



Studley Parish Council
Minutes of Studley Parish Council Meeting
19th May 2021, 7.30pm
Parish Centre, Old Vicarage Gardens, B80 7SG

Council members present... Cllr C Summers: Chairman, Cllr M Osborne: Vice-Chairman, Cllr P Beaman, Cllr J Beard, Cllr S Crofts, Cllr B Dixon, Cllr M Fox, Cllr A Smith, Cllr Z Tolley

...and not present Cllr P Hencher-Serafin

In attendance County Cllr J Kerridge (Studley division), District Cllr N Edden (Studley with Sambourne ward); 4 members of public
Acting Clerk G Lungley, Assistant Clerk L Stanton,

Min no. 236 The Chairman welcomed all to the first face to face meeting since covid-19 restrictions were imposed and thanked everyone for attending. He informed everyone the hall is booked for 2 hours and any business on the agenda that cannot be completed during this time will be deferred to the next meeting.

Agenda item 2 ***To receive apologies from absent Parish Councillors (if any) and the reason for absence***

Min no. 237 Cllr P Hencher-Serafin – on holiday.

Agenda item 3 ***Declarations of interest***

Min no. 238 There was no declaration of interest from any member.

Agenda item 4 ***To consider grant of any dispensation request***

Min no. 239 There was no request for dispensation.

Agenda item 5 ***Public Forum***

Min no. 240

a. Mr Chris Osborne from STUD 1 gave a presentation on the group's proposal for Studley Centre. The following points were covered in the presentation:

- General interest and support for the village square idea.
- Some objections to a shared community building (it has been tried before, nice idea in theory but hard to achieve a good balance in practice, and the village has fair to good provision for community spaces already).
- Some opposition to the possibility of selling off the ATC and scout hut plots to fund this.
- Some concerns about suggested relocation of the War Memorial.

b. District Cllr N Edden informed the meeting that he is not able to provide any updates on the progress of the Public Space Protection Order as the officer has only just started in the job.

c. County Cllr J Kerridge informed PC that he is the newly elected member for Studley Division and is looking forward to working with the parish council.

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

Min no. 241 To approve the Council minutes of 28th October 2020 (Approval of the minutes had been deferred to the subsequent first face-to-face meeting).

- a. **Proposed Cllr M Osborne, seconded Cllr A Smith, voting 6 for, 1 against, 2 abstentions to approve the minutes as true record of the meeting.**

To approve the Council minutes of 28th April 2021.

- b. **Proposed Cllr A Smith, seconded Cllr J Beard, voting 6 for, 2 against, 1 abstention to approve the minutes as true record of the meeting.**

To approve the Annual Parish Council minutes of 4th May 2021.

- c. **Proposed Cllr A Smith, seconded Cllr B Dixon, voting 7 for, 2 abstentions to approve the minutes as true record of the meeting.**

To approve the Extraordinary Parish Council minutes of 5th May 2021.

- d. **Proposed Cllr B Dixon, seconded M Osborne, voting 5 for, 4 abstentions to approve the minutes as true record of the meeting.**

All the agreed minutes to be signed by the Chairman the following day.

Agenda item 7 ***To comment on Planning Applications notified by Stratford District Council.***

Min no. 242 20/03245/FUL: Ridgeway View, Hardwick Lane, Studley, B80 7RD.

- a. Proposed: Change of use of land to domestic garden curtilage, demolition of detached garage and construction of two single-storey side extensions and a detached double garage.

Proposed Cllr A Smith, seconded Cllr B Dixon, voting unanimous to make No Representation to this planning application.

- b. 21/01048/FUL: 45 Lansdowne Road, Studley, B80 7RD

Proposed: Construction of a single storey first floor extension over the existing garage. The extension will form two new bedrooms. The existing garage will be extended to the side boundary. The loft space will be converted to create a new master bedroom, dressing area and en-suite. The kitchen/dining area will be opened up and an open plan kitchen, dining and family space created.

Proposed Cllr M Osborne, seconded Cllr A Smith, 8 for, 1 abstention to make No Representation to this planning application.

- c. 21/01122/FUL: 6 Canterbury Close, Studley, B80 7JE

Proposed: Single storey front extension and first floor side extension.

Proposed Cllr M Osborne, seconded Cllr J Beard, voting unanimous to make No Representation to this planning application.

- d. 21/01134/FUL: 29 Wickham Road, Studley, B80 7LE

Proposed: Single storey rear extension, new pitched roof over existing garage and rear extension. New two storey bay window extension to front.

Proposed Cllr A Smith, seconded Cllr B Dixon, voting unanimous to support this planning application based on the following reasons: improvement to the existing property, increase in size and benefit to housing stock.

To approve schedule of payments

Payee	Description	Pay ref	Gross
AG Welder, P Wycherley	Skate ramp welding repair	202	730.00
PA Janes	Litter pick, recreation ground	203	400.00
PA Janes	Litter pick, Pool Road car park	203	64.00
PA Janes	Empty bins / skip	203	70.00
Boxer Enterprise Ltd	IT support	204	108.00
Boxer Enterprise Ltd	Website hosting	204	60.00
Studley Lawns & Gdns	Cemetery Grounds M/nce April	205	640.00
J Vale	Grounds Maintenance	206	626.40
SSE	Electricity Supply - lighting	207	2,630.24
D Homer	Grave digging fee – plot 935B	208	70.00
WALC	Training for staff	209	30.00
Excel Telecomms	Telephone / broadband	210	105.39
INTY	Office 365	DD	11.28
Managed Tech	photocopier	DD	35.40
Staff payments	Salaries x 3 members - 2 DD; 1 cheque	DD 211	4,504.30
GS Adams	Replacement Lantern	212	459.60
Warwicks Pensions	Pensions	213	1,722.90
HMRC	PAAYE and NI	214	1,944.89
Mewies Engineering	SS&SC Development re NDO	215	4,680.00
ESDP	SS&SC Development re NDO	216	2,124.00
Stansgate Planning	SS&SC Development re NDO	217	632.40

Proposed Cllr J Beard, seconded M Osborne, voting 7 for, 2 against to approve schedule of payments.

b. To receive and note bank reconciliations to 31/03/21

Cash book	£.pp	Bank Statements	£.pp
Cashbook current a/c	10,147.83	Current a/c	16,980.59
+ u/p cheques	6,832.76	Deposit a/c	177,383.11
+ cashbook deposit a/c	177,383.11	Petty Cash	15.53
+ petty cash a/c	15.53	Charity account	830.44
+ charity a/c	830.44		0
	195,209.67		195,209.67

Proposed Cllr J Beard, seconded Cllr A Smith, voting 7 for, 2 abstentions to approve bank reconciliation to 31st March 2021.

c. To receive and note budget comparison to 31/03/21

Proposed Cllr M Osborne, seconded Cllr B Dixon, voting 7 for, 2 abstentions to approve budget comparison to 31st March 2021.

The Finance Committee will look at it in more detail.

d. To receive and comment on the Internal Audit questions as at 04/05/2021

Following heated debate and disagreement about the process, only the first three questions were answered, and it was agreed the Finance Committee will respond to the internal audit questions and notify such to the Council. It is time sensitive as the internal auditor needs to report on the management of the council's accounting processes prior to the council approving the Annual Governance and Accounting Return (AGAR), the deadline for which is 30th June 2021.

Agenda item 9 **Clerk's report- Update to previous meetings and other notifications.**

- Min no. 244** Extraordinary meeting held on 5th May 2021. Following the meeting a decision has been made. The minutes have been approved. Progress is being made and the
- a. parish council will be updated in due course.
 - b. As required under the council's Standing Orders (SO 14) the council was notified by the Monitoring Officer that he had received a Code of Conduct complaint relating to a member of this council.

Agenda no 10 **Committees**

Min no. 245

- a. **Staffing sub-committee**
To receive the Staffing sub-committee report and agree recommendations
It was agreed to close the meeting to the public as per Public Bodies (Admission to Meetings) Act 1960 to discuss issues relating to staff.
County Cllr J Kerridge, District Cllr N Edden, the Assistant Clerk and 2 members of the public left the hall. Members of the public streaming the meeting online were placed in the waiting room while the discussion took place.
It was agreed proposed Cllr M Osborne, seconded S Crofts, voting 6 for, 3 against to delegate authority to the Staffing sub-Committee to act on behalf of the parish council; its Terms of Reference, item 6, would be amended.
It was agreed to close confidential business and re-admit the public.
- b. **Burial Committee (23/04/2021) seeks ratification for items i, ii, iii –**
 - i. **Approval of new contract for skip.**
 - ii. **Approval to use mobile welder to repair fence.**
 - iii. **Approval to tree works.****It was agreed** proposed Cllr B Dixon, seconded Cllr J Beard, voting 8 for, 1 abstention to ratify approval to undertake the above work at the cemetery.
- c. **Finance Committee (29/04/2021) recommends for ratification:**
 - i. **To approve overtime payment for member of staff.**
 - ii. **To approve grant of £500 to Aunty Jen Productions.**
It was agreed proposed Cllr M Osborne, seconded Cllr A Smith, voting 7 for, 2 abstentions to ratify approval for overtime payment for member of staff and grant payment of £500.00 to Aunty Jen Productions.
 - iii. **Support to Studley Scouts to assist with installation of access ramp.**
There is support for the Scouts application for a ramp, but the council has not seen 3 quotes for the works. In a previous finance committee meeting £1500 was approved for the grant but there are not sufficient funds in the budget for this financial year to finance the whole amount of £3500.00. The council's grant policy does not allow grants to be awarded for the improvement of the fabric of the building. It was suggested the decision on this be deferred until further development on STUD 1 which may encompass the area of the Scout hut. In the future three quotes will be needed for any work.
It was agreed proposed Cllr A Smith, seconded Cllr M Osborne, voting 4 in favour, 2 against, 3 abstentions to defer until further update on STUD 1 development.
 - iv. **To open new online banking account with Unity Trust Bank.**
The resolution and declaration to be used to open the bank account had been circulated with the agenda. Unity Trust Bank operates on a 3-way authorisation system; only members of staff can prepare payments for approval and only mandated members can approve payments. Unity Trust Bank is based centrally and used by many local councils. The Council will continue to use the HSBC bank account.

It was agreed proposed Cllr A Smith, seconded Cllr M Osborne, voting unanimous for the parish council to open a new online bank account with Unity Trust Bank.

Items v, vi and vii were considered together:

v. To agree to close all the Councillor@gmail.com email addresses which are not fit for purpose and return the Chromebooks to default settings.

It was noted that in the Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide councils are advised to arrange for members to have dedicated email addresses linked to the council. At Studley parish council members currently have gmail accounts that do not identify the council they represent; there is an additional risk to the member who set up the chromebook/gmail accounts as, although well intentioned, he could be blamed when the system goes wrong.

vi. To accept the quote for the council's IT provider to set up councillor org.uk email addresses and re-set the Chromebooks to default.

vii. To agree to source quotes for a new website and agree specification.

It was agreed proposed Cllr Z Tolley, seconded Cllr P Beaman, voting 8 for, 1 against to defer items v, vi & vii till the Community Engagement committee have been set up to obtain quotes for new website and email addresses.

viii. To agree subscription to Zoom account for hybrid and online meetings.

It was agreed proposed Cllr A Smith, seconded Cllr M Osborne, voting 8 for, 1 abstention to renew the Zoom account to allow members of the public to join council meetings remotely.

ix. To ratify agreement to replace lantern and internal control gear to lighting Column 4, Allendale Crescent.

It was confirmed the replacement lantern is LED not requiring internal control gear.

It was agreed proposed Cllr A Smith, seconded Cllr M Osborne, voting unanimous to ratify agreement to replace the lantern at Column 4, Allendale Crescent.

d. Neighbourhood Development Plan and Order: to receive an update on progress to date.

Cllr P Beaman spoke to this item as Chairman of the NP Committee. Arrangements are to be made for a face-to-face meeting with all the various committee chairmen. Cllr P Beaman informed the meeting that there was no need to get quotes for the various works for the NDO as that is all contained within the arrangements relating to the grant awarded by Locality for the project. The Assistant Clerk confirmed that no quotes have yet been received from any legal firms for the project.

Min no. 246 The Chairman informed the meeting that with the time being 9.30pm the 2-hours limit on the room hire had been reached and all remaining items on the agenda are to be deferred to the next council meeting. It was agreed to reconvene on Wednesday 26th May 2021 to complete the items remaining on the agenda.

This meeting closed at 9.30pm.

Signed:
Chairman, Studley Parish Council

Date: