



Studley Parish Council

Minutes of Studley Parish Council Meeting

28th April 2021, 7:30pm (online via zoom)

Council members present:

Cllr C Summers - Chairman, Cllr P Beaman – vice-Chairman, Cllr J Beard, Cllr S Crofts, Cllr B Dixon, Cllr M Fox, Cllr P Hencher-Serafin*, Cllr M Osborne, Cllr S Redman, Cllr A Smith & Cllr Z Tolley

In attendance

District Cllr P Hencher-Serafin* (same person, 2 roles)
Assistant Clerk L Stanton, Acting Clerk G Lungley

Agenda item 1 Chairman's welcome

Min no. 205 The Chairman welcomed all to the meeting and thanked everyone for attending. Prior to the commencement of the meeting a minute's silence was observed in remembrance of the late HRH Prince Philip, the Duke Of Edinburgh.

Agenda item 2. Apologies

Min no. 206 There were no apologies.

Agenda item 3. Declaration of Interest

Min no. 207 There was no declaration of interest from any member.

Agenda item 4. To consider grant of any dispensation request

Min no. 208 There were no dispensation requests.

Agenda item 5. Public Forum

Min no. 209 a Mrs Elaine Johnston & Mrs Emma Smith from the Parenting Project gave a power point presentation to the Council on the CV23 Family Wellbeing Programme. They have a total of 35 volunteer Counsellors and 22 Parent Mentor Volunteers. All training for their volunteers is done in-house. They provide the following support for families:

- Family wellbeing programme which addresses the unmet support and wellbeing needs of families.
- Provides a pathway of support based on early intervention and prevention.
- Strengthened by support for mental health
- Focused on outcomes
- Underpinned by a robust volunteer programme
- Integrated support based on effective local partnerships
- Flexible support in the context of the pandemic
- Strong business case – average cost of supporting each family - £418
- Robust impact measurements and data monitoring

They were open throughout the lockdown as families needed their services.

b

On behalf of the Parish Council, Cllr Dixon and members of the burial committee have commenced dialogue with Heart of England Forest for the purchase of land to extend the cemetery. The District Valuation office will be contacted for a valuation. Should the purchase proceed, it will be essential to confirm that planning approval will be given, and the land is geotechnically suitable for purpose.

c District ward members are invited to present a report to the meeting.

District Cllr P Hencher- Serafin

- Archer Close- Grass cutting issues, ongoing talks with Orbit housing.
- Brickyard Lane- Parking issues
- Henley Road- Travellers have moved into the field that the travellers have purchased.
- Managed to overturn the planning officers recommendation to refuse planning at Nook Mappleborough Green.

d

District Cllr N Edden Report.

- As part of the joint working plans SDC portfolios and responsibilities are being realigned so SDC and WDC are the same - This may cause a bit of confusion in the first instance e.g. planning and licensing are now under different people.
- Green bin charges have raised more money than was estimated in the budget - £1.3m of money rather than the estimated £650k
- Banning of remote meetings going forward are unilaterally being challenged by all tiers of government, including SDC, on both safety and environmental grounds.
- A PSPO (Public Space Protection Order) was approved for an area in Earlswood. I wondered if this may be something that we could/should consider investigating for Pool Rd car park as it regularly features on the weekly police report. Some more info is here <https://democracy.stratford.gov.uk/documents/s58053/The%20Cabinet%20Minute%20620%20-%20Earlswood%20PSPO.pdf>
- Don't forget to vote - it's at the leisure centre this time and residents are reminded to bring their own pens as per the polling card instructions

Cllr P Beaman asked District Cllr N Edden on the requirements for the PSPO. Cllr N Edden will make further enquiries. There is a designated officer assigned to assist.

The County Division member is invited to present a report to the meeting.

e County Cllr C Rickhards report;

- During the past year a new Puffin crossing was installed on Alcester Rd. This was intended to improve safety generally but particularly on an important school route.
- Cabinet agreed to an Average Speed Camera system from Kings Coughton to the Washford turn but it has yet to be implemented.
- Part of the complication is that there is a planning condition concerning the Redditch Eastern Gateway requiring an ANPR camera scheme to deter HGV's from using the A435 through Studley.
- A new Residents Parking Scheme was installed in Allen Close.
- Cllr C Rickhards have been part of a group exploring the possibilities of development of the site containing the Youth Centre etc.
- The installation of an anti-speed Gateway scheme in nearby Sambourne as this clearly has a relevance for Studley.

Agenda item 6. Approval of draft minutes from previous council meeting.

Min no. 210 a

To approve the minutes of Council Meeting held on 30/03/2021.

There was a query on item 8 as to whether the cost of pension calculations was included in the annual cost regarding the contract for the payroll and pensions functions. The Acting Clerk confirmed that the cost of £10 a month for the pension calculations is for all 3 employees and that the total figure shown is correct. It was agreed to amend the minutes to show the total cost of £264.00 includes the pensions calculations.

Proposed Cllr C Summers, seconded Cllr B Dixon, voting 9 for, 2 abstentions to approve the minutes as true record of the meeting. The minutes will be signed the following day to include the amendments.

- b To approve the minutes of 06/04/21
Proposed Cllr C Summers, seconded Cllr B Dixon, voting 9 for, 2 abstentions to approve the minutes as true record of the meeting.

Agenda item 7. A) To ratify comments on Planning Applications submitted to SDC District Council via delegated arrangements

- Min no. 211 a** 21/00662/FUL: Kingslea MIA c/o ADC Ltd
 Proposed: Change of use of land from industrial to residential use and provision of two car parking spaces.
- b 21/00570/FUL: 5 Knottesford Close, Studley, B80 7HJ
 Proposed: Erection of rear and side extension
- c 21/00108/FUL: 36A High Street, Studley, B80 7HJ
 Proposed: first floor extension, providing one bedroomed flat with separate access from the rear. Scheme to include small stair to the rear providing access to the first floor (replacing ramp) (resubmission following withdrawal of application 20/03092/FUL) Revised plans have been submitted following concerns raised by WCC Highways and the case officer. The existing rear access ramp and proposed rear staircase have been removed to reinstate full access to the rear parking and servicing areas. Additional information relating to noise insulation has also been submitted.
Proposed Cllr C Summers, seconded Cllr J Beard, voting unanimous to ratify comments of ‘No Objection’ for the above 3 planning applications submitted to SDC via delegated arrangements.

B) To comment on Planning applications notified by Stratford District Council and SDC Street naming application.

- a 21/00819/FUL: Little Giffords, 2 Brickyard Lane, Studley, B80 &EE
 Proposed: two storey front extension and alterations.
Proposed Cllr P Beaman, seconded Cllr B Dixon, voting 10 for, 1 abstention to submit ‘No Objection’ response to this planning application.
- b Street Naming and Numbering- Request for Road Name.
 Development at Adjacent Marlborough Works, New Road, Studley.
 Name put forward by the developer; “Village Gardens”
Proposed Cllr P Beaman, seconded Cllr M Fox, voting unanimous to submit ‘No Objection’ response to the name “Village Gardens” as put forward by the developer.

Agenda item 8. Finance- Financial Information.

Min no. 212a To approve schedule of payments.

Supplier	Description	Chq no	Gross Amt £
Excel Telecomms	Telecom in PC office and library	191	105.30
PA Janes	Repair to Crooks La recreation ground fence	192	440.00
D Homer	Grave digging fee plot 1624	193	290.00
ICCM	Annual subscription renewal	194	95.00
Ellis Whittam	HR support – year 1 (April 2021- Mar 2022)	195	2,394.00
Boxer Enterps Ltd	Website page – Operation Forth Bridge	196	180.00
G Lungley	Admin service	197	1,569.43
W/wicks Pensions	Pension scheme	198	1,722.90
SLCC Enterprises	Staff training	199	36.00
GS Adams	Street lighting maintenance for March 2021	200	553.93
Managed Tech/y	Photo copier	DD	18.37

Post office Ltd	3 books of 12 x 1 st Class stamps	DC	30.60
HMRC	HMRC PAYE and NI	201	1,944.89

Proposed Cllr C Summers, seconded Cllr A Smith, voting 9 for, 2 against (Cllr M Fox & Cllr Z Tolley). Both Cllr M Fox & Cllr Z Tolley thought that it was a lot of money to pay to design the page for the Remembrance of HRH Prince Philip.

An up-to-date bank reconciliation

Min no. 212b Not able to provide the information as the bank statement was only received at the beginning of this week.

Agenda Item 9. Committees: To receive information from any committee meetings held in April.

Min no. 213 a ***Burial Committee meeting held 23/04/21 to note the draft minutes (yet to be approved by the committee) and to agree the following recommendations:***

i) Start date for the completion of snagging work on the removal of soil pile.

The contractor will hire a rotavator to break up the soil and then rake it over to level the area. The burial committee will oversee the work. There will be no additional cost to the Council as it is part of the contract for the completion of the work.

ii) To consider quotes for skips provision for cemetery.

The Burial Committee was asked by PC to source for alternative quotes for the skips provision for the disposal of rubbish collected from the 3 areas, cemetery, Brickyard Lane and Pool Road Recreation Ground. The Burial Committee have agreed on their preferred quote and will make their recommendation to PC for approval.

iii) Review of Memorial Monument.

Following the village inspection, a memorial monument in the cemetery has been identified as not stable. The family will be contacted to make necessary repairs. Members of the burial committee will lay the stone down if the family members cannot be located.

iv) Arrangement of restoration of fence.

There is a section of the fence where the rails have rotted away and sheep have got into the cemetery a number of times. Cllr B Dixon has made a temporary repair to prevent further incursions. Cllr M Osborne has made arrangements for a mobile welder to provide a quote for the repair.

v) Cemetery rates - information to Valuation office.

The valuation office has asked for current information for setting out the rates for the Cemetery, which is to be provided by the clerks.

vi) Update on quote for tree works at cemetery.

The burial committee have now approved the quote for the tree works in the Cemetery. The works can only be carried out in September due to the nesting season and are subject to Council approval.

b ***Neighbourhood Development Plan and Order - to receive an update on progress to date from Cllr P Beaman.***

Quotes for legal work should have been received for Council agreement. A meeting for the Neighbourhood Development Plan and Order will only take place when face to face is allowed. This will hopefully be in 5 to 6 weeks time. Cllr P Beaman mentioned the difficulty of updating such a large document.

c ***Strategic Planning committee meeting held 09/03/2021 to receive update from Cllr P Beaman.***

There were various recommendations from the outcome of the Strategic Planning meeting on how committees should be run but this depends on the findings of the review panel.

Following a meeting of the Review Panel (27th April 2021) it was recognised that a new social media policy is required; a meeting to do this will need to be scheduled.

The Chairman informed Council that Cllr B Dixon has lost internet connection and he will re-join the meeting as soon as he can reconnect.

Agenda Item 10 Items for discussion and/or Decision.

Min no. 214 a i) To consider a community engagement modernisation proposal. Cllr Z Tolley to speak on this item.

Cllr C Summers said that it was a very good report and must not be ignored. Due to the length of the report Cllr Z Tolley would like a Community Engagement Committee to be set up to review the report with a view to making pertinent recommendations to Council for discussion.

Cllr B Dixon re-joined the council meeting.

A desire was expressed to set up the committee at tonight's meeting, however all committees are to be reviewed at the Annual Council Meeting in one weeks' time and it may therefore be better to defer until the annual process. After various lengthy discussions voting was commenced but was interrupted by further discussions during which it was pointed out that the meeting has gone over two hours and in order to continue with the meeting Standing Orders would have to be suspended.

Cllr S Redman and Cllr S Crofts left the meeting at 9:30pm.

Proposed Cllr C Summers, seconded Cllr J Beard, voting 7 for, 1 against and 1 abstention to suspend Standing Orders and continue the meeting to 10 pm.

Cllr Z Tolley left the meeting at 9:35 pm.

Despite the proposal to establish a Community Engagement Committee being supported by 4 votes in favour, voting was abandoned due to members leaving the meeting and subsequently no decision was made. The item will be included on the next council meeting agenda for further consideration.

ii) Parish Council Vacancy update and to consider co-option & procedures.

The Acting Clerk informed Council that the SDC Returning Officer has confirmed the position can be filled by co-option. So far three candidates have expressed an interest in the casual vacancy, and they will be notified when a date has been set for the co-option. In the meantime, the Casual Vacancy position will be advertised more widely for candidates. Information on the procedures has been included in the agenda pack.

iii) To consider installations of bollards/railings on the pavement outside Nisa shop, High Street: Cllr P Hencher-Serafin to speak on this item.

The item has to be deferred until after the County Council elections as the County Councillor is required to assist.

The following item was deferred to the end of the meeting, after minute no 216.

iv) Burial Ground Issues

Agenda Item 11. Other Correspondence/ Circulation

Min no. 215

- Local Network Group Delegate report- circulated to all members 23/03/2021
- Email from Aunty Jen Production - Studley Summer Event
- National Association of Local Councils (NALC) – Issue 1 2021
- BRAMM News – Spring update 2021

Agenda Item 12. Members to raise items for consideration at the next meeting 4th May 2021

Min no. 216 a To consider setting up a new committee relating to Community Engagement

- b The next meeting will be the Annual Parish Meeting - 4th May 2021, 6:30pm followed by the Annual Parish Council Meeting 7:30pm

Min no 214 (iv) The PC resolved to exclude members of the public and press from the meeting in accordance with the Public Bodies (Admission of Meetings) Act 1960, s1 to allow for discussion of confidential business relating to any matters of staff, legal matters or contractual arrangements.

Cllr N Edden left the meeting.

Burial Ground issues

Cllr B Dixon gave background to the issue before going through the confidential report that has been circulated to all Councillors. The discussion was adjourned as it had been agreed to end the meeting at 10 pm. An extraordinary meeting would be called as soon as possible for the Burial Authority to determine the item of business.

During the discussion Cllr Fox appeared to have left the meeting and as the discussion related to confidential business, he was placed in the zoom waiting room.

The meeting ended at 10pm.

Signed:
Chairman, Studley Parish Council

Date: