



Studley Parish Council Minutes

Meeting held 16th January 2024 at 7pm

Studley Village Hall, High Street, B80 7HJ

NB Minutes are draft until approved at the following meeting.

Minute no's 165 – 180, page no's 68-75

Members present

- Cllr M Osborne - Chairman
- Cllr Py Hunt – vice-Chairman
- Cllr C Britt
- Cllr D Collett
- Cllr B Dixon
- Cllr P Hencher-Serafin*
- Cllr L Kent
- Cllr J Palmer
- Cllr C Stone

Members not present Cllr C Summers, Cllr Phil Hunt. There is one vacant seat.

In attendance

- Liza Rose – Clerk / Responsible Financial Officer (RFO)
- Katharine Walters – Clerk, Kellie John – Admin Officer.
- Four members of the public.

Minute 165. Agenda item 1. Chairman's welcome.
Cllr M Osborne welcomed all to a New Year.

Minute 166. Agenda item 2. Apologies.
Cllr C Summers, Cllr Phil Hunt had both submitted apologies for absence.

Minute 167. Agenda item 3. Declarations of interest.
None.

Minute 168. Agenda item 4. To consider grant of any dispensation request –
No request had been received from any council member with a declared interest who wished to stay and take part in the meeting.

Minute 169. Agenda item 5. Public Forum (maximum duration for this agenda item will be 30 minutes).

a) **Residents and members of the public.**
No request to speak.

b) **Stratford District Ward members are invited to report to the meeting.**

Coun. Neil Edden, Studley South Ward advised members of the following;

- SDC ready for agreeing the annual budget.
- Contentious suggestion is to convert fuel-usage of bin lorries.
- A meeting has been held of the Neighbourhood Development Plan; one section remains to be reviewed and some re-wording is to take place on the matter of the Neighbourhood Development Order. It is hoped a copy will be available for approval by the parish council next month.

Coun. Peter Hencher-Serafin, Studley North ward, advised:

- Works with Orbit Housing officers to benefit residents.
- Dealt with an advertising board that had been complained about.
- Is involved on the Audit and Scrutiny Committee and Overview and Standards Committee at Stratford DC.

- c) **Warwickshire County Council Division member Coun. Justin Kerridge, JK**
- No update on trees or on the Fire Service.
 - Severn Trent Water have visited Littlewood Green to attempt to clear drains of roots with the aim of reducing flooding.
 - Is not aware of who planted two small trees on Railway Green, near a bench.

Discussion followed about the two small trees and how to deal with them.

Minute 170. Agenda item 6. Approval of draft minutes from previous council meeting.

The draft minutes of the council meeting held 19/12/2023 were put to the council for approval whereupon **it was AGREED to** approve the minutes of this meeting which were then signed by the Chairman.

Minute 171. Agenda item 7. FINANCE

a) To approve the schedule of payments.

A report relating to invoices due for payment was circulated pages 72-73. It was noted the electricity supply for the unit on Brickyard Lane playing field is now being paid for by the parish council rather than the Sports and Social Club.

The schedule of payments, sent between 19/12/2023 and 16/01/2024 was circulated. Shown on page 74. All payments **APPROVED**.

b) To receive and note bank reconciliation to 31/12/2023.

Members viewed the individual bank reconciliations on screen: total funds in bank as at 31/12/2023 are shown on page 75.

Minute 172. Agenda item 8. To review request made by Stratford District Council (SDC) for the use of the Village Hall on Thursday 2nd May 2024 for the Police and Crime Commissioner Election.

The booking had been made some time previously with the previous hall administration who had not notified the council when handing over the hall management. The hall was now double-booked on that date with three regular users. Councillors were asked whether to honour the SDC booking at the risk of upsetting regular users who would not be able to share use of the building due to safety and propriety issues.

It was AGREED to proceed with the original booking for the Police and Crime Commissioner Election and explain the situation to the three regular users for cancellation of their booking for that day due to lack of information from the previous hall management.

Minute 173. Agenda item 9. To discuss and agree the status of the Neighbourhood Development Order (NDO) on the Sports and Social Club site.

The remainder of the NDO grant has been returned and the link with Locality support and funding is now 'finished'. The Neighbourhood Plan group is to continue to discuss the NDO proposals within the Plan preparation.

It was AGREED to notify the three clubs on the Sports and Social Club site, and the architect who had been involved in preparing the NDO, that the parish council has ceased all work on the NDO for the time being. A letter is to be sent in the name of the parish council Chairman.

Minute 174. Agenda item 10. To consider request from Circus Ginett to use the Studley Recreation Ground on 28th May 2024 through to 2nd June 2024.

It was AGREED to accept the change of date.

Minute 175. Agenda item 11. Review of Warwickshire County Council's Rights of Way Improvement Plan – To note request made from Warwickshire County Council to receive response from SPC by 10th March 2024 as to whether the county's public rights of way network meets the needs of the public, now and in the future. It was suggested a working group is established to walk the rights of way within the parish.

It was AGREED to form a working party to walk the parish rights of way and consider their suitability within a response to be submitted to the county council.

Agenda item 12 not required, duplicate of agenda item 11.

Minute 176. Agenda item 13. To receive the Clerk's Report including updates from council officers to previous meetings and ongoing matters, including:

- a. The Chief Fire Officer will be attending the SPC meeting on Tuesday 20th February 2024, at an earlier start time and to meet in the main hall should there be a large number of residents in attendance.
- b. To note that two staff complaints have been received against a councillor.
- c. To note the next meeting of the Finance Committee is to be held 06/02/2024, 6.30pm.
- d. To note Cemetery Committee Meeting to be held on Wednesday 17/01/2024.
- e. Update on Christmas comes to Studley: no debrief has taken place as yet.
- f. To note the Grounds Maintenance contracts for the Recreation Ground litter pick and Brickyard Lane are due for renewal from 01/04/2024.

Minute 177 Agenda item 14. COMMITTEES

- i. **Planning Committee.** Cllr Britt reported on the meeting held 09/01/2024.
- ii. **Staffing Committee.** Cllr P Hencher-Serafin reported on the recent meeting.
- iii. **Street Lighting.** Tender document has been approved and the council is now ready to advertise.

Minute 178. Agenda item 15. REPRESENTATIONS

- a. **Studley Community Library.**
No update.
- b. **Studley Sports and Social Club.**
Trustees meeting has yet to be arranged.
- c. **Studley in Bloom.**
No report.
- d. **Studley Youth Foundation.**
Cllr Py Hunt, the group hopes to meet soon.
- e. **Children & Family Partnership.**
Cllr J Palmer / Cllr Py Hunt – recent meeting of new group which is keen on community engagement.
- f. **Studley Christmas Lights.**
No representation; it is unclear how the group wishes to proceed. It was suggested a member of SPC staff meets with the group to discuss the way forward.
- g. **Royal British Legion re Remembrance Sunday.**
No representation.

Minute 179. Agenda item 16. CLOSURE OF MEETING.

Members of the public left the meeting at 19:50 when it was agreed to resolve to close the meeting to the public under the Public Bodies (Admission to Meetings) Act 1960 to allow for discussion of the following confidential matters:

- a) **Pensions – To discuss request made by Payroll for clarification.**
Members requested further figures for consideration at the next Staffing Committee meeting.

b) **Studley Open Space – To discuss reports received and agree a response to a tree issue.** Members **agreed** for the Clerk to arrange a 1/3 crown reduction as a resolution.

c) **Cemetery – To discuss an appeal received by the Clerk from a family with regard to residency status and therefore charges for an interment.**

Members discussed an appeal received and, **agreed** that due to the length of time that the member of the public had lived outside of Studley village and that the reason was not for short term care, non-residency status applied.

d) **Staff – recommendation from the Staffing Committee.**

Members **agreed** the recommendation received from the Staffing Committee regarding the position of Bookings Clerk and Support Officer.

Minute 180. Agenda item 17. To note date and time of next meeting will be held on Tuesday 20th February 2024 at 7.15pm following the meeting with the Chief Fire Officer, to start at 6.30pm.

The Chairman closed this meeting at 8.40pm.

Signed:
Chairman, Studley Parish Council

Date:

Invoices Due for Payment by 19 February 2024

For Creditors

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
TTS [BOXER]								
28/12/2023	IN16474	750	Windows and PC support		27/01/2024	175.20		175.20
Telephone : 01527 850082			Total of Invoices Due (BOXER)			175.20	0.00	175.20
British Gas - Brickyard Lane 603952518 [BRITGASBYL]								
02/01/2024	988631426	754	Energy Brickyard Lane		02/01/2024	19.53		19.53
			Total of Invoices Due (BRITGASBYL)			19.53	0.00	19.53
Excel Telecommunications Network Ltd [EXCEL]								
08/01/2024	968522	745	Broadband charges		22/01/2024	43.20		43.20
Telephone : 01527 527747			Total of Invoices Due (EXCEL)			43.20	0.00	43.20
HMRC Cumbernauld [HMRC]								
03/01/2023	MNTH 8	744	HMRC payments		03/01/2023	2,036.85		2,036.85
			Total of Invoices Due (HMRC)			2,036.85	0.00	2,036.85
Robert Wheeler [ROBERTWHEE]								
08/01/2024	012	746	Litter picking		08/01/2024	465.00		465.00
			Total of Invoices Due (ROBERTWHEE)			465.00	0.00	465.00
SLCC								
04/01/2024	QL204697-1	753	ILCA Fee - K John		04/01/2024	144.00		144.00
Telephone : 01823 253646			Total of Invoices Due (SLCC)			144.00	0.00	144.00
TB Technology Ltd [TBTECH]								
01/01/2024	1956	747	Copier costs		01/01/2024	25.48		25.48
			Total of Invoices Due (TBTECH)			25.48	0.00	25.48
Total of Invoices Due (Creditors)						2,909.26	0.00	2,909.26
TOTAL OF INVOICES DUE (ALL LEDGERS)						2,909.26	0.00	2,909.26

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British Gas - Brickyard Lane 603952518 [BRITGASBYL]									
02/01/2024	988631426	754	Energy Brickyard Lane		02/01/2024	19.53		19.53	
						Total of Invoices Due (BRITGASBYL)	19.53	0.00	19.53
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						TOTAL OF INVOICES DUE (ALL LEDGERS)	2,909.26	0.00	2,909.26

Unity Trust Account

Payments made between 25/12/2023 and 16/01/2024

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
27/12/2023	Biffa Waste Services Limited	DDbiffa	35.19	35.19			500		Litter pick bin
28/12/2023	Stratford District Council	DD	109.00			4110	101	109.00	NDR Cemetery
29/12/2023	SPC Salaries	BACS	8,405.64			4700	701	8,405.64	Staff Salaries
29/12/2023	Unity Trust Bank	BACS	7.50			4910	801	7.50	Credit handling charge
31/12/2023	Unity Trust Bank	BACS	61.65			4910	801	61.65	Service Charge
Total Payments:			8,618.98	35.19	0.00			8,583.79	

Date:09/01/2024

Studley Parish Council

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Time: 17:16

**Bank Reconciliation Statement as at 31/12/2023
for Cashbook 3 - Unity Trust Account**

User: 7240.L.ROSE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Bank	31/12/2023	41	110,641.75
			<hr/> 110,641.75

Date:10/01/2024

Studley Parish Council

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Time: 09:46

**Bank Reconciliation Statement as at 31/12/2023
for Cashbook 1 - Current Account**

User: 7240.L.ROSE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	31/12/2023	762	41,763.76
			<hr/> 41,763.76

Date:09/01/2024

Studley Parish Council

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Time: 17:34

**Bank Reconciliation Statement as at 31/12/2023
for Cashbook 2 - Moneymaster Deposit Account**

User: 7240.L.ROSE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
MoneyMaster Account	31/12/2023	214	134,810.12
			<hr/> 134,810.12