

AVON DASSETT PARISH COUNCIL

Minutes of the Annual Parish Council meeting held on 11 May 2026

1. TO ELECT A CHAIR AND VICE CHAIR AND TO RECEIVE THE CHAIR'S DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Hirst proposed Cllr Muffitt be elected chair

Seconded: Cllr Jackson

Cllr Muffitt was elected chair and signed the declaration of acceptance of office.

Cllr Muffitt commented that although a vice-chair was not strictly necessary, he felt that it was useful to have a councillor in post in case of illness or unavailability. He confirmed that Cllr Gill was willing to stand as vice-chair.

Following a discussion Cllr Jackson proposed Cllr Hirst be elected vice-chair.

Seconded: Cllr Muffitt

Cllr Hirst was elected vice-chair.

2. 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.

3. APOLOGIES

The Chair welcomed everyone to the meeting.

Apologies were received from Cllr Gill.

4. TO RECEIVE THE COMPLETED AND SIGNED CODE OF CONDUCT DECLARATIONS FROM ALL COUNCILLORS

The Clerk confirmed these have been received.

5. TO RECEIVE THE COMPLETED DECLARATION OF PECUNIARY INTERESTS FORMS FROM ALL COUNCILLORS

The Clerk confirmed these have been received.

6. PUBLIC PARTICIPATION

One member of the public was present. A resident showed an interest in the vacancy but noted work-related commitments might prevent full attendance. Cllr Muffitt will follow up with the resident following the meeting.

7. APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

Cllr Jackson proposed that the minutes of the Parish Council held on 28 April 2026 be approved.

Seconded: Cllr Hirst

It was resolved that the minutes be approved.

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

The completed actions are referred to in the Clerk's report.

ACTION: Tree warden to obtain and submit quotes for cutting back the trees overhanging the cemetery – Clerk

9. DISTRICT AND COUNTY COUNCILLOR REPORTS

9.1 Warwickshire County Council

Cllr Mills presented the reports.

9.2 Stratford District Council

Cllr Gist presented the reports. Cllr Gist referred to the Severn Trent meeting that she and Cllr Muffitt attended; Severn Trent made suggestions for parking areas for the tankers but only one is viable. Severn Trent now needs to consult with WCC Highways before a formal proposition can be made.

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

10. TO APPROVE THE STANDING ORDERS

Proposed: Cllr Muffitt

Seconded: Cllr Jackson

It was resolved that the Standing Orders be approved.

11. TO REVIEW THE POLICY REVIEW SCHEDULE

It was confirmed that all policies are up to date in accordance with the schedule.

12. TO APPROVE THE FOLLOWING:

- i. Risk Assessment
- ii. Scheme of Delegation
- iii. Review of inventory
- iv. Financial Regulations
- v. Health and Safety

Proposed: Cllr Hirst

Seconded: Cllr Jackson

It was resolved that the above be approved.

13. TO CONFIRM THE INSURANCE COVER IN RESPECT OF THE INSURABLE RISKS

The insurance policy was renewed on 6 April 2026. The cover was reviewed and is considered adequate.

14. PLANNING

The objection to the application related to the Land at Avon Hill Quarry was submitted in line with the meeting held on 28 April 2026 was submitted on 29 April 2026.

15. COMMUNITY

15.1 To receive an update on the playground maintenance plan

The work on the flooring can now take place as the weather has improved. Cllr Hirst has carried out an inspection of the playground and noted some painting work is necessary.

16. HIGHWAYS, STREET LIGHTING AND FOOTPATHS

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

Cllr Muffitt will report the potholes that have appeared to WCC.

16.2 To approve the installation of the street light at Park Close at a cost of £2,834 + VAT

Proposed: Cllr Muffitt

Seconded: Cllr Jackson

It was resolved that the replacement of the street light in Park Close be approved.

ACTION: ENC to be instructed to carry out the work - Clerk

17. FINANCE

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

17.1 To receive a list of payments and receipts since the last meeting and to approve the following payments:

Payee	Details	Payment	
D Watts	Coffee morning - June and July	50.00	
J Jarman	Travel expenses x 2 (28.4 and 11.5.2026)	32.40	
C Dancer	Cleaning - June and July	80.00	
Frank Mann	Mowing – April	492.00	
Frank Mann	Mowing – May	600.00	
WALC	Subscription - 2026/27	157.60	
Bill Robinson	Internal audit - 2026	220.00	
TFM Farm & Country	Coal for Reading Room	8.98	
Debenhams	Light for Reading Room	16.12	
TFM Farm & Country	Coal for Reading Room	10.10	
		£1,667.20	
Regular monthly/annual payments			
Google	Google Drive storage and email	14.00	Monthly
ICO	Data Protection fee	47.00	Annual
Sky Business	Reading Room internet	42.54	Monthly
Valda Energy	Street light electricity	50.00	Monthly
Ionos	Email	2.50	Monthly
EDF Energy	Reading Room electricity	45.00	Monthly

Proposed: Cllr Muffitt

Seconded: Cllr Jackson

It was resolved that the payments be approved.

17.2 To review the financial statements to 31st March 2026

Cllr Muffitt considers the finances to be in a healthy position considering the upgrade of the street lights which was a major project.

Proposed: Cllr Muffitt

Seconded: Cllr Hirst

It was resolved that the financial statements be approved.

17.3 To review the bank mandate

The Clerk confirmed the bank mandate is up to date. Cllr Hirst to be added as an online bank approved.

ACTION: Cllr Hirst to be added as an online bank approved – Cllr Hirst

17.4 To approve the Annual Governance and Accountability Return – Section 1

Proposed: Cllr Hirst

Seconded: Cllr Jackson

It was resolved that the Annual Governance and Accountability Return – Section 1 be approved.

17.5 To approve the Annual Governance and Accountability Return – Section 2

Proposed: Cllr Hirst

Seconded: Cllr Jackson

It was resolved that the Annual Governance and Accountability Return – Section 2 be approved.

17.6 To receive the Annual Internal Audit Report for the year ended 31st March 2026

The internal audit report is attached to this agenda. There are no matters for concern.

17.7 To confirm the dates of the period for the Exercise of Public Rights

The Public Rights Notice will cover the period 3 June 2026 to 14 July 2026. The notice has been posted on the notice board and on the website.

17.8 To confirm receipt of the first instalment of the Precept for 2026/27

The first instalment of the Precept amounting to £10,126 was received on 20 April 2026.

18. NEIGHBOURHOOD GOVERNANCE STRUCTURE

18.1 To consider the motion attached to this agenda

Cllr Muffitt summarised the issues being faced.

Proposed: Cllr Muffitt

Seconded: Cllr Jackson

It was resolved the motion be passed

ACTION: Letter to be sent to MP - Clerk

19. CORRESPONDENCE

None

20. COUNCILLORS REPORTS

The Annual Assembly will take place on 18 May 2026.

Cllr Jackson reported that the parked car remains and has been taxed.

21. ITEMS FOR THE NEXT AGENDA

Policies for review

22. DATE OF NEXT MEETING

Ordinary Parish Council meeting – 6 July 2026

The meeting closed at 7.30pm

Signed:

Date:

SUMMARY OF ACTIONS:

- **Tree warden to obtain and submit quote for cutting back the trees overhanging the cemetery – Clerk**
- **Letter to be sent to MP re Neighbourhood Governance Structure – Clerk**
- **Cllr Hirst to set up access to online banking to be able to approve payments – Cllr Hirst**