



Studley Parish Council

Minutes of Studley Parish Council Meeting

19th October 2021, 7.00pm
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 Penny Hunt, Cllr A Rainbow, Cllr A Smith

Attending

- Jackie Holcroft, Projects Co-ordinator for Warwickshire Rural Community Council (WRCC) re Mobile Warm Hub community minibus project
- Jennifer Rigby (Aunty Jen Productions) re Platinum Jubilee celebrations 2022
- District council ward members N Edden, P Hencher-Serafin* (*same person)
- County council division member J Kerridge
- Ross Crawford, Redditch Standard
- Acting Clerk/RFO G Lungley

Agenda item 1. Chairman's welcome.

Min.380 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.381 All council members were present.

Agenda item 3. Co-options

Min.382 Two candidates had been put forward for co-option, to fill the two vacancies.

It was AGREED to co-opt Chris Britt and Phil Hunt to serve as parish councillors (Studley South ward).

The newly co-opted councillors would be asked to sign their Declarations of Acceptance of Office as soon as possible and before the next council meeting.

Agenda item 4. Declarations of interest

Min.383 None.

Agenda item 5. To consider grant of any dispensation request

Min.384 There were no requests for dispensation.

Agenda item 6. 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.385

a Jackie Holcroft, Projects Co-ordinator for Warwickshire Rural Community Council (WRCC) re Mobile Warm Hub community minibus project.

The project targets social isolation; funds are available by way of Ofgem requirements to support community projects. A 16-seater mini-bus which has catering facilities tours the county and provides al-fresco coffee mornings to support communities fractured by the pandemic.

The parish council was asked if Studley could provide a base for the mini-bus to park up with a back-up community building available if needed?

Min. 385 Platinum Jubilee celebrations, Studley 2nd – 5th June 2022: Jennifer Rigby

- b** Aunty Jen Productions is a theatre company based in Studley that provides entertainment to the community and is hoping to co-ordinate an event to join in with the Platinum Jubilee celebration next year. In line with the palace schedule, it is hoped to hold an old fashioned outdoor English fete including dog show and fancy dress with a Royal Variety Performance on the evening of 02/06/2022. Jen would like all Studley community groups to work together with any funds raised to be put towards NHS or Queen's charity.
- c Residents**
None present.
- d Other representatives eg SNT / Neighbourhood Watch**
None present.
- e District ward members**
 - Neil Edden, Studley with Sambourne –**
 - Had not attended the recent Stratford DC meeting but noted Stratford DC and Warwick DC are working towards unification.
 - The Boundary Commission review proposes to combine Mappleborough Green with Wootton Wawen to create one parish, leaving Studley and Sambourne as now.
 - Is working with the Christmas-Comes-To-Studley group and is looking into the use of the Pool Road car park as part of the event.
 - Is working with the county councillor regarding the possibility of a funded youth outreach worker for Studley.
 - A by-election is to be held for a Sambourne parish councillor on 21/10/2021.
 - Peter Hencher-Serafin, Studley with Mappleborough Green –**
 - Had not attended the recent Stratford DC meeting but reported on current local issues including...
 - Concerns about 'land grab' at Arrow View.
 - A trip hazard near to the village hall entrance has now been tarmacked.
 - Had reported the fly-tipping in Castle Road.
- f County Division member, Justin Kerridge**
 - No major developments on last time.
 - Still liaising with WCC on long term plan for cycle routes.
 - Starting discussion on a 20mph zone in Studley if that finds favour with the parish council, especially High Street but perhaps more generally throughout Studley.
 - Still liaising with Cllr Eden and others in Studley about a detached (i.e. no set location) youth worker plan for Studley.
 - Still liaising with WCC over sale of youth club and I am very keen to be of assistance to the PC in this matter.

Agenda item 7. Approval of draft minutes from previous council meetings

- Min.386**
- a) The minutes of the council meeting held 21/09/2021 were approved by the majority of members voting.
 - b) The minutes of the council meeting (Planning) held 05/10/2021 were approved by the majority of members voting.
 - c) The minutes of the Extraordinary council meeting held 14/10/2021 were approved by the majority of members voting.

Agenda item 8. To comment on Planning Application consultations notified by Stratford District Council.

Min.387 It was noted Cllr P Hencher-Serafin, as district ward member, would not be commenting or voting on the following consultations.

- a. **Application ref: 21/02761/FUL**; Ridgeway View, Hardwick Lane, B80 7AE
Proposed: Construction of a side extension to dwelling house to form a new kitchen and granny flat.

It was agreed to make no representation in response to the consultation from Stratford District Council.

Agenda item 9. Finance - Financial Information

Min. 388a To approve schedule of payments

The schedule had been circulated in advance and subject to removal of one payment was approved for payment, as page 199.

To receive and note bank reconciliations to 30/09/2021

Min. 388b The bank reconciliation to 30/09/2021 was received and noted; see page 200, along with the record of ear-marked reserves.

To receive and note summary budget review to 30/09/2021.

Min. 388c The summary budget review, attached at page 201, was noted.

Min. 388d To agree appointment of new gov.uk website provider and related email addresses

It was agreed to appoint a working party of Cllrs M Osborne, A Smith and A Clarke to work with the Acting Clerk to decide which website contractor to appoint for the council's new website and provide the associated gov.uk email addresses.

Min. 388e To agree to close the Chairman's Charity account, transfer funds into the current account and identify it as an earmarked fund; this is due to HSBC bank charges of £5pcm

It was agreed to close the Chairman's Charity account, transfer funds into current account and identify it as an earmarked fund.

Min.388f To consider shared purchase of speed gun for tripartite parish use working with local Community Speed Watch groups for Studley, Sambourne, Great Alne.

Cllr Penny Hunt reported on the Studley Speed Watch group which has 8 members prepared to take an active role in identifying speeding traffic. Great Alne Parish Council has withdrawn from the proposal and is proceeding on its own. It was suggested that Mappleborough Green PC be approached to join with SPC and Sambourne PC, and they would be contacted to see if they are keen to do that. Also the Neighbourhood Watch chairman had stated he has access to speed guns and would be asked if they are readily available for use.

Min. 388g To agree replacement lamp from SON to LED to column 5, St Judes Avenue at a cost of £383 (net).

The lighting contractor's report states "The lens of the existing light fitting is secured with a cable tie, we recommend the existing lantern is replaced with a new LED fitting as retaining clips are broken."

It was agreed to replace the lamp from SON to LED to column 5, St Judes Avenue at a cost of £383 (net).

Min. 388h To agree terms for conclusion of ATC lease.

It was agreed to delegate the negotiations for concluding the ATC lease to the Acting Clerk working with Cllr A Rainbow.

Min.388i To agree progress regarding purchase of old youth club building.

It was agreed to delegate the progress of this project to a working party working with the Acting Clerk, consisting of Cllrs C Summers, A Smith, P Hencher-Serafin, A Clarke and A Rainbow.

Cllr A Clarke was called away and left the meeting with apologies for early departure.

Agenda item 10. Clerk's Reports

Updates to previous meetings and other notifications

Min. 389a Review of Safety Inspection report

The recent inspection of the play equipment carried out by qualified play safety inspectors would be forwarded to all members for consideration and comment.

Min. 389b Arrange asset inspections to include the boundary hedge between Brickyard Lane playing field and neighbouring properties

The Asset Register is being updated and will be referred to the next meeting of the council for annual inspection arrangements to be agreed.

Min. 389c To note office working arrangements and staff cover

Following the resignation of the Assistant Clerk, the Acting Clerk advised members to expect a reduction in service due to only 30 hours cover per week instead of 60 hours.

Min. 389d To note request from Young Carers charity wishing to use Millennium Green for recreational purposes during half-term holiday.

Although the request had been granted, the event had been cancelled

Min. 389e Freedom of Information requests: (1) request for SPC's Equality & Diversity Policy
It transpired that the requester had mistaken the parish council for the village hall.

Min. 389f To note the Warwickshire Council Plan consultation "Make Warwickshire be the best it can be – what's important to you?"

This was noted.

Min. 389g To attend webinar on 'running successful events in 2021' Gallagher group (insurance) 03/11/2021 at 10am

This was noted.

Min. 389h Work in progress:

a) *Studley Village Hall reference insurance cover:*
Cllr A Rainbow will review this.

b) *Studley Community Library agreement with WCC due for renewal March 2022*

c) *Sale of un-used router*

d) *Purchase of bench in recognition of covid-19 / thanks to NHS:* members are to advise where this is to be sited.

Agenda item 11. Committees

Min. 390 To receive draft committee meeting minutes and approve matters arising therefrom as follows:

A

- a **Staffing Committee** meeting held 04/10/2021
Draft minutes were received and noted.
- b **Cemetery Committee** meeting held 12/10/2021
Draft minutes were received and noted.
Cllr Dixon reported that progress is being made with the proposed extension and that the ten-point plan is being reviewed.
- c **Neighbourhood Plan and NDO**
Awaiting progress with Dave Chapman, Locality advisor.

Min. 390 Members' reports from other meetings

- B a) **Christmas Comes to Studley – event 26/11/2021**
The report provided by Val Blundell, Chair and secretary for Studley Christmas Lights, was circulated and noted.
- b) **Remembrance Sunday Parade – 14/11/2021**
Planning for this event is underway.

Min. 390 To consider with regard to committees:

- C **The following appointments were agreed with the terms of reference as included in the council's Standing Orders**
 1. **Planning Committee** with delegated authority to respond to consultations
Chairman: Cllr A Rainbow + Cllrs C Britt, Penny Hunt, M Osborne, A Smith
The Planning Committee would meet as and when required.
 2. **Finance Committee** with some delegated decision-making authority
Chairman: Cllr A Smith + Cllrs J Beard, D Collett, M Osborne, C Summers.
 3. **Community Engagement and Events Committee (with delegated budget)**
Chairman: Cllr A Clarke + Cllrs J Beard, D Collett, Penny Hunt, Phil Hunt.
 4. **Environment Committee**
Chairman: Cllr Penny Hunt, + Cllrs J Beard, C Britt, B Dixon, P Hencher-Serafin
 5. **Cemetery Committee**
Chairman: Cllr B Dixon + J Beard, P Hencher-Serafin, A Smith, C Summers
With Cemetery Working Party consisting of Cllrs B Dixon, J Beard, C Summers.
 6. **Staffing Committee**
Chairman: Cllr A Smith + Cllr J Beard, P Hencher-Serafin, Penny Hunt, M Osborne

The time being 9pm, it was agreed to extend the meeting for up to 30 minutes.

Agenda item 12. Items for discussion and / or decision

Min.391 To consider change of day for holding council meetings to avoid clashes with other external meetings.

- a The tabled motion was not supported, and members agreed to continue to meet on the third Tuesday of every month.

- b To consider adopting a scheme of delegation to the Clerk**
It was **AGREED** now that council members have returned to meeting in one place, to reduce the emergency delegation limit from £5,000 to £2,000.
- c To consider appointment of a parish councillor to the Studley Parish Lands charity; [charity number: 214165](#).** A copy of the trust deeds has been requested.
It was **AGREED** to appoint Cllr P Hencher-Serafin in addition to Cllr J Beard, to represent the parish council on the Studley Parish Lands charity.
- d To consider request from Cllr P Hencher-Serafin to hold an open day for residents to find out how the Parish Council works, and what Councillors do for the Parish.**
Cllr P Hencher-Serafin was asked to formulate a plan for the council to consider.
- e To consider council appointment to the Studley Local Network Group (LNG)**
It was **AGREED** to appoint Cllr M Osborne to represent the parish council on the Studley Local Network Group.
- f To respond to WCC consultation on highways verges (wildflower requests)**
It was **AGREED** to respond and to ask Cllr C Britt for comment.
- g To consider the bulky waste permit arrangements and explain why residents who cannot produce a permit are required to pay £10.**
It was **AGREED** to drop the re-issue charge. Residents attending would still be expected to bring their permit, but if they had lost it then proof of residence would be requested such as their council tax bill or a utility bill.

Agenda item 13. Other correspondence/circulation

- Min. 392** Email correspondence to the council is copied to council members and they are asked to comment on anything of interest.

Agenda item 14. Members to raise items for consideration at the next meeting

- Min. 393** Two items for consideration at the next meeting were put forward:
1. Council newsletter
 2. Team building.

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

- Min. 394** The next full council meeting will be held on 16/11/2021 at 7pm.

This meeting closed at 9.20pm.

Signed:
Chairman, Studley Parish Council

Date :

Min. 388a Approval of payments.

19th October 2021 – payments for approval			£		
V #	Supplier	Description	Net	VAT	Gross
086	Unity Bank [DD]	Bank charges	6.60	0.00	6.60
087	Came & Company	Renewal of PC Insurance	2,241.06	0.00	2,241.06
088	PWLB [DD]	SS&SC funding support, ½ yr	6,175.72	0.00	6,175.72
089	Studley In Bloom	Grant support	1,900.00	0.00	1,900.00
090	Biffa Waste Svs [DD]	Wheelie Bin emptying	82.20	16.44	98.64
091	Play Inspectn Co Ltd	Annual play equipment inspect	135.00	27.00	162.00
092	Boxer Enterprises Ltd	IT support	90.00	18.00	108.00
093	Aqua Aid	Water cooler supplies	15.78	3.16	18.94
094	Lyreco	Stationery	214.94	42.99	257.93
095	Boxer Enterprises Ltd	Website hosting & maintce	50.00	10.00	60.00
096	INTY [D DEBIT]	Office 365	9.40	1.88	11.28
097	Tower Trophies	Annual award engravings	58.04	11.61	69.65
098	Staff	Salary, October 2021	3,033.04	0.00	3,033.04
099	Lamberts	Residential letting agent fee	85.00	17.00	102.00
100	GS Adams Ltd	St lighting maintenance, Sept	461.61	92.32	553.93
101	Ridgeways Surveyors	NDO surveying services	3,400.00	680.00	4,080.00
102	Mercian Skip Hire	Cemetery skip hire, Sept	183.33	36.67	220.00
103	Wrk/shire Pension Fund	Staff pension contributions	1,050.43	0.00	1,050.43
104	(SSE) Southern Electric	St light energy, dusk to dawn St light energy, continuous	1,015.33 34.62	103.06 1.73	1,218.39 36.35
105	Jon Vale	Grounds Maintenance, parks	770.00	154.00	924.00
106	P A Janes	Grounds Maintenance, litter	464.00	0.00	464.00
107	John Earle & Son LLP	Land valuation (cemetery)	725.00	145.00	870.00
108	Studley Village Hall	Library rental, ½ year	2,600.00	0.00	2,600.00
109	Studley Village Hall	Council office & chamber, rent	2,000.00	0.00	2,000.00
110	Managed Tech [DD]	Printer, scanner, copier	51.56	10.31	61.87
111a	Excel Telecomms	Phone & broadband, library	27.83	5.57	33.40
111b		Phone & broadband, PC office	71.42	14.28	85.70
112	HMRC	PAYE and NI, October 2021	898.40	0.00	898.40
113	02 [DD]	Mobile phone (SISG support)	12.16	2.43	14.59
114	Stratford DC [DD]	Rates (cemetery)	132.00	0.00	132.00

Min. 388b To note bank reconciliation to 30/09/2021

BANK RECONCILIATION TO 30/09/2021			
Balance per parish council's cash book as at 30/09/2021			
Current account 1	£24,478.08		
Current account 2	£146,973.14		
Deposit account	£106,010.59		
Charity account	£830.44		
Petty cash	£0.00		
		£278,292.25	A
Balance per bank statements as at 30/09/2021			
Current account 1	£24,478.08		
Current account 2	£146,894.61		
Deposit account	£106,010.59		
Charity account	£830.44		
Petty cash	£0.00		
		£278,213.72	
Less unpresented cheques	UTB		
	HSBC	-(£78.53)	
		£0.00	
		£278,292.25	B
			A = B

17/10/2021
15:25

**Studley Parish Council Current Year
Earmarked Reserves**

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<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR - Parish Lands	380.00		380.00
321 EMR - Recreation	2,965.00		2,965.00
322 EMR - Burial Account	45,000.00		45,000.00
323 EMR - Allotments	0.00		0.00
324 EMR - SSSC	0.00		0.00
325 EMR General Admin	4,500.00		4,500.00
327 EMR CIL	9,760.00	587.00	10,347.00
328 EMR - NDO	28,885.50	-13,270.00	15,615.50
329 EMR - Scouts	1,500.00		1,500.00
330 EMR - NHW	0.00	754.22	754.22
331 EMR - VE Day contribution	0.00	20.00	20.00
332 EMR - Fairtrade funds	0.00	84.21	84.21
	92,990.50	-11,824.57	81,165.93

Min. 388c Summary of budget to 30/09/2021

17/10/2021		Studley Parish Council Current Year			Page 1			
15:15		Summary Income & Expenditure by Budget Heading 30/09/2021						
Cost Centre Report								
		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	
101	Burial Ground	Income	15,563	16,280	717		95.6%	
		Expenditure	6,678	16,280	9,602	9,602	41.0%	
		Net Income over Expenditure	<u>8,886</u>	<u>0</u>	<u>(8,886)</u>			
		plus Transfer from EMR	0					
		less Transfer to EMR	0					
		Movement to/(from) Gen Reserve	<u>8,886</u>					
201	Allotments	Income	200	3,950	3,750		5.1%	
		Expenditure	527	4,150	3,623	3,623	12.7%	
		Net Income over Expenditure	<u>(327)</u>	<u>(200)</u>	<u>127</u>			
		plus Transfer from EMR	0					
		less Transfer to EMR	0					
		Movement to/(from) Gen Reserve	<u>(327)</u>					
301	Street Lighting	Expenditure	9,466	30,000	20,534	20,534	31.6%	
401	Recreation, Open Spaces	Income	100	0	(100)		0.0%	
		Expenditure	8,489	24,720	16,231	16,231	34.3%	
		Net Income over Expenditure	<u>(8,389)</u>	<u>(24,720)</u>	<u>(16,331)</u>			
		plus Transfer from EMR	0					
		less Transfer to EMR	0					
		Movement to/(from) Gen Reserve	<u>(8,389)</u>					
501	Grants, non-s137	Expenditure	0	11,500	11,500	11,500	0.0%	
601	Office Rental & Overheads	Expenditure	6,205	14,144	7,939	7,939	43.9%	
701	Salary, NI & PAYE	Expenditure	57,731	69,800	12,069	12,069	82.7%	
801	General Administration	Income	205,188	202,271	(2,917)		101.4%	
		Expenditure	32,529	51,307	18,778	18,778	63.4%	
		Net Income over Expenditure	<u>172,660</u>	<u>150,964</u>	<u>(21,696)</u>			
		plus Transfer from EMR	13,270					
		less Transfer to EMR	691					
		Movement to/(from) Gen Reserve	<u>185,238</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>221,052</u>	<u>222,501</u>	<u>1,449</u>		<u>99.3%</u>	
		Expenditure	<u>127,577</u>	<u>222,501</u>	<u>94,924</u>	<u>0</u>	<u>94,924</u>	<u>57.3%</u>
		Net Income over Expenditure	<u>93,474</u>	<u>0</u>	<u>(93,474)</u>			
		plus Transfer from EMR	13,270					
		less Transfer to EMR	691					
		Movement to/(from) Gen Reserve	<u>106,053</u>					