



Studley Parish Council
Parish Council Office, Village Hall
High Street, Studley
Warwickshire B80 7HJ

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NOTICE OF MEETING

**The next meeting of Studley Parish Council will be held on
Tuesday 16th January 2024 starting at 7.00pm
in the Council Chamber, Studley Village Hall B80 7HJ**

The meeting is open to members of the public who are welcome to address the council at agenda item 5 (Public Forum) when comments and questions may be put to the Parish Council regarding this agenda or for future consideration. Individual speaking time may be restricted at the discretion of the Chairman. No further representations may be made at any other time in this meeting unless invited.

Summons

Studley Parish Council members are hereby summoned to attend this meeting of the council at Studley Village Hall council chamber for the purpose of transacting the business detailed on the following pages.

Signed *Liza Rose*
Clerk/RFO

Date 11th January 2024

AGENDA

1. **Chairman's welcome**
The Chairman will be pleased to welcome attendees to the meeting.
2. **Apologies**
To receive apologies from absent members and the reason for absence.
3. **Declarations of Interest**
Members are reminded that to ensure transparency and retain public confidence in the council's decisions they are required to -
 - a) Keep their Register of Interests form up to date.
 - b) Declare any Disclosable Pecuniary Interests (DPI), Other Registrable Interests (ORI) and Non-Registrable Interest (NRI) relating to matters for discussion at this meeting and the nature of those interests.
 - c) Having declared the interest, **of whatever type**, the council's [Code of Conduct](#) requires the member to leave the meeting when that matter is discussed unless they have been granted a dispensation to stay in the meeting.
4. **To consider grant of any dispensation requests**
Written requests for the council to consider [grant of dispensation](#) to a councillor who has declared an interest in any item on the agenda must be delivered to the Clerk prior to the start of the meeting. If granted by the council at this point in the meeting, the dispensation will allow the councillor with the stated interest to:
 - a) participate, or participate further, in any discussion of the matter at the meeting, or
 - b) participate in any vote, or further vote, taken on the matter at the meeting.

If the dispensation is not granted, the councillor must leave the meeting when relevant.

Granting of a dispensation by the Council is based on the following considerations, as provided for in the Localism Act 2011, s33:

- a) without the dispensation the business of the council or committee is likely to be impeded.
- b) Without the dispensation the political balance of the committee or authority is so upset as to alter the outcome of a vote.
- c) The dispensation is in the interests of residents.
- d) That it is considered appropriate to grant a dispensation for other reasons.

When granting a dispensation, members are expected to have regard to:

- a) the nature of the Councillor's prejudicial interest.
- b) the need to maintain public confidence in the conduct of the Council's business.
- c) the possible outcome of the proposed vote.
- d) the need for efficient and effective conduct of the Council's business.
- e) any other relevant circumstances.

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

- a) Residents and members of the public.
- b) Stratford District Ward members are invited to report to the meeting.
- c) Warwickshire County Division member is invited to report to the meeting.

6. Approval of draft minutes from previous council meeting.

To approve the draft minutes of parish council meeting held 19/12/2023. Draft minutes can be found [here](#) and on pgs 4-11.

7. Finance - Financial Information

- a) To approve schedule of payments – to be detailed in the meeting.
- b) To receive and note bank reconciliation up to 31/12/2023 to be detailed in the meeting.

8. To review request made by Stratford District Council for the use of the Village Hall on Thursday 2nd May 2024 for the Police and Crime Commissioner Election. See page 12.

9. To discuss and agree the status of the NDO on the Sports and Social Club site. The remainder of the NDO grant has been returned. Contact to be made with the clubs on site with decision.

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

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. Clerk's suggest the creation of a working party group.

12. To consider request from Circus Ginett to use the Studley Recreation Ground on 28th May 2024 through to 2nd June 2024.

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

- a. Chief Fire Officer will be attending the SPC meeting on Tuesday 20th February 2024.
- b. To note that two Staff Complaints have been received against a Councillor.
- c. To note Finance Meeting date to be agreed.

- d. To note Cemetery Committee Meeting to be held on Wednesday 17th January 2024.
- e. Update on Christmas comes to Studley
- f. To note the Grounds Maintenance contracts for the Recreation Ground litter pick and Brickyard Lane are due for renewal from 1st April 2024

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

- i. Planning Committee
- ii. Staffing Committee
- iii. Neighbourhood Development Plan.
- iv. Street Lighting.

10. To receive update, if appropriate, from representatives of any 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 re Remembrance Sunday

19. 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;

- a. **Pensions** – To discuss request made by Payroll for clarification.
- b. **Studley Open Space** – To discuss reports received and agree a response to a tree issue.
- c. **Cemetery** – To discuss an appeal received by the Clerk from a family with regard to residency status and therefore charges for an interment.
- d. **Staff** – recommendation from the Staffing Committee.

20. To note date and time of next meeting: 20th February 2024 at 7pm.



Studley Parish Council Minutes

Meeting held 19th December 2023 at 7pm

Studley Village Hall, High Street, B80 7HJ

NB Minutes are draft until approved at the following meeting.

Minute no's 152 – 164, page no's 61 - 66

Members present Cllr M Osborne - Chairman
Cllr Py Hunt – vice-Chairman
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 members, Coun. Neil Edden (Studley South)
Coun. Peter Hencher-Serafin* Studley North (*same person)
County Division member, Justin Kerridge (Studley division)
Two members of the public.
Liza Rose – Clerk / Responsible Financial Officer (RFO)
Katharine Walters – Clerk, Kellie John – Admin Officer.

Minute 152. Agenda item 1. Chairman's welcome.

Minute 153. Agenda item 2. Apologies.
No apologies required as all members are present.

Minute 154. 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.

The Chairman asked all members to check their entries on the Stratford DC website to check they are up to date.

Name	Agenda Item and nature of interest	Interest Type
Cllr C Stone	7e: Married to applicant seeking funding.	DPI
Cllr Ph Hunt	7e: Director of applicant's organisation.	ORI

Minute 155. Agenda item 4. To consider grant of any dispensation request –

Cllr Ph Hunt left the meeting.

Written request for dispensation had been received from Cllr Ph Hunt, asking to be able to remain in the meeting and take part in the discussion of agenda item 7e, but not to vote. **It was AGREED** to allow Cllr Ph Hunt to stay in the meeting during agenda item 7e and join in the discussion, but not vote.

Cllr Ph Hunt re-joined the meeting.

Minute 156. Agenda item 5. Public Forum

a) Residents and members of the public.

None at this point.

b) Stratford District Council (SDC) ward members.

b(i). Coun. Neil Edden, Studley South ward:

- i. At the meeting held 11/12/2023, the Council Plan for 2023 – 2027 was approved regarding SDC's six priorities; broadly headed - local economy, affordable and well-built homes, climate change, delivery of services and residents and community.
- ii. South Warwickshire Development and Action Plan, relating to statistics and economy of the south of the county.
- iii. Pleased the parish council has acted on the suggestion for walkie-talkies.
- iv. For future reference to consider effective community use of buildings.
- v. No updates on the Neighbourhood Plan but is keen to sort out.
- vi. Has not received a copy of the Housing Needs Survey.
- vii. Has met with the Head Teacher of Studley High School which has submitted a planning application that may be controversial.
- viii. Not yet made any progress with proposal for Redditch Road.

b(ii). Coun. Peter Hencher-Serafin, Studley North ward:

- i. Planning department has been asked to investigate non-compliance with conditions at the travellers site on Redditch Road.
- ii. Has spoken to the landowner regarding use of land on Green Lane.
- iii. Has been asked to review use of land at the old golf course site.

c) Warwickshire County Council (WCC) Division member Coun. Justin Kerridge, JK

- i. The footpath between the church and Studley Castle has now been finished and is now just waiting for the installation of a gate for access by the disabled.
- ii. Issues with the pavement at Sernal Corner are ongoing; it is scheduled to be resurfaced in the new year.
- iii. Following recent jetting, Littlewood Green has not flooded.
- iv. The new drain on the footpath between Pool Road and New Road is now running clear but slowly.
- v. The Warwickshire Town Networks group would like a representative from the parish council to attend their meetings.
- vi. The Fire and Rescue Service is proposing changes to which JK has commented. Following questions, JK would look into:
 - removal of leaves from the footpath between Pool Road and New Road and
 - obstruction of pavement by waste bins, in this case on the corner of the Alcester Road with the High Street, which could be either WCC or SDC responsibility.JK advised the meeting to report flooding online by way of the WCC website. The Chairman commended JK on the new footpath between the Church and Castle.

Minute 157. Agenda item 6. Approval of draft minutes from previous council meeting.

The draft minutes of the council meetings held 21/11/2023 and 28/11/2023 were put to the council for approval whereupon **it was AGREED to** approve the minutes of those meetings.

Minute 158. Agenda item 7. FINANCE

- c) **To approve the schedule of payments.**

The Chairman noted that the schedule included an expense payment to the Chairman for a padlock to the Nature Reserve.

The schedule of payments, shown on page 66, was **APPROVED**.

d) **To receive and note bank reconciliation to 30/11/2023.**

Members **received and noted** individual bank reconciliations: total funds in bank as at 30/11/2023 are shown on page 66.

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

It was noted that the External Auditor, Moore, had commented:

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirement have not been met.

Section 14(1) of the Audit and Accounts Regulations 2015 requires the period of public rights should be a 'single period of 30 working days'. The Council provided a period of 32 working days in 2022-23 for the review of their records which is a significant breach of the regulation and the council need to note this for completion of the governance assertions on the 2024 form. In future the council should ensure that it calculates and provides a period of exactly 30 working days.

The council answered 'Yes' to box 11a and 11b with regards to Trust disclosures. However, this appears inconsistent with other information provided in respect of their sole trustee responsibilities. We therefore believe these boxes should have been answered 'No'. We note the council is looking at what can be done to address this issue.

Responses provided on Section 1 of the AGAR appear inconsistent with the Internal Auditor's Report. Box 2 and Box 5 were answered 'Yes' however given the information on the Internal Auditors Report we would have expected these to have been answered 'No' as governance issues in these areas were identified during the Internal Audit process.

Section 12 of the Audit and Accounts Regulations 2015 requires the RFO to complete Section 2 of the Annual Governance and Accountability Return prior to passing it to the Council for its approval. This year, the Council approved the Return before the RFO which is a breach of this regulation. In future the Council should ensure the form is duly completed prior to it considering it for approval.

Other matters not affecting our opinion which we draw to the attention of the authority:

On initial submission of the AGAR, Section 1 and 2 did not include the signatures, dates and minute references. This was queried and resubmitted with the information completed.

Incomplete information received with regards to significant variances. The parish council should in future ensure the significant variances are scheduled in their entirety and provided with the initial submission data for review. Explanations have been received and are acceptable, so we have no further concerns in this area.

The original Section 2 Accounting Statements form included an incorrect number at Box 1. The appropriate adjustments have been made on the face of the AGAR and we have no further concerns in this respect.

The initial bank reconciliation provided contained an error, the corrected bank reconciliation was later provided on request. We have no further issues in this respect.

f) **To agree completion, as far as possible of the 2024/25 financial budget.**

The council was updated on the proposed budget, and it is likely the precept impact to the Band D council tax payer for 2024/25 will be £133.48.

It was AGREED to accept the updated budget for 2024/25.

g) To decide award of grants to Aunty Jen Productions (AJP).

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

The applicant was invited to answer any questions.

Request #1. £336 towards providing the Holiday at Home performance (50 tickets).

The applicant updated request #1 to £272, as at current situation.

It was proposed and seconded, to not award the grant, this proposal was put to the vote with two votes in favour and two votes against (all other members present abstained from voting). The Chairman used their casting vote to oppose the proposal. The obverse being the majority decision, **it was AGREED** to support the grant request for £272 towards financial support for the Holiday at Home pantomime performance.

Request #2. Allowance of free use of village hall room during pantomime production, 27th and 28th December. This is to ensure safeguarding procedures are followed for the children involved in the production. It was noted the hall was not open for hire to anyone else at this time.

It was AGREED to allow free use of one room in the village hall during the pantomime production to ensure appropriate safeguarding for the children involved in the performances.

Cllr C Stone rejoined the meeting.

h) To approve the Street Lighting invitation-to-tender document.

The working party had prepared a tender document which had been circulated for comment.

It was AGREED to approve the Street Lighting invitation to tender document.

i) To approve award of contract for work to the cemetery car park, to prevent vehicle damage to palisade fencing.

At this level of expenditure (less than £5,000) the council's Financial Regulations require three quotations to be obtained, but despite approaches to various contractors it had not been possible to obtain comparative quotations.

It was AGREED to award the contract to prevent vehicle damage to the palisade fencing at the cemetery for the total of £1,490.

j) To discuss and agree a quote for repair to the existing paths in the old cemetery and extension pathway.

As above, it had not been possible to obtain comparative quotations. A comprehensive specification of the work to be undertaken had been provided.

It was AGREED to award the contract for the repair and renewal of existing cemetery paths and the installation of a new extension footpath for the total of £11,550.

Minute 159. Agenda item 8. CLERK'S REPORT including updates from council officers to previous meetings and ongoing matters, including:

a. Village Hall update. The main hall floor has been repaired. The underfloor heating has been improved. Bookings are going well for the hall, but use of rooms 2 and 3 is not so well supported at the moment.

Volunteers were requested to set the staging and chairs ready for the pantomime production on 24th December.

It was agreed to support a councillor's request for a tour of the hall.

b. Christmas Comes to Studley feedback. Stall holders provided exceptional feedback, and all agreed it was a really good and well-supported event. A proposed feedback session for all those involved had not yet taken place.

- c. **Casual Vacancy.** Stratford DC had notified the parish council there had been no call for a by-election occasioned by the passing of the late Jill Beard; the office would issue social media updates and notices promoting the vacant seat and asking for candidates.
- d. **Update on Facilities Manager.** Interviews had been held that day and the interview panel had agreed to offer the position to one of the applicants, who will be free to start in March 2024.
- e. **Update to the new estate terrier.** The contract had been agreed for the parish council's land assets to be appropriately recorded.
- f. **Oak tree on Nature Reserve.** One of the oak trees on the Nature Reserve would appear to have caused subsidence to the conservatory of a neighbouring property, for which the resident is asking for the tree to be cut down. The council's insurers are to be asked to indemnify the council if it does not cut down the tree.

Minute 160. Agenda item 9. MATTERS FOR DECISION.

- a. **To consider request from Circus Ginett to use the Studley Recreation Ground on 3rd and 9th June 2024.**
This item was no longer required for a decision; the dates would revert to those previously agreed as 17th – 23rd June.
- b. **To discuss and agree SPC strategy regarding the Housing Needs Survey.**
The strategy will fit in with the Neighbourhood Plan. **It was AGREED** to pass it on to the Neighbourhood Plan team.
- c. **To respond to and consider holding a public meeting for wider discussion on the Warwickshire Fire and Rescue Service (WFRS) consultation.**
It was AGREED to hold a public meeting in January 2024 with WFRS representatives to establish the facts and public opinion.
- d. **To agree provision of storage (a lockable cupboard) for Studley Priory WI.**
It was noted Studley Priory WI does not meet at the village hall but would like storage space within it. **It was AGREED** to not provide storage space within the village hall since the Parish Council / village hall is not a storage facility.

Minute 161. Agenda item 10. COMMITTEES.

- 10a. **Cemetery Committee:** Cllr Brian Dixon reported on the path and tree surveys, car park barriers (sleepers to be installed), the legal process on the gravestones in the older part of the cemetery, and the review of fifty 'ten-point plans' relating to the most recent burials, all of which are acceptable. Review has taken place of ten identified plots which appear to overlap, and the committee is working with all those affected.
- 10b. **Community Engagement Committee:** Cllr Phil Hunt reported on the Studley branch of the Royal British Legion which is deemed to be 'county-supported' rather than a stand-alone branch. The parish council is responsible for the annual Remembrance Sunday parade and Cllr Ph Hunt asked for parish council support to encourage volunteer involvement in the event, to include support for poppy selling and banking the income. Cllr Ph Hunt also spoke about the annual Christmas Comes to Studley event, which he would like to be formalised. Thanks were given to SPC staff for their support to the event. The next meeting is to be held on 23rd January 2024.
- 10c. **Finance Committee:** Cllr David Collett, no meeting to report on; aim to meet shortly.

Unity Trust Account

Payments made between 24/11/2023 and 19/12/2023

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
27/11/2023	British Gas - Gas Account	27/11/23	614.12	614.12		500			Gas supply VH
27/11/2023	Mark Barry	271123	325.00	325.00		500			Re open grave 462
27/11/2023	British Gas Electricity Accoun	BGE	895.41	895.41		500			Elec Village Hall
27/11/2023	Biffa Waste Services Limited	BIFFA	66.14	66.14		500			Litter pick bin
27/11/2023	SPC Staff Salaries	Nov23	10,394.10	10,394.10		500			Staff Salaries
28/11/2023	Headway Traffic Management	110402293	1,032.00	1,032.00		500			Traffic Management Rem Parade
28/11/2023	Elite Flooring Maintenance Ltd	826956892	5,214.00	5,214.00		500			To repair VH floor
28/11/2023	Stratford District Council	BACS	109.00			4110	101	109.00	SDC
29/11/2023	Oscar Online Limited	Refund	-450.00	-450.00		500			P/Ledger Electronic Payment
30/11/2023	Warwickshire Pension Fund	May23 miss	2,064.60	2,064.60		500			Pension Contribution
01/12/2023	Viking Raja Group	201692219	100.62	100.62		500			Stationery
01/12/2023	Southern Electric	33522555	982.11	982.11		500			Energy
01/12/2023	Southern Electric	335522555a	43.98	43.98		500			Energy
01/12/2023	Lighting & Illumination Techno	34141006	2,352.00	2,352.00		500			Year 2 rental agreement
01/12/2023	TTS	469371354	1,187.57	1,187.57		500			AVG license
01/12/2023	Studley Trees & Hedges Ltd	668301063	120.00	120.00		500			Lime trees lifted - Cem
01/12/2023	G S Adams Ltd	7646370	2,280.00	2,280.00		500			Re align column - cloisters
01/12/2023	CAVA Security	84131871	66.00	66.00		500			Call out to VH out of hours
01/12/2023	Salamander Fire & Security Lim	972392221	115.20	115.20		500			Call out to alarm ATC
05/12/2023	Oscar Online Limited	Oscar	372.00	372.00		500			Voip hosting and setup
08/12/2023	G S Adams Ltd	1	1,091.53	1,091.53		500			Street lighting maintenace
08/12/2023	Mark Barry	2	350.00	350.00		500			Grave digging 1650
08/12/2023	Everflow	3	99.59	99.59		500			Water supply SVH
08/12/2023	John Bayliss Plumbing and Heat	4	691.20	691.20		500			Flush heating and repairs
08/12/2023	Robert Wheeler	5	450.00	450.00		500			Litter picking
08/12/2023	Stratford District Council	6	1,324.06	1,324.06		500			Elections 4th May 23
08/12/2023	CTKT Limited t/a Studley Lawns	7	685.00	685.00		500			Empty dog bin
08/12/2023	TB Technology Ltd	8	92.92	92.92		500			Copier charges
08/12/2023	intY Limited	Inty	81.36	81.36		500			Microsoft 365
14/12/2023	Stratford District Council	DD	1,281.00			4110	604	1,281.00	Rates - Village Hall
15/12/2023	G S Adams Ltd	956023888	919.20	919.20		500			Replace lamp 3 Augutine Av
15/12/2023	Katie Hague	BACS	100.00			4201	604	100.00	Deposit Refund
19/12/2023	Money master	BACS	-4,905.45			1906	801	-4,905.45	Cil correction

Date: 19/12/2023

Studley Parish Council

Page 2

Time: 18:58

Cashbook 3

User: 7240.L.ROSE

Unity Trust Account

Payments made between 24/11/2023 and 19/12/2023

Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
19/12/2023	Lamberts Sales and Lettings	BACS	-102.00		-17.00	4839	801	-85.00	Correction
19/12/2023	Mercian Skip Hire	BACS	-210.00		-35.00	4115	401	-175.00	Correction to Mercian
19/12/2023	Current Account	BACS	-1,298.56			4300	301	-1,298.56	Amendment
19/12/2023	Current Account	BACS	-1,025.00			1101	101	-1,025.00	M Barry correction
19/12/2023	Mercian Skip Hire Midlands Ltd	Match	-410.00	-410.00		500			To remove 410 from unrep paymn

Bank Statements to 30/11/2023

Bank statement balances to 30/11/2023

Current account UTB £142,541.64

Current account HSBC £41,847.15

Deposit account HSBC £134,156.47

£318,545.26

Ask For: Lauren Hills
Tel: (01789) 260236
Date: 8 January, 2024
Email: elections@stratford-dc.gov.uk

**Village Hall booking for the Police and Crime Commissioner
Election Thursday the 2nd of May 2024**

Dear Sir/Madam,

Stratford-on-Avon District Council wishes to make an application to use the Studley Village Hall on Thursday the 2nd of May for the upcoming Police and Crime Commissioner Election. It is of utmost importance that we secure a suitable venue for Studley residents to be able to exercise their right to vote and we have used the village hall for many years now and wish to continue to do so.

Unfortunately, we were not aware of the dissolution of the Village Hall Committee which now explains why attempts to make a provisional booking of the hall back in November 2023 were unsuccessful. I would be most grateful if the request for the Council to take precedence over other bookings on the 2nd of May to accommodate the Election could be raised in your Council meeting on the 16th of January.

We have previously been charged £150 for the use of the venue and would hope that we could come to the same arrangement for May's Election.

I would like to again highlight the importance of being able to provide a suitable venue for Studley residents to be able to cast their vote. The Village Hall has proven to be an excellent Polling Venue for Residents and we would really appreciate your assistance in continuing to be able to use the village hall going forward.

I look forward to hearing from you following the Council meeting on the 16th of January.

Yours faithfully



Lauren Hills
Elections Officer

The Privacy Notice for Elections and Electoral Registration is available to view on the Council's website at www.stratford.gov.uk/council-democracy/electoral-registration-privacy-notice.cfm