



**Studley Parish Council**  
**Minutes of Studley Parish Council Meeting**  
21<sup>st</sup> September 2021, 7.30pm  
Council Chamber, Studley Village Hall

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

.. not present Cllr A Smith

Attending: District council ward member P Hencher-Serafin\* (\*same person)  
County council division member J Kerridge  
Mr J Bacon, Neighbourhood Watch representative  
Acting Clerk/RFO G Lungley, Assistant Clerk L Stanton

**Agenda item 1. Chairman's welcome.**

**Min no.348** 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.349** Cllr A Smith (family commitments)

**Agenda item 3. Declarations of Interest**

**Min no.350** Members were reminded to keep their register entries up to date.  
Cllr M Osborne declared a non-registerable interest in agenda item 8f, minute no. 355f, as he knows one of the contractors who has quoted to do the work.

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

**Min no.351** There were no requests for dispensation.

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

- Min no.352**
- a) PC Steve Hope from the Safer Neighbourhood Team had been expected to attend this meeting to provide a SNT update and speak about the possibility of SPC joining with Sambourne Parish Council to progress the Community Speed Watch scheme, but he had been unable to attend.
  - b) District Ward member P Hencher-Serafin was asked to report:
    - Current involvement in an apparent 'land-grab' on the river Arrow floodplain which is being dealt with by SDC planning officers.
    - Project to install protective railings along High Street is ongoing.
  - c) District Ward member Neil Edden had sent apologies for absence and the following report:
    - SDC & WDC continue their moves towards a unitary council which, most recently, includes the merger of legal services.
    - There is a public consultation underway which everybody is encouraged to participate in around the merger: <https://www.southwarwickshire.org.uk/swc/>

- Work around youth crime and provision for youth services has continued with Justin. We have met with local youth workers and highlighted some additional hotspots of activity for them to monitor and are looking into a funding opportunity via WCC for youth workers to run activities and services within the village.
  - SDC as a whole are looking at better working practices with Severn Trent. That includes feedback from Cllr Dixon regarding the unmanned works over the bank holiday (Alcester Rd) which unnecessarily hampered the crop harvest.
- d) County Division member Justin Kerridge reported as follows:
- Automatic number plate recognition is now in place locally.
  - There is a new project to support cycling via Arrow and Avon Greenway project; it is hoped to include Studley in the Arrow Alcester section with consideration for use of off-road mobility scooters.
  - It is hoped a 'detached' youth working might start working with village youth.
  - It would appear that comments on social media point to anti-social behaviour being a big problem in Studley.
  - A footpath is needed between Studley Castle and the village.
  - There do not appear to be any viable plans for use of the old youth club.
  - Would recommend waiting until the new High Street development is complete before imposing new speed restrictions (eg 20mph) in the High Street. Finding space for car parking continues to be a problem and perhaps green cars could be parked around the perimeter of the recreation ground.
- This report was followed by questions and answers.
- e) Jim Bacon spoke of his role as Chairman of the Neighbourhood Watch Stratford association where he has access to speed guns. If it is decided to purchase a new speed gun then there are associated costs such as hi-viz jackets and an annual service for re-calibration.
- With regard to anti-social behaviour then all incidents should be reported to ensure a crime report is produced and to feed into the crime statistics.

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

- Min no.353**
- a) The minutes of the council meeting held 17/08/2021 were approved by the majority of members voting.
  - b) The minutes of the council meeting (Planning) held 17/09/2021 were approved by the majority of members voting.

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

**Min no.354** It was noted Cllr P Hencher-Serafin, as district ward member, would not be commenting or voting on the following consultations.

- a. **21/02790/FUL:** 16 Augustine Avenue, Studley, B80 7JP  
**Proposed:** Erection of a two-storey extension to the side of the existing property to increase the habitable and non-habitable accommodation currently offered. The proposal also includes increasing the porch/ entrance to the lobby, in order that the front door can be relocated away from direct view of the stairs.  
**It was agreed** to respond to Stratford DC stating the parish council supports this application for being an improvement to the existing accommodation.

**Agenda item 8. Finance - Financial Information**

- Min no.355** **To approve schedule of payments** (on next page).
- a. The schedule was circulated and approved.

21 <sup>st</sup> September – payments for approval				£
Voucher no/ chq	Supplier	Description	Payment Method	Inc VAT where applicable
V/no: 055	Stratford District Council	Dog waste (bin) collection – for 2021/22	BACS	544.99
V/no: 056	Biffa Waste Services	1100L Wheelie Bin waste collection, 6 weeks	Direct Debit	176.14
V/no: 056	Biffa Waste Services	1100L Wheelie Bin- waste collection (extra)	Direct Debit	22.80
V/no: 057	Studley Allotment Association	2nd-hand wheeled strimmer (min no. 333h)	BACS	250.00
V/no: 058	Studley Parish Council	Funds transfer from HSBC to UTB	Chq:107249	30,000.00
V/no: 059	Boxer Enterprises Ltd	Monthly IT support for up to 5 computers	BACS	108.00
V/no: 060	Siemens Financial Services	Photocopier Lease rental	Direct Debit	420.00
V/no: 060	Siemens Financial Services	Photocopier Annual service fee	Direct Debit	72.00
V/no: 061	Stratford District Council	Cemetery Rates – August 2021	Direct Debit	132.00
V/no: 061	Stratford District Council	Cemetery Rates – September 2021	Direct Debit	132.00
V/no: 062	Boxer Enterprises	Website hosting & maintenance	BACS	60.00
V/no: 063	INTY	Microsoft 365 Business Standard	Direct Debit	11.28
V/no: 064	Rialtas Business Solutions Ltd	Accounts software licence (annual)	BACS	148.80
V/no: 065	O2	Mobile phone (SISG use) for June, July, August	Direct Debit	14.59
V/no: 066			Direct Debit	14.59
V/no: 067			Direct Debit	14.99
V/no: 068	Studley Lawns & Gardens	Cemetery grounds maintenance, August	BACS	1,325.00
V/no: 069	PA Janes	Village environment maintenance	BACS	672.00
V/no: 070	SSE	Energy supply to footpath lighting	BACS	1,254.74
V/no: 071	Mercian Skip Hire	Cemetery skip emptying & replacement, Sept	BACS	165.00
V/no: 072	GS Adams	Streetlight maintenance August	BACS	553.93
V/no: 073	WM Employers	Advertisement for Clerk	BACS	396.00
V/no: 074	Waterplus	Dunstall allotment quarterly water supply	Direct Debit	128.43
V/no: 075	Staff members	Salary, September (includes tax rebate)	BACS	4,180.19
V/no: 076	Warwickshire Pension	Staff pension scheme	BACS	1,092.83
V/no: 077	HMRC	HMRC Month 6 (to 05/10/2021)	-	-78.53
V/no: 078	Excel Telecommunications	PC office & library & broadband	BACS	115.54
V/no: 079	Managed Technology	Printer, scanning and photocopying	Direct Debit	67.55
V/no: 080	WALC	Training- Playground Inspection	BACS	42.00
V/no: 081	Boxer Enterprise Ltd	Reset 12 chromebooks to factory settings	BACS	204.00
V/no: 082	Bruno's Bakery	Civic event refreshments (Ch Allowance)	BACS	151.00
V/no: 083	PKF Littlejohn LLP	Annual external audit	BACS	720.00
V/no: 084	DTH Churchyard services	Grave digging fee	BACS	290.00
V/no: 085	Anneke Smith	Gift for Civic presentation (Ch Allowance)	BACS	50.00

Min.355b

To receive and note the bank reconciliation to 31/08/2021:

<b>BANK RECONCILIATION TO 31/08/2021</b>			
<b>Balance per parish council's cash book as at 31/08/2021</b>			
Current account 1	£54,626.49		
Current account 2	£32,740.06		
Deposit account	£106,006.09		
Charity account	£830.44		
Petty cash	£0.00		
		£194,203.08	<b>A</b>
<b>Balance per bank statements as at 31/08/2021</b>			
Current account 1	£54,676.15		
Current account 2	£32,740.06		
Deposit account	£106,006.09		
Charity account	£830.44		
Petty cash	£0.00		
		£194,252.74	
<b>Less unpresented cheques</b>	<b>UTB</b>	-£0.00	
	<b>HSBC</b>	-£49.66	
		£194,203.08	<b>B</b>
			<b>A = B</b>

<b>Earmarked Reserves as at 31/08/2021</b>			
<b>Account</b>	<b>Opening balance</b>	<b>Net Transfers</b>	<b>Closing Balance</b>
Parish Lands	380.00		380.00
Recreation	2,965.00		2,965.00
Burial Account	45,000.00		45,000.00
Allotments	0.00		0.00
SSSC	0.00		0.00
General Admin	4,500.00		4,500.00
C Infrastructure Levy	9,760.00	587.00	10,347.00
Neighbourhood Development Order (NDO)	28,885.50	-13,270.00	15,615.50
Scouts	1,500.00	0.00	1500.00
Neighbourhood Watch	0.00	754.22	754.22
VE Day contribution	0.00	20.00	20.00
Fairtrade Funds	0.00	84.21	84.21
<b>Totals</b>	<b>92,990.50</b>	<b>-11,824.57</b>	<b>81,165.93</b>

Min. 355c

To receive and note summary budget review to 31/08/2021 – see next page.  
The summary budget review was noted.

Summary Income & Expenditure by Budget Heading 15/09/2021

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	Burial Ground						
	Income	5,013	16,280	11,267			30.8%
	Expenditure	4,793	16,280	11,487		11,487	29.4%
	Net Income over Expenditure	<u>220</u>	<u>0</u>	<u>(220)</u>			
	plus Transfer from EMR	0					
	less Transfer to EMR	0					
	Movement to/(from) Gen Reserve	<u>220</u>					
201	Allotments						
	Income	172	3,950	3,778			4.4%
	Expenditure	83	4,150	4,067		4,067	2.0%
	Net Income over Expenditure	<u>89</u>	<u>(200)</u>	<u>(289)</u>			
	plus Transfer from EMR	0					
	less Transfer to EMR	0					
	Movement to/(from) Gen Reserve	<u>89</u>					
301	Street Lighting						
	Expenditure	7,954	30,000	22,046		22,046	26.5%
401	Recreation, Open Spaces						
	Income	100	0	(100)			0.0%
	Expenditure	7,295	24,720	17,425		17,425	29.5%
	Net Income over Expenditure	<u>(7,195)</u>	<u>(24,720)</u>	<u>(17,525)</u>			
	plus Transfer from EMR	0					
	less Transfer to EMR	0					
	Movement to/(from) Gen Reserve	<u>(7,195)</u>					
501	Grants, non-s137						
	Expenditure	0	11,500	11,500		11,500	0.0%
601	Office Rental & Overheads						
	Expenditure	6,122	14,144	8,022		8,022	43.3%
701	Salary, Nil & PAYE						
	Expenditure	47,281	69,800	22,519		22,519	67.7%
801	General Administration						
	Income	110,978	202,271	91,293			54.9%
	Expenditure	28,209	51,307	23,098		23,098	55.0%
	Net Income over Expenditure	<u>82,768</u>	<u>150,964</u>	<u>68,196</u>			
	plus Transfer from EMR	13,270					
	less Transfer to EMR	691					
	Movement to/(from) Gen Reserve	<u>95,347</u>					
803	Gen Maintenance - Lengthsman						
	Expenditure	5,954	0	(5,954)		(5,954)	0.0%
901	S137 Grants						
	Expenditure	0	600	600		600	0.0%
	Grand Totals:- Income	<u>116,263</u>	<u>222,501</u>	<u>106,238</u>			52.3%
	Expenditure	<u>107,692</u>	<u>222,501</u>	<u>114,809</u>	<u>0</u>	<u>114,809</u>	48.4%
	Net Income over Expenditure	<u>8,571</u>	<u>0</u>	<u>(8,571)</u>			
	plus Transfer from EMR	13,270					
	less Transfer to EMR	691					
	Movement to/(from) Gen Reserve	<u>21,150</u>					

**Min no.355d** To note the street lighting contract has not been awarded (no tenders were received) and agree to continue with existing arrangements. In addition to delegate authority to the Finance Committee to award an appropriate contract after discussion on whether to convert all SON lamps to LED in one year subject to satisfactory funding arrangements.

**It was agreed** to continue with current arrangements to the end of the financial year whilst the position is reviewed.

**Min no.355e** **To agree the insurance schedule** for 2021/22; cost £2,241.06 (inc IPT) (schedule circulated separately)

**It was agreed** to continue with the insurance cover offered and to find out more details relating to availability of cyber cover.

**Min no.355f** **To appoint contractor** to provide new accessibility-compliant gov.uk website; quoted costs for first year range between £699 - £8,000.

The Acting Clerk declared an interest in this matter through association with one of the contractors who has provided a quote for a new website.

**It was agreed** to review and score the quotations received for agreement at the next council meeting.

**Min no.355g** **To approve grant support to:**

- i. Studley Christmas Lights for annual display; request is £1,360
- ii. Studley in Bloom for annual display is £1,900

**It was agreed** to approve grant support to Studley Christmas Lights for £1,360 and to Studley in Bloom for £1,900.

**Min no.355h** **To agree to sell the new, un-used router** and related IT equipment purchased 2016

**It was agreed** to recoup the funds spent on unused IT equipment, if possible; or donate to a charitable cause if not possible to recoup.

**Min no.355i** **To consider re-use of Chromebooks**, purchased October 2020 and un-used.

**It was agreed** to re-issue the Chromebooks for use by all members with the new gov.uk email address when in place.

**Min no.355j** **To agree appointment of land agent to value cemetery extension and verge plot in St Jude's Avenue.**

**It was agreed** to appoint J Earles (Earles Group) to value the cemetery extension at a cost of £725, and to agree to value the verge plot in St Judes's Avenue.

**Min no.355k** **To approve attendance for playground inspection training** for councillors, clerks & volunteers, and to agree who will represent SPC. The event is at Wolston on 08/10/2021, 9.30am to 1.30pm. Cost £35.

**It was agreed** to ask the contractor who carries out the litter picking at the recreation ground to attend and if there is space to ask the Assistant Clerk to also attend.

### **Agenda item 9. Clerk's Reports**

#### **Updates to previous meetings and other notifications**

**Min no.356a** **Position relating to casual vacancies** following receipt of resignations from Sandra Crofts and Paul Beaman

As there had been no call for a by-election by the end of the statutory notice period, the parish council is now free to co-opt suitable replacements and advertisements would be issued seeking volunteers.

**Min no.356b Freedom of Information requests and response**

A request had been received from the same person seeking the same information as previously requested.

**Min no.356c Studley Village Hall** re payment of hall hire arrangements & insurance cover.  
No progress to report.

**Min no.356d Studley Community Library** agreement with WCC due for renewal March 2022  
This was noted.

**Min no.356e Position regarding ATC use of hut**

No progress to report; ATC will be chased up for relevant certificates.

**Min no.356f External auditor** has asked for more detail to the 'no' responses to the AGAR  
Following their request for further information which was provided, PKF Littlejohn have since issued their opinion which has now been published online and on the council's notice board.

The External Auditor's report is as follows:

"On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority: The smaller authority has confirmed that it has not complied with the governance assertions in Section 1, Boxes 2, 3, 5 and 8, and it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified." Signed and dated 17/09/2021.

**Min no.356g Presentation to be arranged** for all councillors as induction training and refresher – provisional date set for Tuesday 28<sup>th</sup> September, 7pm in council chamber.

This was noted.

**Min no.356h To note councillors' attendance** at webinar on provision of affordable housing (08/09/2021) and training on Data Protection (14/09/2021 via zoom)

This was noted.

**Agenda item 10. Committees**

**Min no.357 To receive draft committee meeting minutes and approve matters arising therefrom as follows:**

**A Staffing Committee** meeting held 24/08/2021 and 02/09/2021

- a**
- (i) HR consultant is to be asked to comment on review of the council's disciplinary and grievance procedures.
  - (ii) The current staff vacancy for Clerk to the Council is being re-advertised.
  - (iii) The Acting Clerk's hours are reduced to at least 10 hours per week (up to 30 hours per week) and the Assistant Clerk is to work full time.

**b Neighbourhood Plan Steering Group** meeting held 07/09/2021

The group met with Dave Chapman, Locality advisor via zoom, to consider how to make progress with the Neighbourhood Development Order.

**Min no.357 To consider with regard to committees:**

**B a) Number and value of committees**

**It was agreed** to meet as a full council once per month.

This would mean (i) establishing a planning committee to consider planning applications that are notified outside the monthly meeting schedule and (ii) reduction in the number of committees with some streamlining eg combining environment committee with cemetery committee.

**b) Committee membership**

Committee membership to be reviewed when council membership is at full capacity.

**The time being 9.30pm, the Chairman proposed to suspend Standing Order 3x in order to conclude all business on the agenda and continue for up to 30 minutes.**

**It was AGREED** to suspend Standing Orders and continue for up to 30 minutes.

**Agenda item 11. Items for discussion and / or decision**

**Min no.358 a Concern from resident of late-night noise on land adjacent to Studley Nature Reserve.**

The owner of the adjacent land had been notified and the police are aware of rowdy behaviour at this site.

**b Update to Studley Royal British Legion (SRBL) Remembrance Parade**

The parade is to take place on 14<sup>th</sup> November and the parish council is providing support by way of application for road closure and insurance cover. Headway Traffic Management are to provide support for the road closures and briefing volunteer marshals on the day at a cost of no more than £500.

A meeting is to be held at the Sports and Social club for marshals.

**c Update to Christmas Fayre, lights switch-on and market**

The Assistant Clerk is meeting with the various groups involved in this event including Studley in Business, Studley Christmas Lights and Studley in Bloom.

**d Allotments Awards**

Members of Dunstall allotment committee judged the Station Road allotments and Station Road committee members judged the Dunstall allotments. The awards would be presented in due course.

**e Best garden frontages commendations**

Pictures of the nominations were displayed and members agreed on which to award first place and 'highly commended'.

**f To consider whether to hold a Chairman's Award Evening**

Members are in favour of this event which is a good way of engaging with the parish community.

**It was AGREED** to proceed with the Chairman's dinner which is likely to take place in February 2022.

**g Policy reviews – to appoint council members willing to review all policies now due.**

Cllrs C Summers, M Osborne and A Rainbow volunteered to review the policies.

**Agenda item 12. Other correspondence/circulation**

**Min no.359** The list of email correspondence and circulars received had been circulated.



**Agenda item 13. Members to raise items for consideration at the next meeting.**

**Min no.360** To consider change of day for holding council meetings to avoid clashes with other external meetings.

**Agenda item 14. To agree date and time of next council meeting(s).**

**Min no.361** 05/10 (Planning) and 14/10 or 19/10 for full council at 7pm.

***This meeting closed at 9.50 pm.***

**Signed: .....**  
**Chairman, Studley Parish Council**

**Date :.....**