



Studley Parish Council
Minutes of Studley Parish Council Meeting
20th July 2021, 7.30pm
Council Chamber, Studley Village Hall

Members present... Cllr C Summers - Chairman, Cllr M Osborne - Vice-Chairman, Cllr J Beard, Cllr D Collett, Cllr S Crofts, Cllr B Dixon, Cllr P Hencher-Serafin*, Cllr A Rainbow, Cllr A Smith

.. not present Cllr P Beaman

Attending: One member of the public, briefly
District ward members Neil Edden and P Hencher-Serafin* (*same person)
Acting Clerk/RFO G Lungley, Assistant Clerk L Stanton

Agenda item 1. Chairman's welcome.

Min no.296 The Chairman welcomed all to the meeting...

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

Min no.297 Cllr P Beaman (covid-related isolation)

Agenda item 3. Declarations of Interest

Min no.298 Cllr C Summers declared an interest in agenda item 10a as he is listed to receive a payment for an incidental purchase; he abstained from voting.
Cllr M Osborne declared an interest in agenda item 10a as he is listed to receive a payment for an incidental purchase, he abstained from voting.
Cllr B Dixon declared an interest (not specified) in agenda item 8 and possibly item 9 in relation to Staffing Committee reports, and the payments list. Cllr Dixon left the meeting during minute no.304.

Agenda item 4. To consider grant of any dispensation request

Min no.299 There was no request for dispensation.

Agenda item 5. Public Forum Residents are invited to give their views and ask questions of the Parish Council on issues on this agenda or raise issues for future consideration.

Min no.300

- a) No member of the public wished to speak.
- b) District Ward member Peter Hencher-Serafin advised.
Re railings outside Nisa – he is to arrange a meeting with WCC officer and representative of Allelys.
- c) District Ward member Neil Edden had provided a report which had not been circulated to members with the agenda for this meeting and he kindly provided an update relating to:
 - i) there have been numerous food hygiene inspections in the area.
 - ii) the grass verge cutting schedule had been circulated.
 - iii) the meeting with the county councillor regarding anti-social behaviour and possibility of imposing a Public Space Protection Order, although the police would prefer direct youth engagement.

Questions were asked regarding

- i) the responsibility for cutting the grass verge on the corner of the junction from Castle Road to the church which is often obscured by overgrowth, as a blind bend needs a good visibility splay. NE offered to investigate.
 - ii) Waste centre at Stratford is shut due to fire. NE believes a contingency plan is being worked on between SDC and Biffa with hopes to return to normal collections very soon.
- d) County Division member Justin Kerridge had sent apologies for non-attendance. Report as appendix 1.

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

- Min no.301**
- a) The minutes of the council meeting held 22/06/2021 were approved with 7 members in favour and 2 abstentions.
 - b) The minutes of the council meeting (Planning) held 06/07/2021 were approved 8 members in favour and 1 abstention.

Agenda item 7. To comment on Planning Application consultations notified by Stratford District Council.

Min no.302 It was noted Cllr P Hencher-Serafin, as district ward member, would not be commenting or voting on the following consultations.

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

Aa. Amendment to originally proposed is to Amendment to front elevation deleting first floor extension.

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

It was agreed to make 'No representation' response to this consultation, with 8 members in favour and 1 abstention.

- b. 21/01584/FUL:** Garage Blocks, Archer Close, Studley, B80 7HX
Proposed: Demolition of former garage block and erection of 2no dwellings
It was agreed, with 8 members in favour and 1 abstention to support this application with the following comment: the plan proposes to make good use of the land, which will increase the housing stock and reduce anti-social behaviour.

The running order of the agenda for the next two items was altered, so that agenda item 9 was dealt with in advance of agenda item 8.

Agenda item 9. Chairman's announcement, report and update

Min no. 303 Report from Staffing sub-committee, via the Chairman:

We confirm that Mrs Lesley Gailey has retired from her position as Clerk to Studley Parish Council. We thank her for her hard work and wish her all the best with her retirement.

Agenda item 8 To resolve to close the meeting for the purpose of discussion of confidential staffing matters. Public Bodies (Admission to Meetings) Act 1960, s1(2). District councillor Neil Edden and the Assistant Clerk left the meeting.

Min no.304 Cllr B Dixon excused himself from the meeting whilst the Chairman was providing an update on the current staffing position.

It was made clear the parish council had granted to the Staffing sub-Committee the delegated authority to act on the council's behalf, and the Chairman provided council members with direction for moving forward.

The Chairman of the Staffing sub-Committee asked that a letter of commendation be sent to the HR consultants for the support provided.

Agenda item 10. Finance - Financial Information

Min no.305a To approve schedule of payments

The schedule was circulated and approved: of the payments, 5 members voted in favour, 3 abstained and 1 member voted against.

20th July 2021- for approval (majority of payments will be via online banking)			
Voucher no	Supplier	Description	£ gross
001	Aqua Aid	19 litres of water & sanitization re water cooler	33.47
002	Boxer Enterprise	1 month PC laptop Support up to 5 computers	108.00
003	Boxer Enterprise	Website hosting & maintenance per month	60.00
004	DKE Audit Services	Annual internal audit re 2020/2021 financial year	600.00
005	David Homer	Grave digging for plot 1710B	75.00
006	Excel Telecomms	Telecom charges for SPC & Library	115.86
007	GS Adams	Street light maintenance for June 2021	553.93
008	Highbury Design	Consultancy services work for lead consultant / architect co-ordination and management for redevelopment. (NDO) (2 nd payment)	3,600.00
009	PA Janes	Completion of work to soil pile in Cemetery	400.00
010	PA Janes	Monthly litter pick for Crooks Lane Rec	400.00
010	PA Janes	Monthly weekend litter pick of Pool Road carpark	64.00
010	PA Janes	Repair step on big slide in Pool Road Rec	40.00
010	PA Janes	Empty floral skip in cemetery (24/06/2021)	100.00
010	PA Janes	Empty Bag skip 14/06/2021	70.00
011	J Vale	Park grounds maintenance June 2021	1,200.00
012	Lyreco UK Ltd	Stationery supplies	107.23
013	SSC	Unmetered electricity supply for Street lighting	1,254.74
014	Stansgate Planning	Site meeting and initial discussions with client & Locality. (Neighbourhood Development Order)	632.40
015	Stratford District Council (SDC)	Annual contribution to CCTV monitoring as per 4 years agreement 01/07/2019 to 30/07/2023	5,954.00
016	WALC	Staff training	36.00
017	Michael Osborne	Biffa bin keys - 3 nos	7.47
018	Colin Summers	Grass seed for cemetery	14.99
019	Managed Technology	Photocopying / printer / scanner, June 2021	41.95
020	Inty	Office 365 used in PC office, monthly charge	11.28
021	SDC	Cemetery rates for July	132.00
022	Waterplus	Station Road Allotments water supply, 1 st ¼	64.33
023	Waterplus	Dunstall Allotments (for information only)	-13.32
024	Staff payment	Salaries- 1x S/O, 1x online, 1x cheque	11,868.29
025	Warwickshire Pensions	Pension contributions, June 2021	609.78
026	Pillinger & Associates	Legal fees, HR services	420.00
027	HMRC	PAYE and NI	1,944.89
028	The Arden Marches Group of Churches	Rental of Parish Hall for Council meetings 19 th & 26 th May and 9 th June 2021	175.00
029	Studley Lawns & Gdns	Cemetery Grounds maintenance	690.00

Min.305b To receive and note the bank reconciliation to 30/06/2021:

BANK RECONCILIATION TO 30/06/2021			
Balance per parish council's cash book as at 31/05/2021			
Current account 1	-£5,659.69		
Current account 2	£10,000.00		
Deposit account	£226,006.09		
Charity account	£830.44		
Petty cash	£15.53		
		£231,192.37	A
Balance per bank statements as at 30/06/2021			
Current account 1	£4,950.61		
Current account 2	£10,000.00		
Deposit account	£226,006.09		
Charity account	£830.44		
Petty cash	£15.53		
		£241,802.67	
Less unpresented cheques		£-10,610.30	
		£231,192.37	B
			A = B

Min no.305c To receive and note budget comparison to 30/06/2021
The first quarter budget position is included at Appendix 2.

Min no.305d To agree banking arrangements to include:

- i) Transfer of standing orders and direct debits from HSBC to UTB
It was agreed to pay all standing orders and direct debits from the Unity Trust bank account.
- ii) Amend mandate for charity account
It was agreed to amend the signatories for the charity account at HSBC to bring them in line with the current signatories for the HSBC account

Min no.305e To approve annual grant funding to parish organisations

It was explained that an annual sum is budgeted for called 's137 grants', but on closer inspection none of the purposes of that money over the last year could be allocated to s137 spending. Members were also aware that (1) most of that budget heading supported the lease payments for the council's use of the village hall (and is therefore not a grant) and (2) funding had been allocated to the budget in the absence of any request for funds.

It was agreed as follows:

- 3 council members, AR, CS, AS, would review the village hall lease.
- Grant applications would be invited from the regular recipients to be backed up by evidence of their accounts, as is the case for all other requests for grant funding.

Agenda item 11. Clerk's Report

Min no.306 a) There are currently two casual vacancies for which no by-election has been called; they are currently being advertised for the minimum 35-day period following public notice and it is likely co-options will take place at the council meeting to be held on 17/08/2021.

- b) The SPC Councillors' Induction Guide was issued to all members. Arrangements to meet in person to go through it would be made when the council is at full membership.

Agenda item 12. Annual Appointments

Min no.307 It was agreed to appoint as follows:

Village Hall Management Committee

- Cllr P Beaman
- Cllr A Rainbow
- Cllr A Smith
- C Summers

Studley Fairtrade

- Cllr M Osborne
- Parish Clerk

Christmas Lights Group

- Cllr S Crofts
- Assistant Clerk

Parish Land

- Cllr J Beard
- Cllr P Hencher-Serafin

Studley Sports & Social Club Trustees

- Cllr P Beaman
- Cllr S Crofts
- Cllr A Rainbow
- Cllr C Summers

SS&SC Management Committee

- *Deferred*
- *Deferred*

Studley in Bloom

- Cllr J Beard
- Cllr B Dixon

Studley in Business

- Cllr M Osborne

Allotment Association

- Cllr A Smith- Station Road
- Cllr M Osborne- Dunstall

A request had been received from a member of the public for parish council representation to the Local Network Group. All members agreed to consider this when notice of the next LNG meeting is circulated.

Agenda item 13. Committees

Min no.308

- A. To receive and note the following:
- a) Draft minutes of Community Engagement and Events Committee meeting held 02/06/2021
 - b) Draft minutes of Environment Committee meeting held 08/06/2021
 - c) Draft minutes of Neighbourhood Plan Steering Group meeting held 15/06/2021
 - d) Draft minutes of Finance Committee meeting held 21/06/2021
 - e) Draft minutes of Cemetery Committee meeting held 12/07/2021
- B. To note as follows:
- a) Staffing Committee is to meet on 22/07/2021, 6.30pm
 - b) Finance Committee is to update the Action Plan and will meet 27/07/2021, 6.30pm
 - c) Highbury Design is to present an update on the Neighbourhood Development Order 28/07/2021, 7pm
 - d) Cemetery Committee is to meet 09/08/2021.

Agenda item 14. Items for discussion and / or decision

Min no.309 a To consider arrangements for the Queen’s Platinum Jubilee June 2022.
It was agreed with all in favour, to collaborate with residents and businesses to support a community celebration on the 4-day weekend starting Thursday 2nd June 2022. The Assistant Clerk has sought information from the Queen’s Pageant Master. Cllrs SC, AR, AS, CS are to meet with the Assistant Clerk to progress this.

b Request to allow metal detecting on council land.
It was agreed, with all in favour, to not grant permission allowing metal detecting on land belonging to the parish council. A policy would be prepared if needed for future requests of a similar nature.

c Request to make use of Council Chamber for Art Classes
The village hall manager has asked if the council chamber can be used for a regular hire (art classes) whilst their usual room is in use for NHS services.
It was agreed, with 8 in favour, one against, to allow this request conditional upon the parish council receiving the hire charge and the room being left as found.

Agenda item 15. Other correspondence/circulation

Min no.310 The list of email correspondence and circulars received would be circulated for comment.

Agenda item 16. Members to raise items for consideration at the next meeting.

Min no.311 None put forward at this time.

Agenda item 17. To agree date and time of next meeting.

Min no.312 3rd August 2021 at 7.30pm (planning) and 17th August at 7.30pm.

This meeting closed at 9.25 pm.

Signed:
Chairman, Studley Parish Council

Date :

County council division member for Studley, Justin Kerridge report

Anti-Social Behaviour

Cllr Neil Edden and I have been in discussion with local police and SDC ASB officers about crime and ASB in Pool Road car park. I think Neil has already mentioned this.

More cooperation around CCTV operators and police was one outcome. More information to the police on what type of thing was going on was another.

Neil and I have undertaken to publicise the need to report and have a dialogue with the police around these problems with the public, mainly via Facebook.

We also hope to have a wider discussion with Studley's young people around crime, safety, antisocial behaviour but also general hopes, fears, thoughts on Studley and who knows what else. Engaging with specialists from County council, police and Stratford District council officers perhaps? My own hope here is for a conversation, education, young people's empowerment and safety and community cohesion. You know, all the good buzz words. No-one likes wasting time so I would see this actually being useful, perhaps with some tangible outcomes in the form of youth provision or continuing forms of community and official communication as well as better informed young and older people alike.

I know the PC have been pro-active with young people in the past and I hope they can join in this latest effort.

But immediately we do have a visit from the local agencies.....

The local police Safer Neighbourhood team will take their van and gazebo to Pool Road car park between 2-4.30pm on Tuesday 20th July.

PC Steven Hope, Katie Whitehouse and Paul Ledden (from Warwickshire County Council community safety) and Jenny Logan (Anti Social Behaviour & Crime Prevention Officer Stratford District council) will be available to discuss any issues Anti Social Behaviour/criminal with local residents during this time

Budget comparison for first quarter 2021/22

15/07/2021

Studley Parish Council Current Year

Page 1

14:19

Detailed Income & Expenditure by Budget Heading 15/07/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Burial Ground</u>							
1100 Burial fees	3,470	13,780	10,310			25.2%	
1101 Grave Digger Fees	300	2,500	2,200			12.0%	
Burial Ground :- Income	<u>3,770</u>	<u>16,280</u>	<u>12,510</u>			<u>23.2%</u>	<u>0</u>
4100 Grass Cutting	1,050	5,250	4,200		4,200	20.0%	
4106 Burial Ground expenditure	503	0	(503)		(503)	0.0%	
4107 Grave Digger Fees	510	2,500	1,990		1,990	20.4%	
4110 Rates	533	1,420	887		887	37.5%	
4115 Skips	100	2,520	2,420		2,420	4.0%	
4200 Subscriptions	95	90	(5)		(5)	105.6%	
4205 General Maintenance	(400)	4,500	4,900		4,900	(8.9%)	
Burial Ground :- Indirect Expenditure	<u>2,391</u>	<u>16,280</u>	<u>13,889</u>	<u>0</u>	<u>13,889</u>	<u>14.7%</u>	<u>0</u>
Net Income over Expenditure	<u>1,379</u>	<u>0</u>	<u>(1,379)</u>				
<u>201 Allotments</u>							
1200 Allotment rents	75	3,000	2,925			2.5%	
1205 Wayleave income	0	100	100			0.0%	
1206 Allotment Assoc	3	0	(3)			0.0%	
1210 Grant OAP/Vacant Plot	0	500	500			0.0%	
1215 Allotment Subscriptions Income	6	350	344			1.7%	
Allotments :- Income	<u>84</u>	<u>3,950</u>	<u>3,866</u>			<u>2.1%</u>	<u>0</u>
4200 Subscriptions	0	350	350		350	0.0%	
4205 General Maintenance	19	2,250	2,231		2,231	0.9%	
4210 Water Charges	64	1,000	936		936	6.4%	
4215 Allotmnt Rental SDC	0	350	350		350	0.0%	
4230 Hedge Cutting	0	200	200		200	0.0%	
Allotments :- Indirect Expenditure	<u>83</u>	<u>4,150</u>	<u>4,067</u>	<u>0</u>	<u>4,067</u>	<u>2.0%</u>	<u>0</u>
Net Income over Expenditure	<u>1</u>	<u>(200)</u>	<u>(201)</u>				
<u>301 Street Lighting</u>							
4205 General Maintenance	923	5,900	4,977		4,977	15.6%	
4300 Energy	3,172	15,000	11,828		11,828	21.1%	
4310 Replacement lighting	383	9,100	8,717		8,717	4.2%	
Street Lighting :- Indirect Expenditure	<u>4,478</u>	<u>30,000</u>	<u>25,522</u>	<u>0</u>	<u>25,522</u>	<u>14.9%</u>	<u>0</u>
Net Expenditure	<u>(4,478)</u>	<u>(30,000)</u>	<u>(25,522)</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
401 Recreation							
1405 Hire of Recreation Ground	100	0	(100)			0.0%	
Recreation :- Income	100	0	(100)				0
4100 Grass Cutting	1,342	4,200	2,858		2,858	32.0%	
4115 Skips	70	0	(70)		(70)	0.0%	
4205 General Maintenance	0	5,000	5,000		5,000	0.0%	
4206 Inspection Fee	0	150	150		150	0.0%	
4400 Litter Picking	1,014	5,800	4,786		4,786	17.5%	
4410 Equipment	10	6,000	5,990		5,990	0.2%	
4415 Public Open Space	32	1,000	968		968	3.2%	
4420 Play area refurb	440	0	(440)		(440)	0.0%	
4421 Skate Park	890	1,000	110		110	89.0%	
4425 Benches	0	1,000	1,000		1,000	0.0%	
4426 Bins & Bin maintenance	194	570	376		376	34.0%	
Recreation :- Indirect Expenditure	3,992	24,720	20,728	0	20,728	16.1%	0
Net Income over Expenditure	(3,892)	(24,720)	(20,828)				
601 Office Rental & Expenses							
4410 Equipment	0	4,154	4,154		4,154	0.0%	
4600 Rental and expenses - Office	2,000	4,200	2,200		2,200	47.6%	
4601 Office Rent - Library	2,600	0	(2,600)		(2,600)	0.0%	
4620 Website costs	300	600	300		300	50.0%	
4625 Photocopier costs	395	1,400	1,005		1,005	28.2%	
4650 Telephone & Internet	377	2,890	2,513		2,513	13.0%	
4651 Internet Costs	99	0	(99)		(99)	0.0%	
4655 Stationery	0	900	900		900	0.0%	
							0
701 Salary, NI & PAYE							
4700 Salaries - NET	13,511	42,300	28,789	28,789		31.9%	
4701 Pension - Staff	1,191	4,000	2,809	2,809		29.8%	
4702 Pension Contribs - Employer	3,978	10,000	6,022	6,022		39.8%	
4705 N.I. Staff	3,088	7,500	4,412	4,412		41.2%	
4710 PAYE	2,747	6,000	3,253	3,253		46.8%	
Salary, NI & PAYE :- Indirect Expenditure	24,515	69,800	45,285	0	45,285	35.1%	0
Net Expenditure	(24,515)	(69,800)	(45,285)				
801 General Administration							
1076 Precept	93,031	186,062	93,031			50.0%	
1416 Loan repayments	444	0	(444)			0.0%	
1550 Telecom Income - WCC	0	500	500			0.0%	
1555 Bulky Waste Reimbursement	0	465	465			0.0%	
1801 Rental from Leases	0	30	30			0.0%	
1802 Rental from SS&SC	0	12,414	12,414			0.0%	
1803 Rental Income - Bungalow	2,004	0	(2,004)			0.0%	
1805 PWLB Loan	889	0	(889)			0.0%	
1810 Bank Interest accrued	626	2,800	2,174			22.3%	
1926 Bulky Waste Permit	10	0	(10)			0.0%	
1950 VAT Refund	9,033	0	(9,033)			0.0%	
4905 CIL Monies	587	0	(587)			0.0%	587
General Administration :- Income	106,624	202,271	95,647			52.7%	587

801 General Administration

4200 Subscriptions	0	1,700	1,700	1,700	0.0%	
4205 General Maintenance	0	1,742	1,742	1,742	0.0%	
4207 Tree maintenance	0	2,000	2,000	2,000	0.0%	
4605 Sundry Expenses	2,427	0	(2,427)	(2,427)	0.0%	
4606 Newsletter costs	0	4,400	4,400	4,400	0.0%	
4609 Water & Sanitisation	82	0	(82)	(82)	0.0%	
4656 Postage costs	97	351	254	254	27.5%	
4810 Audit Fee	0	1,600	1,600	1,600	0.0%	
4815 Insurance	0	2,450	2,450	2,450	0.0%	
4817 Insurance - Other	1,995	0	(1,995)	(1,995)	0.0%	
4825 Training Fees	175	1,000	825	825	17.5%	
4830 Election Costs	0	3,500	3,500	3,500	0.0%	
4835 Lengthsman	0	3,000	3,000	3,000	0.0%	
4840 SSSC	0	3,000	3,000	3,000	0.0%	
4845 Library Expenditure inc rent	58	500	442	442	11.6%	
4856 Waste Collection	0	5,800	5,800	5,800	0.0%	
4857 CCTV & Maint	0	6,000	6,000	6,000	0.0%	
4875 Civic Costs	24	1,850	1,826	1,826	1.3%	
4876 Event costs	500	0	(500)	(500)	0.0%	
4877 NDO Grant Expenditure	10,270	0	(10,270)	(10,270)	0.0%	10,270
4890 PWLB Loan Capital	5,167	10,333	5,166	5,166	50.0%	
4891 PWLB Loan Interest	1,057	2,081	1,024	1,024	50.8%	

General Administration :- Indirect Expenditure 21,852 51,307 29,455 0 29,455 42.6% 10,270

Net Income over Expenditure 84,772 150,964 66,192

6000 plus Transfer from EMR 10,270

6001 less Transfer to EMR 587

Movement to/(from) Gen Reserve 94,455

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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901 S137 Grants

4900 S137 Grants	0	12,100	12,100		12,100	0.0%	
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S137 Grants :- Indirect Expenditure 0 12,100 12,100 0 12,100 0.0% 0

Net Expenditure 0 (12,100) (12,100)

Grand Totals:- Income 110,578 222,501 111,923 49.7%

Expenditure 63,082 222,501 159,419 0 159,419 28.4%

Net Income over Expenditure 47,496 0 (47,496)

plus Transfer from EMR 10,270

less Transfer to EMR 587

Movement to/(from) Gen Reserve 57,179