



# Studley Parish Council: Parish Council Meeting

## Minutes of meeting held on

### 16<sup>th</sup> May 2023, 7pm Studley Village Hall, High Street, B80 7HJ

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

**Members present** Cllr C Summers,; Cllr M Osborne, Cllr J Beard, Cllr C Britt, Cllr B Dixon, Cllr Ph Hunt, Cllr Py Hunt, Cllr P Hencher-Serafin, Cllr J Palmer

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

**Minute 001. Agenda item 1. Election of Chairman** and signing of Declaration of Acceptance of Office.  
Members requested a secret ballot. It was **agreed** to elect Cllr M Osborne as Chairman.

**Minute 002 Agenda item 2. Apologies from absent Parish Councillors.**  
Cllr D Collett.

**Minute 003. 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 Phil Hunt	24a	DPI
Cllr M Osborne	24a	DPI

**Minute 004. Agenda item 4. To consider grant of any dispensation request.**  
Non received.

**Minute 005. Agenda item 5. Election of vice-Chairman** and signing of Declaration of Acceptance of Office.  
It was **agreed** to elect Cllr Py Hunt as vice-Chairperson.

**To continue with order of business prescribed in SPC Standing Order 5j:**

**Minute 006. Agenda item 6. Confirmation of the accuracy of the previous council meeting held 18/04/2023**

It was **AGREED** to approve the minutes of the council meeting held 18/04/2023. The minutes were subsequently signed.

**Minute 007. Receipt of the minutes of the most recent meetings of committees:**

- a) Finance Committee meeting held 25/04/2023
- b) Planning Committee meeting held 02/05/2023

Members **confirmed receipt** of both items a and b. An amendment was **agreed** to be made to add Cllr Ph Hunt apologies to Finance committee minutes.

**Minute 008. Agenda item 8. Presentation of working parties and councillor allocation:**

- Community Engagement
- Nature Reserve
- Open spaces (including trees)/Street Furniture
- Youth.
- Neighbourhood Plan
- Street Lighting
- Recreation Ground

The following councillors were allocated to working parties as shown below;

<u>Community Engagement</u>	<u>Nature Reserve</u>	<u>Neighbourhood Plan</u>
1 member of office staff	Cllr C Britt	Cllr P Hunt
Cllr J Beard	Cllr Py Hunt	Cllr C Summers
Cllr Py Hunt		
Cllr P Hunt		
Cllr J Palmer		
<u>Old Youth Centre</u>	<u>Recreation Ground</u>	<u>Street Lighting</u>
Cllr P Hencher-Serafin	Cllr Py Hunt	Cllr D Collett
Cllr P Hunt	Cllr M Osborne	Cllr C Summers
Cllr M Osborne	Cllr J Palmer	
Cllr C Summers		
<u>Trees/Open Spaces &amp; Street Furniture</u>	-	-
Cllr P Hencher-Serafin		
Cllr Py Hunt		
Cllr M Osborne		

**Minute 009. Agenda item 9. Review of the terms of reference for committees: Finance & Staffing; Planning; Circulated separately.**

Reviewed and discussed following item 10.

**Minute 010. Agenda item 10. Appointment of members to existing committees.**

It was agreed to appoint the following members to the committees shown below.

<u>Cemetery Committee</u>	<u>Finance Committee</u>	<u>Planning Committee</u>	<u>Staffing Committee</u>
Clerk to the Council	Clerk to the Council	Clerk to the Council	TO BE ADVISED
Cllr J Beard	Cllr J Beard	Cllr J Beard	
Cllr B Dixon	Cllr D Collett	Cllr C Britt	
Cllr Py Hunt	Cllr Py Hunt	Cllr B Dixon	
Cllr P Hunt	Cllr P Hunt	Cllr Py Hunt	
Cllr M Osborne	Cllr M Osborne	Cllr M Osborne	
Cllr C Summers	Cllr C Summers	Cllr J Palmer	
		Cllr C Summers	

**Minute 011. Agenda item 11. Appointment of any new committees in accordance with standing order 4.**

It was **agreed** to form a;  
Cemetery Committee  
Staffing Committee (previously Staffing & Finance Committee)  
Finance Committee (previously Staffing & Finance Committee)

Terms of Reference to be agreed at the next council meeting.

It was **agreed** to hold meeting as below;  
Finance meeting bi-monthly,  
Planning – when required,  
Cemetery – quarterly.  
Staffing – Still to be agreed.

**Minute 012. Agenda item 12. Review and adopt the council's standing orders and financial regulations. (No change to standing orders or financial regulations from 2022).**

It was **agreed** to adopt the council's standing orders and financial regulations with no changes to be made.

**Minute 013. Agenda item 13. Review of arrangements (including legal agreements) with local authorities, not-for-profit bodies and businesses.**

Arrangements agreed, as follows:

Working with other local authorities

Lease arrangements with Stratford District Council relating to:

- (leased from SDC) Dunstall allotments, new beds
- (leased from SDC) Studley Nature Reserve.
- (leased to SDC) Pool Road car park.

Lease arrangements with Warwickshire County Council relating to:

- (leased to WCC) Studley Community Managed Library - ongoing

Working with not-for-profit bodies and businesses

Lease arrangements with

- Studley Village Hall for village hall.
- Studley Sports and Social Club for the Entaco site.
- Studley Scouts for land used for scout hut.
- Studley Tennis Club
- Studley Bowls Club

**Minute 014. Agenda item 14. Review of representation on or work with external bodies and arrangements for reporting back.**

**Agreed** as shown below:

**From most recent arrangements:**

<b><u>Parish Lands Charity</u></b> Cllr Mrs J Beard Cllr B Dixon	<b><u>Allotment Association</u></b> Cllr M Osborne Cllr B Dixon
<b><u>Studley in Bloom</u></b>	<b><u>Village Hall Management Committee</u></b>

Cllr Mrs I J Beard Cllr B Dixon Cllr J Palmer	Cllr P Hunt Cllr M Osborne Cllr C Summers
<b><u>Studley Sports &amp; Social Club Management Committee</u></b> Cllr Britt	<b><u>Studley Sports &amp; Social Club Trustees</u></b> Cllr Penny Hunt Cllr C Summers Cllr M Osborne Cllr C Britt
<b><u>Studley In Business</u></b> Vacancy	<b><u>Studley Fairtrade</u></b> N/A
<b><u>Christmas Lights Group</u></b> Cllr J Beard Cllr P Hunt	<b><u>Local Network Group</u></b> Cllr M Osborne Cllr J Palmer
<b><u>Studley Community Managed Library</u></b> Cllr C Britt	<b><u>Studley Youth Foundation</u></b> Cllr Penny Hunt
<b>In addition, to appoint:</b>	
<b><u>Royal British Legion, Studley branch</u></b> Cllr C Summers Cllr P Hunt	<b><u>Studley Nature Reserve</u></b> Now SPC Nature Reserve Working Party

Members appointed to these outside bodies are required to report back as and when appropriate to ensure the parish council is kept up-to-date on its role in the community.

**Minute 015. Agenda item 15. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future.**

Not applicable this year.

**Minute 016. Agenda item 16. Review of inventory of land and other assets including buildings and office equipment.**

Reviewed and agreed as follows –

The review was undertaken during September 2022 and included:

- a) Nature reserve / open space and Brickyard Lane playing field and changing room.
- b) Dunstall and Station Road Allotment sites
- c) Railway Green and Corbizum Avenue/ Cloisters
- d) 4 bus shelters – Station Road, Alcester Road opp Tesco, opp and adj to Royal Oak
- e) Crooks Lane Recreation Ground and Millennium Green (both registered charities)
- f) Studley Cemetery
- g) Studley Sports and Social Club grounds and club house
- h) Footpath lighting x 270 lanterns
- i) Scout hut, ATC hut and Pool Road car park.
- j) Review of the village hall is ongoing.
- k) Studley Bowls Club
- l) Studley Tennis Club

**Minute 017. Agenda item 17. Confirmation of arrangements for insurance cover in respect of all insurable risks.**

Renewal of insurance cover occurs annually in April. The current policy expires 27/04/2024 and will be managed by the Finance Committee as agreed.

**Minute 018. Agenda item 18. Review of the Council's and/or staff subscriptions to other bodies, including NALC/WALC, ICCM, Allotment Association, Clerks and Councils Direct, SLCC.**

It was **agreed** to continue with existing subscriptions.

**Minute 019. Agenda item 19. Review of the Council's complaints procedure.** This was adopted at the meeting held 18/04/2023 Minute No. 218.

Reviewed and approved.

**Minute 020. Agenda item 20. Review of Council's policies, procedures, and practices in respect of its obligations under freedom of information and data protection legislation.**

The policies, procedures, and practices in respect of its obligations under the freedom of information and data protection legislation were reviewed and agreed/approved. It was noted that the Document retention policy requires review.

**Minute 021. Agenda item 21. Review of Council's policy for dealing with the press/media,** circulated separately.

The Council's policy for dealing with the press/media was reviewed and approved with no changes.

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

**Minute 022. Agenda item 022. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.**

No expenditure was made during the year on this provision. With regards to the general power of competence. Studley Parish Council is not currently able to adopt this power.

**Minute 023. Agenda item 023. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.**

It was **agreed** to continue to meet on the third Tuesday evening of each month.

**Minute 024. Agenda item 024. Finance.**

- a) To approve the list of payments. pgs 7-10
  - b) To note details of income and expenditure between 01/04/2023 – 31/05/2023 will be notified at the meeting of the parish council.
  - c) To agree delegation to the Clerk to instruct solicitors to draw up a lease for the ATC.
- Items a through to c were considered simultaneously. Members received and reviewed the list of payments which was **approved** (a). Members noted that details of income and expenditure would be available at the next council meeting (b). It was **agreed** that the Clerk would have delegated authority to instruct Solicitors to draw up the lease up to the value of £1750.00 + VAT (c)

**Minute 025. Agenda item 025. To resolve to close the meeting to the public under the Public Bodies (Admission to Meetings) Act 1960 to allow for discussions of confidential matters relating to the Cemetery.**

- a) Update from Extraordinary meeting held on 26<sup>th</sup> April 2023.  
An update was received by members of the meeting held on 26<sup>th</sup> April 2023.

b) Burial Authority to discuss and agree matters relating to pre purchased graves.

It was **agreed** to offer an alternative grave to a member of the public.

**Minute 026. Agenda item 026. To note date and time of next meeting:**

The next meeting was noted as taking place on **20<sup>th</sup> June 2023 at 7pm.**

***This meeting closed at 9.20pm***

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

Invoice Date	Invoice No.	Ref	Invoice Detail	Authorise Ref	Date Due	Amount	Discount To	Net Amount due
<b>G S Adams Ltd [ADAMS]</b>								
01/04/202	19791/20904	361	Street Lighting maintenance		01/04/2023	553.93		553.93
27/04/202	19885/21085	387	Street light maint Apr 23		27/04/2023	553.93		553.93
Telephone	01527 857718				Total of Invoices Due (ADAMS)	<b>1,107.86</b>	<b>0.00</b>	<b>1,107.86</b>
<b>AquAid (Midlands and South Wales) [AQU]</b>								
28/04/202	2402576	382	Water and sanitisation		28/04/2023	44.27		44.27
Telephone	01789 778345				Total of Invoices Due (AQU)	<b>44.27</b>	<b>0.00</b>	<b>44.27</b>
<b>Arden Pest Control [ARDEN]</b>								
01/04/202	1493	358	Pest control ATC		01/05/2023	60.00		60.00
18/04/202	1505	385	Dunstall Allotments Rodent Con		18/05/2023	50.00		50.00
Telephone	07983 358569				Total of Invoices Due (ARDEN)	<b>110.00</b>	<b>0.00</b>	<b>110.00</b>
<b>TTS [BOXER]</b>								
01/04/202	IN16060	369	IT support		01/05/2023	175.20		175.20
28/04/202	IN16109	386	IT Support		28/05/2023	175.20		175.20
Telephone	01527 850082				Total of Invoices Due (BOXER)	<b>350.40</b>	<b>0.00</b>	<b>350.40</b>
<b>John Earle &amp; Son LLP [EARLE]</b>								
12/04/202	15261	375	Legal Fees - Rent review		12/04/2023	540.00		540.00
Telephone	01564 794343				Total of Invoices Due (EARLE)	<b>540.00</b>	<b>0.00</b>	<b>540.00</b>
<b>Excel Telecommunications Network Ltd [EXCEL]</b>								
06/04/202	966531	359	Library phone and internet		20/04/2023	39.59		39.59
06/04/202	966529	360	PC office phone and internet		20/04/2023	97.86		97.86
Telephone	01527 527747				Total of Invoices Due (EXCEL)	<b>137.45</b>	<b>0.00</b>	<b>137.45</b>
<b>HMRC Cumbernauld [HMRC]</b>								
01/04/202	MONTH1	362	HMRC Payments		01/04/2023	2,028.30		2,028.30
01/04/202	MONTH 11	374	HMRC Contributions		01/04/2023	2,074.30		2,074.30
01/04/202	MONTH 2	377	HMRC Contributions		01/04/2023	2,028.50		2,028.50
					Total of Invoices Due (HMRC)	<b>6,131.10</b>	<b>0.00</b>	<b>6,131.10</b>
<b>Phil Hunt [HUNTPHIL]</b>								
30/04/202	REFUND	392	Refund of Key Deposit		30/04/2023	5.00		5.00
					Total of Invoices Due (HUNTPHIL)	<b>5.00</b>	<b>0.00</b>	<b>5.00</b>
<b>Lyreco UK Limited [LYRECO]</b>								
30/04/202	6470079764	381	Stationery		30/05/2023	50.35		50.35
					Total of Invoices Due (LYRECO)	<b>50.35</b>	<b>0.00</b>	<b>50.35</b>

Invoice Date	Invoice No.	Ref	Invoice Detail	Authorise Ref	Date Due	Amount	Discount To	Net Amount due
<b>Mercian Skip Hire Midlands Ltd [MERCIAN]</b>								
08/04/202	OUT-88768	363	Mercian Skip Hire		08/04/2023	210.00		210.00
Telephone	0121 458 7383				Total of Invoices Due (MERCIAN)	<b>210.00</b>	<b>0.00</b>	<b>210.00</b>
<b>Mike Osborne [OSBORNE]</b>								
01/04/202	EXPENSES MAR	367	Mileage		01/04/2023	26.50		26.50
					Total of Invoices Due (OSBORNE)	<b>26.50</b>	<b>0.00</b>	<b>26.50</b>
<b>Parish Online [PARISH]</b>								
20/03/202	44UE091-0003	333	Parish online subscription fee		19/04/2023	278.40		278.40
Telephone	01256 364273				Total of Invoices Due (PARISH)	<b>278.40</b>	<b>0.00</b>	<b>278.40</b>
<b>Rialtas Business Solutions Ltd [RBS]</b>								
26/04/202	30605	379	Year End 23		26/04/2023	906.00		906.00
28/04/202	SM28496	380	Rialtas Annual Subscription		28/04/2023	1,505.04		1,505.04
					Total of Invoices Due (RBS)	<b>2,411.04</b>	<b>0.00</b>	<b>2,411.04</b>
<b>Robert Wheeler [ROBERTWHEE]</b>								
05/04/202	MARCH 23	372	Litter pick park and car park		05/04/2023	465.00		465.00
24/04/202	001	383	Litter pick car park and rec		24/04/2023	450.00		450.00
					Total of Invoices Due (ROBERTWHEE)	<b>915.00</b>	<b>0.00</b>	<b>915.00</b>
<b>SPC Staff Salaries [SPCPAYROLL]</b>								
01/04/202	MONTH 1	364	Staff salaries		01/04/2023	5,738.00		5,738.00
					Total of Invoices Due (SPCPAYROLL)	<b>5,738.00</b>	<b>0.00</b>	<b>5,738.00</b>
<b>Southern Electric [SSE]</b>								
04/04/202	0040	365	Energy		04/04/2023	1,339.89		1,339.89
					Total of Invoices Due (SSE)	<b>1,339.89</b>	<b>0.00</b>	<b>1,339.89</b>
<b>Southern Electric [SSE1]</b>								
04/04/202	0029	366	Energy		04/04/2023	41.92		41.92
					Total of Invoices Due (SSE1)	<b>41.92</b>	<b>0.00</b>	<b>41.92</b>
<b>Studley Village Hall [SVH001]</b>								
01/04/202	2299	389	Council chambers rent Apr-Jun		01/04/2023	1,000.00		1,000.00
01/04/202	2300	390	Library Rent Apr-Jun 23		01/04/2023	1,250.00		1,250.00
					Total of Invoices Due (SVH001)	<b>2,250.00</b>	<b>0.00</b>	<b>2,250.00</b>
<b>TB Technology Ltd [TBTECH]</b>								
03/04/202	1176	368	Copier Charges		03/04/2023	108.62		108.62



Invoice Date	Invoice No.	Ref	Invoice Detail	Authorise Ref	Date Due	Amount	Discount To	Net Amount due	
Total of Invoices Due (TBTECH)						<b>108.62</b>	<b>0.00</b>	<b>108.62</b>	
<b>Ellis Whittam [WHITTAM]</b>									
17/04/202	SINV042803	371	Employment Law - year 3		01/05/2023	2,897.39		2,897.39	
Telephone	0345 226 8393					Total of Invoices Due (WHITTAM)	<b>2,897.39</b>	<b>0.00</b>	<b>2,897.39</b>
<b>Warwickshire Pension Fund [WPF]</b>									
01/04/202	APR 23	370	Pension contributions		01/04/2023	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>26,757.79</b>	<b>0.00</b>	<b>26,757.79</b>	
<b>TOTAL OF INVOICES DUE (ALL LEDGERS)</b>						<b>26,757.79</b>	<b>0.00</b>	<b>26,757.79</b>	

## Invoices Due for Payment by 19 June 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>								
01/04/202	612C45918	376	Litter pick bin at Dunstall		01/05/2023	97.36		97.36
28/04/202	612C53050	384	Litter pick bin at Dunstall		28/05/2023	66.14		66.14
Total of Invoices Due (BIFFA)						<b>163.50</b>	<b>0.00</b>	<b>163.50</b>
<b>IntY Limited [INTY]</b>								
01/04/202	INV00552411	388	Microsoft 365 licenses		08/04/2023	74.02		74.02
Total of Invoices Due (INTY)						<b>74.02</b>	<b>0.00</b>	<b>74.02</b>
<b>O2</b>								
02/04/202	19905428	391	Staff mobiles		02/04/2023	30.96		30.96
Total of Invoices Due (O2)						<b>30.96</b>	<b>0.00</b>	<b>30.96</b>
<b>Water Plus [WATER]</b>								
21/02/202	ON ACC 313		P/Ledger Electronic Payment		21/02/2023	-2.01		0.00
07/04/202	INV01797689	378	Water Dunstall		07/04/2023	76.61		74.60
Total of Invoices Due (WATER)						<b>74.60</b>	<b>0.00</b>	<b>74.60</b>
Total of Invoices Due (Creditors)						<b>343.08</b>	<b>0.00</b>	<b>343.08</b>
<b>TOTAL OF INVOICES DUE (ALL LEDGERS)</b>						<b>343.08</b>	<b>0.00</b>	<b>343.08</b>