



## Studley Parish Council: Parish Council Meeting Minutes of meeting held on 24<sup>th</sup> January 2023, 7pm Studley Village Hall, High Street, B80 7HJ

**NB 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 B Dixon,  
Cllr P Hencher-Serafin\*, Cllr Ph Hunt, Cllr Py Hunt, Cllr A  
Smith

**In attendance** \*Peter Hencher-Serafin is also ward member to SDC Studley  
and Mappleborough Green ward.  
Three members of the public  
L Rose- Clerk/RFO, K Walters – Clerk

**Minute 162. Agenda item 1. Chairman's welcome.**  
Cllr Colin Summers welcomed everyone to the meeting.

**Minute 163. Agenda item 2. Apologies from absent Parish Councillors.**  
None

**Minute 164. Agenda item 3. Declarations of interest.**  
Members were reminded to keep their register entries up to date and to declare any  
Disclosable Pecuniary Interests (DPI), any Other Registrable Interests (ORI) and any  
Non-Registerable Interest (NRI) relating to items on the agenda and the nature of those  
interests.

There were no declarations of interest relating to this meeting.

**Minute 165. Agenda item 4. To consider grant of any dispensation request.**  
There were no requests for dispensation

**Minute 166. Agenda item 5. Public Forum.**

**a) Residents and members of the public.**

A member of the public left contact details after talking about the Studley Youth  
Centre purchase and would like to use the Youth Club building to help those with  
disabilities.

**b) Safer Neighbourhood Team or other community organisation.**

There were no updates from the SNT.

**c) Stratford District Council (SDC) ward members.**

**i. Neil Edden**, spoke about the following subjects.

- Neighbourhood Development Plan meeting has now been confirmed and details  
from the meeting will be reported.
- Wild Seeding of verges has now been approved by cabinet. Coun Edden plans  
to contact Orbit Housing to request permission to wild seed the greens belonging  
to them.

ii. **Peter Hencher-Serafin**, spoke about the following subject.

- A number of questions had been raised by residents who's hedgerows ran alongside the footpath from Crooks Lane to Node Hill. Cllr Hencher-Serafin has confirmed that hedgerows must be maintained by the occupants of the properties whose hedgerows grow outwards towards the path and that County Council maintain the actual footpath.

d) **Warwickshire County Council (WCC) Division member Justin Kerridge**, reported via email on the following subjects

- There is currently no news on the council tax.
- Obtaining quotes to install a continuation of the pavement around the entire Sernal Ash corner from my Councillor budget.
- The steps down into the park field by the parish church are due to be redone by a local contractor (part of the improvements to the whole path system in that area, I am keen to progress)
- Initial investigations are ongoing for the 20mph zone and one way High Street many of the dropped curbs and pavement improvements from my councillor budget are being installed now.

**Minute 167. Agenda item 6. Approval of draft minutes from previous council meeting.** It was **AGREED** to approve the minutes of the council meeting held 20/12/2022 which were subsequently signed by the Chairman.

**Minute 168. Agenda item 7. Planning:**

a. **to comment on consultations received from Stratford District Council as the planning authority.** The Council commented as follows.

<b>Application reference:</b>	22/02511/PIP APPEAL
<b>Proposed:</b>	Erection of up to 4 self build and/or custom houses
<b>At:</b>	The Park, Alcester Road, Studley
<b>Comment:</b>	It was <b>agreed</b> that SPC would refer back to previous comments of <b>objection</b> .
<b>Application reference:</b>	22/03665/LDP
<b>Proposed:</b>	Erection of garage
<b>At:</b>	Holt Farm, Alcester Road, Studley
<b>Comment:</b>	<b>No representation</b>
<b>Application reference:</b>	22/02951/FUL
<b>Proposed:</b>	Conversion and extension of garage to form ensuite bedroom, with further bedroom above. Extension to hall. Rear kitchen extension.
<b>At:</b>	19 Knottesford Close, Studley, Warwickshire, B80 7RL
<b>Comment:</b>	<b>Objection</b>

It was noted that as Cllr P Hencher-Serafin is also a district councillor that he would not be commenting on any planning application consultations.

**Minute 169. Agenda item 8. Finance**

- To approve schedule of payments
  - To receive and note bank reconciliation up to 31/12/2022
  - To receive and note summary budget review upto 31/12/2022 circulated separately
- Items a through to c were unavailable due to a technical issue and it was **agreed** to circulate to all councillors as soon as possible for approval. Pgs 349-354

**d) To discuss and agree the budget in order to calculate 2023/4 precept.**

Budget calculations and precept calculation were circulated and presented to Councillors for approval. It was **agreed** to accept the calculations and to request the Precept from SDC.

**Minute 170. Agenda item 9. Items for Discussion and / or Decision.**

**a. Working Parties review – To create a committee.** It was requested by Cllr A Smith to discuss the option of a Cemetery Committee. Cllr P Hunt offered join the Committee and both Cllr Dixon and Beard requested further time for consideration. The Committee to be formed is for EROB and ten point plan reviews relating to the new cemetery.

**b. Nature reserve – Warwickshire Wild Life Trust wildflower trial.** WWLT would like to carry out a wildflower trial at the Nature Reserve and require agreement from SPC by way of signed agreement.

It was **agreed** that the Clerk would request permission from Stratford District Council, the landowner, before signing the agreement to continue.

**c. To note that the quarterly bookkeeping review has been carried out by Cllr Py Hunt and Cllr M Osborne on 5<sup>th</sup> December 2022 and was found to be satisfactory.**

**d. To discuss and agree payment of invoice received from GS Adams relating to a poppy light for the Royal British Legion.**

It was **agreed** that the SPC would pay the invoice and take ownership of the light.

**Minute 171. Agenda item 10.**

**Clerk's Report : The following updates from council officers to previous meetings and ongoing matters were noted without comment.**

- a) SDC – Parish Council Elections – Nominations** Council Officers have agreed that SPC will become a collection point only for election packs.
- b) Repairs –** Councillors were informed that the office would close for the Christmas period but Office staff would be checking emails from home. The office would open on Tuesday 3<sup>rd</sup> January 2023 as normal.
- c) The Bungalow at the Entaco –** The Gas Safety report recommended a second carbon monoxide alarm to be placed in the living area which the Clerk has arranged via the letting agent. Quotes are to be obtained for loft insulation and moss clearance on the roof and gutters. Cllrs P Hunt and A Smith agreed to assist the office with the request of location for gas isolation valve.
- d) Coronation plans –** Following a meeting with NALC on the 17<sup>th</sup> January 2023, plans were still to be announced, but the Pageant Master, Bruno Peaks confirmed that there would be no beacons lit.
- e) Chairman's Quiz –** Amended to Friday 17<sup>th</sup> February 2023. The Chairman's Quiz will be held at Studley Sports and Social Club on Friday 17<sup>th</sup> February 2023 and a donation made to Studley First Responders with funds raised.

**Minute 172. Agenda item 11. To note updates from working parties.**

**a) Studley Nature Reserve**

It was requested that Nick Hall join the working party. Clerks are to send the public liability Insurance Certificate to the working party. It was agreed that quotes were to be obtained to cut one side of the stream and up to the value of £1400.00, included within the budget.

**b) Cemetery Working Party**

Met on the 24<sup>th</sup> January 2023. Tender documents notes will be sent to the Clerk.

**c) Allotments**

The working party met on the 24<sup>th</sup> January 2023 and will be forwarding tender document

notes to the Clerk.

**d) Community Engagement**

It was noted that Cllr A Smith and Barbara Craig will be joining the team  
An annual diary of events is currently being created and will be distributed within the Studley Network.  
The Administration Officer will provide the Clerks with a copy of the insurance certificate for the charity fitness event

**c) Youth Centre**

Cllr P Hunt confirmed that the documents submitted to Warwickshire County Council have been received and that an officer of WCC will respond back by the end of the week (27<sup>th</sup> January 2023)

**d) Recreation and Open Spaces**

Met on the 24<sup>th</sup> January 2023. Tender documents notes will be sent to the Clerk.  
It was noted that there were issues with pathways which will be submitted to the Office.  
Further work is required on the boundary hedgerow of the recreation ground and will be detailed in the tender document notes.  
It was noted that the footpath on Corbizum Avenue requires urgent attention  
The Pool Road (onto Crooks Lane) entrance requires investigation due to a block of concrete being a potentially hazard and will be reported back into the office.

**e) Tree Management Working Party**

A request was made for a list of Tree Preservation Orders and trees owned by the parish.

**f) Bins, Benches & Bustops Working Party.**

Reported that the bin list has been checked and completed, ready for upload onto Parish Online.  
It was suggested that new notice boards are required and that further discussions would take place regarding the siting.

**Minute 173. Agenda item 12.**

**Members are reminded to provide notification to the clerk of items for discussion at the next council meeting by at least 11/02/2023.**

**Minute 174. Agenda item 13. To note date and time of next meeting.**

The next meeting was noted as taking place on **21st February 2023 at 7pm.**

***This meeting closed at 8:43pm***

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

**Date :.....**

## Invoices Due for Payment by 31 March 2023

## For Creditors

## Pay by Electronic Payment

Invoice Date	Invoice No.	Ref	Invoice Detail	Authorise Ref	Date Due	Amount	Discount To	Net Amount due	
<b>G S Adams Ltd [ADAMS]</b>									
23/12/202	19495/20628	217	Street light maintenance		23/12/2022	553.93		553.93	
25/01/202	19410 20528	239	Poppy light install		25/01/2023	258.00		258.00	
25/01/202	19401 20485	240	Festive Lights Alcester Rd		25/01/2023	1,728.00		1,728.00	
25/01/202	19400 20485	241	Festiv lighting High St		25/01/2023	1,632.00		1,632.00	
25/01/202	19402 20496	242	Additional lights Alc & Bham Rd		25/01/2023	1,668.00		1,668.00	
25/01/202	18365 19422	243	Festive lights High St		25/01/2023	1,632.00		1,632.00	
25/01/202	18364 19421	244	Festive lights Alcester Rd		25/01/2023	2,250.00		2,250.00	
25/01/202	18366 19423	245	Alcester Rd Festive lights		25/01/2023	1,488.00		1,488.00	
Telephone 01527 857718						<b>Total of Invoices Due (ADAMS)</b>	<b>11,209.93</b>	<b>0.00</b>	<b>11,209.93</b>
<b>Arden Pest Control [ARDEN]</b>									
06/01/202	1459	246	Pest Control		06/02/2023	50.00		50.00	
Telephone 07983 358569						<b>Total of Invoices Due (ARDEN)</b>	<b>50.00</b>	<b>0.00</b>	<b>50.00</b>
<b>TTS [BOXER]</b>									
01/12/202	15878	221	IT support November 22		31/12/2022	175.20		175.20	
28/12/202	15921	215	IT Support		27/01/2023	175.20		175.20	
Telephone 01527 850082						<b>Total of Invoices Due (BOXER)</b>	<b>350.40</b>	<b>0.00</b>	<b>350.40</b>
<b>DM Payroll [DMPAYROLL]</b>									
21/12/202	2420	231	Payroll first half of year		21/12/2022	132.00		132.00	
13/01/202	2589	232	Payroll 2nd half 22/23		13/01/2023	132.00		132.00	
						<b>Total of Invoices Due (DMPAYROLL)</b>	<b>264.00</b>	<b>0.00</b>	<b>264.00</b>
<b>Excel Telecommunications Network Ltd [EXCEL]</b>									
06/01/202	965841	250	Office phone & internet		20/01/2023	93.42		93.42	
06/01/202	965843	251	Library phone & internet		20/01/2023	39.50		39.50	
Telephone 01527 527747						<b>Total of Invoices Due (EXCEL)</b>	<b>132.92</b>	<b>0.00</b>	<b>132.92</b>
<b>Headway Traffic Management North [HEADWAY]</b>									
01/12/202	3529	222	Traffic Management		01/12/2022	930.00		930.00	
Telephone 0121 474 4344						<b>Total of Invoices Due (HEADWAY)</b>	<b>930.00</b>	<b>0.00</b>	<b>930.00</b>
<b>HMRC Cumbernauld [HMRC]</b>									
25/01/202	MONTH END	262	Employer Contributions Pension		25/01/2023	3,137.17		3,137.17	
						<b>Total of Invoices Due (HMRC)</b>	<b>3,137.17</b>	<b>0.00</b>	<b>3,137.17</b>
<b>Penny Hunt [HUNTPENNY]</b>									
15/12/202	EXP DEC 22	219	Posts to repair rec fence		15/12/2022	12.24		12.24	
20/12/202	EXP 20TH DEC	228	Gifts for reindeer rocks comp	SPC 20/12/22	20/12/2022	9.00		9.00	
						<b>Total of Invoices Due (HUNTPENNY)</b>	<b>21.24</b>	<b>0.00</b>	<b>21.24</b>

## Invoices Due for Payment by 31 March 2023

						For Creditors	Pay by Electronic Payment	
Invoice Date	Invoice No.	Ref	Invoice Detail	Authorise Ref	Date Due	Amount	Discount To	Net Amount due
<b>P A Janes [JANES]</b>								
16/01/202	038	260	Repair to rec gate	H&S	15/02/2023	45.00		45.00
Telephone 07957 305184			Total of Invoices Due (JANES)			<b>45.00</b>	<b>0.00</b>	<b>45.00</b>
<b>Kellie John [JOHNK]</b>								
20/12/202	EXP DEC 20	229	Gifts for reindeer rocks comp	SPC 201222	20/12/2022	10.35		10.35
			Total of Invoices Due (JOHNK)			<b>10.35</b>	<b>0.00</b>	<b>10.35</b>
<b>Mercian Skip Hire Midlands Ltd [MERCIAN]</b>								
24/12/202	84855	227	Skip exchange cemetery		24/12/2022	200.00		200.00
Telephone 0121 458 7383			Total of Invoices Due (MERCIAN)			<b>200.00</b>	<b>0.00</b>	<b>200.00</b>
<b>Minuteman Press [MINUTE]</b>								
01/12/202	5373	223	SPC Banner for Tennis Club		01/12/2022	39.60		39.60
Telephone 01527 549946			Total of Invoices Due (MINUTE)			<b>39.60</b>	<b>0.00</b>	<b>39.60</b>
<b>Adrian Smith [SMITHA]</b>								
30/11/202	EXP DEC 22	218	Wire & gift bags R Speirs		30/11/2022	16.99		16.99
20/12/202	EXP 201222	230	Xmas refreshments		20/12/2022	127.94		127.94
			Total of Invoices Due (SMITHA)			<b>144.93</b>	<b>0.00</b>	<b>144.93</b>
<b>SPC Staff Salaries [SPCPAYROLL]</b>								
06/01/202	MONTH 10	247	Staff Salaries		06/01/2023	5,692.20		5,692.20
			Total of Invoices Due (SPCPAYROLL)			<b>5,692.20</b>	<b>0.00</b>	<b>5,692.20</b>
<b>Southern Electric [SSE]</b>								
04/01/202	0026	249	Energy Supply		04/01/2023	39.81		39.81
			Total of Invoices Due (SSE)			<b>39.81</b>	<b>0.00</b>	<b>39.81</b>
<b>Southern Electric [SSE1]</b>								
04/01/202	0037	248	Energy Supply		04/01/2023	1,339.90		1,339.90
			Total of Invoices Due (SSE1)			<b>1,339.90</b>	<b>0.00</b>	<b>1,339.90</b>
<b>CTKT Limited via Studley Lawns &amp; Gardens [STUD001]</b>								
31/12/202	3134	224	Tree & Hedgework at Cloisters	Min 142 Item c	31/12/2022	550.00		550.00
31/12/202	3133	225	Felling of Oak tree allotments	H&Safety	31/12/2022	400.00		400.00
			Total of Invoices Due (STUD001)			<b>950.00</b>	<b>0.00</b>	<b>950.00</b>
<b>Studley Village Hall [SVH001]</b>								
31/12/202	2212	226	2 panel heaters		31/12/2022	204.00		204.00
			Total of Invoices Due (SVH001)			<b>204.00</b>	<b>0.00</b>	<b>204.00</b>
<b>TB Technology Ltd [TBTECH]</b>								

**For Creditors**

**Pay by Electronic Payment**

Invoice Date	Invoice No.	Ref	Invoice Detail	Authorise Ref	Date Due	Amount	Discount	Net			
							To	Amount due			
05/01/2022	962	259	Copier charges		05/01/2023	205.88		205.88			
Total of Invoices Due (TBTECH)						<b>205.88</b>	<b>0.00</b>	<b>205.88</b>			
<b>John Truslove [TRUSLOVE]</b>											
30/12/2022	12112VAT	220	VAT element of invoice		30/12/2022	160.00		160.00			
Telephone 01527 584242			Total of Invoices Due (TRUSLOVE)						<b>160.00</b>	<b>0.00</b>	<b>160.00</b>
<b>Viking Raja Group [VIKING]</b>											
18/01/2022	9586738	233	Stationery		18/01/2023	88.26		88.26			
Total of Invoices Due (VIKING)						<b>88.26</b>	<b>0.00</b>	<b>88.26</b>			
<b>Warks &amp; West Mids Ass of Local Councils [WALC]</b>											
05/01/2022	55	257	Planning for elections		06/03/2023	36.00		36.00			
09/01/2022	66	256	Clerk Training - audit		10/03/2023	36.00		36.00			
20/01/2022	109	258	CLCA Review		21/03/2023	60.00		60.00			
Telephone 01789 472616			Total of Invoices Due (WALC)						<b>132.00</b>	<b>0.00</b>	<b>132.00</b>
<b>K Walters [WALTERS]</b>											
25/01/2022	EXPENSES DEC	252	Expenses as per list		25/01/2023	36.27		36.27			
Total of Invoices Due (WALTERS)						<b>36.27</b>	<b>0.00</b>	<b>36.27</b>			
<b>Warwickshire Pension Fund [WPF]</b>											
25/01/2022	JAN 23	261	Pensions contribution	<b>P</b>	25/01/2023	2,064.60		2,064.60			
Total of Invoices Due (WPF)						<b>2,064.60</b>	<b>0.00</b>	<b>2,064.60</b>			
Total of Invoices Due (Creditors)						<b>27,448.46</b>	<b>0.00</b>	<b>27,448.46</b>			
<b>TOTAL OF INVOICES DUE (ALL LEDGERS)</b>						<b>27,448.46</b>	<b>0.00</b>	<b>27,448.46</b>			

## Invoices Due for Payment by 9 February 2023

## For Creditors

## Pay by Direct Debit

Invoice Date	Invoice No.	Ref	Invoice Detail	Authorise Ref	Date Due	Amount	Discount To	Net Amount due
<b>Biffa Waste Services Limited [BIFFA]</b>								
21/10/202	612C95905	151	Litter pick bins empty		20/11/2022	12.66		12.66
23/12/202	612C15317	216	Litter pick skip		22/01/2023	85.22		85.22
Total of Invoices Due (BIFFA)						<b>97.88</b>	<b>0.00</b>	<b>97.88</b>
<b>intY Limited [INTY]</b>								
01/01/202	00513148	254	Microsoft 365		08/01/2023	69.70		69.70
Total of Invoices Due (INTY)						<b>69.70</b>	<b>0.00</b>	<b>69.70</b>
<b>O2</b>								
02/01/202	18226895	253	Staff mobiles		16/01/2023	26.40		26.40
Total of Invoices Due (O2)						<b>26.40</b>	<b>0.00</b>	<b>26.40</b>
<b>Stratford District Council [SDC001]</b>								
30/09/202	NDRCEM22/23B	124	Cemetery Rates		30/10/2022	132.00		132.00
Total of Invoices Due (SDC001)						<b>132.00</b>	<b>0.00</b>	<b>132.00</b>
<b>Water Plus [WATER]</b>								
18/12/202	00668083	209	Dunstall Water Charges		18/12/2022	-65.74		0.00
18/12/202	00668028	211	Water charges Dunstall Allot		18/12/2022	-88.71		0.00
18/12/202	CRN00114643	212	Against Inv 00569215		18/12/2022	-65.68		0.00
18/12/202	CRN00114858	214	Against INV00281683		18/12/2022	-67.54		0.00
21/12/202	ON ACC 235		Purchase Ledger DDR Payment		21/12/2022	-65.68		0.00
Total of Invoices Due (WATER)						<b>-353.35</b>	<b>0.00</b>	<b>0.00</b>
Total of Invoices Due (Creditors)						<b>-27.37</b>	<b>0.00</b>	<b>325.98</b>
<b>TOTAL OF INVOICES DUE (ALL LEDGERS)</b>						<b>-27.37</b>	<b>0.00</b>	<b>325.98</b>



**Bank Reconciliation Statement as at 31/12/2022  
for Cashbook 3 - Unity Trust Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Bank	31/12/2022	2425	98,682.71
			<u>98,682.71</u>
<b><u>Unpresented Cheques (Minus)</u></b>			<b><u>Amount</u></b>
02/09/2022	CR	Biffa Waste Services Limited	-12.66
28/09/2022	280922009	Lamberts Sales & Lettings	102.00
28/09/2022	280922016	SPC Staff Salaries	6,348.88
07/11/2022	28	Lamberts Sales & Lettings	102.00
01/12/2022	Cash rfd	Hewins Mr & Mrs	35.00
			<u>6,575.22</u>
			92,107.49
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
14/12/2022	Nikon 41		70.00
22/12/2022	Lowe		57.50
22/12/2022	Pill		35.00
22/12/2022	000042		625.00
			<u>787.50</u>
			92,894.99
		<b>Balance per Cash Book is :-</b>	<b>92,840.72</b>
		<b>Difference Excluding Adjustments is :-</b>	<b>54.27</b>
<b><u>Adjustments to Reconciliation</u></b>			
31/12/2022	LRose	Rqs investigation	54.27
			<u>54.27</u>
		<b>Unreconciled Difference is :-</b>	<b><u>0.00</u></b>

**Bank Reconciliation Statement as at 31/12/2022  
for Cashbook 1 - Current Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	30/12/2022	750	43,661.56
			<u>43,661.56</u>
<b><u>Unpresented Cheques (Minus)</u></b>			<b><u>Amount</u></b>
05/08/2022	DC050822	HCB Solicitors	250.00
06/09/2022	UTB060922	HMRC Cumbernauld	1,227.76
			<u>1,477.76</u>
			42,183.80
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	<u>0.00</u>
			42,183.80
		<b>Balance per Cash Book is :-</b>	<b>42,183.80</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/12/2022  
for Cashbook 2 - Moneymaster Deposit Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
MoneyMaster Account	30/09/2022	204	127,959.24
			<u>127,959.24</u>
<b><u>Unpresented Cheques (Minus)</u></b>			<b><u>Amount</u></b>
		0.00	<u>0.00</u>
			127,959.24
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	<u>0.00</u>
			127,959.24
		<b>Balance per Cash Book is :-</b>	<b>127,959.24</b>
		<b>Difference is :-</b>	<b>0.00</b>