

Minutes of the Ordinary Meeting of Burton Dassett Parish Council

on

Monday 18th November 2019, 7.15pm at Northend Village Hall

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

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Declarations of interest

1. **Apologies for absence:** County Councillor Chris Williams

Acceptance of apologies: Accepted by the meeting.

Present: James Gordon-Cumming, Cynthia Bettany, Bill Pearson, Hannah Dale, Clerk: Helen Hide-Wright, 5 members of the public, District Councillor Chris Kettle arrived at 7.20pm.

Resignations and vacancies: Confirming the resignations of Hugh Edwards (Northend), Fiona Larner (Temple Herdewyke), Laura Marshall (Northend). The Clerk has received confirmation that all of the vacancies can be filled by co-option. Notices are on the noticeboards and website.

2. **Matters from the Public:**

The PC received a request to plant an apple tree in Northend park for environmental reasons and to provide apples for the other children of the village. Unanimously approved. Proposed: James Gordon-Cumming, seconded: Cynthia Bettany. The Chairman suggested an area for the tree to be planted in.

Thanks were extended from Burton Dassett Parochial Church Council for the grant in relation to the burial ground and its prompt payment. A request was made for an indication of the mowing costs for 2020 in order to gauge costs for BDPCC for next year. The Clerk provided the details at the meeting, confirming that the new quotation was slightly lower than last year's quote.

Temple Herdewyke Development: The Clerk confirmed that another amended reserved matters application had been received on 15.11.19. **ACTION: Clerk to email Councillors to organise a meeting.**

3. **Reports** a. County Councillor: Submitted an apology.

b. District Councillor: Chris Kettle

- The recent flooding events affected several areas in the district. Comments were made about flooding in the villages. It was confirmed that reports could be submitted to the Parish Council and County Council. The Parish Council has an Emergency Plan in place.
- Orbit will be in touch with details of the patches of land that might be suitable to be taken over by other organisations.
- Green Garden Waste: The consultation is ongoing and residents are able to register their views.
- Recyclable waste: Options are being considered for the handling of recyclable waste.

4. **Minutes:** To confirm minutes of meeting held on 16th September 2019. Proposed: Bill Pearson, seconded: Cynthia Bettany, signed and dated by James Gordon-Cumming.

5. **Finance:** (a) Financial Matters:

- Audit: Nothing to report.

- Financial Regulations 2019: The Clerk has completed the review of the NALC Regulations and had circulated them to the PC for consideration. It was decided to adopt the regulations. Proposed: James Gordon-Cumming, seconded: Hannah Dale
- Budget 2020/21, including salary payments. The Clerk had circulated details of the current financial position and a potential budget, prior to the meeting. It was acknowledged that the Parish Council has used its reserves for investment programmes including lighting and play facilities. It was decided to adopt the proposed budget (Appendix A), and that the precept request would be equal to the forecasted expenditure figure of £22,375.00. Proposed: James Gordon-Cumming, Seconded: Cynthia Bettany, unanimously agreed.

The Parish Council agreed to continue to budget for and build up ring fenced funds for the repairs and maintenance of play equipment, to be retained in the deposit account with a target of £2,700 per year.

The meeting discussed the correspondence regarding the basket swing in Temple Herdewyke. It was decided to follow the manufacturers technical advice and replace the component. Proposed: James Gordon-Cumming, Seconded: Cynthia Bettany. **ACTION: Clerk to organise repair to basket swing in Temple Herdewyke.**

- Approval of BACS payment method. Proposed: James Gordon-Cumming, seconded: Cynthia Bettany.

(b) Accounts for payment, receipts and bank balances. Verification of balances to bank statements. Signed and dated by James Gordon-Cumming. (Appendix B).

(c) Authorisation of payments and Signing of cheques : Proposed: Bill Pearson, seconded: Hannah Dale.

Thomas Fox Inv 27986	£ 25.30
Poplar Electricians Inv 19_001	£ 103.26
Michael Mann Farmers Inv 2260	£ 441.60
Npower (2 Oct 2019)	£ 153.98
Playsafety Inv 46248	£ 206.40
Thomas Fox Inv 28158	£ 50.60
Wicksteed quotation (Swing Basket, Temple Herdewyke)	£1,042.25
Clerk & RFO Expenses	£ 110.15
Clerk & RFO Nov Pay	£ 538.03
Clerk & RFO Nov Pension	£ 167.97
Clerk & RFO Dec Pay	£ 538.03
Clerk & RFO Dec Pension	£ 167.97
Thomas Fox Inv 27533	£ 75.90

6. Planning

- New Applications:** 19/03090/FUL 11 Byron Walk, Temple Herdewyke: G/F Garage to side of property. Comment: Support: Increased parking provision helps neighbours and improves road safety. Proposed: James Gordon-Cumming, Seconded: Hannah Dale.
- Notice of Decision:** 19/02055/FUL Land Adjacent to Compton House, Knightcote: Application withdrawn.
19/02245/FUL: Land Adjacent to 18 Nortons Close: Permission with conditions.
- Extraordinary Planning mtg:** None.
- Planning Comments:**

7. **Neighbourhood Planning and Housing Needs Survey:** Land in Northend is due to be reviewed by WRCC and BDPC.

8. **Amenity Areas:** Green area maintenance (Orbit and Highways). Michael Mann quotation: 2020/21 is £109 less than the quotation for the previous season and it was decided to accept it. Proposed: James Gordon-Cumming, seconded: Bill Pearson. **ACTION: Clerk to confirm acceptance of contract.**

Hannah Dale confirmed that in her role within PREIM, she had sought and is awaiting a quotation from Michael Mann for Temple Herdewyke.

9. Matters arising

(a) **Roads, Footways & Lighting:** Signage (NE, Knightcote): Cynthia confirmed that the village is considering the options for the fingerpost. The Clerk confirmed that the damaged sign in Northend has not yet been repaired. The Clerk confirmed that the signage and damaged stiles had been reported online and acknowledgements had been received.

(b) **Temple Herdewyke - i.** Access between TH and Northend. James Gordon-Cumming provided an update and that there may be some scope for a footway in certain sections. Investigations are ongoing.

(c) **Play areas -** monthly inspections: Hannah Dale confirmed the inspections had been undertaken at Temple Herdewyke and will submit the reports to the Clerk. **ACTION: Hannah Dale to submit TH play inspection reports to The Clerk. ACTION: Bill Pearson to take over the monthly inspections of the NE play area.**

(d) **BDPC Newsletter – The Beacon –** next publication. The Clerk is awaiting a response from the Compton Chronicle to see if they may be able to carry BDPC news.

(e) **NE Public Phone Box –** Review of payphones for removal: a update is due on the 12th December 2019.

(f) **Defibrillator –** The AED is installed in Northend and operational. (Appendix C).

(g) **Any other matters arising from the minutes**

10. **Administration:** Emergency Plan: The Clerk confirmed that the updated plan has been sent to the Resilience Team

11. **Community:** Collection of Garden Waste Green Bins: The Parish Councillors discussed the matter and raised several points including: risk of increased fly tipping, impact on carbon footprint of householders having to journey to tips, potential to reduce frequency of black bin collection to offset costs of green bin collection.

12. **Publications/Correspondence Received.** Electronic copies were circulated in advance of the meeting.

13. Member Reports

14. Meetings 2019 7.15pm start

20 th January 2020	Temple Herdewyke School
16 th March 2020	Knightcote Village Hall
18 th May 2020	Northend Village Hall
20 th July 2020	Temple Herdewyke School
21 st September 2020	Knightcote Village Hall
16 th November 2020	Northend Village Hall

The meeting closed at 9.20pm.

BDPC 2020_2021 Financial Year: Budget. Approved 18.11.19

Receipts	2020/2021
Precept	£22,375.00
Bank Interest	£0.00
SDC Council Tax Support Grant	£0.00
Other Income	£0.00
VAT Reimbursement	£500.00
TOTAL RECEIPTS	£22,875.00
Staff Costs:	
Clerk's pay	£6,600.00
BDPC Pension Contribution	£2,100.00
Administration Expenses	£500.00
Audit Fees	£350.00
Data Protection	£35.00
Election Fees	£0.00
Councillors' Expenses	£0.00
Subscriptions	£440.00
Insurance	£1,200.00
Total Administration	£11,225.00
Village Maintenance	
Street Lights	£500.00
Village Maintenance & Mowing	£3,700.00
Total Village Maintenance	£4,200.00
Hall Hire & Playground	
Hall Hire & Playground	£300.00
Playground General Maintenance	£250.00
Total Hall Hire & Playground	£550.00
Communications & IT Expenditure	
Website	£100.00
Newsletter/Information sheet	£0.00
Total Communcations & IT Expenditure	£100.00
Miscellaneous	
Grants	£3,300.00
Other-Section 137	£0.00
VAT Payments	£500.00
Community Projects (Play area ring fenced funds)	£2,500.00
Total Miscellaneous	£6,300.00
TOTAL Payments	£22,375.00

Burton Dassett Parish Council Financial Report: Ordinary Meeting date: 18th November 2019

CURRENT ACCOUNT				
Date	Transaction	In	Out	Balance
16.9.19	Current Account Balance			£10,221.53
17.9.19	Thomas Fox 27452		25.30	10,196.23
17.9.19	Frank Mann Farmers 2223		537.60	9,658.63
17.9.19	Frank Mann Farmers 2241		441.60	9,217.03
17.9.19	PKF Littlejohn		240.00	8,977.03
17.9.19	BDPCC		1,871.00	7,106.03
17.9.19	Zurich Insurance		1,092.22	6,013.81
17.9.19	Knightcote Village Hall		52.80	5,929.01
17.9.19	Stratford DC		568.46	5,360.55
26.9.19	SDC Precept	9,375.00		14,735.55
30.9.19	Hide-Wright		538.03	14,197.52
30.9.19	Warks Pension Fund		167.97	14,029.55
28.10.19	Hide-Wright		538.03	13,491.52
28.10.19	Warks Pension Fund		167.97	13,323.55
28.10.19	MJB Glazing		1,525.16	11,798.39
31.10.19	Hi-Lite Electrical		1,044.00	10,754.39
7.11.19	Tibbles AED Donation	96.00		10,850.39
18.11.19	Balance			£10,850.39
BUSINESS MONEY MANAGER				
Date	Transaction	In	Out	Balance
16.9.19	Deposit Account Balance			£2,500.24
9.10.19	Interest	0.10		2,500.34
11.11.19	Interest	0.11		2,500.45
18.11.19	Balance			£2,500.45
18.11.19	TOTAL BALANCES			£13,350.84

Items for PC authorisation 18th Nov 2019

		£
Thomas Fox Inv 27986	BACS	25.30
Michael Mann Farmers Inv 2260	BACS	441.60
Poplar Electricians Inv 19_001	BACS	103.26
Npower (2 Oct 2019)	BACS	153.98
Playsafety Inv 46248	BACS	206.40
Thomas Fox Inv 28158	BACS	50.60
Clerk & RFO Expenses	BACS	110.15
Wicksteed quotation	BACS	1,042.25
Thomas Fox Inv 27533	BACS	75.90
Nov Salary	BACS	538.03
Nov Pension	BACS	167.97
Dec Salary	BACS	538.03
Dec Pension	BACS	167.97
Total		£3,621.44

Appendix C. Defibrillator in Northend.

Email update from Lucy Tibbles.

AED is installed and fully functioning

The AED has been registered on "the circuit" - in other words registered with the 999 network. 999 call handlers will now direct to the AED and give the access code to those in need.

I am registered as the administrator of the AED and will be notified when any maintenance is required or it is used (and I will have to go and retrieve it from which ever hospital it has been taken to). The pads will need replacing August 2020 (estimated cost £60 to be funded by the PC as previously minuted).

We are delivering a free training session this Thursday evening in the hall 6-7pm all welcome (this fulfills are obligation to WMAS for the supply of the AED).

We will however, be running additional sessions at the Pensioner's Christmas Lunch and in the new year (when our first responder has more availability).

The only outstanding issue is that of additional signage. Personally I want to garner feedback from the village (at the training sessions) before we decide what to propose. We have fund available for signage and welcome any thoughts from the PC.