



**Studley Parish Council**  
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## **NOTICE OF MEETING**

**The next meeting of Studley Parish Council will be held on  
Tuesday 21st March 2023 starting at 7.00pm  
in the Council Chamber, Studley Village Hall B80 7HJ**

The meeting is open to members of the public who are welcome to address the council at agenda item 5 (Public Forum). Comments and questions may be put to the Parish Council with regard to this agenda or for future consideration. Individual speaking time may be restricted at the discretion of the Chairman. No further representations may be made at any other time in this meeting unless invited.

### **Summons**

Studley Parish Council members are hereby summoned to attend this meeting of the council at Studley Village Hall council chamber for the purpose of transacting the business detailed on the following pages.

Signed

*Liza Rose*  
Clerk/RFO

Date 16<sup>th</sup> March 2023

### **AGENDA**

**1. Chairman's welcome**

The Chairman will be pleased to welcome attendees to the meeting

**2. Apologies**

To receive apologies from absent members and record the reason for absence

**3. Declarations of Interest**

Members are reminded that to ensure transparency and retain public confidence in the council's decisions they are required to -

- a) Keep their Register of Interests form up to date
- b) 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.

**4. To consider grant of any dispensation requests**

Written requests for the council to consider grant of dispensation to a councillor who has declared an interest in any item on the agenda must have been delivered to the Clerk prior to the start of the meeting.

If granted by the council at this point in the meeting, the dispensation will allow the councillor with the stated interest to stay in the meeting and/or speak and/or vote. If a dispensation is not granted, the councillor must leave the meeting when relevant.

5. **Public Forum** (maximum duration for this agenda item will be 30 minutes).
  - a) Residents and members of the public.
  - b) Stratford District Ward members are invited to report to the meeting.
  - c) Warwickshire County Division member is invited to report to the meeting.

6. **Approval of draft minutes from previous council meeting**  
To approve the draft minutes of parish council meeting held 21/02/2023 –

7. **Planning**

a. **To comment on planning application consultations from Stratford DC (SDC)**

<b>Application reference:</b>	23/00661/FUL
<b>Proposed:</b>	Rear two storey extension and loft conversion
<b>At:</b>	21 Crooks Lane, Studley, B80 7QX
<b>Application reference:</b>	23/00680/REM
<b>Proposed:</b>	Submission of reserved matters (appearance and landscaping) pursuant to outline planning permission 20/00255/OUT for four dwellings.
<b>At:</b>	92 Alcester Road, Studley, B80 7NP

b. **To note decisions on planning application consultations from Stratford DC (SDC)**

<b>Application reference:</b>	22/03433/LBC
<b>Proposed:</b>	Structural repair works and ventilation works in the East Wing area of the Main House. The works will comprise drainage repairs in the basement, new drainage in basement, basement and sub floor ventilation, replacement/removal of embedded timber elements, repairs of joists ends damaged, removal and replacement of damaged internal timber elements.
<b>At:</b>	Studley Castle, Castle Farm Road, Studley, B80 7AJ
<b>Decision:</b>	<b>Consent Granted with Conditions</b>

c. **To discuss and agree Street Naming and Numbering Consultation SN/2301/S62, received from SDC –** Relating to land at the rear of 1-19 Littlewood Green and to the rear of 2A-24 Lords Lane, Studley.

8. **Finance - Financial Information**

- a) To approve schedule of payments – circulated separately
- b) To receive and note bank reconciliation up to 28/02/2023 – Circulated separately
- c) To receive and note summary budget review up to 28/02/2023 – Circulated separately
- d) Stump grinding costs to be discussed and agreed in the following locations;
  - i. Station Road Allotments
  - ii. Dunstall Allotments
  - iii. Crooks Lane

- 9. To consider grant applications received from;**
- a) Studley First Responders requesting a grant amount of £5000.00 for various items
  - b) Studley Sports and Social Club requesting a grant amount of £150.00 for weekly warm hub.
- 10. To consider the reasons for the felling of a semi-mature oak tree at Dunstall allotments, and the decision making process.**
- 11. To receive an update on a potential new bench in Castle Road, Studley.**
- 11. Cemetery Plan - Agenda Item request to return cemetery plan by Cllr Beard.**
- 13. Items for Discussion and / or Decision:** reports, if provided, are in separate documents.
- a) To discuss and review quotations received for work required on the Bungalow at the Entaco, Studley.
  - b) Election of two additional trustees for the Studley Sports and Social Club to represent SPC.
- 14. Clerk's Report: Updates from council officers to previous meetings and ongoing matters.**
- a) To note that a notification of decision for a planning enforcement enquiry has been received from SDC with the decision of **Decline to Investigate**.
  - b) To note that Warwickshire Police and CID have taken a copy of footage from the CCTV system relating to an incident on 18<sup>th</sup> February 2023. Correct procedures have been followed relating to GDPR and SPC Policy.
  - c) To note that a Freedom of Information request has been received by the office and information requested has been provided.
  - c) To receive an update and results of tender process.
- 15. To note updates from working parties.**
- a) The Nature Reserve Working Party
  - b) The Community Engagement Party
  - c) The Cemetery Working Party
  - d) The Allotment working Party
  - e) The Streetlighting Tender Party
  - f) SS&SC & Brickyard Lane Working Party
  - g) Tree Management Party
  - h) Recreation Ground Working Party
- 16. Members are reminded to provide notification to the Clerk of items for discussion at the next council meeting by at least 07/04/2023.**
- 17. To note date and time of next meeting: 17th April 2023 at 7pm.**



## **Studley Parish Council: Parish Council Meeting Minutes of meeting held on 21st February 2023, 7pm Studley Village Hall, High Street, B80 7HJ**

**NB Minutes are draft until approved at the following meeting.**

### **Members present**

Osborne, vice-Chairman;

Cllr C Summers, Chairman; Cllr M

Cllr J Beard, Cllr C Britt, Cllr B Dixon,

Cllr Ph Hunt, Cllr Py Hunt, Cllr A Smith

### **In attendance**

Ten members of the public

K Walters – Clerk, K John – Administration Officer

### **Minute 175. Agenda item 1. Chairman's welcome.**

Cllr Colin Summers welcomed everyone to the meeting.

### **Minute 176. Agenda item 2. Apologies from absent Parish Councillors.**

Cllr P Hencher-Serafin

### **Minute 177. 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 178. Agenda item 4. To consider grant of any dispensation request.**

There were no requests for dispensation

### **Minute 179. Agenda item 5. Public Forum.**

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

A representative from Heart of England Forest spoke about the Trees Call to Action project, increasing tree cover in area. Funding is available for community tree planting which includes hedgerows and orchards. A volunteer at HoEF added that there are 6 weeks left in current planting season to end of March.

A member of Studley Youth Foundation thanked the Parish Council for funding which has helped initial set up. There will be

an open day in April to meet volunteers, website will be live at end of March. Hoping to hold a Coronation event.

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

A SNT report had been circulated to Councillors.

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

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

- Neighbourhood Development Plan working party have met and advised another housing needs survey required to update plan. NDO should be studied and information formatted.
- SDC meeting next week. Budgets for next year increase by 4%

**ii. Peter Hencher-Serafin, emailed a report in his absence**

- To update the council on the structural survey carried out on 14 February on behalf of Redditch Borough Council. The report is expected to be issued within 3 weeks.
- Contacted Warwickshire County Highway for a planter to be installed by Brunos to prevent cars parking on pavement.

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

- Warwickshire County Council budget increase is less than 4%.
- Request for a Studley Parish Council tree planting plan.
- Children and Young People group meeting plans are going well and there is an increase of Foster families needed.
- 20 mph speed project in progress.
- Parking issues at Sernal Ash – quotes are sought for installing a new footpath with demarcation. Traffic enforcement is set to increase.
- A Studley to Alcester cycle path is in progress.

**Minute 180. Agenda item 6. Approval of draft minutes from previous council meeting.**

It was **AGREED** to approve the minutes of the council meeting held 24/01/2023 which were subsequently signed by the Chairman.

**Minute 181. Agenda item 7.** The Chair read out a redacted letter from the Monitoring Officer to Cllr Dixon at Cllr Dixon's request.

**Minute 182. Agenda item 8. Planning:**

**a. to comment on consultations received from Stratford District**

**Council as the planning authority.** The Council commented as follows.

<b>Application reference:</b>	22/00333/FUL
<b>Proposed:</b>	First floor side extension over garage.
<b>At:</b>	26 Watts Road, Studley
<b>Comment:</b>	<b>No representation</b>
<b>Application reference:</b>	23/00358/FUL
<b>Proposed:</b>	Erection of single storey rear extension porch, conversion of garage to habitable purposes and new detached garage.
<b>At:</b>	38 Holt Gardens, Studley
<b>Comment:</b>	<b>No representation</b>
<b>Application reference:</b>	22/03695/VARY
<b>Proposed:</b>	Variation of condition numbers:1,2,5,8,10 to enable revision of drawing numbers to reserved matters permission 22/01142/REM, dated 12/09/2022. Revision to the design of the roofs and cladding pattern of buildings A_B, revised position of gatehouse to building A, re-positioning of car parking spaces serving building A, rearrangement of dock levellers to building A and new canopy to building A. Increased car parking spaces and cycle stands and arrangement of spaces revised for Building B for B2 use.
<b>At:</b>	Land at Redditch Eastern Gateway development, Gorcott Hill, Beoley
<b>Comment:</b>	<b>No representation</b>
<b>Application reference:</b>	23/00397/TEL28
<b>Proposed:</b>	Install 2 x 9m wooden pole (7.2m above ground)
<b>At:</b>	STREET RECORD, Redditch Road, Studley
<b>Comment:</b>	<b>No representation</b>

**Minute 183. Agenda item 9. Finance**

- a) To approve schedule of payments  
The list of payments was circulated and **approved** for payment, pgs 361-362
- b) To receive and note bank reconciliation up to 31/01/2023  
The latest bank reconciliation had been circulated and was noted, pgs 363-365
- c) To receive and note summary budget review up to 31/01/2023  
circulated separately  
The most recent budget review was circulated and noted pgs 366-367
- d) To note that the 2023/4 precept demand has been requested from SDC  
This was noted by Councillors.
- e) To discuss payment arrangements for the gravedigger.

**It was agreed to delegate** payments for the gravedigger to the RFO so payment can be made upon receipt of invoice and not requiring Council pre-approval.

**Minute 184. Agenda item 10. Items for Discussion and / or Decision.**

- a. **To review and adopt the Grants Fund Policy.** It was **agreed** to alter this policy to state;
- Grants should be considered at Full Council
  - Grants not be made retrospectively
  - SPC reserves right to require repayment in the event of the outcome not being achieved
  - monitoring may take place.
  - Point 7 – only one application form from an organisation or individual to be considered in a financial year to be omitted.
- b. It was **agreed** that the office will obtain 3 quotes for the resurfacing of the footpath on Corbizum Avenue and to report back to full Council.
- c. It was **agreed** that the maintenance contractor was obliged to remove the brambles around the car park as part of the contract. The hedge and trees at the rear boundary with Augustine Avenue will be investigated by the Tree Working Party after which 3 quotes will be obtained for Full Council attention.
- d. i) Acheson Avenue is a private road. County Cllr Kerridge commented that a private road does not need to consult with marking double yellow lines but they won't be enforced by Highways or County Council. Cllr Kerridge was requested to check whether it was a private road and where the boundary is with Pool Road.
- ii) Repainting 30mph signs on Station Road was discussed and agreed that the Clerk will contact Dylan White to arrange and copy Cllr Kerridge into email.
- e. It was **agreed** that the lamppost can be moved to the right of the house and noted that the residents of 79 St Judes Avenue will be paying all the costs.
- f. County Cllr Kerridge commented that the double yellow lines and zigzags road markings along Pool Road were not enforceable. He would investigate this further.
- g. The Chair read out the invitation form Studley Operatic Society and wished to thank them for their kind offer of tickets.
- h. The EROB review was discussed at length. It was **agreed** that the Chair will discuss with the Clerk regarding the process of information required to review the EROB and 10 point plans. The Clerk advised Terms of Reference will need to be agreed for the Cemetery working party. Councillors requested Cemetery management training. Purdah was discussed and agreed that it would not impede this review.

**Minute 185. Agenda item 11.**

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

- a) Council was made aware that a recent Code of Complaint had been closed.
- b) The correspondence relating to activities for the King's Coronation had been sent to all Councillors and contents noted.
- c) Studley Allotments Association – the National Regional Representative has requested a meeting with Parish Council Clerks and SAA. Cllrs Dixon and Britt wished to discuss the tree cutting on Dunstall. It was advised that an agenda request form be submitted.
- d) SNT Team online meeting with Clerks to start on 9<sup>th</sup> March.

**Minute 186. Agenda item 12. To note updates from working parties.**

**a) Studley Nature Reserve**

The office to check who holds the vehicle gate keys. It was **agreed** to delegate authority to the Clerks to purchase a combination lock for the gate.

Cllr Py Hunt reported that the wildflowers have been planted and the stream bank has been cut. One of the vehicle gate hinges requires repair.

**b) Community Engagement Party**

It was **agreed** to allow £100 to purchase prizes for the Easter competitions organised.

Places still available for Fitness on the recreation ground on Saturday 25<sup>th</sup> February, raising donations for Studley First Responders.

**Youth Centre**

Cllr P Hunt updated that the Business plan had been sent to Amanda Wilson-Patterson. He was waiting for an update having contacted AWP multiple times.

**c) Tender timetable**

It was discussed and agreed that the Cemetery tender document should be amended as to include:

- Cutting/strimming the outside of the cemetery car park x 2 each year
- Blow grass off headstones after strimming
- Increased 1c) strimming from 2 cuts to 4 per year.

**The time being 9pm, the Chairman sought agreement to suspend Standing Orders to allow the meeting to continue to conclusion of all stipulated business.**

It was announced and **agreed** that Brickyard Lane playing fields are unlikely to be used by the Sports and Social club and therefore to reduce the number of grass cuts from 14 to 7 to reduce costs. A note to increase as required to be added into tender.

It was **agreed** that the Finance meeting could be called for 14<sup>th</sup> March 2023 to discuss tenders.

It was noted that a report from Studley in Bloom was received.

**Minute 187. Agenda item 13.**

**Members are reminded to provide notification to the clerk of items**



**for discussion at the next council meeting by at least 11/03/2023.**

**Minute 188. Agenda item 14. To note date and time of next meeting.**

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

**Minute 189. Agenda item 15.**

**To resolve to close the meeting to the public under the Public Bodies (Admission to Meetings) Act 1960 to allow for discussion of confidential matters relating to update, discussion and decision on lease arrangements and asset management.**

- a) The Burial Authority reviewed an appeal for an interment of ashes to be charged in accordance with clause 4 of the Rules and Regulations 2022-03.

9.22pm Cllr Py Hunt left the room returning at 9.24pm.

- b) The Burial Authority discussed and **agreed** to buy back a pre-purchased grave which was no longer required.
- c) Councillors were updated on Studley Village Hall rent review and **agreed** on next step.

***This meeting closed at 9:47pm***

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