



Studley Parish Council
Minutes of Studley Parish Council Meeting
17th August 2021, 7.30pm
Council Chamber, Studley Village Hall

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

.. not present Cllr A Smith

Attending: District ward members Neil Edden and P Hencher-Serafin* (*same person)
2 co-option candidates
Acting Clerk/RFO G Lungley, Assistant Clerk L Stanton

Agenda item 1. Chairman's welcome.

Min no.322 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.323 Cllr A Smith

Agenda item 3. Co-option

Min no.324 Three candidates had been put forward for the two casual vacancies. **It was AGREED** to vote by secret ballot and ballot papers were issued to all members. Following the vote, it was declared the new council members are Andrew Clarke and Penny A Hunt. Cllr A Clarke signed the Declaration of Acceptance of Office and joined the council table. Cllr P Hunt had submitted apologies for absence and would be asked to sign the Declaration of Acceptance of Office as soon as possible.

The unsuccessful candidate left the meeting.

Agenda item 4. Declarations of Interest

Min no.325 Members were reminded to keep their register entries up to date. Cllr C Summers declared an interest in agenda item 9a, min 330a, as he is listed to receive a payment for an incidental purchase; he abstained from voting. Cllr P Beaman declared an interest in agenda item 9d as he is employed by the contractor providing the maintenance agreement; he left the meeting during discussion of item 9d, minute 330d.

Agenda item 5. To consider grant of any dispensation request

Min no.326 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 no.327 a) No member of the public was present.

- b) District Ward member Neil Edden spoke of the Community Speed Watch scheme which is seeking volunteers within Studley to cover Bromsgrove Road, Node Hill, Station Road and Alcester Road.
- c) District Ward member Peter Hencher-Serafin advised of progress with regard to the proposed installation of railings outside Nisa, High Street which has been approved by the Highways Authority and the police with an estimated 'delivery' date of 3 months.
- d) County Division member Justin Kerridge had sent apologies for non-attendance. Report as appendix 1.

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

- Min no.328**
- a) The minutes of the council meeting held 20/07/2021 were approved by the majority of members voting.
 - b) The minutes of the council meeting (Planning) held 09/08/2021 were approved by the majority of members voting.

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

- Min no.329** It was noted Cllr P Hencher-Serafin, as district ward member, would not be commenting or voting on the following consultations.
- a. **21/01934/FUL:** 12 – 14 Marble Alley, Studley, B80 7LD
Proposed: Conversion of existing vacant (formerly Dental practice) building into 2no one-bedroom apartments, replacement windows to front elevation with a new door, new opaque glass window to side elevation, new fence and gate to create private amenity space to side.
 Despite the poor quality of the plans provided, members decided to comment as follows: **It was agreed** to support this application for bringing a vacant property back into use.
 - b. **21/02365/FUL:** 27 Crooks Lane, Studley, B80 7HX
Proposed: Two storey extension and loft conversion with internal alterations to create enlarged open plan kitchen/dining area and two additional bedrooms.
It was agreed to make no representation to this application.

Agenda item 9. Finance - Financial Information

- Min no.330 a To approve schedule of payments** (on next page).
 The schedule was circulated and approved.
 The detailed Income and Expenditure report to 31/07/2021 was also circulated to all members for noting.
- Min no.330 b To receive and note the bank reconciliation to 31/07/2021** (on next page).
 The reconciliation was noted
- Min no.330 c To agree appointment of internal auditor for financial year 2021/22**
It was agreed to appoint DKE Audit to carry out the internal audit for the 2021/22 financial year.
- Min no.330 d Annual maintenance agreement for CCTV**
 Cllr Beaman left the meeting for this item and returned directly after.
It was agreed to retain Vale Fire and Security to carry out the annual maintenance to the parish council's CCTV system which oversees the Crooks Lane recreation ground and the village hall foyer.

Min no.330 a		17 th August 2021 – payments for approval		£
Voucher no/ chq	Supplier	Description	Payment Method	Inc VAT where applicable
V/no: 030	WALC	(12 & 26 Aug 2021) Staff Training	BACS	48.00
V/no: 031	WM Employer	Advertisement - for clerk's position	BACS	276.00
V/no: 032	Boxer Enterprise	IT support July	BACS	108.00
V/no: 033	Biffa Waste Svces Ltd	Wheelie bin service, July	BACS	94.72
V/no: 033	Biffa Waste Svces Ltd	Delivery of 1100L wheelie bin	BACS	22.80
V/no: 034	Mercian Skip Hire	Cemetery skip - delivered 4/08/2021	BACS	165.00
V/no: 035	Colin Summers	Grass seed, cemetery (2 nd pay)	BACS	14.99
V/no: 036	Bullivant Media Ltd	Advertisement - for clerk position	BACS	242.40
V/no: 037	Lyreco UK Ltd	Stationery	BACS	131.81
V/no: 038	Boxer Enterprise	Website hosting & maintenance, July	BACS	60.00
V/no: 039	Inty	Office 365 access	DD	11.28
V/no: 040	PA Janes	Village caretaking, maintenance July	BACS	712.00
V/no: 041	GS Adams	LED light replaced; Col 3 Albert Close	BACS	459.60
V/no: 042	GS Adams	Street lighting maintenance for July	BACS	553.93
V/no: 043	SSE	Streetlighting energy July	BACS	1,338.05
V/no: 044	J Vale	Grounds maintenance	BACS	1,264.50
V/no: 045	Managed Technology	Photocopying 13 th July – 9 th Aug 2021	DD	49.66
V/no: 046	Land Registry	Purchase of index map	Chq:107248	4.00
V/no: 047	Excel Telecomms	PC office & library phone & broadband	BACS	115.76
V/no: 048	S'ley Allotment Assoc.	Annual subs collected from members	BACS	264.00
V/no: 049	Staff members	Salaries, month 5	SO/BACS	5,433.52
V/no: 050	Warwickshire Pensions	Staff pensions	BACS	2,106.26
V/no: 051	HMRC	Staff PAYE and NI (month 4 to 05/08)	BACS	3,088.04
V/no: 052	HMRC	Staff PAYE and NI (month 5 to 05/09)	BACS	2,736.93
V/no: 053	CTKT/Studley Lawns	Cemetery maintenance	BACS	600.00
V/no: 054	WALC	Training – 14/09/2021 for 2 councillors	BACS	72.00

Min.305b

To receive and note the bank reconciliation to 31/07/2021:

BANK RECONCILIATION TO 31/07/2021			
Balance per parish council's cash book as at 31/07/2021			
Current account 1	£4,642.96		
Current account 2	£44,530.35		
Deposit account	£156,006.09		
Charity account	£830.44		
Petty cash	£0.00		
		£206,009.84	A
Balance per bank statements as at 31/07/2021			
Current account 1	£5,409.71		
Current account 2	£63,487.03		
Deposit account	£156,006.09		
Charity account	£830.44		
Petty cash	£0.00		
		£225,733.27	
Less unpresented cheques		UTB	-£18,956.68
		HSBC	-£766.75
		£206,009.84	B
			A = B

Grant request (advance notice):

Min no.330e Studley Christmas Lights group had submitted a request for £1,360 funding to support the annual seasonal lighting display.

Agenda item 10. Clerk's Report

Min no.331a Studley Isolation Support Group:

Ruth Jewell had deposited in the council office all the group's information relating to their support of the community during the Covid-19 Lockdown from March 2020 to June 2021. The group's activities have been put on hold and can be revived should the need arise in the future. The deposit includes the mobile phone which is paid for by the parish council and will be used by office staff.

Min no.331b Freedom of Information requests and response

Members noted two Freedom of Information requests had been received and responded to in keeping with council procedure.

Min no.331c Studley Village Hall update to payment of hall hire arrangements

Members noted the annual rental paid to the village hall by the parish council included the use of the space occupied by the Community Library and was not a grant. The village hall would be asked to issue an invoice when payment is due.

Min no.331d Social Media profile

By way of a free offer, Breakthrough Communications has been asked to report to the council on its social media profile; this will then be considered at the next meeting of the Community Engagement and Events committee.

Agenda item 11. Committees

Min no.332 To receive draft committee meeting minutes and approve matters arising therefrom as follows:

a Staffing Committee meeting held 22/07/2021

(i) To approve the inclusion of the council's vice-chairman as a member of this committee, and not the council Chairman.

It was AGREED the committee's Terms of Reference to state the council's vice-chairman will be a member of the committee and the council's Chairman will not be a member of the Staffing Committee.

(ii) To approve the recommendation to pay the appropriate acting-up allowance to the Assistant Clerk for the 6-months period during the clerk's absence.

It was AGREED to pay the Assistant Clerk an acting-up allowance for the period November 2020 – April 2021.

(iii) To note the current staff vacancy is being advertised to 27/08/2021

The advertisement of vacancy for the Clerk's position was noted.

b Finance Committee meeting held 27/07/2021

(i) To approve the revised Standing Orders and Financial Regulations

It was AGREED to approve the amended Standing Orders and Financial Regulations.

(ii) To note lack of progress with street lighting contract

Some progress had been made since the committee meeting, having received advice from Warwickshire County Council officer. It was agreed to seek support from the current lighting contractor to re-extend the contract whilst arrangements are made to review the tender document.

(iii) To note progress with new website provision and councillor email addresses

Quotes are being sought for a new website that will comply with the appropriate regulations; contractors have until 20/08/2021 to respond.

With regard to the new and un-used router / IT equipment, the outgoing village hall Chairman was unable to account for it but thought it may have been left behind by the contractors who installed the council's router which is a separate and independent system to that used by the village hall.

- c Cemetery Committee meeting held 09/08/2021**
- (i) To approve appointment for valuation of land to cemetery extension**
It was **AGREED** to approach three land agents to find out how much they would charge to value the land being offered to extend the cemetery.
- (ii) To approve purchase of cemetery management software – set-up fee £3,148 and annual fee thereafter £232.**
It was hoped a computerised cemetery management system would help ensure correct procedures are followed and the recent presentation by EdgeIT showed how this is possible. Quotations had been sought from other software providers, but of those approached, only EdgeIT meets the needs of a cemetery the size of Studley.
It was **AGREED** to purchase the EdgeIT cemetery management module. It was noted that attention to detail and committee oversight of the computerisation process would be required.
- (iii) To note bulb planting to take place on 11/09/2021**
The spring bulbs had been donated by Studley in Bloom.
- (iv) To note expenditure from budget for hedge cutting and purchase of PPE**
It was noted the committee intend to cut back the eastern hedge (£350) and purchase PPE (named hi-viz jackets) for committee members to wear when marshalling car-parking at funerals, up to £200.
- d Meeting of Neighbourhood Plan steering group, parish council 28/07/2021**
Highbury Design had presented the current position on the Neighbourhood Development Order and the proposed next steps. The Locality advisor had not been able to attend and a new meeting has been arranged with him for 07/09/2021.
Locality is hosting a webinar “How to use a neighbourhood plan to bring forward affordable housing” on 08/09/2021 which members are keen to attend; for those who are unable to attend Locality will be asked for the recording.
The chairman of the Neighbourhood Plan group advised he has stepped down from the role.
- e Meeting of the trustees to Studley Sports and Social Club 11/08/2021**
The minutes to this meeting had been circulated earlier in the day. The new Chairman is N Mason from the club, and the vice-Chairman is Cllr C Summers. It was noted that the club appears to be doing well.

Agenda item 12. Items for discussion and / or decision

- Min no.333 a To consider request to purchase land owned by the parish council.**
A homeowner wished to purchase land to the side of the house for use as private garden; it is owned by the parish council and is currently deemed estate open space and highway visibility splay.
It was **AGREED** to arrange for the land to be valued.
- b To consider support for ‘silent’ fireworks during period of Bonfire Night.**
It was **AGREED** to suggest to residents and anyone putting on a firework display that they do not use noisy fireworks which upset wildlife and vulnerable people.

- c To be aware of the Royal British Legion request for the parish council to apply for a road closure to facilitate the annual Remembrance Sunday parade on 14/11/2021**

It was AGREED the parish council would apply for the road closure order for 14/11/2021 working with the Royal British Legion on planning the parade. Cllr C Summers would liaise with RBL.

Beaumont Traffic Management had offered to supply and erect the appropriate signs, including advance information signs for no charge in support of the event.

- d Request to install a pump-track on Crooks Lane recreation ground**

This request had been received from a resident keen to improve youth access to open space and exercise, however members discounted the installation of a pump track on the Crooks Lane recreation ground due to lack of space since part of the site is the Millennium Park charity and the rest is used for football and as amenity space for outdoor activity such as picnics, council events and circus visits. There would be support for a pump-track in the parish if a suitable alternative site could be found along with appropriate funding support through local fund-raising and grants.

- e Suggestion for wild-flower verges around the village**

Members considered the request received by email for wildflowers to be encouraged to grow on the highway grass verges. It was suggested the Studley Improvement group could be approached to take this forward and contact local businesses for support.

- f To agree to progress the offer of £5,000 to work with Shakespeare's England on the Welcome Back campaign**

It was AGREED to accept the offer of £5,000 to work with Shakespeare's England on the Welcome Back campaign. The funding is available until 31st March 2022 and must be spent on something that would not have otherwise happened.

- g To agree holding Christmas Fayre and Lights Switch-on 26/11/2021**

It was AGREED in principle to support the annual event, subject to village hall availability.

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 a further 15 minutes.

It was AGREED to continue for a further 15 minutes.

- h To agree to purchase of wheeled strimmer for the allotments, £250.**

The allotment association had been offered a second-hand wheeled strimmer for £250 and had asked the parish council to purchase this for them.

It was AGREED to purchase the second-hand wheeled strimmer for £250 for use by the allotment association at both Studley allotment sites; it would be kept in a secure, locked container.

Agenda item 13. Other correspondence/circulation

Min no.334 The list of email correspondence and circulars received had been circulated.

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

Min no.335 To include the structure and membership of the council's committees.

Agenda item 15. To close the meeting to allow for discussion of confidential business

Min no.336 **It was AGREED** to close the meeting to the public.

Cllr B Dixon spoke of concerns relating to cemetery management and how this would be addressed by the council.

It was noted advice had been received from the independent internal auditor, that of the two options available to the council, one would be time consuming and costly in terms of both members' time and financial input compared to the other option which started from the premise that members knew what was wrong and should be working towards putting it right.

It was noted that the council is already taking steps in this direction by ensuring all members of staff and of the cemetery committee receive training from the Institute of Cemetery and Crematorium Management and by ensuring the use of a computerised cemetery management system.

In addition, and on behalf of the council, an apology was made to Cllr Dixon for misleading comments made during confidential session at a meeting last year.

Agenda item 16. To agree date and time of next council meeting(s).

Min no.337 7th September 2021 (planning) and 21st September (full council) at 7.00pm.

This meeting closed at 9.45 pm.

Signed:
Chairman, Studley Parish Council

Date :.....

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**Appendix 1**

**County council division member for Studley, Justin Kerridge report**

15/08/2021

It has been a hectic few months since May with lots to learn and lots of things to start in motion.

There is ongoing work into...

Developing the old youth club site into something positive for the village;

Improving cycle routes and links, especially with Redditch;

Making country roads safer for pedestrians, horse riders and cyclists;

Communication between young people, County council, District council, police and School;

Major roads network of A435, A448 and Redditch.

More accessible countryside rights of way;

....to name but a few.

I look forward to working with the parish council on many of these and other projects.