



Studley Parish Council: Parish Council Meeting

Minutes of meeting held 26th September 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 C Britt
- Cllr D Collett
- Cllr B Dixon
- Cllr Ph Hunt
- Cllr P Hencher-Serafin
- Cllr L Kent
- Cllr J Palmer
- Cllr C Stone
- Cllr C Summers

In attendance

- District Ward member, Coun Neil Edden
- District Ward member, Coun Peter Hencher-Serafin
- County Division member, Coun Justin Kerridge
- Liza Rose – Clerk/RFO, Katharine Walters - Clerk
- 4 members of the public.

Minute 090. Agenda item 1. Chairman’s welcome.

The Chairman welcomed everyone to the meeting and paid tribute to two previous council members, Eric Holder and Jill Beard who had both recently passed away; Jill Beard having been recently re-elected for a 3rd term will be greatly missed. A minute’s silence was held.

Minute 091. Agenda item 2. Apologies.

None

Minute 092. 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-Registrable Interest (NRI) relating to items on the agenda and the nature of those interests.

Name	Agenda Item and nature of interest	Interest Type
Cllr Py Hunt	Item 8f, Member of Studley in Bloom	ORI
Cllr C Britt	Items 9 and 11: Studley Parish Council allotment tenants.	NRI
Cllr M Osborne		NRI

Minute 093. Agenda item 4. To consider grant of any dispensation request - Considered at minute no. 98 and minute no. 99.

Name	Agenda item, type and nature of interest	Approved
Cllr C Britt	Items 9 & 11 both NRI as the tenant of an SPC allotment.	May remain in meeting, participate in debate but may not vote.

Minute 094. Agenda item 5. Public Forum

a) Residents and members of the public.

No requests to speak at this time.

- b) Stratford District Ward members reported as follows:
- b(i). Coun. Hencher-Serafin, Studley North ward, reported on:-
- ongoing issues with a social housing landlord and disabled access ramps.
 - A Green Lane landowner has been advised to contact the SDC planners.
 - The Sustrans route / old railway bridge over Green Lane is to remain in place.
 - Old golf driving range owner is awaiting an environment report.
- b(ii). Coun Edden, Studley South ward reported on:
- The Housing Needs Survey, re Neighbourhood Plan, has been issued.
 - Seeking information on the Neighbourhood Development Order (Entaco site).
 - SDC has issued a statement of community involvement; SPC may wish to respond.
 - SDC have released a 4-year plan to which SPC may also want to respond.
 - Policy reviews are being undertaken around affordable housing and custom self builds.
- c) Warwickshire County Division member Coun J Kerridge, reported as follows:
- Dropped curbs installation currently on Toms Town Lane and Littlewood Green area.
 - Trees to be planted along Foster Ave, with more planned for Crooks La and Pool Rd.
 - Pavement installation at Sernal Ash corner is ongoing.
 - A one-way system on the High Street is being debated; report to follow.
 - Toms Town Lane / Crooks Lane flooding appears to be less severe now.
 - Alleyway flooding between Pool Road and New Road may need additional funding.
 - Looking to host an information event to set up an area cycle path.
 - Would like to introduce cycle parking in Studley.
 - On street E-car charging funding has been granted to the County Council.
 - Work is due to start at the top end of the Church to Castle Hotel path.

Minute 095. Agenda item 6. Approval of draft minutes from previous council meeting.

The draft minutes of the parish council meeting held 15/08/2023 and the draft minutes of the Extraordinary parish council meeting held 05/09/2023 were put to the council for approval.

It was **AGREED** to approve the minutes of the meetings held 15/08/2023 and 05/09/2023 subject to:

1. an amendment to minute 079d 'Maintenance costs at Studley Nature Reserve' to state 'a contractor was required to cut the brambles...' rather than 'the contractor...' and,
2. Coun Hencher Serafin's report at minute 075(b) regarding the old golf driving range, to add 'where work is ongoing to improve the site'.

Minute 096. Agenda item 7.

To comment on planning application consultations from Stratford District Council.

Application reference:	23/02335/FUL
Proposed:	2 storey side extension
Site address:	12 The Cloisters, Studley, Warwickshire B80 7JR
SPC Comment	NO REPRESENTATION

Minute 097. Agenda item 8. Finance - Financial Information

a) **To approve the schedule of payments.**

The schedule of payments, shown on page 46 which includes references to new payees relating to village hall commitments, was **APPROVED**.

For September, BACS payments due £16,601 and direct debits £249.14.

b) **To receive and note interim payments made since previous meeting.**

Members **received and noted** interim payments made from 24/08/23 to 25/09/23, as on page 46. In future, regular payments would be made by direct debit as per current list (d) below.

- c) **To receive and note bank reconciliation up to 31/08/2023.**
Members **received and noted** the bank reconciliation, as on page 47.
- d) **To review the annual list of ongoing direct debits.**
Members **reviewed and approved** the list of current direct debits.

Beneficiary	Description	Frequency
Biffa Waste	Litter pick bin	Monthly
CF Corporate	Copier/printer lease	Quarterly
ICO	ICO certificate	Yearly
Inty	Microsoft licenses	Monthly
Managed Technology	Copy/print costs	Monthly
O2	Staff mobiles	Monthly
Public Works Loans	SS&SC debt	Half-yearly
SDC Rates	Cemetery rates	Monthly
Water Plus	Dunstall allotments	Monthly
Water Plus	Station Road allotments	Monthly

- e) **To discuss and approve installation of the Remembrance Poppy Light** for the Remembrance parade in November 2023.
It was **AGREED** to pay £225.00 for the Poppy light to be installed at the Methodist Church and subsequently taken down after the 2023 Remembrance Parade.
- f) **To consider a grant request from Studley in Bloom for the sum of £1800.00.**
It was **AGREED** to grant the sum of £1800 to Studley in Bloom for providing community benefit by way of floral arrangements and voluntary litter picking.
- g) **To consider the payment request from a grass cutting contractor who has used all allocated funds against the tender contract by non-scheduled mowing of sites.**
It was noted the tender agreement had not been complied with as the Contractor had, without authorisation, undertaken more cuts than are specified in the agreed contract. It was **AGREED** the Clerk is to write to the contractor, inviting them to fulfil the agreement for the rest of this year at their own expense and rectify any mistake. It was also **AGREED** the most recent invoice received should have the appropriate deductions made when making payment.

Minute 098. Agenda item 9. To discuss and agree allotment membership levy and status of Studley Allotment Association.

Having declared a Non-Registerable Interest in this item as allotment tenants, the Chair and Cllr Britt left the meeting, at which point the vice-chair Cllr Py Hunt took the chair.

Cllr Britt's dispensation request to stay in the meeting, take part in the discussion and to vote was considered. It was **AGREED** to allow Cllr Britt dispensation to sit in the meeting and take part in the discussion, but not vote.

Cllr Britt returned to the meeting.

- a) **For the Council to consider whether to offer to allotment plot holders full membership of the National Allotment Society (NAS) via their annual rent.**

NAS membership fees of £3 per plot holder had previously been collected from each allotment plot holder by the council via the annual rent. The total of fees collected had then been passed on from the council to the Studley Allotment Association (SAA) for the SAA to then apply for NAS membership on behalf of each plot holder. However, it has become known that for some time the full benefit of this arrangement had not been passed on to the plot holders and it was therefore suggested the council should retain the fees it collects and itself apply for each plot holder's membership.

During discussion, members deemed that having to apply for and administer this arrangement on behalf of each plot holder would be too onerous for the office staff to take this on as an additional responsibility.

It was **AGREED** the council would no longer offer or be responsible for NAS membership on behalf of each plot holder and the annual £3 membership fee would be no longer included with the annual rent demand.

b) Studley Allotment Association (SAA) is deemed non quorate due to its refusal to call a meeting and currently only the Secretary & Treasurer are making decisions.

The SAA's rules require an annual general meeting to be held but despite a request sent from the council by recorded delivery to the SAA secretary to arrange such a meeting, no response has been received and no meeting called. The parish council is not responsible for running SAA or for calling its meetings.

As the landowner, the parish council deals directly with each plot holder as tenant and there is no legal standing for the allotment association other than it is something the plot holders have previously supported as a good thing.

It was noted that if SAA continues to be non-quorate and to operate without mandated authority or proper insurance cover, the parish council has an option to appoint its own plot secretaries who will act as liaison between the plot holders and the parish council.

The pro-tem Chair brought Item 11 forward. Cllr Britt left the meeting.

Cllr Britt's dispensation request to stay in the meeting, take part in the discussion and to vote was considered. Members **AGREED** to allow Cllr Britt dispensation to sit in the meeting and take part in the discussion, but not vote.

Cllr Britt returned to the meeting but left after hearing the dispensation decision.

Minute 099. Item 11: To consider a request from a member of the public for the council to consider a rent payment relief system in relation to Dunstall Allotments.

Allotment rents are due on 1st November for payment in one lump sum. It was noted that last year the parish council had given one year's notice to all allotment plot holders of the rent increase from £25pa for a full plot to £52pa, to take effect from 1st November 2023.

A request has now been received asking if it would be possible for plot holders to pay at quarterly or bi-annual intervals during the year to help plot holders budget for the extra cost.

Members noted this has the potential to quadruple the workload for office staff.

Having provided notice of the increase 12 months ago, plot holders had been given the opportunity to budget appropriately, perhaps by putting aside £1 per week or making staged payments into their own accounts to be redeemed when required.

It was **AGREED** to decline the request for an allotment rent payment relief system.

Cllr Osborne and Cllr Britt returned to the meeting which reverted to the order of business on the agenda.

Minute 100. Item 10: To discuss the future management, use and lease arrangements for Brickyard Lane Recreation Area.

The Studley Sports and Social Club (SSSC) would like to prepare for the Neighbourhood Development Order (to develop the SSSC site) proceeding as planned, in which case their two football pitches would be unusable, meaning they will need to find an alternative site.

The suggestion arising from a recent meeting of SSSC management committee is for the SSSC to make use of the Brickyard Lane site, and the decision on the land's use should be made by the trustees (the trustees are 4 parish council members and 4 SSSC members).

It was noted the annual costs for grass cutting and bin emptying are IRO £2,500; there is no income from the site, but it is being used. However, it is known there is a demand for such sports pitches and the site has the potential to bring in funds although some investment will be needed for tree surgery, maintenance and car parking improvements.

SSSC have used the facility but not paid for it or entered into any formal agreement, however it would appear SSSC is open to suggestions of either managing it themselves or leasing it since their priority is to ensure an actively managed facility.

It was **AGREED** the Trustees would discuss this matter in the first instance and agree a way forward for consideration by the parish council who will have the final say.

Minute 101.

Item 12. To consider the establishment of a Community Engagement Committee.

It was noted the parish council is currently engaged in many positive activities, including taking responsibility for the village hall and potentially the youth centre both of which require office support and administration hence the pending appointments of a bookings clerk and a Facilities Manager.

It is recommended the current working party adopts a more formal setting to become a council committee to deal with the increased activity and funding. The committee would also be responsible for appointing sub-committees or working parties for one-off activities and events such as the D-Day anniversary next year.

It was **AGREED** to establish a Community Engagement Committee to meet as and when and bi-monthly to start with, comprising six members, Cllr Py Hunt, Cllr C Stone, Cllr C Summers, Cllr J Palmer, Cllr Ph Hunt, Cllr L Kent. The committee will elect its Chair and vice-Chair at the first meeting and the Terms of Reference will be forwarded to the next meeting.

Minute 102. Item 13. Recreation Ground (and Skatepark) development working group request to enable community engagement.

The aim of the working group is to investigate how to engage the community on the matter of improvements to the recreation ground and skatepark. It would like to make a start by talking to the key, relevant people, to let them know what is being planned and to gather data which will support progress. This will take place outside of the new Community Engagement Committee to which it will provide updates.

It was **AGREED** to support the working group's plans for community engagement.

As the time was 9.00pm, the Chair sought approval to suspend Standing Order 3x to allow the meeting to continue for 30 minutes. Approval was granted.

Minute 103. Agenda Item 14.

Clerk's Report: Council officers' updates to previous meetings and ongoing matters.

- **Complaint.** A complaint had been received from a local business about the Remembrance Parade road closure on 12/11/2023.
- **Potential insurance claim** had been received regarding possible building damage caused by two trees on the nature reserve. A building surveyor is to take a look and the council's insurers have been notified.
- **Village Hall.** Update from the office:
 - Many requests have been received for private functions in the hall whilst use of Rooms 2 and 3 is sporadic.
 - Issues with the main hall flooring are being dealt with, as is the heating system which appears to work well in room 3 but not as well elsewhere.
 - A new security key-holding contract has been set up with an identified chain of command of three councillors – Cllr B Dixon, Cllr M Osborne, Cllr L Kent.

- Fire alarm, security alarm and doors are maintained by Vale Security.
- The regulations and licences have been checked for compliance and attended to.
- There is a good, supportive relationship with the caretakers.
- **Temporary Support Officer (TSO).** The TSO's report will be provided each month detailing the work undertaken to support the admin team.

Minute 104. Agenda item 15. To receive updates/reports from working parties.

a) Cemetery Committee

Cllr Dixon reported:

- Extensive checks have been made on the gravestones, with one having to be laid down for safety. Attempts have been made to contact the family.
- The winter programme has started, and councillors will be invited to plant bulbs.
- Some idiosyncrasies of the Studley cemetery have been and are being dealt with; one such action will cost £200 for investigatory work.
- Thanks to be recorded to a local farming family for help repairing the car park and allowing use of their field for well-attended funerals; recommends a gift be provided.
- The Clerk should have a fund for authorising emergency works*.
- There is a need to access the burial records.

It was noted that over the last twenty-two months there have been 45 funerals.

*It was noted the council's Financial Regulation 4.1 allows delegation to the Clerk to spend up to £1,000 in emergencies.

b) Old youth centre

Following a recent meeting, the final points are being attended to and the county council officers are to draw up a lease. The criteria for the lease arrangement depends on 'social value' which is currently an unknown quantity, however there are hopes the two-year lease will be in place before the end of the year. The council must continue to work on providing a Business Plan

c) Nature Reserve

A meeting is to be held shortly. The contractor has yet to cut the grass.

d) Community Engagement

The Christmas Lights switch-on arrangements were discussed at a recent meeting of those taking part. The road closure notice has been notified and a request has been submitted to use the disabled parking spaces of the car park for the choir and to site between three to six stalls also on the car park – approval is awaited.

Remembrance Sunday Parade The risk assessment has been carried out, based on previous formats and the council's insurers have been notified. A new risk assessment procedure would be sought for next year.

D-Day 2024. It will be the 80th anniversary of D-Day and the Battle of Normandy on 06/06/2024, to be nationally commemorated. Plans are being discussed for Studley.

e) Trees, Street furniture, Open Spaces.

Permission has been given to replace the Station Road bus shelter and quotes are being sought.

Noticeboard: permission has been granted to replace the Littlewood Green board, and also install noticeboards on Park View and at the end of Holt Gardens on Bromsgrove Road to provide news opportunities for people not on Facebook.

Trees: SDC have been made aware of dead trees at the top of Node Hill and trees that need to be trimmed back, opposite Station Road bungalows

Open Spaces: concerns were expressed about Cadent (statutory undertakers, gas) siting steel site works and items on Railway Green without the parish council's permission. It would appear permission had been granted by the county council.

f) **Neighbourhood Plan**

Nothing to report.

g) **Street Lighting**

The parish council's working party had met but not progressed anything yet.

Minute 105. Agenda item 16. To receive update from representatives of;

a) **Studley Community Library.** No report

b) **Studley Sports and Social Club**

Cllr Britt: forging good relations with both the tennis and the bowls clubs.

c) **Studley in Bloom.** No report.

It was noted a replacement for the late Jill Beard needs to be appointed.

d) **Studley Youth Foundation**

Cllr Py Hunt: the foundation is doing well and looking for larger premises.

e) **Children & Family Partnership**

Coun J Kerridge was invited to speak, having attended the most recent meeting. The partnership is now run by the community outreach worker for the Methodist Church. It is a good forum for all groups in Studley to get together.

f) **Studley Christmas Lights.** No report.

g) **Royal British Legion**

Planning for the Remembrance Sunday event is underway.

At 9.15pm.

Minute 106. 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. All members of the public left the meeting.

Minute 107. Agenda item 18.

a) **On the matter of lease renewal, the lessee has been notified of a new proposal.**

b) **On the matter of the recent clerks' appraisals and recommendations, it was AGREED to raise the salary to spinal column point 36.**

Minute 108. Agenda item 19. To note date and time of next meeting:

The next meeting will be held on 17th October 2023 at 7pm.

This meeting closed at 9:37pm

Signed:

Date:

Chairman, Studley Parish Council

Minute no. 97a

Payments list presented to council meeting 26/09/2023				
Inv date	Payee	Reason for payment	Gross	VAT
30/08/2023	G S Adams	Street lighting maintenance	553.93	92.32
01/09/2023	AquAid	Water - meeting room & office	23.74	3.96
28/08/2023	TTS (Boxer)	IT support	175.20	29.20
07/09/2023	British Gas	Gas supply to village hall	40.18	1.91
02/09/2023	Everflow	Water charges, Village Hall	224.98	-
07/09/2023	Excel Telecomms	Phone & Internet, library	39.61	6.60
		Phone & Internet, PC office	93.64	15.61
08/09/2023	Lamberts	letting agent's fee, bungalow	102.00	17.00
29/08/2023	MacDonald Surfacing	Corbizum path resurfacing	10,005.96	1,667.66
31/08/2023	David Ogilvie	Bench at Castle Road	1,698.00	283.00
01/09/2023	M Osborne	Warm hub expenses	30.00	-
19/09/2023	R Wheeler	Litter picking x Aug and Sept	930.00	-
14/09/2023	L Rose	Staff travel expenses	9.99	-
04/09/2023	Southern Electric	Energy supply	39.54	1.88
01/09/2023	CTKT Studley Lawns	Grounds maintenance, August	1,320.00	-
02/09/2023	TB Technology	Photocopier	20.99	3.50
01/09/2023	Viking	Office supplies, paper cups	37.09	6.18
01/08/2023	WALC	Councillor training	72.00	12.00
14/09/2023	K Walters	Staff travel expenses	49.32	-

Minute no. 97b

List of Payments made between 28/08/2023 and 25/09/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
29/08/2023	Biffa Waste Services Limited	Biffa	66.14		Empty litter pick bin
29/08/2023	Stratford District Council	DD	109.00		Cemetery Rates
30/08/2023	Viking	TRANS	0.10		To remove .10 from bank rec
30/08/2023	Viking	BACS	-0.10		To remove .10 from bank rec
01/09/2023	Viking	TRANS	-0.10		Int amendment
08/09/2023	Int Y Limited	Inty	81.36		Microsoft 365 licences
11/09/2023	Peter Hencher-Serafin	PHS Exp	60.98		Keys for Dunstall allotments
12/09/2023	Lamberts Sales & Lettings	Contra	102.00		Management Fee Bungalow
14/09/2023	Mark Barry	753895637	400.00		Grave digging plot 1122
15/09/2023	Hazel G Perkins	BACS	95.00	26.4.23 min 230	Grave 1501 changed to 1775
18/09/2023	O2	O2	30.96		Staff mobiles
18/09/2023	Water Plus	Wplus	70.68		Water supply Station Rd
20/09/2023	Mercian Skip Hire Midlands Ltd	784206574	410.00		Cemetery Skips
22/09/2023	Mercian Skip Hire Midlands Ltd	220923	420.00		Cemetery Skip
22/09/2023	HCB Solicitors	22092023	180.00		Deed of surrender
25/09/2023	Biffa Waste Services Limited	Biffa	66.14		Litter pick bin
25/09/2023	SPC Staff Salaries	Month 6	7,995.43		Staff salaries
Total Payments			10,087.59		

Minute no. 97c

Bank Reconciliation to 31/08/2023		
Bank statement balances to 31/08/2023		
Current account UTB	97,528.48	
Deposit account HSBC	133,605.54	
		<hr/>
		231,134.02
Less uncleared cheques	- 5,067.55	- 5,067.55
		<hr/>
		226,066.47
Add unbanked cash and income	4,914.35	4,914.35
		<hr/>
		230,980.82
Accounting system cash book balance		<hr/> <hr/>
		230,980.82