

Studley Parish Council

For the health and well-being of our community as a result of the Covid-19 crisis and following the instruction of the Prime Minister's address on 23rd March 2020, all Parish Council meetings will be held remotely until further notice. Only one meeting per month will be held and this will take place on the third Tuesday of the month. Studley Parish Council will be using Zoom software to facilitate the holding of meetings. All meetings will be recorded using Zoom software

Minutes of a virtual meeting of Studley Parish Council held in the individual homes of Councillors and Parish staff, on Tuesday 21st July 2020 at 7:30pm.

1. Chairman declared the meeting open.

Present

Chair Cllrs C Summers, Vice Chair Paul Beaman, B Crow, Mrs S Redman, Mrs J Beard, Mrs S Croft, M Osborne, B Dixon, P Hencher-Serafin (joined meeting at 8:30pm), A Smith, M Fox & Ms Zoe Tolley

In attendance

Clerk, Mrs L Gailey, Assistant Clerk Mrs L Stanton, County Cllr C Rickhards & P Hencher- Serafin (joined meeting at 8:30pm)

2. To receive apologies for absence.

District Cllr N Edden

3. To consider acceptance of apology

None

4. Declarations of Interest.

- To receive declaration of interest from Councillors on items on the agenda.
- To receive written request for dispensation for disclosable pecuniary interest (if any)
- To consider any request for dispensations as appropriate.
- Cllrs C Summers & B Dixon - item 16- To discuss expenditure on behalf of the Burial Committee
- Proposed Cllrs P Beaman, seconded Mrs S Crofts to accept declaration of interest from Cllrs C Summers and B Dixon.

5. Public Forum

Cllr C Rickhards spoke about the Timebank. He urged Cllrs to sign up as volunteers.

6. Matter Arising (For Information only)

Cllr C Summers updated Council of the NALC directive that PC meetings should continue to be held remotely for the time being.

7. To pass minutes of the last meeting.

- 16th June 2020

Proposed Cllrs P Beaman, seconded Mrs S Crofts, voting unanimous for the minutes to be signed as true record of the meeting

8. Items for Discussions

Min: 14 To approve Allotment Awards for Station Road & Dunstall Allotments. The judging was carried out on 14th July by the independent judges from an adjoining authority's Allotment Association. Clerk read out the winners for both sites to PC

Award	Dunstall	Station Road
Best Overall Plot	Mr & Mrs Mumford	Dave Perkins
Runner up	Mr & Mrs Jones	Gerald Goodman
Best Ladies Plot	Jennie Boneham	Natalie McCloud
Best Newcomer	Bernice Sproston	Keith Potts
Best Plot – New Beds (John O'Brien Cup)	Tony Bradshaw	N/A
Highly Commended Certificates	Richard Evans	Rob Lewis Paul Crofts Margaret Smith

Clerk informed PC that Cllr S Crofts has not made a declaration on this item as she was not aware that her husband P Crofts would be awarded the Highly Commended Certificate. Cllr C Summers requested clarification from the Clerk on the new category as it was the first time, he has heard about the new award. The Clerk informed that it was discussed with the Allotment Association and it is just the one award for Best Newcomer. It was discussed in a meeting a while ago, but she could not recall which meeting.

PC voted unanimous to approve the winners of Station Road and Dunstall Allotments.

Min: 15 PC to agree time, date, and venue for the presentation.

The presentation of the Awards will take place at Station Road Allotments on a Saturday afternoon in August when the winners are available to attend. The Chair of the Parish Council will be presenting the Awards. The Chair of the Allotment Association will discuss with the plots' secretaries of both Sites for a suitable date and time.

Proposed Cllrs C Summers, seconded M Fox, voting unanimous that the Chair of the Allotment Association will inform PC once a date is fix for the presentation for both sites.

9. To ratify Planning Applications determined under delegated powers to the Clerk at the Studley Parish Council meeting on 17th March 2020

20/01411/FUL	Mr Joe Little, 5 Green Lane, Studley
Proposed	Renovation, alterations, and extensions of derelict dwelling.
Comments from Parish Council	Support based on the following reasons: Provide a family home in an established location. Bringing a redundant building back to use.
20/01630/FUL	Aldi Stores Ltd, 2 Birmingham Road, Studley, B80 7BG
Proposed	New additional external plant and associated plant enclosure required by internal refurbishment of the Aldi foodstore
Comments from Parish Council	No Representation

Proposed Cllrs M Fox, seconded Mrs S Crofts, voting unanimous, to ratify planning applications determined under delegated powers to the Clerk at the Studley Parish Council Meeting on 17th March 2020.

10. Planning Decision Received.

- 20/01396/HHPA: Mr Daniel Thomas, 94 Station Road, Studley, B80 7JS
- Proposed: Single storey rear extension. Kitchen/family room.
- **Prior Approval Not required.**

- 20/01031/FUL: Mr & Mrs Govier, 13 Corbizum Avenue, Studley, B80 7JW
- Proposed: Conversion and extension of garage to form utility room and ground floor bedroom together with new front porch.
- **Application has now been withdrawn.**

- 20/01403/COUM: Mr Nigel Poole, 4 High Street, Studley, B80 7HJ
- Proposed: Prior notification for change of use from A1 (shop) to C3 (dwellinghouse) under Part 3 Class M (a) and (b) including associated building operations.
- **Prior Approval Granted**

- 20/01159/FUL: Mr B Smith, Doric Works, Church Street, Studley
- Proposed: Demolition of engineering workshops and erection of four new houses
- **Permission with Conditions**

- **Notification of Planning Committee meeting.**
- 19/01601/FUL: Land Off, Redditch Road, Studley.
- Proposed: Material change of use from vacant/agricultural land to residential caravan site for 2 pitches for occupation by Gypsy Traveller Family with associated hard standing, package treatment plant, utility blocks, storage sheds and dog runs. Part retrospective.
- Will be considered at Planning Committee B on 15th July 2020. The Committee will be conducted remotely by way of Microsoft Teams. Start time: 6:00 pm. The application will be second application on the Committee Planning Agenda.
- Cllr P Beaman spoke at the Planning Committee. Unfortunately, the Planning Committee granted permission to the traveller Family for 3 years. Cllr P Beaman also informed PC that the Permission Granted for this application is based on 16 conditions that the travellers on the site must abide by. Cllr C Summers requested Councillors to inform the ward member if any of the conditions were violated by the travellers on the site.
- **Proposed Cllrs P Beaman, seconded Cllr M Fox, voting unanimous that Clerk to liaise with Cllr Beaman to write to SDC on the following concerns;**
- **To urge SDC to ensure that a comprehensive G&T Plan is adopted as a matter of urgency, to enable this valuable piece of greenbelt to be returned to its former natural state, and also to ensure that others in our District do not have to suffer like the residents of Green Lane and Redditch Road have and will no doubt continue to do so. Without a robust policy in place, nowhere in Stratford District is safe.**
- **PC also seek assurances from Officers that the transgressions that are sure to occur on this site will be swiftly and effectively dealt with.**

- NOTIFICATION UNDER GENERAL PERMITTED DEVELOPMENT ORDER
- NOTICE OF INTENTION TO INSTALL ELECTRONIC COMMUNICATION APPARATUS PURSUANT TO THE TOWN AND COUNTRY PLANNING (GENERAL PERMITTED DEVELOPMENT ORDER) 2015 AND THE ELECTRONIC COMMUNICATIONS CODE (CONDITIONS AND REGULATIONS) 2003 (AS AMENDED)
- 20/01765/TEL28: Location Hunters Yard Adjacent to the Bug In the Blanket, Castle Farm, Studley
- Proposal: Install 1 x 8m wooden pole (6.2m above ground)
- For information only.

11. Correspondence/Circulation

Min: 16 Resident Letter- Mr George Turney – (letter from resident and Clerk's response letter circulated to all Councillors.

Min: 17 Resident Email- Mrs Melina Bell- Playing Field Brickyard Lane.

Proposed Cllrs Mrs S Redman, seconded M Fox, voting unanimous to approved response letter to Mrs Melina Bell on her query regarding the Playing Field at Brickyard Lane.

- **Circulation**
- There were none.

12. County/District Cllrs Reports/Delegate Report

- **County Cllr C Rickhards Report;**
- County Council is now focusing on the recovery from the Covid-19. Councillors are divided between 4 working groups. Cllr C Rickhards is working on the future of town centres, regeneration of house building, support for business, particularly new ventures and green investment and infrastructure.
- Cllr C Rickhards reported that there is growing conflict in relation to parking on the High Street. Cllr. Summers asked that if Clive wishes to raise it for discussion then he must ask for it to be included on a future agenda.

- **District Cllr P Hencher-Serafin report;**
- Most of his work has been in the Parishes of Mappleborough and Sambourne.
- As for the travellers' application Cllr Hencher- Serafin has been in contact with the case officer on many occasions to try to have some influence on her recommendations to refuse permission for the site. The Planning Committee decision on granting permission on the site is most disappointing. But in reality, it is the failure of Stratford District Council and mainly Warwick County Council that have not located any suitable sites for Gypsy Travellers since 2014. Cllr P Hencher- Serafin is in talks with various people to address this issue.

- **District Cllr N Edden report;**
- A supplementary planning document regarding climate change adaptation and mitigation has been adopted.
- The timetable for a local boundary review (of wards) has been ratified, which could see changes to numbers of councillors etc.
- The principal of working more closely with Warwick District Council and/or South Warwickshire is to be explored. This will primarily be in a bid to share roles and eventually, perhaps, cut costs across councils.

- **Delegated Report**
- **Update on SS&SC by Clerk-** The bungalow will be let from 1st August 2020. PC has appointed Lamberts as the letting agent. All rental revenue will be paid to PC. SS & SC will have to pay a portion of the expenses incurred for the refurbishment of the bungalow which was required to get it to a lettable standard.
- **Update on Studley Village Hall by Chair of Studley Village Hall-** Mr P Beaman informed Council that he has been compiling the risk assessment for the Village Hall to be open to users. The plan is to open the hall in the second week of August. It will be a phased opening for various groups starting with Slimming World and other smaller groups. There will be no Coffee Break operating in the Village Hall foyer for the foreseeable future.
- **Update on Studley Neighbourhood Plan by Cllr P Beaman-** None of the groups have had any meetings due to the lockdown. Hopefully, the groups will be able to meet face to face soon when the Village Hall re-opens.

13. Committee Report

- Notes of Burial Committee- 10th June 2020
- **Proposed Cllrs Dixon, seconded Mrs J Beard, voting unanimous "To amend the Burial Rules and Regulations at section 15(b) to read "Following an interment any levelling of graves or removal of soil must only be carried out by an agreement with the Parish Council".**

- **Proposed Cllrs Dixon, seconded M Fox, voting unanimous to approve the Notes of the Burial Committee meeting dated 10th June 2020.**
- **Proposed Cllrs Dixon, seconded Mrs S Redman, voting unanimous to recommend approval in principle for work that needs to be carried out at the cemetery to level the soil pile, up to a maximum of £4.5k which includes the Earmarked Reserve of £2,360. The Burial Committee will provide the contractor with a scope of work to be carried out and draw up all the necessary agreements.**
- Notes of Strategic Planning Committee- 7th July 2020
- **Proposed Cllrs P Beaman, seconded Cllr M Fox, voting unanimous to approve the Notes of the Strategic Planning Committee meeting dated 7th July 2020.**
- **Proposed Cllrs P Beaman, seconded Cllr M Fox, voting unanimous that Cllr P Beaman would respond to the consultation for LGA Model Members Code of Conduct on behalf of the Parish Council.**
- Notes of Finance Committee-14th July 2020
- **Proposed Cllrs Mrs S Redman, seconded Cllr M Fox, voting unanimous to recommend to Full Council approval of grant in the sum of £500 to Aunty Jen Productions payable to Studley in Business who are managing the finances until restrictions under Covid-19 allow a bank account to be opened.**
- Cllr Mrs S Redman informed PC that the auditor who completed the internal Audit Report for the PC only made one request that payments made on a single cheque for multiple invoices to be included on the cheque stubs. Cllr Mrs S Redman read out the following statement made by the auditor “The internal Audit went very well and no problems were found, and the above comments from the Internal Auditor are for the Parish Council and its committees to evaluate, and implement, only if it feels that this will help the Parish Council in running its business. It is apparent that the Parish Clerk and Deputy Clerk, are very competent, and the help that they gave the internal auditor shows that they are conversant with the requirements of Local Government Finance, and carry out their duties in an exemplary fashion” Cllr Mrs S Redman would like the auditor’s statement to be minuted as it is not often the Clerks get praise for their hard work. Cllr C Summers echos Cllr Mrs Redman comments.
- **Proposed Cllrs Mrs S Redman, seconded A Smith, voting unanimous to recommend to Full Council acceptance of the Internal Audit Report and Action Plan.**
- Cllr Mrs S Redman said that the third item will be discussed in item 16 when PC goes into confidential session. The notes of the Finance Meeting of 14th July will be approved following the conclusion of item 16.

14. To ratify accounts payments authorised under delegated powers to the Clerk at Studley Parish Council on 17th March 2020

Date	Supplier	Description	Chq no	£
7 th July 2020				
	Lesley Gailey	Reimbursement of home land line used for PC Business	896	42.08
	Hilltop Supplies Ltd	Replacement of 10 Fence & 20 Posts panels for boundary between Station Road allotments	897	386.40
	Excel Telecommunication Networks	Telecom	898	105.22
	Morris Mica	Vinyl Gloves	DC	17.98

	Biffa Municipal	Bulky waste collection – 2 wagons	DD	1130.33
	S Clarke	Refund of burial fee	899	295.00
	Boxer Enterprises Ltd	1 Month Windows support for 5 computers	900	108.00
	Boxer Enterprises Ltd	Monthly website hosting	900	60.00
	GS Adams	Monthly streetlight maintenance	901	553.93
	SDC	Annual Contribution towards CCTV monitoring 4 years agreement 1 st July 2019 – 30 th June 2023	902	5954.00
	PA Janes	Monthly litter pick for Crooks Lane recreational ground and monthly litter pick for weekends at Pool road car park	903	400.00
	PA Janes	Empty 2 skips	904	280.00
	Jon Vale	Grounds Maintenance	905	945.60
	CTKT Ltd /T/as Studley Lawns & Gardens	Grounds Maintenance at Studley Cemetery	906	600.00
	HMRC	HMRC	907	1053.64
	Warwickshire Pensions	Pensions	908	1046.45
	Linda Stanton	Mileage Claim- Submitting documents to HSBC Bank	909	7.56
	Aqu Aid (Midland & South Wales)	Annual Cooler Rental	910	98.88
	Royal Mail	100 second class stamps & 12 1 st Class stamps	DC	74.12
	Aldermore Invoice Finance	Re-printing of bulky waste permit	911	100.80

Proposed Cllrs Mrs S Redman, seconded P Beaman, voting unanimous to ratify accounts for payments of 7th July 2020 authorised under delegated powers to the Clerk at the Studley Parish Council Meeting on 17th March 2020.

15. Approve Accounts for payment.

Date	Supplier	Description	Chq no	£
21 st July 2020	PA Janes	Weekend litter pick for Pool Road car park	912	64.00
	Wainwright Carpet Cleaning	Cleaning of carpets at SS&SC bungalow	913	243.00
	Biffa Municipal	Bulky waste collection	DB	565.16
	Excel Telecom	Telecom	914	105.24
	L Stanton	Reimburse of telephone charges	915	40.00

Proposed Cllrs P Beaman, seconded M Fox, voting unanimous to approve accounts for payment.

16. To discuss expenditure on behalf of the Burial Committee.

- **Proposed Cllrs Mrs S Redman, seconded M Osborne, voting unanimous to consider excluding press and public from the next item on the agenda due to the confidential nature of the business to be discussed. Council move that, pursuant to Section 100A (4) of the Local Government Act 1972 (as amended), the public be excluded from the remaining business of the meeting in view of the fact that the nature of the**

proceedings will be such that, if the public were present, there would likely be disclosure to them of exempt information under Paragraph 5 of Part 1 of Schedule 5 of Part 1 of Schedule 12A to the said Act (as amended)

17. Date of next Council Meeting 18th August 2020

Meeting closed : 9:20 pm