

AVON DASSETT PARISH COUNCIL

Minutes of the Parish Council Ordinary meeting held on 2 March 2026

1. PRESENT

Cllr Alex Jackson
Cllr Darrell Muffitt (Chair)
Cllr Liz Hirst
Cllr Natalie Gist (SDC)
Cllr Chris Mills (WCC)
Joanne Jarman (JJ) – Parish Clerk (minute taker)

One member of the public was present.

2. APOLOGIES

The Chair welcomed everyone to the meeting.

Apologies were received from Cllr Gill.

3. TO RECEIVE DECLARATIONS OF PERSONAL OR PECUNIARY INTEREST

None.

4. PUBLIC PARTICIPATION

No matters were raised.

5. APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

Cllr Hirst proposed that the minutes of the Parish Council held on 5 January 2026 be approved.

Seconded: Cllr Jackson

It was resolved that the minutes be approved.

6. TO RECEIVE PROGRESS REPORTS ON OUTSTANDING ITEMS NOT COVERED LATER ON THE AGENDA

The Clerk's Report (Appendix A) forms part of these minutes. The completed actions are referred to in the report.

ACTION: Tree warden to continue to be chased for quote for cutting back the trees overhanging the cemetery – Clerk/Cllr Muffitt

7. DISTRICT AND COUNTY COUNCILLOR REPORTS

7.1 Warwickshire County Council

Cllr Mills presented the report.

7.2 Stratford District Council

Cllr Gist presented the report.

Cllr Muffitt suggested that Cllr Gist contact the landlord of the Yew Tree to obtain his views on the challenges facing the hospitality sector in general.

The reports are available on the [Parish Council website](#)

8. PLANNING

None

9. COMMUNITY

9.1 To review the playground maintenance plan

Due to Cllr Hirst's illness no progress has been made. There is nothing urgent to address.

9.2 To consider the maintenance of the Reading Room

Cllr Muffitt reported that he has carried out a visual inspection of the Reading Room and identified some maintenance that needs carrying out. It was agreed that regular visual inspections be undertaken and maintenance issues addressed as necessary.

10. HIGHWAYS, STREET LIGHTING AND FOOTPATHS

10.1 To receive an update on highways, street lighting and drains

Cllr Muffitt thanked Cllrs Gist and Mills for their interventions to get the road closure signs removed.

11. FINANCE

Finance documents are available on the Parish Council website <https://avondassettparishcouncil.gov.uk/finance/>

11.1 To approve the payments in the schedule attached to this agenda

The payments schedule – Appendix B forms part of these minutes.

Proposed: Cllr Jackson

Seconded: Cllr Muffitt

It was resolved that the payments be approved.

11.2 To review the financial statements to 24 February 2026

Proposed: Cllr Muffitt

Seconded: Cllr Jackson

It was resolved that the financial statements be accepted.

11.3 To confirm the date of the internal audit

The audit will take place on 13 April 2026. The Clerk highlighted that an external review will be required this year as expenditure will exceed £25,000 due to the street light upgrade.

11.4 To approve the quote for the internal audit of £220

Proposed: Cllr Muffitt

Seconded: Cllr Hirst

It was resolved to approve the quote of £220 for the internal audit.

12. POLICIES

12.1 Communications Policy

12.2 Complaints Procedure

12.3 Habitual and Vexatious Complaints Policy

Cllr Jackson proposed the above policies be approved.

Seconded: Cllr Hirst

It was resolved the policies be approved.

13. COUNCILLOR VACANCY

13.1 To receive an update on the councillor vacancy

The Clerk confirmed that no applications have been received.

14. ANNUAL PARISH MEETING

14.1 To consider the arrangements for the Annual Parish Meeting

The proposed meeting date is 18 May 2026.

Proposed: Cllr Muffitt

Seconded: Cllr Jackson

It was resolved that the Annual Parish Meeting take place on 18 May 2026.

Cllr Muffitt noted that we have asked for volunteers in previous years, but the requests have not resulted in any volunteers. The Parish Council thanked Sarah Richardson for agreeing to organise the meeting again, supported by Cllr Hirst.

15. 2026/27 MEETING DATES

15.1 To consider the 2026/27 meeting dates

See Clerk's report.

Proposed: Cllr Jackson

Seconded: Cllr Hirst

It was resolved the 2026/27 meeting dates be approved.

16. LOCAL GOVERNMENT REORGANISATION

16.1 To consider making representations on the Local Government Reorganisation consultation

Cllr Muffitt gave an overview of his personal experience of local government reorganisations.

Cllr Muffitt has read in detail the submission from WCC, for one unitary authority, and from the south of the County, for two unitary authorities; he is of the view that the two unitary authority argument is compelling. In Cllr Muffitt's view services would be more accessible locally if there were two authorities.

Cllrs Jackson and Hirst supported Cllr Muffitt's views but agreed that these are personal views.

Cllr Muffitt proposed that the Parish Council does not submit a response but that a newsletter be sent out from the Parish Council asking residents to submit their own. The deadline is 26 March 2026.

The consultation can be found at:

[Proposals for local government reorganisation in Warwickshire - GOV.UK](#)

ACTION: Newsletter publicising the Local Government Reorganisation consultation be sent out – Clerk

17. CORRESPONDENCE

Information from a supplier of speed monitoring equipment will be passed on to the Speedwatch group.

18. COUNCILLORS REPORTS

Nothing to report

19. ITEMS FOR THE NEXT AGENDA

Annual Parish Council meeting

20. DATE OF NEXT MEETING

Annual Parish Council meeting – 11 May 2026

The meeting closed at 7.34pm

Signed:

Date:

SUMMARY OF ACTIONS:

- Tree warden to continue to be chased for quote for cutting back the trees overhanging the cemetery – Clerk
- Newsletter publicising the Local Government Reorganisation consultation be sent out – Clerk

APPENDIX A
Avon Dassett Parish Council
Parish Clerk's Report – 2 March 2026

Agenda Reference – 5.1.2026	COMPLETED ACTIONS
9.3	Grant application to the SDC Community Fund It was established that in order to apply for a grant the Parish Council needed to own or hold a lease on the playground. The Clerk was informed that the application would be rejected if neither of these were held. As a result, the application was not submitted.
11.2	Bank signatories and approvers Cllr Jackson has been added as a signatory and previous councillors and clerks removed. Cllr Hirst has been sent the link to apply for online banking to enable her to approve payments.
11.4	Precept Request The request was submitted on 6 January 2026.
	ACTIONS NOT COMPLETE
6	Tree warden to obtain quotes to trim back the trees overhanging the cemetery car park – the Clerk has asked the tree warden to obtain quotes. These have not been received yet.
Agenda Item – 2.3.2026	
9.2	Maintenance of the Reading Room A representative from one of the groups that uses the Reading Room is highlighted that it is in need of some maintenance. The areas that were specifically mentioned were the paintwork both inside and out and some wood missing from one of the front windows. It is proposed that a review of the state of repair of the Reading Room be carried out and a plan be drawn up for the work to be carried out, including costings, for the next meeting.
11.3	Internal Audit The internal audit will take place on 13 April 2026.
14.1	Annual Parish Meeting The Annual Parish meeting needs to be arranged. Sarah Richardson has offered to take this on again this year. We asked parishioners if they would like to take it on last year and had no takers. The proposed date for the meeting is 18 May 2026.
15.1	2026/27 meeting dates Meetings will continue to take place on the first Monday of every month, unless it is a bank holiday. Meetings will be held as follows: • 11 May 2026 (Annual Parish Council meeting) • 6 July 2026 • 7 September 2026

	• 2 November 2026 • 4 January 2027 • 1 March 2027 • 10 May 2027 (Annual Parish Council meeting)
16.1	Local Government Reorganisation The government has started its consultation on the proposal for local government reorganisation in Warwickshire. The deadline for responses is 26 March 2026. The link to the consultation is as follows: Proposals for local government reorganisation in Warwickshire - GOV.UK The Consultation questions are: <i>Having considered the proposals at the links above, please respond to the following questions:</i> Question 1 <i>To what extent do you agree or disagree that the proposal suggests councils that are based on sensible geographies and economic areas?</i> Question 2 <i>To what extent do you agree or disagree that the proposed councils will be able to deliver the outcomes they describe in the proposal?</i> Question 3 <i>To what extent do you agree or disagree that the proposed councils are the right size to be efficient, improve capacity and withstand financial shocks?</i> Question 4 <i>To what extent do you agree or disagree that the proposed councils will deliver high quality, sustainable public services?</i> Question 5 <i>To what extent do you agree or disagree that the proposal has been informed by local views and will meet local needs?</i> Question 6 <i>To what extent do you agree or disagree that establishing the councils in this proposal will support devolution arrangements?</i> Question 7 <i>To what extent do you agree or disagree that the proposal enables stronger community engagement and gives the opportunity for neighbourhood empowerment?</i> Question 8 <i>If you would like to, please use the free text box to explain the answers you have provided to questions 1-7 referring to the question numbers as part of your answer. You may also use the box to provide any other comments you have on the proposal.</i> <i>For each question, you can provide the following answers:</i> • strongly agree • somewhat agree • neither agree nor disagree • somewhat disagree • strongly disagree • don't know <i>You will also be invited to explain your answers to questions 1 to 7 using a free text box at question 8.</i>
For Information	
	Accessibility

	I attended a presentation recently on making documents as accessible as possible. To this end the agenda and minutes is in a slightly different format to enable the Parish Council so meet the Web Content Accessibility Guidelines. Policies and other reports will be updated to meet the guidelines as they fall due for review.
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PAYMENTS AND RECEIPTS - to 24 FEBRUARY 2026

Date	Payee	Total Payments	Total Receipts
6.1.2026	ENC	1,320.00	-
6.1.2026	J Jarman expenses	16.20	-
2.1.2026	Google	14.00	-
8.1.2026	M and D Watts	16.25	-
8.1.2026	TFM Farm and Country	50.57	-
12.1.2026	Bank charges	4.25	-
13.1.2026	Charlie Dancer	120.00	-
19.1.2026	Valda Energy	65.19	-
20.1.2026	EDF Energy	102.89	-
20.1.2026	J Jarman	397.28	-
23.1.2026	Sky	38.94	-
28.1.2026	Ionos	1.20	-
2.2.2026	British Gas (last street light elec)	5.76	-
2.2.2026	Google	14.00	-
5.2.2026	VAT refund to 31.1.2026	-	3,670.38
11.2.2026	M&D Watts	16.81	-
16.2.2026	Bank charges	4.25	-
17.2.2026	EDF Energy	44.28	-
20.2.2026	J Jarman	397.28	-

AVON DASSETTT PARISH COUNCIL
PAYMENTS FOR AUTHORISATION
MEETING DATE: 2 March 2026

D Watts	Coffee morning - April and May	50.00
J Jarman	Travel expenses x 1 (2.3.2026)	16.20
C Dancer	Cleaning - April and May	80.00
		146.20