



Studley Parish Council

Minutes of Studley Parish Council Annual Meeting

4th May 2021 7:30pm (online via zoom)

Council members present: Cllr C Summers- Chairman, Vice-Chairman Cllr Paul Beaman, 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*
Acting Clerk G Lungley & Assistant Clerk L Stanton

Agenda item 1. Election of Chairman.

Min no. 217	There were 2 nominations for Chairman, Cllr C Summers & Cllr P Beaman. Both Councillors were happy for their names to be put forward. <ul style="list-style-type: none"> • Cllr P Beaman Proposed Cllr S Redman, seconded Cllr Z Tolley, voting for 5, 6 against. <ul style="list-style-type: none"> • Cllr C Summers Proposed Cllr B Dixon, seconded Cllr A Smith, voting 6 for, 5 against. Cllr C Summers was duly elected Chairman.
Agenda item 2. To agree to allow the Chairman to sign the Declaration of Acceptance of Office the following day in front of the Proper Officer.	
Min no. 218	There was no objection for the Chairman to sign the Declaration of Acceptance of office the following day.
Agenda item 3. To receive apologies from absent parish Councillors (if any) and the reason for absence.	
Min no. 219	All parish council members were present. County Cllr C Rickhards & District Cllr N Edden tendered their apologies.
Agenda item 4. Declaration of Interest	
Min no. 220	There was no declaration of interest from any member
Agenda item 5. To consider grant of any dispensation request	
Min no. 221	There were no requests for a dispensation.
Agenda item 6. Election of Vice- Chairman	
Min no. 222	Cllr C Summers invited nominations for the office of vice-Chairman. There was only one nomination - Cllr M Osborne was happy for his name to be put forward. <ul style="list-style-type: none"> • Cllr M Osborne Proposed Cllr P Hencher-Serafin, seconded Cllr J Beard, voting 6 for, 4 against, 1 abstention for Cllr M Osborne to be Vice- Chairman. Cllr M Osborne will attend the office to sign the Declaration of Acceptance of Office.

	To continue with order of business as prescribed in SPC Standing Order 5j:
<i>Agenda item 7. Approval of draft minutes from previous council meeting.</i>	
Min no. 223	SPC Minutes 28 th April 2021 The minutes are not available and will be deferred to the next Parish Council meeting for approval.
<i>Agenda item 8. Receipt of the minutes of the previous meetings of committees:</i>	
Min no. 224	a) Burial Ground Committee, meeting held 23 rd April 2021 b) Finance Committee, meeting held 29 th April 2021 The committee minutes for both will be deferred to the next Parish Council meeting. c) Review Panel Cllr C Summers informed PC that there is an additional item. The Review Panel had met regarding a complaint. The complainant will receive a letter of apology and the Council will review the social media policy in due course.
<i>Agenda item 9. Consideration of the recommendations made by the committees; to be deferred to next Council meeting</i>	
Min no. 225	Cllr C Summers informed Council, that the Council is undergoing an internal audit at the moment and he proposed that the members of the finance committee remain the same so that co-operation can be given to the full internal audit. Cllr Beaman pointed out that one of the members of the Finance Committee should be the Vice-Chairman of the Council. The newly elected vice-chairman is not a member of the current Finance Committee and due to this the Finance Committee cannot stop in the current form. Acting Clerk informed Council that the terms of reference do not state that members of the Finance Committee must consist of the vice-Chairman or any other Chairs to sit on the committee. Cllr S Redman proposed, seconded Cllr B Dixon, voting unanimous to leave the committees as they are until the parish council can meet to discuss, re-arrange and agree the makeup of the committees.
<i>Agenda item 10. Review of delegation arrangements to committees, sub-committees, staff and other local authorities.</i>	
<i>Agenda item 11. Review of the terms of reference for committees.</i>	
<i>Agenda item 12. Appointment of members to existing committees</i>	
<i>Agenda item 13. Appointment of any new committees in accordance with standing order 4 and agree a calendar of meetings</i>	
<i>Agenda item 14. Review and adoption of appropriate standing orders and financial regulations.</i>	
<i>Agenda item 15. Review of arrangements (including legal agreements) with other local authority, not-for-profit bodies and businesses</i>	
<i>Agenda item 16. Review of representation on or work with external bodies and arrangements for reporting back.</i>	
<i>Agenda item 17. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future. Not applicable this year.</i>	
<i>Agenda item 18. Review of inventory of land and other assets including buildings and office equipment.</i>	
<i>Agenda item 19. Confirmation of arrangements for insurance cover in respect of all insurable risks</i>	
<i>Agenda item 20. Review of the Council's and /or staff subscriptions to other bodies: NALC/WALC, ICCM, Clerk & Council Direct, SLCC.</i>	
<i>Agenda item 21. Review of the Council's complaints procedure.</i>	

Agenda item 22. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation.	
Agenda item 23. Review of the Council's policy for dealing with the press/media.	
Agenda item 24. Review of the Council's employment policies and procedures.	
Agenda item 25. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.	
Min no. 226	Cllr C Summers proposed to defer item 10 - 13 for consideration to another meeting, this was not seconded. Cllr S Redman proposed to defer agenda items 10 - 25 to the first available date for a strategic planning committee meeting, seconded by Cllr P Beaman. On summing up, Cllr Summers asked all to vote if in favour of deferring those items to the next meeting. Members voted in favour unanimously.
Agenda item 26	Determining the time and place of ordinary meetings of the Council up to and including the Council's next annual meeting.
Min no. 227	Cllr C Summers advised that after this meeting all council meetings will have to be face to face. A suitable venue with wi-fi is being sourced at the moment. Council will be advised of the date and the venue of the next meeting in due course.
Agenda item. 27 To comment on Planning Application notified by Stratford District Council.	
Min no. 228	21/01192/VARY: 1 Littlewood Green, Studley, B80 7QN Proposed: Variation of condition 2 of planning permission 16/02233/FUL dated 07/12/2018 to allow for alterations Plot 1. Original description of development: Proposed erection of 5 no dwellings and associated works, with access from Lord Lane. Demolition of existing double garage. Proposed Cllr P Beaman, seconded Cllr B Dixon, voting 10 for, 1 abstention to have No Objection for this application as it provides valuable family homes.
Agenda item 26. Date and time to the next meeting: to be advised, possible 18th May 21.	
Min no. 229	Acting Clerk informed that there is availability at the Parish Centre for 19 th May 2021. The meeting was advised the next Parish Council meeting will be the 19 th May 2021.

Meeting closed: 8:20pm

Signed:

Chairman, Studley Parish Council