



# Studley Parish Council: Parish Council Meeting

## Minutes of meeting held on

### 15<sup>th</sup> August 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 D Collett, Cllr C Summers, Cllr L Kent, Cllr C Stone

**In attendance** Liza Rose – Clerk/RFO, Katharine Walters - Clerk  
2 members of the public

**Minute 071. Agenda item 1. Chairman’s welcome.**

The Chairman welcomed everyone to the meeting.

**Minute 072. Agenda item 2. Apologies.**

None

**Minute 073. 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.

**Minute 074. Agenda item 4. To consider grant of any dispensation request.**

Name	Agenda item and Interest type	Approved	Yes/No
Cllr C Britt	Item 8 -DPI	Approved to stay in the room, speak and vote	Yes
Cllr M Osborne	Item 8 - DPI	Approved to stay in the room, speak and vote	Yes

**Minute 075. Agenda item 5. Public Forum** (maximum duration for this agenda item will be 30 minutes).

- a) Residents and members of the public.  
None

- b) Stratford District Ward members are invited to report to the meeting;
- Cllr Edden reported the NDP working party have had two meetings. The Housing Needs Survey to be activated for distribution at end of September 2023. Clerk to do NDO research for the next meeting.
- Cllr Edden spoke about SDC policy reviews, which includes custom self builds, traveller provision to close loopholes, emerging local plan and parking in Studley.
- Cllr Hencher-Serafin reported an issue on Green Lane. A resident has used hardcore to create a road. Cllr Hencher-Serafin has liaised with owner and given advice to speak to SDC Planning. Enforcement at SDC has been informed.
    - Footpath near Sernal Garage to be resurfaced. Parking issues have been reported to the police and traffic warden.
    - No further news on Green Lane Railway Bridge.
    - Studley in Bloom have been tidying Marble Alley.
    - The former Golf Course on Brickyard Lane have had lots of soil delivered.
- c) Warwickshire County Division member is invited to report to the meeting.  
**Cllr Kerridge not present at the meeting. No update or report received.**

**Minute 082. Agenda item 6. Approval of draft minutes from previous council meeting**

The minutes of the parish council meeting held 18/07/2023 were **approved**.

**Minute 083. Agenda item 7. Finance - Financial Information**

- a) To approve schedule of payments –  
The schedule is delayed and will be sent via email to Cllrs.
- b) To receive and note interim payments made – The list was circulated and **agreed**.
- c) To receive and note bank reconciliation up to 30/07/2023  
The list was circulated and **agreed**
- d) To approve the amended Annual Governance Statements for financial year 2022/23.  
**Approved.**
- e) To approve amended Annual Accounting Statements for financial year 2022/23.  
It was **agreed** the approve the amended Annual Accounting Statements.
- f) To agree to remove an ex-councillor from banking signatories and payment approvals and, to add Cllr Penny Hunt to electronic authorisations. In addition, Cllr David Collett to be added as a banking signatory and electronic authorisations.  
Members **agreed**.

**Minute 084. Agenda item 8. To receive a recommendation report regarding The Studley Allotments – Circulated separately.**

Members **agreed** that the Clerk send a letter to the Secretary of Studley Allotment Association, requesting they call an Annual General Meeting. **This is to be called within 28 days from 16<sup>th</sup> August 2023.**

Members also **agreed** that the communal plots at the Dunstall allotment site were to be let.

**Minute 085. Agenda item 9. To appoint a representative for Studley in Business.**

It was **agreed** to appoint Cllr Phil Hunt.

**Minute 076. Agenda item 10. To discuss recommendations made by the Cemetery Committee – amendments to burial headstone heights.** It was agreed to make a minor grammatical amendment to the report which had been circulated to the council separately on 16/08/2023. Recommendations were **approved**.

**Minute 077 Agenda item 11. To discuss and agree basis of use of the twelve new burial plots recently marked out in the cemetery.** It was **agreed** that plots could be used, but not for general resale.

**Minute 078. Agenda item 12. To agree next steps for the return of missing asset, currently being held by a member of the public.** Report circulated separately.  
Cllr C Summers agreed to speak to the member of the public. If the asset is not returned and resolved by Friday 18<sup>th</sup> August 2023 approval has been granted to send a letter outlining further action.

**Minute 079. Agenda item 13. Items for discussion and/or decision: Reports, if provided are in separate documents.**

- a) To discuss and agree the amount of £1320.00 liability relating to Studley Christmas Lights 2022  
It was **agreed** the council would cover this liability for 2022.
- b) To discuss and replacement of the Station Road bus shelter with a cost of £11387.50 of which match funding is available of **£5693.75**.  
**This item has been deferred, awaiting information on ownership.**
- c) To discuss and agree Land Registry costs for Studley recreation ground and Pool Road car park – reports to be circulated.  
It was **agreed** that the Clerk progress with the registration.
- d) To agree maintenance costs for Studley Nature Reserve.  
It was **agreed** to accept the quote of £950.00 + VAT from Meadowcare Ltd for management of wildflower areas. It was agreed that the contractor was required to cut the brambles, scalloping the edge, and topping of the main grassland.
- e) To agree steps and costs for Remembrance Parade Risk Assessment.  
It was **agreed to defer** this item as the office is awaiting further information regarding insurance cover.

**Minute 080. Agenda item 14. Clerk's Report: Updates from council officers to previous meetings and ongoing matters.**

- To note that a contractor has now been arranged by Studley Sports and Social Club to treat Japanese Knotweed growing on the SS&SC land.
- To note that the Road Closure Application for the Remembrance Parade 2023 has been submitted to Stratford District Council.
- To note request made by tenant of the bungalow to keep two cats has been approved via email from members.
- To note that the Corbizum Avenue path is being re-laid on 11<sup>th</sup> August 2023.  
**Work is now complete.**

**Minute 081. Agenda item 15. To receive updates/reports from working parties.**

- a) **Old Youth Centre**  
The Working Party is currently awaiting plans and members are to read through the heads of terms. Cllr Hencher Serafin is awaiting further information, which he recently requested from a representative in Warwickshire County Council.
- b) **Nature Reserve**  
Grass cutting as discussed above. To note that further to a Working Party meeting, which took place on 26<sup>th</sup> July 2023 a makeshift 'camp' has set up on the boundary of Brickyard Lane site,

which is still in place. Although this doesn't appear to be creating any great damage it may be causing an issue with litter, which needs to be monitored. Volunteers have strimmed the Russian vine around the boundary fence of a resident, located in St Judes Avenue.

- c) **Community Engagement**  
Nothing to report.
- d) **Recreation Ground**  
Benches and certain bins on the recreation ground require painting due to graffiti. Cllr Py Hunt has managed to remove some of the graffiti, but this seems to be a regular occurrence.
- e) **Neighbourhood Plan**  
Nothing to report.
- f) **Street Lighting**  
A working party meeting is being held on 16<sup>th</sup> August 2023 to discuss the tender. The working party will report back to full council in due course.

**Minute 086. Agenda item 16. To receive update from representatives of;**

- a) **Studley Community Library**  
Cllr C Britt has spoken to one of the volunteers to offer his support and has been invited to a meeting. However, his attendance is not possible on this occasion.
- b) **Studley Sports and Social Club**  
A meeting was held on the 14<sup>th</sup> August 2023. Cllr C Britt has nothing to report at this time. It was noted by the Chairman that there have been incidents of people coming onto to SS&SC land. It is suggested to take suitable precautions when approaching individuals and all incidents should be reported to the Police.
- c) **Studley in Bloom**  
A discussion regarding planters outside a local primary school on New Road, which includes a Studley Parish Council plaque. The planters need to be tidied.
- d) **Studley Youth Foundation**  
The Youth Foundation recently enjoyed a day trip to Western Super Mare recently with Henley Hub. The Youth Club is open on fortnightly basis at the Methodist Church.
- e) **Children & Family Partnership**  
Cllr J Palmer agreed to attend the next meeting, which is being held in September 2023.
- f) **Studley Christmas Lights**  
Nothing to report.
- g) **Royal British Legion**  
The Risk Assessment for Remembrance Sunday Parade has been sent to the insurance company. The road closure application has been submitted to Stratford District Council. Further meetings will be held regarding marshalling other arrangements leading up to the event.

**Minute 087. Agenda item 17. 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.**

**Minute 088. Agenda item 18. An update on matters relating to a lease.**  
See confidential minutes dated 18<sup>th</sup> July 2023.

**Minute 089. Agenda item 19. To note date and time of next meeting:**  
The next meeting will be held on 19<sup>th</sup> September 2023 at 7pm.

***This meeting closed at 9:19pm***

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

***Chairman, Studley Parish Council***

**Linked to Cashbook 3****Entered Month 4**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<i>Dog bin at BYL x 2 empties</i>	06/07/2023	3257	1	40.00	0.00	40.00	0.00
					<b>0.00</b>	<b>1,070.00</b>	

Above paid on 21/07/2023 by Electronic Payment Ref 230721308

**TBTECH TB Technology Ltd**

<i>Copier Charges</i>	03/07/2023	1348	1	34.38	0.00	34.38	0.00
					<b>0.00</b>	<b>34.38</b>	

Above paid on 21/07/2023 by Electronic Payment Ref 714730401

**WALC Warks & West Mids Ass of Local Councils**

<i>Mins &amp; Agenda Training</i>	27/05/2023	406	1	72.00	0.00	72.00	0.00
					<b>0.00</b>	<b>72.00</b>	

Above paid on 21/07/2023 by Electronic Payment Ref 202476579

**LUNGLEY G Lungley**

<i>Chairmanship training</i>	30/06/2023	24/021	1	69.00	0.00	69.00	0.00
					<b>0.00</b>	<b>69.00</b>	

Above paid on 21/07/2023 by Electronic Payment Ref 883018181

**PETEBENNET Pete Bennett Landscape Gardening**

<i>Repair of Fence</i>	11/07/2023	11TH JULY 23	1	1,250.00	0.00	1,250.00	0.00
					<b>0.00</b>	<b>1,250.00</b>	

Above paid on 21/07/2023 by Electronic Payment Ref 618347192

<b>Preliminary Payment Total</b>					<b>0.00</b>	<b>14,624.44</b>	
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Above paid on 21/07/2023 by Electronic Payment Ref 204309020

**STUD001 CTKT Limited t/a Studley Lawns & Gardens**

<i>3250/497/CTKT Limited t/a Stud</i>	06/07/2023	3250	1	200.00	0.00	200.00	0.00
<i>Cutting &amp; Strimming</i>	06/07/2023	3256	1	830.00	0.00	830.00	0.00

02/08/2023

**Studley Parish Council**

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**Preliminary List of Payments Entered**

User: 7240.L.ROSE

**Linked to Cashbook 3**

**Entered Month 5**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>SPEEDSTEEL Speed Steel Industries Ltd</b>							
<i>Emergency repairs to skatepark</i>	25/07/2023	SS0177	1	1,322.40	0.00	1,322.40	0.00
Authorised: <i>Min 042 e 2023</i>							
					<b>0.00</b>	<b>1,322.40</b>	
				Above paid on 02/08/2023 by Electronic Payment Ref 907625973			
				<b>Preliminary Payment Total</b>	<b>0.00</b>	<b>1,322.40</b>	