Horton Hospital, with a focus on consultant led maternity services.
6. Grant funds are available from HS2.

### Appendix 3

#### **Burton Dassett Parish Council Financial Report: Ordinary Meeting date: 15<sup>th</sup> July 2019**

<b>CURRENT ACCOUNT</b>				
Date	Transaction	In	Out	Balance
13.5.19	<b>Current Account Balance</b>			<b>£15,456.92</b>
20.5.19	SDC CIL Payment	81.000		£16,266.92
21.5.19	CPRE Membership		36.00	£16,230.92
21.5.19	WALC Membership		374.00	£15,856.92
21.5.19	T. Fox Inv 26371		50.60	£15,806.32
21.5.19	WCC (Lighting project)		2,429.42	£13,376.90
21.5.19	T. Fox Inv 26652		50.60	£13,326.30
21.5.19	Frank Mann Farmers Inv 2161		722.40	£12,603.90
21.5.19	T. Gill (Internal Audit)		90.00	£12,513.90
21.5.19	Hide-Wright (Admin Expenses)		37.00	£12,476.90
28.5.19	Hide-Wright (May)		538.03	£11,938.87
28.5.19	Warks Pension Fund (May)		167.97	£11,770.90
26.6.19	Premier Clean Cotswold		480.00	£11,290.90
28.6.19	Hide-Wright (June)		538.03	£10,752.87
<b>28.6.19</b>	<b>Warks Pension Fund (June)</b>		<b>167.97</b>	<b>£10,584.90</b>
<b>15.7.19</b>	<b>Current Account Balance</b>			<b>£10,584.90</b>
<b>BUSINESS MONEY MANAGER</b>				
Date	Transaction	In	Out	Balance
<b>15.3.19</b>	<b>Deposit Account Balance</b>			£5,226.53
10.6.19	<b>Interest</b>	0.23		£5,226.76
7.7.19	Interest	0.21		£5,226.97
<b>15.7.19</b>	<b>Deposit Account Balance</b>			<b>£5,226.97</b>

**Total Balances at 15.5.19: £15,811.87**

#### **Items for PC authorisation 15<sup>th</sup> July 2019**

		£
Frank Mann Farmers Inv 2187	BACS	£ 537.60
Frank Mann Farmers Inv 2203	BACS	£ 362.40
Thomas Fox Landscaping Inv 26900	BACS	£ 50.60
Thomas Fox Landscaping Inv 27044	BACS	£ 50.60
KCPAT Grant Application (£400 surfacing, £880 insurance, inspection, mower servicing)	BACS	£1,280.00
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MJB Glazing & Facias Quote No 57	BACS	£1,585.16
E-On 2 <sup>nd</sup> July 2019	BACS	£108.59
Clerk Expenses	BACS	45.15
March Salary	BACS	538.03
March Pension	BACS	167.97
April Salary	BACS	538.03
April Pension	BACS	167.97
<b>Total</b>		<b>£5,683.50</b>

Signed:

Dated:

BDFC Accounts Summary

**BURTON DASSETT PARISH COUNCIL 2019 - 2020 FINANCIAL YEAR**  
**07 July 2019**

	<u>Actual</u>	<u>Budget</u>
<b>Receipts</b>		
Precept	£9,375.00	£18,750.00
Bank Interest	£0.86	£0.00
SDC Council Tax Support Grant	£0.00	£0.00
Other Income	£810.00	£0.00
VAT Reimbursement	£0.00	£500.00
<b>TOTAL RECEIPTS</b>	<b>£10,185.86</b>	<b>£19,250.00</b>

**Administration**

**Staff costs:**

Clerk's Pay	(£1,614.09)	£6,600.00
BDFC Pension Contribution	(£503.91)	£1,600.00
Administration Expenses	(£37.00)	£500.00
Audit Fees	(£90.00)	£350.00
Data Protection	£0.00	£35.00
Election Fees	£0.00	£0.00
Councillors' expenses	£0.00	£0.00
Subscriptions	(£410.00)	£440.00
Insurance	£0.00	£1,100.00
<b>Total Administration</b>	<b>(£2,655.00)</b>	<b>£10,625.00</b>

**Village Maintenance**

Street Lights	(£2,429.42)	£1,000.00
Village Maintenance & Mowing	(£823.60)	£3,700.00
<b>Total Village Maintenance</b>	<b>(£3,253.02)</b>	<b>£4,700.00</b>

**Hall Hire & Playground**

Hall Hire	£0.00	£220.00
Playground General Maintenance	(£480.00)	£250.00
<b>Total Hall Hire &amp; Playground</b>	<b>(£480.00)</b>	<b>£470.00</b>

**Communications & IT Expenditure**

Website	£0.00	£100.00
Newsletter / Information Sheet	£0.00	£0.00
<b>Total Communications &amp; IT Expenditure</b>	<b>£0.00</b>	<b>£100.00</b>

**Miscellaneous**

Grants	£0.00	£3,345.00
Other - Section 137	£0.00	£0.00
VAT Payments	£0.00	£500.00
Community Projects	£0.00	£2,500.00
<b>Total Miscellaneous</b>	<b>£0.00</b>	<b>£6,345.00</b>

**TOTAL PAYMENTS**

**(£6,388.02) £22,240.00**

**Closing Period Bank Balances As At: 07 July 2019**

Current Account	£10,584.90
Deposit Account	£5,226.97
<b>Total Bank Balances</b>	<b>£15,811.87</b>