Blockley Parish Council
Minutes of Meeting

THURSDAY 19TH SEPTEMBER, 7PM, DRAYCOTT MISSION.

PRESENT: JON BRYAN (JB) CHAIR, CLARE TURNER (CT) VICE CHAIR & DISTRICT COUNCILLOR, TOM BRADLEY (TB), CHRIS LEACH (CL), CHARLIE MACKINNON-LITTLE (CML)

MEMBERS OF PUBLIC : JW FROM BLOCKLEY, AT FROM PAXFORD, JW FROM DRAYCOTT, 2 MEMBERS OF BOWLS CLUB

APOLOGIES: ELLIE THORNEYCROFT (ET)

NOT PRESENT: LYNDON STOWE (LS) COUNTY COUNCILLOR

CLERK: NIKKI HOLT (NH)

MEETING OPENED: 19.02

1. Chair welcomed everyone. Apologies for absence received from Cllr Ellie Thorneycroft
2. Declarations of Interest and Dispensations for items on the agenda -TB, CML & CT declared interest in SGH Committee
3. **Public Participation**: Meeting was suspended at this point to hear representations from members of the public. Andy Turton from Paxford expressed interest in becoming a councillor, specific interest in planning & Jason Wallace from Draycott expressed interest in becoming a councillor. On conclusion of public participation, council business resumed. **ACTION:** NH to follow up with both and start co-option process
4. RESOLVED to approve Minutes of the Parish Council Meeting of 18th July 2024, and Extraordinary Meeting of 20.08.24 (with amend as per CT)
    1. Matters arising (see appendix 1)
5. County & District Councillor Reports:
   COUNTY CLLR STOWE none provided
   DISTRICT CLLR TURNER – see appendix 2
6. Finance: – Cllr Bryan
    1. RESOLVED to approve Finance Report for 19.07.24 - 13.09.24 including bank reconciliation for July-August 2024 & detailing all accounts held by the council. Unanimous.
    2. RESOLVED to approve Transactions for period 19.07.24 – 13.09. Unanimous.
    3. RESOLVED to approve QS costings for Car Park plan £760 net. TB raised issue of green space for Fire Assembly point. Unanimous. **ACTION:** JB to advise Stripe Consulting. **ACTION:** Project management going forward NH to liaise with T. Gooding.
    4. RESOLVED to approve Grant Application £243.05 from Horticultural Society. Unanimous. **ACTION:** NH to advise Horticultural Society
       Consideration of financial recommendations and follow up from staffing review:
    5. RESOLVED to approve proposed increase to contracted clerk/RFO hours of employment from April 2024. Unanimous. **ACTION:** JB to advise C Scobie
    6. RESOLVED to approve Proposed recommended pay scale adjustment from April 2024 Unanimous. **ACTION:** JB to advise C Scobie
    7. RESOLVED to approve Proposed backdated overtime payment. Unanimous. **ACTION:** JB to advise C Scobie
    8. RESOLVED to approve Proposed budget for assistant clerk recruitment. TB against. **ACTION:** JB To advise C Scobie
    9. RESOLVED to approve Proposed quotation for ad hoc cemetery works. Unanimous. **ACTION:** NH to advice T Fox
    10. RESOLVED to approve Proposed office phone and broadband package £25/month gigaclear broadband package and phone calls only from BT**.** Unanimous. **ACTION**:JB &NH
    11. RESOLVED to approve Proposed budget of £6k net to repair high pavement railings & stonework on St George's Terrace to go ahead without waiting for Glos Highways. Unanimous. **ACTION:** NH to advise GCC this is commencing & Liaise w. Contractor for final quote and start date
    12. RESOLVED to ratify Transfer of £28k from current account to deposit account. Unanimous.
7. Planning: -
    1. Review of current planning applications as shared prior to meeting. No actions
8. Youth & Recreation: - Cllr Leach
    1. Update on Youth Club contract and start date. **ACTION:** Younity Youth to sign SLA at office with NH
    2. Summer Camps update. No camps proposed for OCT**. ACTION:** Possibility to look at shared provision/hall hire with C. Campden for other holiday periods CL, CT & ET to follow up
9. Burials: - Cllr Leach
    1. RESOLVED to approve Gold/ Silver lettering latest Memorial compromise proposals. Unanimous. **ACTION:** NH to advise stonemason

2. RESOLVED to approve Updated Memorial & Cemetery Policies minor wording. Unanimous. **ACTION**: NH to update on website
3. Compost heap clear and build in Cemetery date 19.10.24.

10. Community: -
    1. RESOLVED to approve removal/relocation of Dog Poo Bins: Bell Bank/High Street removal.Aston Magna removal & re-siting. **ACTION**: NH to advise CDC/Ubica & resident JB to follow up relocation
    2. Bowls Club permitted parking conditions. JB outlined background. Parking allowance exceeded but Bowls Club want more allowance. Both sides outlined their issues. 11 cars. Wish list 12 cars parking for 17/20 fixtures per season. Bowls club has 1 remaining fixture – 8 cars to be adhered to. Start of next season BPC will review. Bowls Club should stick to terms with caveat that if conditions and courtesy prevail Bowls Club may revert to council. It was suggested that visiting teams be encouraged to carpool.
    3. Report from Quarterly Councillor Advocacy Scheme (Police and Crime) was noted
11. Environmental Sustainability WG: - Cllr Turner
    1. EV charging meeting update was provided
    2. QS quote for SGH car park costing see item 6.3 above
    3. Flow Diagram for Heating (signposting and informing) to be removed from agenda
12. Personnel Committee: - Cllr Mackinnon- Little
    1. To create job spec and recruitment strategy for Assistant clerk . **ACTION**: NH with input from external consultants, & Personnel Committee
    2. Formalise procedures and review schedules for Annual appraisal, training & development **ACTION**: Personnel Committee
13. St George's Hall: - update provided on works and finance. Next committee meeting Thursday 26th September
14. Clerk's Highlights – as shared prior to meeting.
15. No Parish Councillors' reports on matters not on the agenda

Bank:
Current Account Balance: £73,263.76
Instant Access Account Balance: £147,459.07
Total £220,722.83
Adjusted Bank Balance considering unpresented payments and receipts Total: £212,332.12
The bank was last reconciled to the 31st August 2024
Income:
£1,400 J.Sullivan Burial fees
£1 Blockley Heritage society annual lease payment
(£2,715.62 VAT return)
Expenditure: ***NB: YTD £1765 of grants awarded in 23-24 have been paid 24-25***
View Transaction report (as minuted) for all transactions over reported period. Of Note:
Reserves Transfer £28,000: (23-24 surplus minus mower & pending surveys (SGH parking & churchyard monuments):
£36,823.12 - £2,505 (mower), -£950 SGH survey, - £(up to)5,000 Churchyard Survey).
Final Inspire to Aspire payments made
£1,304 Andy Mutch (50% Noticeboard varnish failure)
£977 staffing review
£1,500 Cotswold active summer camps
£1,140 Stripe consulting for SGH Car park
£504 conclusion of external audit
£475 BSSC summer camps & MUGA

Notes:
External audit passed! Thanks to NH for perseverance.
FSCS annual review, confirmed eligible (limited to total annual budget of EUR 500,000)
Interest rate reduction by 0.15% to 2.62% AER
BPC Transactions from 19.07.24 - 16.09.24

16Sep2024	Direct Debit (LLOYDS BANK PLC)		-3	63969.53
12Sep2024	B/P to: BL sport social cb		-400	
12Sep2024	B/P to: PKF Littlejohn		-504	
12Sep2024	B/P to: Bl LVH		-10	
12Sep2024	B/P to: BL sport Utilities		-75	
05Sep2024	B/P to: Cloudy Group Plc		-115.72	
05Sep2024	B/P to: Stripe Consulting		-1140	
05Sep2024	B/P to: Bl Heritage Centre		-24	

"Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, religion, age, gender, sexual orientation, political persuasion, profession, education, place or length of residence, marital status and any disability), Crime & Disorder, Health & Safety and Human Rights"

05Sep2024	B/P to: Thomas Fox L'scape		-2556	
02Sep2024	BLOCKLEY HERITAGE SOCIETY		**1**	
02Sep2024	B/P to: Bl LVH		-30	
02Sep2024	B/P to: C Scobie		-66.5	
02Sep2024	B/P to: Cotswold Active		-1500	
02Sep2024	B/P to: Mr Roy Balgobin		-502	
02Sep2024	B/P to: BT		-517.51	
02Sep2024	B/P to: Peridot Digital Lt		-72.5	
02Sep2024	B/P to: Mrs Irena Litton		-475	
02Sep2024	B/P to: Mr Andy Mutch		-1304	
29Aug2024	Direct Debit (NEST)		-95.37	
20Aug2024	J M Sullivan Ltd t		**1050**	
20Aug2024	Direct Debit (GRUNDON WASTE MANA)		-87.31	
16Aug2024	Direct Debit (LLOYDS BANK PLC)		-3	
15Aug2024	J M Sullivan Ltd t		**350**	
15Aug2024	B/P to: Mrs NC Scott			
15Aug2024	B/P to: Mr Steven Woods			
15Aug2024	B/P to: HMRC Cumbernauld		-233.55	
15Aug2024	B/P to: St Georges Hall		-14	
15Aug2024	B/P to: HMRC Cumbernauld		-244.86	
12Aug2024	B/P to: Bl Heritage Centre		-48	
12Aug2024	B/P to: Bl Heritage Centre		-30	
12Aug2024	B/P to: R A Dunn		-90	
12Aug2024	HMRC VTR		**2715.62**	
05Aug2024	Direct Debit (NEST)		-95.37	
31Jul2024	B/P to: Inspire to Aspire		-685	
31Jul2024	B/P to: Inspire to Aspire		-1033.5	
31Jul2024	B/P to: Thomas Fox L'scape		-2916	
31Jul2024	B/P to: HMRC Cumbernauld		-233.55	
23Jul2024	Direct Debit (GRUNDON WASTE MANA)		-62.08	
22Jul2024	Transfer to 20293716		-28000	77480.75

Meeting closed 20.45

DATE OF NEXT MEETING: Thursday 17th October, Paxford Village Hall

SIGNED CHAIR: _____ DATE:_____

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