



# Studley Parish Council: Parish Council Meeting

## Minutes of meeting held 17<sup>th</sup> October 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

**Members not present** There is one vacant seat.

**In attendance** District Ward member, Coun Peter Hencher-Serafin\* (same person)  
 County Division member, Coun Justin Kerridge  
 Liza Rose – Clerk/RFO, Katharine Walters - Clerk

**Minute 108. Agenda item 1. Chairman’s welcome.**  
 The Chairman welcomed everyone to the meeting.

**Minute 109. Agenda item 2. Apologies.**  
 None

**Minute 110. 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 and nature of interest	Interest Type
Cllr C Stone	Item 8f, Spouse of funding applicant.	DPI
Cllr Ph Hunt	Item 8f, Director of CIC applying for funding	ORI

**Minute 111. Agenda item 4. To consider grant of any dispensation request –**  
 Cllr Ph Hunt left the meeting.

Name	Agenda item, type and nature of interest	Approved
Cllr Ph Hunt	Item 8f, ORI, Director of AJP Productions, funding applicant	May remain in meeting and take part in the debate but may not vote.

Cllr Ph Hunt returned to the meeting.

**Minute 112. Agenda item 5. Public Forum**  
**a) Residents and members of the public.** None.  
**b) Stratford District Ward (SDC) members.**

b(i). Coun. Peter Hencher-Serafin, Studley North ward, reported on -

- Affordable Housing: Coun. H-S would like to see a small development in Studley following discussions with WRCC and visit to the exemplar Bearley development.
- Contacted Tony Perks, SDC Deputy Executive on availability of parish council grants.
- Climate Change Emergency: SDC funding is to be made available in due course.

b(ii). Coun Neil Edden, Studley South ward had sent apologies for absence and emailed the following:

- NDP – awaiting dates for next group meeting.
- No feedback yet regarding Housing Needs Survey.
- Small progress regarding Redditch Road issues, work in progress.
- Holding talks about the village youth service.

c) **Warwickshire County Division member** Coun Justin Kerridge, reported as follows:

- Regarding flooding on the path between Pool Road / New Road path, a new gully and soakaway is to be installed.
- Working with Cllr Britt and residents on grass cutting and litter picking around the village; seeking to improve the service to avoid shredded litter when the grass verge is cut.
- Will pay 50% of the costs relating to bus shelter improvement, up to £6,000 maximum.

A question was put to Coun Kerridge on noise pollution from motorcycles at 3am.

#### **Minute 113. Agenda item 6. Approval of draft minutes from previous council meeting.**

The draft minutes of the council meeting held 26/09/2023 were put to the council for approval.

Subject to clarification at minute no. 100 to note the Brickyard Lane recreation ground / pitch is not being used for organised games, **it was AGREED** to approve the minutes of the meeting held 26/09/2023.

#### **Minute 114. Agenda item 7.**

**To comment on planning application consultations from Stratford District Council.**

<b>Application reference:</b>	<b>23/02605/FUL</b>
<b>Proposed:</b>	Demolition of existing dwellinghouse and erection of 5no. dwellings and all associated works.
<b>Site address:</b>	92 Alcester Road, Studley, Warwickshire B80 7NP
<b>SPC Comment</b>	<b>The Council objects</b> for the following reasons: 1. Over -development of site. 2. Development is likely to exacerbate parking issues. 3. Insufficient parking, which may lead to restricted access for emergency and waste collection vehicles. 4. Possible impact on visual splay onto the A435.

As a member of the Planning Authority, Coun Hencher-Serafin did not take part in the discussion or vote.

#### **Minute 115. Agenda item 8. Finance - Financial Information**

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

The schedule of payments, shown on pages 51 and 52 was **APPROVED**.

b) **To receive and note bank reconciliation to 30/09/2023.**

Members **received and noted** the bank reconciliation, as shown on page 52.

c) **To note the completion of 2023/24 audit and the external auditor's report.**

Members were directed to the report published on the council's website.

- d) **To agree the quotation for attention to Column 1 – The Cloisters; leaning lamppost.**  
The lamppost is not dangerous and not in imminent danger of collapse, possibly caused by tree root damage.  
**It was AGREED** to accept the G S Adams quotation to realign the column for £155 + VAT.
- e) **To agree the quotation for cleaning the Studley Cenotaph Memorial and surrounds.**  
**It was AGREED** to arrange cleaning of the Studley Cenotaph Memorial before this year's Remembrance Sunday if possible, up to a ceiling of £1,555 (net) with assurance to be provided from the appointed contractor that full care is taken during the work.
- f) **To consider the request from AJP Productions**, a community-interest company wishing to use the village hall: *“to consider reducing the rates of the hire charges so that we can continue to keep our ticket prices as affordable as possible for local residents. The current hire rate would make it necessary for us to raise the ticket prices to ensure that our actors (who work on a profit-share basis) receive acceptable payment for the work they put in”.*

Having declared a disclosable pecuniary interest Cllr C Stone left the meeting.

Having been granted a dispensation Cllr Ph Hunt remained in the meeting to present relevant information and did not vote.

The Parish Council is keen to support and host the Studley-based pantomime production within the village hall and for this first year only **it was AGREED** to charge a reduced rate to AJP Productions in the post-Christmas week when the hall would usually be closed.

Cllr C Stone re-joined the meeting.

- g) **To contribute to 2024/25 budget preparation** as considered at the recent Finance Committee meeting.

Various suggestions were put forward relating to –

- The Nature Reserve.
- Cemetery paths, fencing and restitution of historical issues.

Virements were discussed, including paying for the Corbizum Avenue footpath resurfacing from Community Infrastructure Levy (CIL) Reserve; any excess of cemetery income over expenditure is to remain in the Cemetery Reserve; 'General Admin Reserve' is to be transferred into the General Reserve and a new reserve is to be created for the Village Hall. Practical staffing support was also to be considered.

- h) **To consider grant requests from:**

i. **Studley Christmas Lights**, requesting £6,000.

**It was AGREED** to grant £3,000 towards the Studley Christmas Lights request.

ii. **Studley Sports & Social Club** requesting £500, Remembrance Day refreshments.

Having declared an interest, Cllr Ph Hunt left the meeting.

**It was AGREED** to grant £400 and to request more publicity is given to the event.

Cllr Ph Hunt re-joined the meeting.

**As the time was 9.00pm, the Chair sought approval to suspend Standing Order 3x to allow the meeting to continue until all business is finished. Approval was granted.**

iii. **Studley Community Book Box** requesting £100 to replace the Book Box.

**It was AGREED** to grant £100 to replace the Book Box.

#### **Minute 116. Agenda item 9.**

**To discuss the council's noticeboard provision within the parish and agree actions.**

Permission has been given by the Highways Authority to install new noticeboards in Holt Gardens and Park Avenue and replace the board on Littlewood Green. It is also proposed to install a new noticeboard at the Cemetery.

Members were asked to consider whether to use lockable boards, or one side lockable and the other open for community use, and the costs. As there were a number of variables to consider, Members opted to ask the Community Engagement Committee to consider this item in more detail and return to the council with their recommendation.

**Minute 117. Item 10:**

**To discuss the council's bus shelter provision within the parish and agree actions.**

For the replacement Station Road bus shelter, to consider solar lighting, seating, living roof and funding having received financial support of match-funding from the County Councillor.

**It was AGREED** to accept the county councillors' funding and spend up to £6,000 of Parish Council funds on the replacement shelter subject to virement of funds to cover the expenditure.

**Minute 118. Item 11:**

**Community Engagement: To approve the committee's Terms of Reference.**

The proposed Community Engagement Committee's Terms of Reference were reviewed.

**It was AGREED** that membership would comprise of six council members, to meet every two months starting on the fourth Tuesday of October and as required for time-restricted decisions; all other Terms as presented were agreed.

**Minute 119. Item 12: Burial Authority. To consider the council's strategy on interment of foetal remains in Studley Parish Cemetery.**

Government funding to waive all burial costs is available for children between 24-weeks (stillborn) and 18 years of age. The council has received a request to bury the foetal remains of pre-24-week gestation in an existing family grave, the costs for which are not covered by the Government funding.

**It was AGREED** to not charge for the burial of foetal remains of less than 24-weeks gestation.

**Minute 120. Item 13.**

**a) Staffing: to agree appointment of a Facilities Manager.**

The Staffing Committee recommends the appointment of a Facilities Manager, full-time. Pay scale to be dependent on experience, SCP 24 – 28, 6 months' probation period; a Business Case was presented to the meeting.

**It was AGREED** to proceed with the appointment of a Facilities Manager.

**b) Councillor drop-in arrangements.** Members were to consider a report prepared by Cllr Kent for future discussion.

**Minute 121. Agenda Item 14. Nature Reserve: to discuss and agree the costs for cutting the grass in part of the reserve.**

This part of the nature reserve is not covered by the council's grass cutting contract; members are asked to consider the additional cost to include bramble cutting.

The contractor had not finished the grass cutting within the central area; this and the bramble cutting and flailing needs attention. **It was AGREED** to spend £1,050 + VAT on this work.

**Minute 122. Agenda Item 15.**

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

**a) Council Training.** A Skills Matrix is to be collated.

**b) The annual Play Inspection** had recently been undertaken and in advance of receipt of the full report, the inspector had notified the swing chains need to be replaced, which is in hand.

**Minute 123. Agenda item 16.**

**To agree to appoint one or two new members to each of:**

**a) Finance Committee (1 member)** It was **AGREED** to appoint Cllr C Stone.

**b) Planning Committee (2 members)** It was **AGREED** to appoint Cllr D Collett, other TBA.

**c) Staffing Committee (1 member)** It was **AGREED** to appoint Cllr J Palmer.

**d) Cemetery Committee (1 member)** It was **AGREED** to appoint Cllr C Britt.

**Minute 124. Agenda item 17. To consider Village Hall matters.**

- a) **Rules on entry to the village hall and the library for dogs** (excl guide and assistance dogs).

Councillors considered whether the village hall premises are to be 'dog-friendly'.

**It was AGREED** to allow dogs into the village hall premises, with good behaviour being key.

- b) **Report on flooring management.**

The village hall is to be closed for two days in mid-November to allow for flooring repairs.

- c) **To note arrangements relating to the new bookings clerk.**

To work part-time, 10 hours per week on a temporary contract.

**Minute 125. Agenda item 18. Item deferred.**

To receive updates/reports from committees and working parties as appropriate:

- i. Neighbourhood Plan.
- ii. Street Lighting.

**Minute 126. Agenda item 19. Item deferred.**

To receive update from representatives of-

- a) Studley Community Library.
- b) Studley Sports and Social Club
- c) Studley in Bloom.
- d) Studley Youth Foundation.
- e) Children & Family Partnership.
- f) Studley Christmas Lights.
- g) Royal British Legion.

**Minute 127. Agenda item 20.**

**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 an individual's long-standing burial arrangements.**

There were no members of the public in the meeting.

**Minute 128.**

Following a visit by the Cemetery Committee Chairman and the Clerk to a family which had a long-standing issue relating to future burial arrangements, the various changes discussed that were acceptable to the family, required Burial Authority authorisation.

**It was AGREED** to authorise the alternative provision offered.

**Minute 129. Agenda item 21.**

**To note date and time of next meeting: 21<sup>st</sup> November 2023 at 7pm.**

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

**Minute no. 115a Direct debit payments:**

29/09/2023	Biffa Waste Services	Emptying waste litter bin	97.36	16.23
01/10/2023	Inty Ltd	Microsoft licences	81.36	13.56
02/10/2023	O2	Staff mobile phones	30.96	5.16
05/10/2023	Waterplus	Station Rd allotments water supply	77.83	-
07/10/2023	Waterplus	Dunstall allotments water supply	36.59	-

## Minute no. 115a

## Payments list presented to council meeting 17/10/2023

Inv date	Payee	Reason for payment	Gross	VAT
01/10/2023	G S Adams	Street lighting maintenance	553.93	92.32
29/09/2023	AquAid	Water - meeting room & office	11.87	1.98
13/10/2023	Arden Pest Control	Dunstall allotments	100.00	0.00
17/10/2023	TTS (Boxer)	IT support x 2 months	350.40	58.40
03/10/2023	British Gas	Electricity supply to village hall	1,023.71	tba
06/10/2023	British Gas	Gas supply to village hall	185.17	tba
29/09/2023	CAVA Security	Village hall keyholding service	438.00	73.00
02/10/2023	Everflow	Water charges, Village Hall	97.47	tba
01/10/2023	Excel Telecomms	Phone & Internet, library	79.72	13.29
		Phone & Internet, PC office	186.84	31.14
17/10/2023	HMRC	Staff PAYE and NI	1,960.06	-
29/09/2023	P A Janes	Bench installation	550.00	-
30/09/2023	Lyreco	Cleaning and refreshments	238.04	39.67
03/10/2023	Meadowcare	Nature Reserve maintenance	950.00	tba
01/10/2023	Mercian Skip Hire	Cemetery skip	210.00	35.00
01/10/2023	Moore	External Audit	756.00	126.00
01/10/2023	Morris Mica	Digilock supply and fit	251.99	42.00
01/10/2023	M Osborne	Travel expenses	18.90	-
03/10/2023	R Wheeler	Litter picking	450.00	-
17/10/2023	L Rose	Staff travel expenses	7.92	-
01/10/2023	Stratford District C'l	Rent, Dunstall allotment new beds	175.00	-
09/10/2023	Shaw and Sons	Legal books for burial records	153.60	-
16/10/2023	Staff	Staff salary	7,717.12	-
03/10/2023	Southern Electric	Energy supply to footpath lights	1,336.82	tba
01/10/2023	CTKT Studley Lawns	Grounds maintenance, Sept	1,145.00	-
01/10/2023	Jon Vale Gardens	Mowing	624.00	104.00
06/10/2023	Viking	Stationery	104.52	17.42
01/10/2023	WALC	Annual subs to county association	1,130.80	188.47
09/10/2023	K Walters	Postage	7.35	-
16/10/2023	W'wks Pension Fund	Pension contributions	2,677.62	-

## Minute no. 115b

<b>Bank Reconciliation to 30/09/2023</b>			
Bank statement balances to 30/09/2023			
Current account UTB		196,244.84	
Current account HSBC		41,965.74	
Deposit account HSBC		134,156.47	
			372,367.05
Less uncleared payments	-	24,597.21	- 24,597.21
			347,769.84
Add unbanked cash and income		23,483.55	23,483.55
			371,253.39
<b>Totals at bank</b>			<b>371,253.39</b>
Accounting system cash book balance			371,253.39