



Studley Parish Council: Parish Council Meeting

Minutes of meeting held on

20th June 2023, 7pm Studley Village Hall, High Street, B80 7HJ

NB Minutes are draft until approved at the following meeting.

Members present Cllr M Osborne - Chair, Cllr Py Hunt – vice-Chair, Cllr J Beard, Cllr C Britt, Cllr B Dixon, Cllr Ph Hunt, Cllr P Hencher-Serafin, Cllr J Palmer, Cllr C Summers, Cllr L Kent, Cllr C Stone

In attendance Liza Rose – Clerk/RFO, Katharine Walters - Clerk
K John – Administration Officer
10 members of the public

Minute 027. Agenda item 1. Chairman’s welcome.

The Chairman welcomed everyone to the meeting.

Minute 028. Agenda item 2. Apologies.

Cllr D Collett - Holiday

Minute 029. 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	9h & 14h	ORI
Cllr M Osborne	14 c,d & e	ORI

Minute 030. Agenda item 4. To consider grant of any dispensation request.

A grant of dispensation was submitted by Cllr Mike Osborne. Members **agreed** to allow Cllr Osborne to take part in discussions and have voting rights.

Minute 031. Agenda item 5. Public Forum (maximum duration for this agenda item will be 30 minutes).

- a) Residents and members of the public.
A member of the public spoke about the height of grass on the communal areas of Dunstall Allotments and insurance issues. The member of the public was referred to agenda items 14 c and d which would be discussed later in the meeting. A member of the Studley Scouts presented a case for a new lease of thirty years. This item was due to be considered at agenda item 17.
- b) Stratford District Ward members are invited to report to the meeting.
Cllr Hencher-Serafin reported that he'd been involved in a number of issues regarding Social Housing.
Cllr Neil Edden reported dealing with the following issues;
- 92 Alcester Road, specifically safety, security and overgrown hedgerows.
 - A number of Highways issues online.
 - Concerns raised regarding Willow Way and Lansdowne Road.
 - Attended presentation and training on the use of blood stem kits.

- c) Warwickshire County Division member is invited to report to the meeting.
Cllr Justin Kerridge sent a written report which was read out by the Chairman.

Minute 032. Agenda item 6. To consider the co-option of Councillors and the signing of Declaration of Office. Members agreed on a paper ballot and elected new councillors, Craig Stone and Lee Kent.

Minute 033. Agenda item 7. Confirmation of the accuracy of the previous council meeting held 16/05/2023.

It was agreed to approve the minutes from the meeting held on 16th May 2023.

Minute 034. Agenda item 8 Planning

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

Application reference:	23/01407/COUMA
Proposed:	Change of use - Commercial/business/service to 1no. dwelling house
At:	Monkstone House, 90 Station Road, Studley, B80 7JS
Decision submitted:	No Representation
Application reference:	23/01482/FUL
Proposed:	Two storey front and side extension and single storey rear extension
At:	102 Station Road, Studley, Warwickshire, B80 7JX
Decision submitted:	No Representation
Application reference:	23/01263/VARY
Proposed:	Variation of condition 2 of planning permission 22/01133/FUL dated 22nd July 2022 to increase the footprint, external alterations of the windows and details, addition of a sun pipe and addition of windows on the side elevation with other external alterations to the site plan. Original description of development: Demolition of former garage block and erection of 2no dwellings.
At:	Garage Block, Archer Close, Studley
Decision submitted:	No Representation
Application reference:	23/01563/COUMA
Proposed:	Change of use of the second floor of Haydon House to 4no. dwellinghouses.
At:	Haydon House, 3-7 Alcester Road, Studley, B80 7AN
Decision submitted:	No Representation

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

Application reference:	22/00562/OUT
Proposed:	Outline application for the construction of up to 9 dwellings with all matters reserved
At:	Washford Farm, Icknield Street Drive, Studley,

	B80 7BD
Appeal	APPEAL WITHDRAWN
Application reference:	23/00437/FUL
Proposed:	Erection of new dwelling with associated works including demolition (in lieu of 22/02243/FUL dated 2nd November 2022).
At:	Holt Farm, Alcester Road, Studley, Warwickshire B80 7PD
Decision:	PERMISSION WITH CONDITIONS
Application reference:	23/01157/TPO
Proposed:	Tree Preservation Order Ref No: TPO/091/028, (SDC 628) - -T1 apple - Reduce branches by 50%, as per submitted, annotated photographs.
At:	Cullum Close, Studley, B80 7GE.
Decision:	CONSENT FOR ARBORICULTURAL WORK

Members **noted** decisions made by SDC.

Minute 035. Agenda item 9. Finance – Financial Information

- a) To approve schedule of payments
It was **agreed** to approve the schedule of payments.
- b) To receive and note bank reconciliation up to 31/05/2023
It was agreed that the date entered on the agenda should read 31st May 2023 and the bank reconciliation was noted.
- c) To receive and note summary budget review up to 31/05/2023.
It was noted that the summary budget had recently been reviewed by the Finance Committee.
- d) To receive the Internal Audit Report, note the recommendations and agree next steps for progressing actions required.
Members **reviewed** the Internal Audit Report and noted recommendations and the next steps. Members requested thanks to the Clerks to be recorded.
- e) To approve the Annual Governance Statement for financial year 2022/23
Members reviewed and **approved** the Annual Governance Statement.
- f) To approve Annual Accounting Statements for financial year 2022/23.
Members reviewed and **approved** the Annual Accounting Statements.
- g) To discuss and agree costs for the re-laying of Corbizum Avenue path – quotes to be circulated.
Members considered this item and **could not agree** on a specification. The Clerk requested that Cllr Dixon assist in this matter and that the item be discussed at the next SPC meeting.
- h) Confirmation letter for receipt of assets from Studley in Business for road side banners and signs and to request transfer of £1400.00 gift amount.
Members **agreed** that the Clerk write to Studley in Business to accept the assets and request the transfer of £1400.00

Minute 036. Agenda item 10. To agree members of the;

- a) Cemetery Committee – Terms of Reference
Members requested that wording within the ToR should be amended to reflect that the committee comprise of a minimum of five members. Terms of Reference were amended at the meeting and **agreed** by all members.
- b) Staffing committee
It was **agreed** that the Staffing committee members comprise of;

Cllr J Beard, Cllr Peter Hencher-Serafin, Cllr Lee Kent, Cllr Brian Dixon, Cllr Mike Osborne.
And Terms of Reference were **agreed**.

Minute 037. Agenda item 11. To receive update regarding the Neighbourhood Development Plan and consider spending and resource for the required Housing Needs Survey.

It was agreed to continue with the Neighbourhood Development Plan. Cllrs C Summers, P Hunt, C Britt, and P-Hencher Serafin would form the discussion group along with Cllr N Edden, District Councillor. A meeting date was to be set for discussions to commence.

Minute 038. Agenda item 12. To discuss a complaint received by the office from the Studley Tennis Club.

Members were briefed regarding a complaint received by the office and the item was **noted**.

Minute 039. Agenda item 13. To discuss request made by Studley Community First Responders who would like to invite council members to come forward as trustees.

Cllrs P Hunt and L Kent agreed to consider the position of trustee for Studley Community First Responders.

Minute 040. Agenda item 14. Items for Discussion and / or Decision: reports, if provided, are in separate documents.

a) Studley frontages and allotment awards

Members requested that this item be discussed at item 16c.

b) Castle Road Bench

Cllrs Beard and Dixon agreed to obtain an exact location for submission to County Council for approval.

c) Studley Allotment Association – Lack of insurance on non-council owned machinery, membership levy renewal and water meter readings at Dunstall.

Members were updated on correspondence received from the Allotment Association regarding Insurance and refusal to take water meter readings. Cllr Kent agreed that he would now take the meter readings and members **agreed** to obtain a quotation for cutting back the communal areas ready for discussion at the next SPC Meeting.

d) Complaint received by allotment plot holder, Dunstall.

Members were briefed on the complaint. As the complaint was regarding mowing of communal areas, it was considered that item c, above covered the complaint.

e) Plot holder issues – Dunstall.

- Members were informed of the following issues;
- Boundary Dispute
- Vehicles being parked overnight
- Scrap business being run from the car park on the Stratford Beds, Dunstall

Cllr Dixon **agreed** to investigate these matters further and to report his findings back to the office.

f) ATC building will require meter readings before commencement of lease on 1st July 23. Member volunteer required to locate meters and report readings back to office staff.

Cllr Osborne agreed to obtain the meter readings for office staff.

g) Alleyway behind Crendon Close from Redditch Road to High Street.

Members were briefed by the Clerk on issues with a retaining wall and boundary fence. It was agreed that street furniture, trees and open spaces work party would investigate and report back to council with a proposal.

Minute 041. Agenda item 15. Clerk’s Report: Updates from council officers to previous meetings and ongoing matters.

- **To note thank you received from Circus Ginette for allowing use.**
Thanks received from Circus Ginette was relayed to members for the use of the Studley Recreation Ground in June 23.
- **To receive update on internal CCTV.**
Members were updated on the current status of the CCTV system and agreed that the Clerk should write to the supplier to request quotation for works.
- **To note correspondence to a contractor regarding non use of safety equipment.**
Members were briefed on a recent incident whereby a contractor was found in breach of safety rules.

Minute 042. Agenda item 16. To receive updates/reports from working parties.

- a) Old Youth Centre – Members agreed that working party should now be reduced in size. Members of the party were agreed as;
Clerk, Cllrs P Hunt & C Summers.
And that a meeting would be arranged as soon as possible.
- b) Nature Reserve – Minutes from meeting on 26th April 2023 circulated separately
- c) Community Engagement – Cllr Hunt reported that two new members had joined the group, Cllrs Palmer and Beard. A list of successful events were reported and thanks given to K John and Barbra Craig. The Working party requested an amount of £100 for the engraving of trophies. Members **agreed** this cost.
- d) Trees, Street Furniture, Open Spaces – members were updated with information which had been discussed in the Finance Committee Meeting, held 13th June 2023.
- e) **Recreation Ground** – A report was circulated to all members who agreed to temporarily close down one half of the skatepark for emergency repairs.
- f) **Neighbourhood Plan** – A meeting had been held and representations would be made at the next full council meeting.
- g) **Street Lighting** – Did not have an update and would arrange to meet shortly.

Minute 043. 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 Scout Lease.

Members discussed and **agreed** lease details.
Details held in confidential minutes dated 20th June 2023

Minute 044. Agenda item 026. To note date and time of next meeting:
The next meeting was noted as taking place on 18th July 2023 at 7pm.

This meeting closed at 10:05

Signed: **Date:**.....

Chairman, Studley Parish Council

17:23

Invoices Due for Payment by 18 July 2023

						For Creditors	Pay by Electronic Payment	
Invoice Date	Invoice No.	Ref	Invoice Detail	Authorise Ref	Date Due	Amount	Discount To	Net Amount due
G S Adams Ltd [ADAMS]								
23/05/202	ON ACC 412		<i>P/Ledger Electronic Payment</i>		23/05/2023	-553.93		0.00
Telephone	01527 857718				Total of Invoices Due (ADAMS)	-553.93	0.00	0.00
Aunty Jen Productions [AJP]								
01/06/202	(JS)/SPC069	436	<i>Coronation Storytelling</i>		01/06/2023	200.00		200.00
Telephone	07753684401				Total of Invoices Due (AJP)	200.00	0.00	200.00
AquAid (Midlands and South Wales) [AQU]								
31/05/202	251347	429	<i>Water for Chamber</i>		31/05/2023	11.87		11.87
19/06/202	251762	441	<i>Hire and env ch for water cool</i>		19/06/2023	115.68		115.68
Telephone	01789 778345				Total of Invoices Due (AQU)	127.55	0.00	127.55
Arden Pest Control [ARDEN]								
23/05/202	ON ACC 411		<i>P/Ledger Electronic Payment</i>		23/05/2023	-60.00		0.00
Telephone	07983 358569				Total of Invoices Due (ARDEN)	-60.00	0.00	0.00
Mark Barry [BARRY]								
12/06/202	0134644	437	<i>Plot 609 Re Open Grave</i>		12/06/2023	300.00		300.00
					Total of Invoices Due (BARRY)	300.00	0.00	300.00
Excel Telecommunications Network Ltd [EXCEL]								
07/06/202	966934	439	<i>Phone & Internet Library</i>		21/06/2023	35.32		35.32
07/06/202	966932	440	<i>Phone & Broadband PC office</i>		21/06/2023	93.42		93.42
Telephone	01527 527747				Total of Invoices Due (EXCEL)	128.74	0.00	128.74
HMRC Cumbernauld [HMRC]								
01/04/202	MONTH 2	377	<i>HMRC Contributions</i>		01/04/2023	0.20		0.20
20/06/202	MONTH 3 23	452	<i>Nil contributions</i>		20/06/2023	2,028.70		2,028.70
					Total of Invoices Due (HMRC)	2,028.90	0.00	2,028.90
Penny Hunt [HUNTPENNY]								
03/05/202	MAY EXP	420	<i>Supplies for big lunch</i>	SPC 25042023	03/05/2023	177.01		177.01
					Total of Invoices Due (HUNTPENNY)	177.01	0.00	177.01
Kellie John [JOHNK]								
12/05/202	MAY EXPENSES	419	<i>Items purchased for Big Lunch</i>	spc 25042023	12/05/2023	23.40		23.40
					Total of Invoices Due (JOHNK)	23.40	0.00	23.40
Lyreco UK Limited [LYRECO]								
30/04/202	6470079764	381	<i>Stationery</i>		30/05/2023	27.55		27.55

Invoices Due for Payment by 18 July 2023

For Creditors						Pay by Electronic Payment		
Invoice Date	Invoice No.	Ref	Invoice Detail	Authorise Ref	Date Due	Amount	Discount To	Net Amount due
Total of Invoices Due (LYRECO)						27.55	0.00	27.55
Mercian Skip Hire Midlands Ltd [MERCIAN]								
23/05/202	ON ACC 409		<i>P/Ledger Electronic Payment</i>		23/05/2023	-210.00		0.00
Telephone	0121 458 7383							
Total of Invoices Due (MERCIAN)						-210.00	0.00	0.00
Ocean Blue Graphics [OCEAN]								
03/05/202	SI-1669	418	<i>Chamber board names</i>		03/05/2023	30.00		30.00
Telephone	01905 821318							
Total of Invoices Due (OCEAN)						30.00	0.00	30.00
Mike Osborne [OSBORNE]								
26/05/202	ON ACC 416		<i>P/Ledger Electronic Payment</i>		26/05/2023	-26.50		0.00
Total of Invoices Due (OSBORNE)						-26.50	0.00	0.00
SPC Staff Salaries [SPCPAYROLL]								
20/06/202	MONTH 3	438	<i>Staff Salaries</i>		20/06/2023	5,737.60		5,737.60
Total of Invoices Due (SPCPAYROLL)						5,737.60	0.00	5,737.60
Southern Electric [SSE]								
03/05/202	0041	425	<i>Energy</i>		03/05/2023	-161.95		0.00
02/06/202	361847681/0031	447	<i>Energy</i>		02/06/2023	38.26		0.00
Total of Invoices Due (SSE)						-123.69	0.00	0.00
Southern Electric [SSE1]								
02/06/202	0042	448	<i>Energy charge</i>		02/06/2023	1,213.62		1,213.62
Total of Invoices Due (SSE1)						1,213.62	0.00	1,213.62
CTKT Limited t/a Studley Lawns & Gardens [STUD001]								
01/06/202	3226	430	<i>Gound Works May 23</i>		30/06/2023	220.00		220.00
01/06/202	3225	431	<i>Dog Bin BYL</i>		01/06/2023	60.00		60.00
01/06/202	3222	432	<i>Dog Bin BYL</i>		01/06/2023	40.00		40.00
01/06/202	3224	433	<i>Grsass Cutting - Cemetery</i>		01/06/2023	1,155.00		1,155.00
01/06/202	3221	434	<i>Grass Cutting - Cemetery</i>		01/06/2023	830.00		830.00
Total of Invoices Due (STUD001)						2,305.00	0.00	2,305.00
TB Technology Ltd [TBTECH]								
01/06/202	1270	445	<i>Copier costs</i>		01/06/2023	6.69		6.69
Total of Invoices Due (TBTECH)						6.69	0.00	6.69
Jon Vale Gardens [VALE]								
01/05/202	2	424	<i>Mowing</i>		01/05/2023	774.00		774.00

