



Studley Parish Council: Parish Council Meeting Minutes of meeting held on 18th April 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 208. Agenda item 1. Chairman’s welcome.

The Chairman welcomed everyone to the meeting.

Minute 209. Agenda item 2. Apologies from absent Parish Councillors.

None.

Minute 210. 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 P Hunt	9a	DPI
Cllr A Smith	9b	DPI

Minute 211. Agenda item 4. To consider grant of any dispensation request.

None

Minute 212. Agenda item 5. Public Forum.

a) Residents and members of the public.

- i) A member of the public spoke about social media use within Studley Parish Council. The chair agreed to discuss further with the Clerks.
- ii) A member of the public has set up a fundraising page for ‘bleed kits’ to be available in local public houses. A request was made for the council to consider donating, either as a council, or personally. It was agreed to share the fundraising page on social media.
- iii) The Headmaster of Studley High School presented information regarding a potential 3G/4G pitch on at Studley High School. The pitch would be accessible for the community. The project would be subject to planning permission.

b) Stratford District Council (SDC) ward members.

- i) **Peter Hencher-Serafin**, spoke about the following.
 - Railway bridge on Green Lane. A request was made to have a copy of the report.
 - A request will be submitted for the drain to be unblocked on Littlewood Green.

- Awaiting a reply regarding issues in Marble Alley.
- ii) **Neil Edden**, spoke briefly spoke about the following.
Neighbourhood Development Plan. See further information in Minute 217.
- c) **Warwickshire County Council (WCC) Division member Justin Kerridge sent a report covering the following -**
- SPC to consider the possibility of using The Recreation Ground for car parking.
 - Parking/yellow lines on Pool Road. School parking zig zags across Warwickshire will be changed to enforceable restrictions (8am-5pm presumably Mon-Fri)
 - 20mph zone – Initial assessment complete. Suggestions are High St, Crooks Lane, Littlewood Green, Toms Town Lane, Castle Road. Plus, other residential roads off these. Cllr Kerridge can partially fund this but would need the PC to commit to match funding.
 - Sernal Corner - Ongoing. Flooding, Littlewood Green junction - Ongoing. Orchard Way – Ongoing.
 - Path from High Street to Redditch Road is owned by WCC.
 - Trees – Studley Green Canopy. For discussion at the Annual Parish meeting.
 - New dropped curbs. Used delegated budget.
 - Parking near junction Eldorado/High Street creating unsightly grass. WCC has no control over this.

Minute 213. Agenda item 6. Approval of draft minutes from previous council meeting.
It was **AGREED** to approve the minutes of the council meeting held 21/03/2023 which were subsequently signed by the Chairman.

Minute 214. Agenda item 7. Planning:

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

Application reference:	23/00358/FUL
Proposed:	Erection of single storey rear extension, porch, conversion of garage to habitable purposes and new detached garage.
At:	38 Holt Gardens, Studley, B80 7NU
Decision:	PERMISSION WITH CONDITIONS

Minute 215. Agenda item 8. Finance

- a) To approve schedule of payments – circulated separately.
The list of payments was circulated and **approved** for payment, pg 386
- b) To receive and note bank reconciliation up to 31/03/2023 – Circulated separately.
The latest bank reconciliation had been circulated and was noted, pgs 387-389
- c) To receive and note summary budget review up to 31/03/2023 circulated separately.
The most recent budget review was circulated and noted pgs 390-391

Minute 216. Agenda item 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. Cllr P Hunt left the room. It was **agreed** to grant **£400.00**.

- b) Adrian Smith, Studley Town Crier (self appointed), requesting a grant amount of **£286.00** in total to provide an appropriate coat, suitable to enable to the Town Crier to carry out his duties. Cllr A Smith left the meeting at 20:02 and re-entered at 20:12.
It was **agreed** to grant **£286.00**.

Minute 217. Agenda item 10. To receive an update regarding the Neighbourhood Development Plan and consider spending and resource for the required Housing Needs Survey.

Cllr Edden advised too much time has passed to use old survey and suggested a new survey should be issued for completion. Cllr Edden suggested this should be done and sent either prior to the school summer holidays or just after. To be added as an agenda item and discussed in the full council meeting, June 2023. The council formally thanks Cllr Edden for the work he has done regarding the NDP.

Minute 218. Agenda item 11. To review the SPC Complaints Policy – Circulated separately.

It was **agreed** to approve the review.

Minute 219. Agenda item 12. Items for Discussion and / or Decision: reports, if provided, are in separate documents. To review and agree Christmas Lights procurement process.

It was agreed to contact Studley Christmas Lights to arrange a further meeting.

Minute 220. Studley Youth Centre

Although not listed on the agenda Cllr A Smith gave an update regarding the purchase or lease of 'Studley Youth Centre' building, following a recent meeting at Shire Hall, Warwick. Cllr A Smith circulated a copy of notes and action points.

Minute 221. Agenda item 13. Clerks Report: Updates from council officers to previous meetings and ongoing matters.

- **To note Redditch Standard have contacted the office and would like to run an article on the village.** An article has been published without the knowledge of the SPC office.
- **To note the Annual Parish Meeting is to be held on Tuesday 9th May 2023 at 6pm.** Refreshments requested. Deferred to Finance and Staffing meeting 25/04/2023.
- **To note that the Annual Council Meeting is to be held on Tuesday 16th May 2023 at 6pm.**
- **To note that quotations for the damaged fence on the recreation ground, running parallel to Crooks Lane are in the process of being requested.**

Minute 222. Agenda item 14. To note minutes of meetings from;

- a) **The Finance and Staffing Committee – 28th March 2023.** Available on the SPC website.
- b) **Planning Committee – 11th April 2023.** Available on the SPC website.

Minute 223. The Chairman sought agreement to suspend Standing Orders to allow the meeting to continue to conclude all stipulated business.

Minute 224. 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 a memorial headstone.

The Burial Authority approved the design and size of a proposed memorial headstone.

Minute 225. Cllr Phil Hunt introduced a grant request which had not been presented as an agenda item. The Clerk advised council that the request should be considered at the next

SPC Finance Meeting to be held on 25th April 2023 and that the item should not have been presented as a grant request in confidential session, but as an agenda item open to the public.

Minute 226. Agenda item 16. To note date and time of next meeting:

The next meeting was noted as taking place on **16th May 2023 at 6pm**

This meeting closed at 9.23pm

Signed:
Chairman, Studley Parish Council


Date:.....

Invoice Date	Supplier	Invoice Ref	Nett Value	VAT	Invoice Total	Comments
23/03/2023	Arden Pest Control	1493			£60.00	
30/04/2023	Biffa	612C45918	£81.13	£16.23	£97.36	
06/04/2023	Excel	966531	£32.99	£6.60	£39.59	
06/04/2023	Excel	966529	£77.85	£16.31	£97.86	
30/03/2023	GS Adams	20904	£461.61	£92.32	£553.93	
10/04/2023	HMRC				£2,028.30	
01/04/2023	INTY	INV00552411	£61.68	£12.34	£74.02	
03/04/2023	Mark Barry	134628	£325.00		£325.00	
03/04/2023	Mark Barry	134629	£100.00		£100.00	
08/04/2023	Mercian Skip Hire	OUT-88768	£175.00	£35.00	£210.00	
02/04/2023	O2	19905428	£25.80	£5.16	£30.96	
20/03/2023	Parish OnlIne	44UE091-0003	£232.00	£46.40	£278.40	
10/04/2023	Payroll/Salary Summary				£5,738.00	
05/04/2023	Robert Wheeler	01/03/2023 - 31/03/2023	£465.00		£465.00	
04/04/2023	SSE	40	£1,116.58	£223.31	£1,339.89	
04/04/2023	SSE	29	£39.93	£1.99	£41.92	
	Staff Travel Expenses				£26.50	
01/04/2023	Stratford On Avon	N1630250300	£0.00		£0.00	
01/04/2023	Studley Village Hall	2299	£1,000.00		£1,000.00	PAID by SO
01/04/2023	Studley Village Hall	2300	£1,250.00		£1,250.00	PAID by SO
03/04/2023	TB Technology	1176	£90.52	£18.10	£108.62	
28/03/2023	TTS	IN16060	£146.00	£29.20	£175.20	
11/04/2023	Warwickshire Pension Payment				£2,064.60	
24/03/2023	WCC	PHC 173/2022-23			£175.00	
03/04/2023	Worknest	SINV042803	£2,414.49	£482.90	£2,897.39	

Bank Reconciliation Statement as at 21/03/2023
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	21/03/2023	205	128,264.13
			<u>128,264.13</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			128,264.13
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			128,264.13
		Balance per Cash Book is :-	128,264.13
		Difference is :-	0.00

Signatory 1:

Name C.J.SUMMERS Signed  Date 18TH April, 2023

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 31/03/2023
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	31/03/2023	29	60,571.40
			<u>60,571.40</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			60,571.40
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			60,571.40
		Balance per Cash Book is :-	60,571.40
		Difference is :-	0.00

Signatory 1:

Name C.J. SUMMERS Signed  Date 18TH APRIL 2023


Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 21/03/2023
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	21/03/2023	752	43,298.03
			<u>43,298.03</u>
Unpresented Payments (Minus)			Amount
05/08/2022 DC050822 HCB Solicitors		250.00	
06/09/2022 UTB060922 HMRC Cumbernauld		1,227.76	
			<u>1,477.76</u>
			41,820.27
Unpresented Receipts (Plus)			
		0.00	
			<u>0.00</u>
			41,820.27
		Balance per Cash Book is :-	41,820.27
		Difference is :-	0.00

Signatory 1:

Name C.J. SUMMERS Signed  Date 18th APRIL 2023

Signatory 2:

Summary Income & Expenditure by Budget Heading 18/04/2023

Month No: 12

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Burial Ground	Income	22,743	21,030	23,500	2,470			89.5%
	Expenditure	20,949	8,503	18,000	9,497		9,497	47.3%
	Net Income over Expenditure	<u>1,794</u>	<u>12,527</u>	<u>5,500</u>	<u>(7,027)</u>			
	plus Transfer from EMR	0	0					
	less Transfer to EMR	0	0					
	Movement to/(from) Gen Reserve	<u>1,794</u>	<u>12,527</u>					
Allocments	Income	4,251	8,117	3,450	(2,867)			177.3%
	Expenditure	1,893	3,058	4,450	1,392		1,392	68.7%
	Net Income over Expenditure	<u>2,358</u>	<u>5,059</u>	<u>(1,000)</u>	<u>(4,059)</u>			
	plus Transfer from EMR	0	0					
	less Transfer to EMR	0	0					
	Movement to/(from) Gen Reserve	<u>2,358</u>	<u>5,059</u>					
Street Lighting	Income	5,550	0	1,500	1,500			0.0%
	Expenditure	27,091	20,977	24,000	13,023	26,500	(23,477)	169.6%
	Movement to/(from) Gen Reserve	<u>(21,541)</u>	<u>(20,977)</u>					
Recreation, Open Spaces	Income	100	154	0	(154)			0.0%
	Expenditure	15,943	16,697	21,150	11,453	24,400	(12,947)	141.6%
	Net Income over Expenditure	<u>(15,843)</u>	<u>(16,543)</u>	<u>(21,150)</u>	<u>(11,607)</u>			
	plus Transfer from EMR	0	0					
	less Transfer to EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(15,843)</u>	<u>(16,543)</u>					
Grants, non-e137	Expenditure	5,520	9,947	12,000	2,953	12,000	(9,947)	175.4%
Office Rental	Income	620	4,796	0	(4,796)			0.0%
	Expenditure	9,275	9,324	15,800	6,278	11,000	(4,724)	130.3%
	Movement to/(from) Gen Reserve	<u>(8,655)</u>	<u>(4,528)</u>					
ATC	Expenditure	0	1,328	0	(1,328)	400	(1,728)	0.0%
Salary, NI & PAYE	Expenditure	90,481	104,248	75,000	(29,248)		(29,248)	139.1%
General Administration	Income	214,770	241,859	211,912	(29,947)			114.1%
	Expenditure	89,314	40,827	52,807	12,180		12,180	76.9%
	Net Income over Expenditure	<u>145,456</u>	<u>201,032</u>	<u>159,105</u>	<u>(42,137)</u>			
	plus Transfer from EMR	16,670	0					
	less Transfer to EMR	10,447	26,993					
	Movement to/(from) Gen Reserve	<u>151,679</u>	<u>174,039</u>					
External CCTV	Expenditure	5,954	5,954	6,000	46		46	99.2%
S137 Grants	Expenditure	0	0	600	600		600	0.0%
	Grand Totals:- Income	<u>248,035</u>	<u>273,956</u>	<u>240,362</u>	<u>(33,594)</u>			114.0%
	Expenditure	<u>246,418</u>	<u>222,861</u>	<u>248,607</u>	<u>26,746</u>	<u>84,300</u>	<u>(57,554)</u>	123.1%
	Net Income over Expenditure	<u>1,617</u>	<u>51,095</u>	<u>(9,245)</u>	<u>(60,340)</u>			
	plus Transfer from EMR	<u>16,670</u>	<u>0</u>					

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Summary Income & Expenditure by Budget Heading 18/04/2023

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Income Transfer to EMR	19,447	20,993					
Movement to/(from) Gen Reserve	<u>7,839</u>	<u>24,182</u>					