

BURTON DASSETT PARISH COUNCIL

Minutes of Meeting 18th July 2011 at Knightcote Village Hall.

Meeting commenced 19:15 Hours.

Item	Notes	Action
1.	Matters from the public	
	A query arose regarding the advertisements by a Southam firm for the installation of solar voltaic systems, trials and Local Authority involvement. The Chairman confirmed that there was no LA involvement and that this was a commercial venture. It was also confirmed that planning views should be considered for any type installation that would change the appearance of a property.	For Information.
	The PC were asked for their current understanding on the position of the wind farm and whether their views had changed. The Chairman replied that there had been no further applications by Broadview to his knowledge and that the position of the PC had not changed in opposing a wind farm at the previously proposed location due to proximity to residences.	For Information.
2.	Apologies Rosemary Manning, Ken Williams, Cllr Chris Williams	
	Present – A Wolstenholme (Chairman); (AW) Cynthia Bettany; (CB) Bob Lapworth; (BL) John Anderson, (RFO) District Cllr. Simon Jackson (SJ) Bill Pearson (BP)	
3.	Declaration of acceptance of office. AW confirmed that guidance documentation received from the Warwickshire Association indicated that only the Chairman needed to sign the Acceptance of Office declaration which was completed and signed off by the RFO acting in lieu of the Clerk as Responsible Officer.	Closed
4.	Minutes of meeting 16 th May 2011 confirmed as true record.	AW Signed and appended the RFO report for filing.
5	Finance.	
a	The RFO distributed his report to all present attached as appendix to this report. Accounts for payment all passed as report. AW proposed, BP seconded all voted in favour.	

	EON £138 and Clement Keys £162 invoices awaited. Bill Pearson & Cynthia Bettany sign cheques Bill Pearson checked salaries register, statements PAYE/NI/TAX docs and initialled. Clerk to submit expenses between meetings if applicable.	Cheques to raise later 2 Cllrs to check and sign
	Receipts as report Bank balances and reconciliation as report, statements and cash book examined by CB and initialled.	
b	Banking arrangements Matured and reinvested bonds detailed in report. RFO advised that SOADC had approached with respect to banking details and confirm re precept payments.	No action required RFO to confirm correct bond and date. RFO authorised to send bank details
c	Insurance – It was confirmed that the insurance renewal had gone ahead as agreed in June. AW proposed that the renewal deal to take effect from 2012 should be accepted with costs held at current levels for a further 3 years with the additional free 4 months cover taking renewal to October 2015. AW proposed BL: seconded – all in favour. RFO queried whereabouts of updated Risk document and Asset Maintenance Policy as referred in audit report.	AW to revert to KW to instruct Insurance firm. AW to ask KW what was circulated/returned.
6.a	TH Vacancy – Notices posted in line with SOADC direction. SOADC confirmed that no applications had been made and that the OPC were at liberty to Co-opt should they so wish.	Notified in forthcoming newsletter.
6.b.i	General Road Defects: CB noted that Knightcote Bottoms was suffering towards the motorway bridge end. Query over which side of road Parish Boundary lies. RFO noted that Burton Dassett church approach pot holes previously reported had been marked. AW commented that some marked 'ST' and to enquire as to what reference meant.	AW to forward queries to WCC Patch Byrne and obtain time table.
6.b.ii	Waste Bin replacements: KW made contact with WCC who confirmed 4 suppliers so as to limit keys required by operatives. For WCC to replace they first have to inspect and decide course of action. KW asked that they inspect 3 No. bins with a view to replacement. KW had obtained illustrations of what 4 suppliers had on offer. These quite expensive.	Agreed to await WCC outcome and discuss extra over cost of their replacements if applicable at that time. AW to revert to KW for timetable.
6.b.iii	No action on Burton Dassett hills salt bins.	AW to progress.

6.b.iv	Parking – Prebend and Hill Close. AW confirmed that piece in Newsletter re inconsiderate parking to be followed up by specific letters to residents in affected areas in Autumn.	AW to progress in September.
6.b.v	Blacksmiths Lane sign not reinstated at time of meeting.	AW to repeat enquiry (again)
6.b.vii	Village Entrance Features. AW relayed conversation re verges and ownership and to write to MR Ellis with regard to wide verge on Blacksmiths Lane. AW outlined proposal and will obtain prices.	AW to progress.
6.b.viii	Water leak at junction of Knightcote road and Hambridge Lane. AW confirmed letter to Severn Trent and verbal response on two counts. Had repeated request for written action plan with regard to emergency road closure. Severn Trent had confirmed leak at junction and that it was now in their system for effective repair. Contact to update AW with time table.	AW to monitor and write to ST if not advised within 2 weeks.
6.b.ix	Reported that wooden bridge dislodged on footpath between Burton Dassett and Avon Dassett. AW to investigate and report.	AW to Progress.
6.c	Temple Herdwyke. All matters deferred pending presence of new councillor. Discussed briefly the option of offering/promoting separation of the settlement to reduce costs etc. Check next community meeting. Issue reported in newsletter in the hope of getting interest.	AW to contact HIVE re distribution and dates of meetings.
6.d	AW confirmed that 11 No. photocells had been changed but that 3 fixed units could not be changed. AW confirmed authorisation to pay invoice. AW confirmed that columns had been painted and that renumbering had also gone ahead. No comments had been received on either count. C Bick confirmed light outside church operating.	Closed.
6.e	Parish Web Site. RL summarised sub group meeting outcomes and gave account of costs and timeline (Appended to Minutes) Dave Compton agreed to act as Webmaster and utilise software free issued by PC. AW to obtain software and recover costs so that licence remains with PC. BL called for content and AW circulated summary list of potential contributors and	All please review and contribute according to timeline presented at meeting. All communications to BL for now. Expenditure for software

	<p>outside Parish links. All requested to scrutinise, add to contributor list and solicit content. Lead item in newsletter outlined.</p> <p>Software cost to be £106 -150 depending on option for CD version.</p> <p>Hosting would cost up to £5.00 per month and the Domain name would have to be purchased from the Government for their standard current fee at that time.</p>	<p>and ongoing hosting/domain name proposed by AW, seconded by BP – all in favour.</p>
6.f	<p>Risk Assessment – KW obtained latest version and will modify and forward to Mick Michael and all members for retention.</p>	<p>KW to confirm action in this respect for publication at next meeting.</p>
6.g	<p>BL issued sample newsletter in hand awaiting contributions.</p>	<p>BL and AW to action for beginning of August distribution.</p>
6.h	<p>Village Hall</p> <p>CB confirmed that the management committee had planned a Business Plan meeting for August (date to be confirmed) AW agreed to attend if available for PC support.</p> <p>AW noted loss of Post Office and communications.</p>	<p>CB to notify all.</p>
6.i	<p>Parish Plan – currently under review and national change to 'Neighbourhood Plan' but should not stop progress. AW had suggested open 'day' in village hall to encourage support and possibly have other matters for demonstration such as affordable housing, home energy etc.</p>	<p>AW to consider options and come forward with proposal.</p>
6.j	<p>Land Registry Communications. AW summarised report of actions and information provided. Unclear as to implications of land and verges not registered although likely to be 'owned'. AW has written to key landowners advising of information and awaiting feedback.</p> <p>AW received call from 1 landowner who confirmed ownership of some verges noting Blacksmiths Lane verge issue above.</p>	
7	<p>Delegated matters.</p> <p>a. Partnership landscapes RL completed and dispatched.</p> <p>b. Local Development AW completed and dispatched.</p> <p>No further documents received.</p>	
8.a	<p>Planning - New Applications</p>	
	<p>11/00666/FUL Retrospective equestrian application Mr R Ellis on land to rear of Hill Close for stables and storage. AW confirmed conversation with the Planning Officer and</p>	

	subsequently returned with comment regarding usage and storage of non related materials and vehicles. Planning officer stated that usage constraints could not be imposed at planning but by enforcement should it be necessary.	
8.b	Planning - Decisions.	
	None	
9.0	<p>Publications/Correspondence Received. Beating Retreat invitation from Marlborough Barracks.</p> <p>Post Office correspondence regarding Northend temporary closure and their efforts to seek alternative (AW noted piece in newsletter regarding usage and hours open)</p> <p>AW relayed calls and correspondence regarding withdrawal of the Thursday Catteralls bus service now confirmed by WCC to be run as a trial service for 6 months without subsidy to see if viable.</p> <p>National Association of Councils call for member councils to join in the celebrations of the Queens Jubilee by lighting beacons on the 4th June 2012. All agreed.</p>	<p>Taken up by Cynthia Bettany – to RSVP according to instructions.</p> <p>AW to write to potentially interested party's for collaboration on event. AW to respond to request.</p>
	Next meeting Monday 19 th September 2011 at Temple Herdwyke 7.15pm.	
	Meeting closed 9.10 pm.	