

AVON DASSETT PARISH COUNCIL

Minutes of the Ordinary Parish Council meeting held on 7 September 2026

1. PRESENT

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

No members of the public were present.

2. APOLOGIES

The Chair welcomed everyone to the meeting.

3. TO RECEIVE DECLARATIONS OF PERSONAL OR PECUNIARY INTEREST

None.

4. PUBLIC PARTICIPATION

No members of the public were present.

5. APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

Cllr Jackson proposed that the minutes of the Parish Council meeting held on 6 July 2026 be approved.

Seconded: Cllr Hirst

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 forms part of these minutes. The completed actions are referred to in the report.

Cllr Hirst confirmed that she has applied for internet banking on the Parish Council account.

7. DISTRICT AND COUNTY COUNCILLOR REPORTS

7.1 Warwickshire County Council

Cllr Mills presented the report which had been circulated prior to the meeting. Cllr Mills highlighted the availability of a Crisis and Resilience Community Grant Fund and the services available for those impacted by dementia. A discussion ensued about the impact on safety from the number of cars when large numbers of the public attend events at Burton Dassett Country Park, most recently the Patriot Platform demonstration and people congregating to watch the eclipse.

ACTION: concerns about public safety when there are large numbers of the public visiting Burton Dassett Country Park to be raised with WCC - Clerk

7.2 Stratford District Council

Cllr Gist presented the report which had been circulated prior to the meeting. Cllr Gist noted that the Local Government Reorganisation has been paused by the Government. Deadline for comments on the South Warwickshire Local Plan is 8th September.

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

8. PLANNING

None.

9. COMMUNITY

9.1 To review the playground maintenance plan

The following maintenance has been carried out:

- A wooden frame has been put up and the grouting needs to be completed
- Fence repairs have been carried out
- A spring has been put on the gate
- A “No BBQs” sign has been put up

9.2 To consider the quote of £720 for the replacement of three benches in the playground

Proposed: Cllr Muffitt

Seconded: Cllr Jackson

It was resolved that the purchase of three replacement benches be approved.

ACTION: benches to be ordered – Cllr Hirst/Clerk

10. HIGHWAYS, STREET LIGHTING AND FOOTPATHS

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

Two major potholes have been marked for repair.

Severn Trent – Cllr Gist is still trying to make contact with WCC Highways.

WCC will not clear the blocked drains until January 2027 unless there is a danger to property or life.

11. FINANCE

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

11.1 To receive a list of payments and receipts made since the last meeting

Councillors acknowledged the list of payments and receipts

11.2 To approve the following payments for approval

Payee	Details	Total
D Watts	Coffee morning - October and November	50.00
J Jarman	Travel expenses - 7.9.2026	19.80
J Jarman	SLCC - 50% of subscription (paid 21.7.2026)	79.00
C Dancer	Cleaning - October and November	80.00
FMF Contractors	Mowing - August	600.00
FMF Contractors	Mowing - September	600.00
Moores	External audit review (paid 21.7.2026)	283.50
J Jarman	Salary arrears following NJC pay award	66.00
Havenstoke Communications	AED Annual Service Charge	118.80
		£1,897.10

Proposed: Cllr Muffitt

Seconded: Cllr Jackson

It was resolved that the payments be approved.

11.3 To receive the financial statements for the period ended 31 August 2026

Proposed: Cllr Jackson

Seconded: Cllr Hirst

It was resolved that the financial statements be accepted.

11.4 To receive the external auditors' report

Councillors acknowledged the report.

11.4 To confirm the NJC pay award payment of arrears

The NJC pay award for 2026/27 has been agreed at 3.3% backdated to 1 April 2026. The arrears are included in the payments for approval schedule.

12. POLICIES

12.1 Equality and Diversity Policy

12.2 Freedom of Information Policy

12.3 Reserves Policy

12.4 Legal Protocol on Dealing with Developers

12.5 Retention of Documents Policy

Cllr Muffitt proposed the above policies be approved.

Seconded: Cllr Hirst

It was resolved the policies be approved.

13. LOCAL GOVERNMENT REORGANISATION

The Government had announced that the county will be split into two Unitary Councils, North and South. The Government has now paused the process in order to carry out a review.

14. COUNCILLOR VACANCY

14.1 To receive an update on the councillor vacancy

The Clerk confirmed that no applications have been received.

Cllr Muffitt asked councillors to talk to their contacts as we are two councillors short which leaves the Parish Council exposed to being inquorate should all current councillors not attend.

15. CORRESPONDENCE

None

16. COUNCILLORS REPORTS

The car remains despite Cllrs Jackson and Gist's best efforts.

Remembrance Sunday – Cllr Muffitt will start making the arrangements.

There will be no donation from Open Gardens this year. The budgets for 2027/28 will include the full cost of the tubs which still represents good value for money.

17. ITEMS FOR THE NEXT AGENDA

Review of expenditure and level of reserves

Draft budgets for 2027/28

Approval of donation to the British Legion for the wreath

RoSPA playground inspection report

18. DATE OF NEXT MEETING

2 November 2026

The meeting closed at 7.27pm

Signed:

Date:

SUMMARY OF ACTIONS:

- Email to be drafted to WCC raising concerns about public safety when there are large numbers of the public visiting Burton Dassett hills – email to be drafted - Clerk
- Benches for playground to be ordered – Cllr Hirst/Clerk