

# Minutes of Ordinary Meeting of Burton Dassett Parish Council

**Thursday 30<sup>th</sup> April 2020, 7.15pm: Video conferencing due to Coronavirus measures.**

**Parish Clerk: Helen Hide-Wright, 12 Meadow Way, Fenny Compton, Southam, Warks, CV47 2WD.**

**The meeting commenced at 7.15pm**

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James Gordon-Cumming asked if anyone objected to the meeting being recorded (for the purpose of the production of the minutes). No-one objected.

## **Declarations of interest**

**1. Apologies for absence: None**

**Acceptance of apologies: N/A**

**Present:** James Gordon-Cumming (Chair), Cynthia Bettany, Bill Pearson, Councillor Chris Williams, Councillor Chris Kettle, Clerk (Helen Hide-Wright)

**Vacancies: Two Vacancies in Northend. One Vacancy in Temple Herdewyke**

**2. Policies & Procedures:**

- Adoption of BDPC Remote Meeting Regulations. Proposed: Cynthia Bettany, Seconded: Bill Pearson
- BDPC Scheme of Delegation: Proposed: Bill Pearson, Seconded: Cynthia Bettany.
- Notice of Cancellation of Annual Meetings

**3. Matters from the Public:** Members of the public were able to access the meeting remotely by obtaining a link from the Clerk. No requests were received.

**4. Reports**  
a. County Councillor: Chris Williams (Appendix 1)  
b. District Councillor: Chris Kettle (Appendix 2)

**5. Minutes:** To confirm minutes of meeting held on 16<sup>th</sup> March 2020. Proposed: Bill Pearson, Seconded: Hannah Dale. Signed and dated by James Gordon-Cumming.

**6. Finance:**

- (a) Financial Matters: The Clerk had circulated the End of Year, Audit, AGAR and current financial documentation, prior to the meeting
- (b) Accounts for payment, receipts and bank balances. Verification of balances to bank statements. (Appendix 3)
- (c) Authorisation of payments and signing of cheques. Proposed: Cynthia Bettany, Seconded: Bill Pearson. Signed and dated by James Gordon-Cumming.
- (d) Authorisation of Internal Transfers: Current account to deposit account: £2,500 for ring fenced funds for NE multi play unit replacement, £250 for ring fenced funds for TH Basket Swing Component replacement. Proposed: James Gordon-Cumming, Seconded: Bill Pearson.
- (e) Internal Audit and End of Year finances. The Clerk confirmed that she is proceeding with the audit. The Internal Audit has been concluded and the AGAR has been drafted, based on the End of Year financial statement, ready for submission. (Appendix 4)
- (f) Signing AGAR  
1. Annual Governance Statement 2019/20. Proposed: Cynthia Bettany, Seconded: Bill Pearson. Signed and dated by James Gordon-Cumming  
2. Accounting Statements 2019/20. Proposed: Bill Pearson, Seconded: James. Signed and dated by James Gordon-Cumming.

- (g) To agree and confirm Cheque Signatories (no changes), authorisation of bank transfers, Standing Orders, Direct Debits and sign Bank Mandate. Proposed: Bill Pearson, Seconded: James Gordon-Cumming.
- (h) To receive a report on the capital assets and liabilities vested in the Council. Proposed: Hannah Dale, Seconded: Bill Pearson.
- (i) Approve Following Accounts for Payment: Eon, HMRC, WALC, WCC, Thomas Fox, MRM, Knightcote Village Hall, Northend Village Hall, Temple Herdewyke Primary School, SDC, CPRE, Came & Co, RoSPA, Officer/s to the Parish Council, Wicksteed, HCI Data, Trevor Gill, PKF Littlejohn LLP, MFM, Royal British Legion, Information Commissioners Office (ICO), Playsafety, SLCC, Thomas Fox Landscaping, Warwickshire Pension Fund, Clerk to the Parish Council. Proposed: Hannah Dale, Seconded: James Gordon-Cumming.
- (j) Annual review and adoption of Council's Fixed Assets list, Standing Orders, Non-Financial Standing Orders, Financial Regulations, Risk Assessments, Emergency Plan, Planning Standing Orders, Grants Policy. The Clerk thanked Councillors for their thorough review of the documents and suggestions for changes, especially in relation to the Covid-19 situation. The Clerk confirmed that updates were made, where required, and included changes in relation to the current Covid-19 health emergency. Proposed: Bill Pearson, Seconded: Cynthia Bettany.
- (K) To review Clerk's and other employees' salaries – as per WALC and NALC pay scales. The Clerk confirmed that new pay scale has been issues so the existing pay scales will continue to be applied.

WALC Membership	£ 493.00
Eon 2 April 2020	£ 152.31
Online conference subscription	£ 60.00
Clerk & RFO Expenses	£ 67.65
Clerk & RFO May Pay	£ 538.03
Clerk & RFO May Pension	£ 151.45
Clerk & RFO June Pay	£ 538.03
Clerk & RFO June Pension	£ 151.45

Notification has been received of a rate reduction in the Warwickshire Pension Fund employer rate.

## 7. Planning Applications/amended plans/decisions:

### Amended/Additional Details:

**Decision:** 20/00840/AGNOT Caudle Hill Farm, BD: No objection to proposed development

**15/04200/OUT:** Land adjacent to The Old Gated Road, Gaydon/Lighthorne Heath: Outline Permission

**19/01576/REM:** Land off Falkland Place, Temple Herdewyke: Approval

**Applications:** No new applications.

- **Extraordinary Planning mtg:** No extraordinary planning meetings have been held.
- **Affordable Housing:** James Gordon-Cumming has spoken to one of the landowners who confirmed that he did not wish to sell his land. The third landowner has not responded to attempts to discuss the matter.

There has not been any further update on the idea of obtaining drawings to see a mock-up of the site, from WRCC. Sarah Brooke-Taylor has previously confirmed that the process only works with the PC approving the plot of land.

After discussions, it was decided to establish how the process will run from this point forward and how to gauge public support for any development, while acknowledging the current health crisis which could influence the ability to gather views from the public). **ACTION: James to draft a series of questions to agree with the PC and put to Sarah Brooke-Taylor.**

8. **Neighbourhood Planning and Housing Needs Survey:** See point 7.
9. **Amenity Areas:** Green area maintenance (Orbit and Highways). There are padlocks on the Northend playing field. Access details will be provided to Thomas Fox for the play area in Temple Herdewyke. The Clerk confirmed that both contractors had ceased operations due to the Covid-19 restrictions. The contractor who deals with Northend hopes to undertake some work but as yet, dates have not been confirmed. Social distancing rules will be observed.
10. **Matters arising**
  - (a) **Roads, Footways & Lighting:** Signage (NE, Knightcote), stiles. The Clerk confirmed that she is still trying to progress the repairs to the stiles.
  - (b) **Temple Herdewyke - i.** Access between TH and Northend: nothing further to report.
  - (c) **Play areas** – Closed until further notice.
  - (d) **BDPC Newsletter – The Beacon/ Compton Chronicle:** James Gordon-Cumming has not received an update on this matter. Awaiting a response from the Church
  - (e) **Any other matters arising from the minutes.**
11. **Administration:**
12. **Community:** Mowing of area around Northend Village Hall. The matter has been dealt with and no longer relevant for discussion by BDPC.
13. **Publications/Correspondence Received.**
14. **Member Reports**
15. **Meetings 2020** 7.15pm start By Video conferencing until further notice, due to Covid-19 restrictions

20<sup>th</sup> July 2020  
21<sup>st</sup> September 2020  
16<sup>th</sup> November 2020

Temple Herdewyke School  
Knightcote Village Hall  
Northend Village Hall

The meeting closed at 8.20pm.

**Burton Dassett Parish Council 30<sup>th</sup> April 2020  
County Councillor's Report**

**1. Coronavirus**

As I write this report in lockdown and self-isolation, I reflect on how different the work of a County Councillor has changed. Shire Hall is effectively closed and most of the staff at Shire Hall are working from home although we do have regular briefings on Microsoft Teams. The scale of the economic, environmental and community challenges that we now face should not be under-estimated. The implications of the measures taken to minimise the effects of the Coronavirus pandemic are now being realised. To be effective local democratic Government relies on debate and majority consensus on decisions. As meetings are postponed so decisions are deferred. The long-term way ahead has yet to be determined and will depend on the speed that the virus spreads and its effect. The County Council, as Public Health Authority, is regularly updating its guidance in line with Government Public Health Authority advice. This latter advice is subject to change as more is learnt about the virus. I note that you have set up a system to contact vulnerable people in the village and I am sure that this is appreciated by the residents. In the event of any problem, your first port of call is the WCC website or telephone number 0800 408 1447 for support and advice.

In the budget the Chancellor hardly mentioned local government finances. However, the implications of the lockdown have caused significant changes and it was a sound decision that WCC took to build up their reserves. Even with the additional funds from central government we will be losing some £12 million of revenue and this will result in a new budget being agreed as soon as we are over the current national problems.

**2. General**

Local elections have been postponed for this year and all being well will take place in May next year. Locally as far as we are concerned it only affects the Police and Crime Commissioner election.

**3. Highways**

All highway maintenance is currently suspended although requests made electronically will be acted upon as soon as the lockdown is history.

**4. HS2**

I must congratulate the Parish Council for their success in obtaining £65,000 from HS2 towards the cost of the refurbishment of the Northend Village Hall. Most of the activities associated with the building of the railway are covered by a Hybrid Act of Parliament. Deviations are dealt with by the WCC team except for some planning decisions when deviation is required from the Act. At present the works being carried out are the early preparatory works in preparation for the construction of the line for which permission to proceed has now been given.

I will be happy to answer any questions you may have.

**Cllr Chris Williams  
Member for Kineton and Red Horse Division  
29.04.2020**

## Appendix 2.

# Burton Dassett Parish Council

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30 April 2020: District Councillor Chris Kettle.

## COVID 19

The Covid-19 outbreak has provided substantial challenges to the District Council both logistically and constitutionally.

The District Council has been tasked with delivering support both to businesses and individuals.

The first task was to ensure vulnerable people who were self isolating and without access to their own help networks were able to receive food. Although not a great number, the Council has so far received notification from the NHS and delivered 654 food parcels to residents as of last Friday. Once the initial food packs were delivered the task will be taken on by food wholesalers. Food was delivered by SDC staff.

Since the wholesalers have taken over, a number of bugs seem to have appeared with food being delivered to the wrong addresses which is unfortunate. If anyone is aware of vulnerable self isolating people please who need support please do contact me.

The Council has received funding from central government to support businesses. So far the Council has received claims and managed to make a total payments of £21.7 million to 1,758 businesses. WE have tried to contact a further 500 businesses who have been identified as being entitled to the Business Rate Grant.

The Local Council Tax Hardship fund was set up to help those in most financial need as a direct result of Covid-19. Money is not paid directly to individuals but they will be receiving a discount in the Council tax bill upto a maximum of £150.00. To be eligible residents need to be entitled to Local Council Tax Support. The Council has been allocated £660,000 to fund this support.

The Council has been working with the Homeless and has managed to find temporary accommodation for all who those who require it.

In particular, I would like to thank:

- The team led by Robert Weeks distributing critical food parcels across the District ;
- The team led by David Platts working to ensure that financial assistance is being given to those families and businesses; and
- The Environmental Health team ensuring, along with the Police and other services, that people are behaving in compliance with the new regulations and only those businesses that should be operating are doing so and they are themselves ensuring appropriate social distancing for staff and customers.

The other issues that have arisen have been as follows:

## PLANNING

As the Council meetings cannot go ahead, along with other councils, SDC has adopted temporary change to the Constitution in that on contested applications, where either the Parish Council or Ward Member do not agree with the officer's recommendations, that the officer will present his/her written report to members of the Planning Committee, the

applicant, Ward Members and PCs and request their written response. The final decision will lie with the Head of Housing and Planning, but will be delegated back to the officer to determine the application based on the responses from the members of the planning committee.

## WASTE

All waste services managed by the Council are continuing as normal. As you may be aware WCC has closed the tips across the County meaning that they will not be taking waste which would normally be taken to the tips by private individuals. Unfortunately, with time on their hands, households are spending time at home and generating higher levels of waste than normal. SDC contractors Biffa do not have the capacity to take extra waste away given their own pressures in the current circumstances. HM Gov is trying to find a way for Counties to reopen their waste tips.

The Green waste charge due to commence in June has been suspended until 2021.

## CALL CENTRE

The Council is continuing to fully man its call centre based in Elizabeth House and immediately after the shut down, the call centre was operating extended hours from 7.00am to 7.00pm with additional staff in support. On the day I visited the centre they had handled 450 call by 3.00pm. The level of call has now dropped off as the original concerns seem to have dissipated.

## Other Services

Whilst most other services are continuing, a number of services which would result in closed contact between staff or members of the public have had to be suspended. These include:

- The visitor centre
- Land charge searches
- Guided walks

## **The Council has arranged free parking in SDC car parks for NHS staff and Registered Volunteers**

## ORBIT HOUSING

SDC has been in close discussion with Orbit about the provision of emergency temporary accommodation, their support for residents of sheltered housing schemes and their approach to issues surrounding rent arrears. Orbit has assured us that no evictions will take place during the next three months. They will continue to issue reminders to tenants and they have stressed that if any tenant is facing financial difficulty in paying rent as a result of COVID-19 they should contact Orbit as soon as they can to help explore what benefits they may be entitled to and what other support Orbit can offer.

**Cllr Christopher Kettle**

**Burton Dassett Parish Council Financial Report: Ordinary Meeting date: 30<sup>th</sup> April 2020**

<b>CURRENT ACCOUNT</b>				
Date	Transaction	In	Out	Balance
<b>28.2.2020</b>	<b>Current Account Balance</b>			<b>£6,230.96</b>
17.3.20	Knightcote VH Hire		24.00	£6,206.96
17.3.20	WCC		71.80	£6,135.16
17.3.20	Hide-Wright Expenses		57.30	£6,077.86
20.3.20	SLCC		109.00	£5,968.86
30..3.20	Hide-Wright		538.03	£5,430.83
30.3.20	WPF		167.97	£5,262.86
27.4.20	SOA Precepts	11,187.50		£16,450.36
	<b>Balance</b>			<b>£16,450.36</b>
<b>BUSINESS MONEY MANAGER</b>				
Date	Transaction	In	Out	Balance
<b>20.3.20</b>	<b>Deposit Account Balance</b>			<b>£2,500.87</b>
9.3.2020	Interest	0.10		£2,500.98
	<b>Balance</b>			<b>£2,500.98</b>
<b>30.4.20</b>	<b>TOTAL BALANCES</b>			<b>£19,951.34</b>

**Items for PC authorisation 30<sup>th</sup> April 2020**

<b>PAYMENTS</b>			
WALC Membership 2020-21		BACS	493.00
Eon 2 April 2020		BACS	152.31
ADPC Online Conferencing Subscription share		BACS	60.00
May Expenses		BACS	67.65
May Hide-Wright		BACS	538.03
May WPF		BACS	151.45
June Hide-Wright		BACS	538.03
June WPF		BACS	151.45
<b>Total Payments</b>			<b>£2,151.92</b>
<b>Transfers from current to deposit a/c</b>			<b>£</b>
NE Multiplay unit replacement to ring fenced funds	Internal Transfer		2,500.00
TH Basket Swing component replacement	Internal Transfer		200.00
<b>Total Transfers</b>			<b>£2,700.00</b>
<b>Total Payments and Transfers</b>			<b>£4,851.92</b>

Signed:

Dated:

BDPC Accounts Summary

**BURTON DASSETT PARISH COUNCIL 2020 - 2021 FINANCIAL YEAR**  
**28 April 2020**

	<u>Actual</u>	<u>Budget</u>
<b>Receipts</b>		
Precept	£11,187.50	£22,375.00
Bank Interest	£0.11	£0.00
SDC Council Tax Support Grant	£0.00	£0.00
Other Income	£0.00	£0.00
VAT Reimbursement	£0.00	£500.00
<b>TOTAL RECEIPTS</b>	<b>£11,187.61</b>	<b>£22,875.00</b>
<b>Administration</b>		
<b>Staff costs:</b>		
Clerk's Pay	£0.00	£6,600.00
BDPC Pension Contribution	(£151.45)	£2,100.00
Administration Expenses	£0.00	£500.00
Audit Fees	£0.00	£350.00
Data Protection	£0.00	£35.00
Election Fees	£0.00	£0.00
Councillors' expenses	£0.00	£0.00
Subscriptions	£0.00	£440.00
Insurance	£0.00	£1,200.00
<b>Total Administration</b>	<b>(£151.45)</b>	<b>£11,225.00</b>
<b>Village Maintenance</b>		
Street Lights	£0.00	£500.00
Village Maintenance & Mowing	£0.00	£3,700.00
<b>Total Village Maintenance</b>	<b>£0.00</b>	<b>£4,200.00</b>
<b>Hall Hire &amp; Playground</b>		
Hall Hire	£0.00	£300.00
Playground General Maintenance	£0.00	£250.00
<b>Total Hall Hire &amp; Playground</b>	<b>£0.00</b>	<b>£550.00</b>
<b>Communications &amp; IT Expenditure</b>		
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>
<b>Miscellaneous</b>		
Grants	£0.00	£3,300.00
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>£6,300.00</b>
<b>TOTAL PAYMENTS</b>	<b>(£151.45)</b>	<b>£22,375.00</b>
<b>Closing Period Bank Balances As At: 28 April 2020</b>		
Current Account	£16,298.91	
Deposit Account	£2,500.98	
<b>Total Bank Balances</b>	<b>£18,799.89</b>	



**BURTON DASSETT PARISH COUNCIL 2019 - 2020 FINANCIAL YEAR** YEAR END  
**30 March 2020**

	<u>Actual</u>	<u>Budget</u>
<b>Receipts</b>		
Precept	£18,750.00	£18,750.00
Bank Interest	£1.86	£0.00
SDC Council Tax Support Grant	£0.00	£0.00
Other Income	£2,796.00	£0.00
VAT Reimbursement	£1,551.49	£500.00
<b>TOTAL RECEIPTS</b>	<b>£23,099.35</b>	<b>£19,250.00</b>
<b>Administration</b>		
<b>Staff costs:</b>		
Clerk's Pay	(£6,456.36)	£6,600.00
BDPC Pension Contribution	(£2,015.64)	£1,600.00
Administration Expenses	(£347.55)	£500.00
Audit Fees	(£330.00)	£350.00
Data Protection	(£35.00)	£35.00
Election Fees	(£300.00)	£0.00
Councillors' expenses	£0.00	£0.00
Subscriptions	(£519.00)	£440.00
Insurance	(£1,092.22)	£1,100.00
<b>Total Administration</b>	<b>(£11,095.77)</b>	<b>£10,625.00</b>
<b>Village Maintenance</b>		
Street Lights	(£2,917.77)	£1,000.00
Village Maintenance & Mowing	(£4,284.06)	£3,700.00
<b>Total Village Maintenance</b>	<b>(£7,201.83)</b>	<b>£4,700.00</b>
<b>Hall Hire &amp; Playground</b>		
Hall Hire	(£229.00)	£220.00
Playground General Maintenance	(£3,456.26)	£250.00
<b>Total Hall Hire &amp; Playground</b>	<b>(£3,685.26)</b>	<b>£470.00</b>
<b>Communications &amp; IT Expenditure</b>		
Website	(£86.40)	£100.00
Newsletter / Information Sheet	£0.00	£0.00
<b>Total Communications &amp; IT Expenditure</b>	<b>(£86.40)</b>	<b>£100.00</b>
<b>Miscellaneous</b>		
Grants	(£3,151.00)	£3,345.00
Other - Section 137	(£100.00)	£0.00
VAT Payments	£0.00	£500.00
Community Projects	(£2,029.26)	£2,500.00
<b>Total Miscellaneous</b>	<b>(£5,280.26)</b>	<b>£6,345.00</b>
<b>TOTAL PAYMENTS</b>	<b>(£27,349.52)</b>	<b>£22,240.00</b>
<b>Closing Period Bank Balances As At:</b>		
	<b>30 March 2020</b>	
Current Account	£5,262.86	
Deposit Account	£2,500.87	
<b>Total Bank Balances</b>	<b>£7,763.73</b>	