



Studley Parish Council

Minutes of meeting held 21st December 2021, 7pm

Parish Centre, Old Vicarage Gardens, Studley

Minutes are draft until approved at the following meeting.

Members present

Cllr C Summers - Chairman, Cllr M Osborne - Vice-Chairman,
Cllr J Beard, Cllr C Britt, Cllr A Clarke, Cllr D Collett, Cllr B Dixon,
Cllr Penny Hunt, Cllr Phil Hunt, Cllr A Rainbow, Cllr A Smith

Members not present

Cllr P Hencher Serafin

In attendance

- Neil Edden, ward member for Stratford District Council Studley with Sambourne.
- Ross Crawford, Redditch Standard.
- Clerk/RFO G Lungley, Administration Officers L Rose and K Walters.

Agenda item 1. Chairman's welcome.

Minute 409.

The Chairman welcomed all to the meeting which was on larger premises due to the increased national risk of the covid 'omicron' virus. In place of the usual post-meeting Christmas celebration, a slice of the chairman's home-made cake would be available and a collection box for the Chairman's chosen charities.

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

Minute 410.

Cllr P Hencher-Serafin; the reason for absence was noted.

Agenda item 3. Declarations of interest.

Minute 411.

Members were reminded to keep their register entries up to date and to declare any Disclosable Pecuniary Interests (DPI) and any Other Registrable Interests (ORI) and any Non-Registerable Interest (NRI) relating to items on the agenda and the nature of those interests. The following were declared:

Cllr M Osborne declared an Other Registrable Interest in agenda item 10c (minute 418c) as a member of the Entaco Bowls Club.

Cllr A Smith declared a Disclosable Pecuniary Interest in agenda item 8a (minute 416a) as beneficiary of payments to be approved.

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

Minute 412.

There were no requests for dispensation.

Agenda item 5. Public Forum.

- a) Residents are invited to give their views and ask questions of the Parish Council regarding this agenda or raise issues for future consideration.

- b) and c) Local government representatives are invited to share information and provide an update on their work from their respective principal authorities.

Minute 413a: Members of the public.

No members of the public were present

Minute 413b: Stratford District Council (SDC) ward members.

Neil Edden, Studley with Sambourne ward – SDC has submitted the request to the Secretary of State to be allowed to join with Warwick District Council to create a South Warwick District Council. The aim is to share services between two like-minded authorities and reduce any steep increases in council tax. It is an evolving situation.

Minute 413c: Warwickshire County Division member for Studley, Justin Kerridge.

Apologies had been received from Justin Kerridge for non-attendance.

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

Minute 414.

The minutes of the council meeting held 16/11/2021 were approved by the majority of members voting.

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

Minute 415.

Application reference: 21/03683/FUL

Proposed: Change of use of grass verge to residential garden

At: 168 St Judes Avenue, Studley, B80 7JE

As this land is owned by the parish council members agreed it would not be possible for the parish council to return an impartial comment. However it was agreed to correct an inaccuracy in the application regarding alleged sale of the land since to date the council has agreed to seek a valuation of the land only.

It was noted that all notices of SDC decisions are referred to the planning committee.

Members were advised two new consultations had been notified for which a response was required by 18/01/2022; a meeting of the Planning Committee would be held before 18/01/2022 to ensure a timely response is sent to SDC.

Agenda item 8. Finance - Financial Information.

Minute 416a To approve schedule of payments.

Cllr A Smith left the meeting whilst this item was discussed.

The schedule had been circulated in advance and was approved for payment by the majority of members voting. List as page 219.

Minute 416b To receive and note bank reconciliations to 30/11/2021.

The bank reconciliation to 30/11/2021 was received and noted; see page 220, along with the record of ear-marked reserves.

Minute 416c To receive and note summary budget review to 30/11/2021.

The summary budget review, attached at page 221, was noted.

Agenda item 9. A. Budget for 2022/23 and B. Precept for 2022/23.

Minute 417A To agree the budget prepared by the Finance Committee.

The minutes of the finance committee meeting held 13/12/2021 refer.

It was agreed to set a balanced budget of £249,607 for 2022/23, to include use of £9,245 from the general reserve.

Minute 417B To agree the precept arising from the budget calculations.

The minutes of the finance committee meeting held 13/12/2021 refer.

It was agreed to set the precept at £195,365 which will impact on the Studley parish Band D council tax paying household by £95.62 for the year, or £7.97 per month.

Agenda item 10. Items for discussion and / or decision.

Minute 418a Living with Covid-19.

If there is an increase in infections the council may be banned from holding public meetings or may prefer to not meet during periods of higher risk. The council cannot meet online in any official capacity until the law is changed.

In the event of not being able to meet then in order for council business to continue effectively it is proposed to delegate authority to the Clerk whereby the Clerk will act on behalf of the council in all matters which do not require full council approval. Delegated authority to spend up to £2,000 on any one purchase was granted at the meeting on 19/10/2021, minute no. 391b. The extent of delegation will be in line with this expenditure limit and the Clerk's job description. All actions will be taken in compliance with Standing Orders and Financial Regulations as far as possible and notified to members. This will take effect only if the parish council is unable to meet.

It was agreed to keep an open mind with regard to the risk of holding a public meeting and the council was aware that informal meetings may have to be held remotely to ensure business continuity through delegation arrangements to staff. This evening's meeting was cold and draughty due to the requirement for windows to be open. Members would individually consider adding to the calls on government seeking a return to lawful online meetings.

Minute 418b Neighbourhood Development Plan and Development Order.

To approve the support proposal from Stansgate Planning, as recommended by Locality officer Dave Chapman. NB The funding window has been extended to 31/03/2022.

It was noted the proposal suggests a number of meetings without any parish council representation present and this would be countered by insisting the parish council is represented at all such meetings by at least one member of the steering group being present.

It was noted there is £12,215.50 remaining from the NDO feasibility study grant.

It was agreed to approve the Stansgate proposal for moving forward with the Neighbourhood Development Order.

Minute 418c To consider grant request received from Entaco Bowls Club.

The total project cost, for repairs to the club's mower, is £2,329.35; the request is for '£500 or any amount to help offset this item of expenditure'.

Cllr M Osborne explained the reasons behind the request for funding and abstained from voting when put to the vote.

It was suggested that as it appeared only one quote had been sought then the Club should seek at least one other quote.

It was agreed that on the basis the Club seeks an alternative quote for the work, to award £500 to the Entaco Bowls Club for repairs to the main mower.

Minute 418d To agree use of Crooks Lane recreation ground by Circus Ginnett.

The circus wishes to return on 20th – 26th June '22. It was noted this will be during the proposed Environmentally Studley fortnight.

It was agreed to allow Circus Ginnett to use the Crooks Lane recreation ground on 20th – 26th June 2022, and to bring to their attention that this will be during the Environmentally Studley fortnight and to remove all publicity posters after 26th June. It was suggested the parish council's Environment Committee may like to meet with the circus organisers to discuss sustainability engagement.

Agenda item 11. Clerk's report.

Minute 419a Progress of asset inspections.

A new comments sheet is being drawn up for all members to complete when visiting their inspection site. This will be issued by the end of this month for all inspections to be completed by 31/01/2022.

Minute 419b Progress relating to appointment of youth worker.

Through the county councillor the self-appointed 4-member youth worker working party consisting of the county councillor, district councillor, curate and a parish councillor had provided supporting information for appointing a youth worker, with the parish council as the organising body. Whilst everyone present was very much in favour of the scheme as a worthwhile project for Studley, concern was expressed that the parish council did not have the administrative capacity to take on this venture and was being pressured into doing something it was not properly set up for.

It was agreed to defer taking any decisive action until the council is more fully informed; this may mean the youth worker working party should meet with the various committees such as Staffing and Community Engagement and Events.

Agenda item 12. Committees.

Minute 420A The Chairman thanked all committee chairmen and members for their input to date.

The following committee meetings have taken place since the previous council meeting:

420Aa Community Engagement & Events Committee meeting held 17/11/2021

420Ab Planning Committee meeting held 01/12/2021

420Ac Environment Committee meeting held 09/12/2021

420Ad Finance Committee meeting held 13/12/2021

420Ae Community Engagement and Events Committee meeting held 15/12/2021

It was noted the Chairman's Dinner would be rescheduled for later in the year.

Minute 420B Members' reports from other meetings.

Minute 420Ba Studley Local Network Group.

Cllr M Osborne had attended this meeting where they had been pleased to welcome a member of the parish council and hear of the plans for the old youth building. Information relating to sources of grant funding had been provided. The group is to meet again in February.

Minute 420Bb Christmas Comes to Studley event held 26/11/2021.

It was noted the event and lantern parade had been well attended and enjoyed by all; the road closure arrangements were appreciated. For next year more crowd control marshals and better arrangements for toilet facilities would be needed, possibly along with review of site for Christmas tree lights switch-on.

Agenda item 13. Other correspondence.

Minute 421 Correspondence circulated to council members during November/December included:

- Various notifications of Stratford DC council and committee meetings
- Barnardo's Stratford children and family centres update
- Business survey of Studley via SDC contractors
- Concerns about hedge cutting, Station Road

- HR updates from Ellis Whittam
- Inconsiderate parking outside local schools
- Warwickshire Search and Rescue
- Various road closure notifications

**Agenda item 14. Members to raise items for consideration at the next meeting.
Minute 422 Community use of Studley Village Hall.**

Agenda item 15. To agree date and time of next council meeting.

Minute 423.

The next full council meeting is scheduled for 18/01/2022 at 7pm but will depend on any covid-related measures and / or risk assessments in place at that time.

The Chairman wished all a very happy Christmas and successful New Year.

This meeting closed at 8.24pm.

Signed:

Date :

Chairman, Studley Parish Council

Minute 416a Schedule of Payments: Payments already made since previous meeting

BACS	V #	Supplier	Description	Net	VAT	Gross
DD	144	O2	Mobile Phone	12.16	2.43	14.59
✓	145	Mercian	Cemetery Skip	137.50	27.50	165.00
✓	146	Sarah Haywood Photography	Web Photography deposit	200.00	0.00	200.00
DD	147	SDC	Rates	132.00	0.00	132.00
✓	148	Studley Parish Centre	Council Meeting (Public)	34.00	0.00	34.00

Minute no. 416a Schedule of Payments: Payments approved at this meeting

BACS	V #	Supplier	Description	Net	VAT	Gross
	149	Headway	Road Closure 14 th Nov 21	450.00	90.00	540.00
	150	A Smith	Bugler Remembrance Sunday	15.48	0.00	15.48
DD	151	Biffa	Allotments Redditch Road	102.75	20.55	123.30
DD	152	Biffa	Village Hall Bulky waste	470.97	94.19	565.16
	153	Lighting & Illum	LITE Light displays	2,435.00	487.00	2,922.00
	154	Boxer	IT Support	116.00	23.20	139.20
	155	G S Adams	Festive lighting Alcester Road	1,240.00	248.00	1,488.00
	156	G S Adams	Festive Lighting High Street	1,360.00	272.00	1,632.00
	157	G S Adams	Additional Lighting Alcester Rd	1,875.00	375.00	2,250.00
	158	G S Adams	Street lighting maintenance Nov 21	461.61	92.32	553.93
	159	Boxer IT	Website hosting & maintenance	50.00	10.00	60.00
DD	160	Inty	Microsoft 365	9.40	1.88	11.28

BACS	V #	Supplier	Description	Net	VAT	Gross
	161	Lamberts	The Bungalow, Entaco	85.00	17.00	102.00
	162	SSE	Supply to Lighting D2d	1,015.33	203.06	1,218.39
	163	SSE	Energy Standing Charges	34.62	1.73	36.35
	164	Adrian Smith	Gas Fire & safety check Bungalow	771.49	0.00	771.49
	165	DTH Burial Services	Burial service following funeral	300.00	0.00	300.00
	166	Managed Technology	Copier Nov Inv	26.35	5.27	31.62
	167	Managed Technology	Copier Sept Inv	56.29	11.26	67.55
	168	Managed Technology	Copier Oct Inv	51.56	10.31	61.87
	169	Managed Technology	Copier Dec Inv	38.66	7.73	46.39
	170	PA Janes	Millennium Park & car park tidy	464.00	0.00	464.00
	171	Vale Security	CCTV maintenance & projector issue	230.00	46.00	276.00
	172	SPC Payroll	Staff Payroll	3,379.00	0.00	3,379.00
	173	HMRC	Month 9 Ending 5 Jan 2022	812.55	0.00	812.55
	174	SPC Pensions	Pension Payment	1,120.22	0.00	1,120.22
	175	Excel Telecoms	Call & Service charges Library	25.74	5.15	30.89
	176	Excel Telecoms	Call & service charges SPC	70.29	14.06	84.35
DD	177	O2	Mobile Phones	12.16	2.43	14.59

Minute 416b To note bank reconciliation to 30/11/2021

Confirmed bank and investment balances

Bank Statement Balances		£.00	£.00
30/11/2021	Current account	26,775.63	
30/11/2021	Deposit account	115,766.79	
30/11/2021	Unity Trust account	113,638.66	
30/09/2021	Petty cash	0.00	
30/03/2016	CCLA (investment)	0.00	
30/11/2021	Charity account	830.44	
			257,011.52
Other cash and bank balances			
			0.00
			257,011.52
Unpresented payments			
			0.00
			257,011.52
Balances from cash book			
1	Current Account		26,775.63
2	Moneymaster Account		115,766.79
3	Unity Trust Account		113,638.66
4	Petty Cash Account		0.00
5	CCLA (investment)		0.00
6	Charity Account		830.44
	Total cash and bank		257,011.52

To note earmarked reserves to 30/11/2021

Account	Opening Balance	Net Transfers	Closing Balance
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
Studley Sports and Social Club (SSSC)	0.00		0.00
General Admin	4,500.00		4,500.00
Community Infrastructure Levy (CIL)	9,760.00	10,343.20	20,103.20
Neighbourhood Development Order (NDO)	28,885.50	-16,670.00	12,215.50
Scouts	1,500.00	0.00	1,500.00
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
	92,990.50	-5,468.37	87,522.13

Minute 416c Summary budget review to 30/11/2021.

Service area		Actual year to date	Current budget	Variance	Funds available	% received or spent
Cemetery	Income	17,183	16,280	(903)		105.5%
	Expenditure	9,988	16,280	6,292	6,292	61.3%
	Net	7,196	0	(7,196)		
Allotments	Income	3,211	3,950	739		81.3%
	Expenditure	880	4,150	3,270	3,270	21.2%
	Net	2,331	(200)	(2,531)		
Street Lights	Expenditure	12,907	30,000	17,093	17,093	43.0%
Recreation	Income	(364)	0	364		0%
	Expenditure	11,149	24,720	13,571	13,571	45.1%
	Net	(11,513)	(24,720)	(13,207)		
Grants, non-s137	Expenditure	3,520	11,500	7,980	7,980	30.6%
Office overheads	Expenditure	10,925	14,144	3,220	3,220	77.2%
Salary - PAYE, NI	Expenditure	67,268	69,800	2,532	2,532	96.4%
Administration	Income	222,635	202,271	(20,364)		110.1%
	Expenditure	45,268	51,307	6,039	6,039	88.2%
	Net	177,367	150,964	(26,403)		
External CCTV	Expenditure	5,954	0	(5,954)	(5,954)	0.0%
S137 Grants	Expenditure	0	600	600	600	0.0%
Grand Totals	Income	242,665	222,501	(20,164)		109.1%
	Expenditure	167,857	222,501	54,644	54,644	75.4%
	Net	74,808	0	(74,808)		