



**Studley Parish Council**  
Parish Council Office, Village Hall  
High Street, Studley  
Warwickshire B80 7HJ

Telephone: 01527 853204  
[clerk@studleyparishcouncil.gov.uk](mailto:clerk@studleyparishcouncil.gov.uk)  
[www.studleyparishcouncil.gov.uk](http://www.studleyparishcouncil.gov.uk)

## **NOTICE OF MEETING**

**The next meeting of Studley Parish Council will be held on  
Tuesday 18th April 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 13<sup>th</sup> April 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 21/03/2023 – pgs 4-9
7. **Planning**

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

<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, B80 7NU
<b>Decision:</b>	PERMISSION WITH CONDITIONS

8. **Finance - Financial Information**
  - a) To approve schedule of payments – circulated separately
  - b) To receive and note bank reconciliation up to 31/03/2023 – Circulated separately
  - c) To receive and note summary budget review up to 31/03/2023 – Circulated separately
9. **To consider grant applications received from;**
  - a) **Studley Sports and Social Club** requesting a grant amount of **£480.00** for afternoon tea for residents on the occasion of the coronation of King Charles III. Open to all residents with a small charge. Pgs 10-11
  - b) **Adrian Smith, Studley Town Crier**, requesting a grant amount of **£286.00** to provide an appropriate coat, suitable to enable the Town Crier to carry out his duties. Pgs 12-14
10. **To receive update regarding the Neighbourhood Development Plan and consider spending and resource for the required Housing Needs Survey.**
11. **To review the SPC Complaints Policy** – circulated separately.
12. **Items for Discussion and / or Decision: reports, if provided, are in separate documents.**  
  
To review and agree Christmas Lights procurement process.

**13. Clerk's Report: Updates from council officers to previous meetings and ongoing matters.**

- To note that the Redditch Standard have contacted the office and would like to run an article on the village.
- To note that the Annual Parish Meeting is to be held on Tuesday 9th May
- To note that the Annual Council Meeting is to be held on Tuesday 16<sup>th</sup> May
- To note that quotations for the damaged fence on the recreation ground, running parallel to Crooks Lane are in the process of being requested.

**14. To note minutes of meetings from;**

- a) The Finance & Staffing Committee – 28<sup>th</sup> March 2023
- b) Planning Committee – 11<sup>th</sup> April 2023

**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 a memorial headstone.**

**16. To note date and time of next meeting: 16th May 2023 at 7pm.**



## Studley Parish Council: Parish Council Meeting Minutes of meeting held on 21st March 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 Ph Hunt, Cllr Py Hunt, Cllr A Smith

**In attendance** Liza Rose – Clerk/RFO, K John – Administration Officer

Nine members of the public

**Minute 190. Agenda item 1. Chairman’s welcome.**

Cllr Colin Summers welcomed everyone to the meeting.

**Minute 191. Agenda item 2. Apologies from absent Parish Councillors.**

Cllr D Collett

**Minute 192. 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.

Name	Agenda Item	Type
Cllr Py Hunt	8a	NRI
Cllr P Hunt	9b	ORI
Cllr C Britt	8d	DPI
Cllr A Smith	8d	DPI
Cll M Osborne	8d	DPI

**Minute 193. Agenda item 4. To consider grant of any dispensation request.**

Requests for dispensation received from Cllr M Osborne for item 8d.

**Minute 194. Agenda item 5. Public Forum.**

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

- i) A member of the public read out information received from The National Allotment Society regarding an attempt to remove certain members of the Studley Allotment Association

Committee due to behavior unbecoming, under rule 5.4 of the association. However, rule 5.4 is used to expel a member altogether rather than from a committee alone. The NAS advised under rule 5.4 the person being expelled should be given the opportunity to appeal against the decision. A request was made for Studley Parish Council to consider contacting the Allotment Association Secretary to call a meeting to resolve issues and re-establish a peaceful environment. Cllr C Summers advised to refer to the meeting on 07/03/2023 and re-iterated the council are the landlord and cannot become involved in issues regarding the structure of an Allotment Committee.

- ii) A member of the public spoke about Studley Youth Foundation and requested the use the ATC building. A letter was handed to the Clerk on behalf of Studley Youth Foundation.

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

**i) Peter Hencher-Serafin**, spoke about the following.

- Contacted Warwickshire County Highway for a planter to be installed outside of Brunos to prevent cars parking on pavement. Warwickshire County Council advised that this would block the pavement and the height will obscure the view of traffic.
- The bridge in Green Lane has had a full structural survey. Awaiting report.

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

Neighbourhood Development Plan – Work has been done to produce a revised, less technical version.

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

- Discussion regarding parking on Pool Road and Crooks Lane. Cllr Kerridge will update Studley Parish Council regarding a solution to parking issues in due course.
- 20mph zone, this is feasible in certain parts of Studley such as, High Street, Crooks Lane, Toms Town Lane. Cllr Kerridge will report back regarding costs, possible joint funding, and any grants available. General feedback for 20mph zones has been positive.
- Cllr P Hunt suggested the alleyway to Redditch Road needs to be tidied and litter removed. Cllr Kerridge is aware of previous anti-social behaviour and litter within the alleyway and will liaise with Cllr Edden.
- Cllr Py Hunt asked for an update regarding Sernal Ash, Cllr Kerridge advised a path is going ahead.

**Minute 195. Agenda item 6. Approval of draft minutes from previous council meeting.**

It was **AGREED** to approve the minutes of the council meeting held 21/02/2023 which were subsequently signed by the Chairman.

**Minute 196. 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>	23/00661/FUL
<b>Proposed:</b>	Rear two storey extension and loft conversion
<b>At:</b>	21 Crooks Lane, Studley
<b>Comment:</b>	<b>No representation</b>
<b>Application reference:</b>	23/00680/REM
<b>Proposed:</b>	Submission of reserved (appearance and landscaping) pursuant to outline planning permission 20/00255/OUT for four dwellings.
<b>At:</b>	92 Alcester Road, Studley B80 7NP
<b>Comment:</b>	<b>No representation</b>

**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. The name of New Lord's Court was **agreed**.

**Minute 197. Agenda item 8. Finance**

- a) To approve schedule of payments – circulated separately.  
The list of payments was circulated and **approved** for payment, pgs 373-376.
- b) To receive and note bank reconciliation up to 28/02/2023 – Circulated separately.  
The latest bank reconciliation had been circulated and was noted, pgs 377-379
- c) To receive and note summary budget review up to 28/02/2023 circulated separately.  
The most recent budget review was circulated and noted pgs 380-381
- d) Stump grinding costs to be discussed and agreed in the following locations.
  - i) Dunstall Allotments
  - ii) Dunstall Allotments
  - iii) Crooks Lane

The Chairman requested Cllrs Britt, Smith and Osborne briefly leave the chamber as all three had declared an interest in this item, left at 8.04pm and re-entered at 8.05pm. It was **agreed** for the three councillors to be included in the discussion and excluded from the vote.

Cllr Smith commented that stump grinding costs had been discussed in the recent Finance and Staffing meeting with this item being subsequently deferred to the full council meeting (it should be noted that the Chair of Finance & Staffing refused to discuss this item at the meeting held on 28<sup>th</sup> February 2023). He raised concerns that if this was not deferred, he could have been permitted to vote on this previously, yet he is now excluded. After consideration The Chairman agreed to allow the Cllrs who declared an interest to participate in the vote against the Clerk's advice. It was **agreed** not to grind the stumps.

**Minute 198. Agenda item 9. To consider grant applications received from;**

- a) Studley First Responders requesting a grant amount of £5000.00 for various items. It was **agreed** to grant the request of £5000.00.
- b) Studley Sports and Social Club requesting a grant amount of £150.00 in total for weekly warm hub. It was **agreed** to grant the request of £150.00.

**Minute 199. Agenda item 10. To consider the reasons for the felling of a semi-mature oak at Dunstall Allotments, and the decision process.**

Cllr Britt read through his agenda request, regarding the felling of an oak tree, located at Dunstall Allotments. Councillors were informed this was justified due to health and safety concerns. Due to the relevant Clerk's absence from the meeting, the chair **agreed** to discuss this with the Clerk.

**Minute 200. The Chairman sought agreement to suspend Standing Orders to allow the meeting to continue to conclude all stipulated business.**

**Minute 201. Agenda item 11. To receive an update on a potential new bench in Castle Road, Studley.**

It was **agreed** that the Clerk would contact Warwickshire County Council regarding the siting of the bench.

**Minute 202. Agenda item 12\* Cemetery Plan** – Agenda Item request to return cemetery plan by Cllr Beard. The Chair informed Cllr Beard that the Cemetery Plan she referred to has been destroyed and is no longer in use. *\*It was noted that a typographical error had been made and that this agenda item should be number no 12 and not no 11.*

Cllr Smith briefly left the room at 9.20pm and returned at 9.22pm.

**Minute 203. Agenda item 13. 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. It was **agreed** that further quotes are required prior making a decision.
- b) Election of two additional trustees for the Studley Sports and Social Club to represent SPC. It was agreed that the two additional trustees would be Cllr Smith and Cllr Britt.

**Minute 204. Agenda item 14 Clerk’s Report: The following updates from council officers to previous meetings and ongoing matters were noted without comment.**

- 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.
- d) To receive an update and results of tender process. Contracts for the Allotments and Nature Reserve are delayed and will be discussed further in the Finance & Staffing Committee Meeting on Tuesday 28<sup>th</sup> March.

**Contracts Awarded –**

Area ID no	Area Name	Contract awarded to
1.	Cemetery Castle Road	Studley Lawns and Gardens
2.	Crooks Lane Recreation Ground	Mr J Vale
3.	Recreation Ground Litter Pick <b>Annual Contract</b>	Mr R Wheeler
4/5.	Corbizum Avenue/The Cloisters and Railway Green	Mr J Vale
6.	Brickyard Lane  <b>Annual Contract</b>	Studley Lawns and Gardens
7.	The Nature Reserve	<b>Not yet awarded</b>
8/9.	Station Road and Dunstall Allotments	<b>Not yet awarded</b>
10.	War Memorial, Alcester Road	Mr R Wheeler

At 9.15pm Cllr P H Serafin left the meeting.

**Minute 205. Agenda item 15. To note updates from working parties.**

- c) The Nature Reserve Working Party

The hinge on the gate has been repaired. Some clearance work had been done.



- d) The Community Engagement Party  
Update regarding Easter Bonnet Parade on 29<sup>th</sup> March, in conjunction with local schools and care homes. Easter rock hunt will run from 1<sup>st</sup> – 12<sup>th</sup> April.
- e) The Cemetery Working Party  
The Chair announced that Topple Tests were to be arranged.
- f) Recreation Ground Working Party  
An update was given on the skatepark and current repairs

**Minute 206. Agenda item 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.**

**Minute 207. Agenda item 17. To note date and time of next meeting.**

The next meeting was noted as taking place on **18th April 2023 at 7pm.**

***This meeting closed at 9.50pm***

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

# Studley Parish Council Grant Application Form



Studley Village Hall, High Street  
Studley, Warwickshire B80 7HJ  
Tel: 01527 853204

email: [clerk@studleyparishcouncil.gov.uk](mailto:clerk@studleyparishcouncil.gov.uk)  
<https://www.studleyparishcouncil.gov.uk>

Please tick here to confirm you have read the council's Grant Policy and Guidance Notes  
Continue on separate sheet if necessary.

## About your Organisation

1. Name and contact address of your organisation

STUDLEY SPORTS AND SOCIAL CLUB  
KILBURN CLOSE, STUDLEY B80 7LX

2. Contact telephone number and email address

PHILIP HUNT

3. Name of contact and position in organisation

PHILIP HUNT TREASURER

4. Aims & purposes of your organisation / or you as an individual applicant if relevant.

SUPPORTING THE LOCAL COMMUNITY THROUGH SPORTS  
COMMUNITY CLUBS, ORGANISATIONS ETC. ENSURING  
ACCESS TO ALL SECTORS OF SOCIETY

5.(a) Is the Organisation Not for Profit

Yes /  No

5.(b) Is the Organisation a Registered Charity

Yes / No

## Reason for grant request

6. Project / activity description

AFTERNOON TEA AND ENTERTAINMENT ON THE  
OCCASION OF THE CORONATION OF KING CHARLES III.  
OPEN TO ALL RESIDENTS WITH SMALL CHARGE.

7. How will it benefit the local community?

BRINGING TOGETHER RESIDENTS OF ALL AGES ETC.  
PAST EVENTS HAVE BEEN VERY WELL RECEIVED AND  
PROMOTE COMMUNITY SPIRIT AND WELLBEING.

8. What do you hope to achieve and when? – the Parish Council require an update after 6 months and/or on completion of the project.

A CELEBRATION OF THE CORONATION OF KING CHARLES III, AN EVENT UNSEEN IN OVER 70 YEARS. TO CELEBRATE AS A COMMUNITY THIS NHERA.

9. How will you be letting the local community know about this project / activity and how it is funded?

LOCAL PRESS, SOCIAL MEDIA, PERSONAL CONTACTS. WE HAVE A HUGE DATA BASE OF CONTACTS

**About the costs**

10. What is the total cost of the project / activity? (Provide a breakdown if applicable)

FOOD £150, ENTERTAINMENT £300.  
ROOM HIRE £30. TOTAL £480.00.

11. How do you plan to finance the project / activity? Please indicate how much you will receive from each category:

- From Organisation's reserves - £ 50 —
- Fundraising events - £ 30 —
- Other grants - £ NIL
- Donations from individuals or businesses - £ NIL

Please attach a copy of the organisation's latest financial statements and balance sheet.

12. What is the total grant amount you are you applying for? £ 480.00

13. If you have sought a grant from Studley Parish Council in the past three years, please give details.

VARIOUS, AN COMMUNITY BASED.

Signature of Applicant  Date 28 / 3 / 2023

Position held in the Organisation TREASURER.

Return to address details above – either by post or email; an acknowledgement will be issued within 5 working days. You will be notified when the council meets to consider your request.

V 03 (10.2019) updated 2022/04

Completed application forms and any supplementary documents should be sent to  
 The Parish Clerk, Village Hall, High Street, Studley B80 7HJ or  
 by email to: [clerk@studleyparishcouncil.gov.uk](mailto:clerk@studleyparishcouncil.gov.uk)

Please email or telephone the Clerk on 01527 853204 if you have any questions.

## Studley Parish Council Grant Application Form



Studley Village Hall, High Street  
 Studley, Warwickshire B80 7HJ  
 Tel: 01527 853204

email: [clerk@studleyparishcouncil.gov.uk](mailto:clerk@studleyparishcouncil.gov.uk)  
<https://www.studleyparishcouncil.gov.uk>

Please tick here to confirm you have read the council's Grant Policy and Guidance Notes ( )  
 Continue on separate sheet if necessary.

### About your Organisation

1. Name and contact address of your organisation

A)RIAN SMITH, [REDACTED]  
 [REDACTED]

2. Contact telephone number and email address

[REDACTED]  
 [REDACTED]

3. Name of contact and position in organisation

A)RIAN SMITH  
 OFFICIAL STUDLEY TOWN CLERK

4. Aims & purposes of your organisation / or you as an individual applicant if relevant.

TO ENHANCE COMMUNITY SPIRIT AND  
 IMPROVE THE STATUS OF STUDLEY WITH FAST  
 FORWARD APPOINTED TOWN CLERK

5.(a) Is the Organisation Not for Profit

Yes / ~~No~~

5.(b) Is the Organisation a Registered Charity

~~Yes~~ / No

### Reason for grant request

6. Project / activity description

TO PROVIDE AN APPROPRIATE CONT, SUITABLE  
 TO ENABLE THE TOWN CLERK TO CARRY OUT HIS  
 DUTIES.

V 04 (10.2019) updated 2023/08



7. How will it benefit the local community?

TO ENHANCE COMMUNITY OWNERSHIP AND WELL BEING. THERE ARE NO COSTS FOR THE TOWN COUNCIL TO ATTEND ANY EVENTS.

8. What do you hope to achieve and when? - the Parish Council require an update after 6 months and/or on completion of the project.

TO DRESS THE TOWN COUNCIL IN A UNIFORM APPROPRIATE TO HIS IMPORTANT STATUS AS STUDLEY TOWN COUNCIL.

9. How will you be letting the local community know about this project / activity and how it is funded?

SOCIAL MEDIA, LOCAL PRESS, LOCAL ORGANISATIONS.

**About the costs**

10. What is the total cost of the project / activity? (Provide a breakdown if applicable)

£550.00

11. How do you plan to finance the project / activity? Please indicate how much you will receive from each category:

- From Organisation's reserves - £ -
- Fundraising events - £ -
- Other grants - £ -
- Donations from individuals or businesses - £ 264.00 → FROM SMITH

Please attach a copy of the organisation's latest financial statements and balance sheet.

12. What is the total grant amount you are you applying for?

286.00.

13. If you have sought a grant from Studley Parish Council in the past three years, please give details.

NONE

Signature of Applicant  Date 13 / 04 / 2023

Position held in the Organisation TOWN CLERK

Return to address details above – either by post or email; an acknowledgement will be issued within 5 working days. You will be notified when the council meets to consider your request.