



Blockley Parish Council

THURSDAY 18TH APRIL, 7PM,

PAXFORD VILLAGE HALL

Minutes

Present: Jon Bryan (JB) - Chair, Clare Turner (CT) - Vice Chair & District Cllr, Thomas Bradley (TB), Charlie Mackinnon-Little (CML), Ellie Thorneycroft (ET), Chris Leech (CL), James Pargeter (JP).

Apologies: Paul Baines (PB), Steve Neill (SN)

Not present: County Cllr Lynden Stowe (LS)

Clerk: Nikki Holt (NH)

1. Welcome and apologies for absence – apologies received from Cllr P Baines & Cllr S Neill
2. Declarations of Interest and Dispensations for items on the agenda: **T.Bradley & E. Thorneycroft both sit on committee of St George's Hall.**
3. Public Participation – no members of the public present
4. Approved minutes of the Parish Council Meeting of 21.03.24
 1. Matters arising see Actions Appendix 1
5. County and District Councillors' updates:
 1. No County Councillor update received.
 2. District Councillor Turner CT presented District update, to be shared on noticeboards and website. **ACTION: CT will create an update to her report on Highways meeting w R Grey for the May meeting.**
6. Finance: Cllr Bryan
 1. **Approved:** Financial Report for 16.03.24 – 12.04.24 including bank reconciliation for March 2024 & detailing all accounts held by the council as circulated & shared prior to meeting.
 2. **Approved:** Transactions for period 16.03.24 – 12.04.24
 3. Grant application from St George's Hall, council suggested SGH obtain supporting statements from Heritage Society and Toddler group. Agreed to defer to May meeting **ACTION: TB to obtain supporting statements as above.**
 4. **Approved:** GATPC Annual membership
 5. **Approved:** GATPC Internal Audit Report & AGAR
7. Policy reviews:
 1. **Approved:** proposed amends to a) Financial Regulations b) Burial Fees. New c) Risk Assessment Policy deferred to May meeting **ACTION: JP to review & propose amends,** d) Cemetery Policy, deferred to May Meeting. **ACTION: JB to confirm final wording on section 5.**
 2. **Approved:** Standing Orders (to be reviewed by a working group by September meeting), Code of Conduct, Burial Inspection Policy, Accessibility Statement, Memorial Specification, Data Protection Policy, Health & Safety Policy, social media Policy, Grant Awarding Policy, Grievance Policy, Complaints Policy & GDPR Policy
8. Roles & Responsibilities: Cllr Turner/Cllr Bryan
 1. CT outlined Cllr roles & responsibilities & ways of working and proposed all councillors think about their roles for the year ahead – to be finalised at May meeting **ACTION: All Cllrs to consider and be ready to take on roles.** JP volunteered to take on lead for Planning, and Transformation **ACTION: NH to copy to JP all BPC email addresses for addition to Paxford mailing list.**
9. Youth & Recreation: Cllr Turner presented update on SLA extension to end August. Future options to be reviewed at May meeting.
10. Environmental Sustainability: Cllr Turner – EV Charging NDA is signed and sent to Believ, no signed document returned to date. SN will update council at May meeting. EV charge points to be added to the next SGH agenda **ACTION: TB to ensure it's on the agenda.**
11. Community: Cllr Turner -update
 1. Litter Pick - date agreed Sat 27th April - Blockley am and Aston Magna pm **ACTION: NH to post on noticeboards & website.**
 2. Pristine Parish project – meeting provisionally due Friday 25th April time tbc **ACTION: NH to circulate poster on noticeboards & website.**
12. Community: Cllr Turner gave an update on the councillor advocacy scheme meeting (OPCC) CT has shared files in April meeting folder.
13. Personnel: Cllr Baines – Not present. Chair of council outlined issues raised by Int. Auditor on Clerk's pay, holiday & contract as

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shared with Cllrs and requested Personnel committee to meet **ACTION: Personnel Committee to meet.**

14. Burials: Cllr Bryan – Reviewed Memorial application out with of policy. Rejected by council. **ACTION: NH to advise Memorial company**
15. Planning: Cllr Neill/ Cllr Tuner
 1. Review of current planning applications as circulated & shared prior to meeting. **ACTION: JP will draft comment on application 24/01038 FUL and share with full council**
 2. Approved creation of a Neighbourhood Plan working group – **ACTION: JP & CT**
 3. To approve Terms of Reference for working group – *deferred to May BPC meeting.*
 4. To elect a Chair of working group - *deferred to May BPC meeting.*
16. St George’s Hall: Cllr Bradley gave an update; he will forward to Cllrs analysis of breakdown of summer vs winter costs that MG has undertaken along with funding opportunities identified. Next meeting is AGM w/c 20.05.24 when a vote on annual report and finance report will take place. **ACTION: TB to forward information to full council**
17. Clerk’s Highlights – as shared prior to meeting.
 1. Aston Magna bus shelter – Cllrs agreed to new one. **ACTION: NH to research options and liaise with resident**
 2. ‘Better Living in the Country’ Council agreed to taking a stall on 29th June. Collateral will need to be developed for event, & Cllr recruitment leaflet. **ACTION: All Cllrs to attend. NH to revert to L Packer confirming.**
18. To receive Parish Councillors’ reports on matters not on the agenda: CT reported on her response to local plan as shared on teams.

Date of next meeting: 16th May 2024 7pm, St George’s Hall, Blockley & followed by ANNUAL PARISH MEETING at 8pm, St George’s Hall, Blockley

Bank:

Current Account Balance: £48,614.04

Instant Access Account Balance: £118,645.62

Total £167,259.66

Adjusted Bank Balance considering unrepresented payments and receipts Total: £166,950.16

The bank was last reconciled to the 31st March 2024

Income:

£2,500 donation from Father Brown for permitted filming during 23-24 FY

£3,000 donation from Father Brown for permitted filming during 24-25 FY

(£1829.22 VAT refund)

£60 memorial stone fee

Expenditure:

View Transaction report (as to be minuted) for all transactions over reported period. Of Note:

£500 Voice Grant payment

£959.80 Ink Cartridge offer

£313.70 GAPTC Audit

Notes:

Grant application: SGH £1,200, Rear fencing for safety/access for youth. £520 gates/posts/timber, £700 labour. Early in FY to issue over 35% of budget. Would propose secondary quote from vendor BPC used at Aston Magna. Is there potential consideration for BPC funding for asset maintenance instead?

GAPTC Membership 24-25: £579.17 comprised: 1,616 electors, 7.94p each NALC, 27.86p Each GAPTC

Aston Magna Bus Shelter: Concerning condition, deteriorated beyond reasonable repair. Offers for considerable donation towards replacement with Cotswold stone/oak alternative. Clerk to gather quotations.

Audit & AGAR: Report & AGAR to be adopted as circulated in advance. Continued progress but with key findings in support of ways of working

BPC transactions 16.03.24 - 12.04.23

| | | Closing Balance | 48307.97 |
|-----------|----------------------------|-----------------|----------|
| 11-Apr-24 | HMRC VTR | | 1829.22 |
| 10-Apr-24 | B/P to: Blockley Toddlers | | -320.22 |
| 10-Apr-24 | BBC STUDIOS PRODUC | | 3000 |
| 04-Apr-24 | J M Sullivan Ltd t | | 60 |
| 04-Apr-24 | B/P to: Cloudy Group Plc | | -129.83 |
| 04-Apr-24 | B/P to: The Voice | | -500 |
| 04-Apr-24 | B/P to: BI Heritage Centre | | -48 |
| 04-Apr-24 | B/P to: BI Heritage Centre | | -300 |
| 04-Apr-24 | B/P to: Inspire to Aspire | | -997.5 |
| 04-Apr-24 | B/P to: HMRC Cumbernauld | | -240.24 |
| 02-Apr-24 | B/P to: Thomas Fox L'scape | | -1356 |
| 02-Apr-24 | B/P to: GAPTC | | -313.7 |
| 02-Apr-24 | B/P to: BI LVH | | -30 |
| 02-Apr-24 | B/P to: Jon Bryan | | -959.8 |

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| | | | |
|-----------|--|--|--------|
| 31-Mar-24 | Service Charge | | -25.8 |
| 28-Mar-24 | Manual Credit - Handling Charge | | -0.6 |
| 25-Mar-24 | Direct Debit (NEST) | | -95.37 |
| 21-Mar-24 | Inward Payment - BBC STUDIOS PRODUCTIONS LIMITED | | 2500 |
| 20-Mar-24 | B/P to: C Scobie | | -19 |
| 20-Mar-24 | B/P to: Paxford VH | | -20 |
| 20-Mar-24 | B/P to: R A Dunn | | -45 |
| 20-Mar-24 | Direct Debit (GRUNDON WASTE MANA) | | -61.9 |
| 18-Mar-24 | B/P to: Mr Steven Woods | | |
| 18-Mar-24 | Direct Debit (LLOYDS BANK PLC) | | -3 |

Approved by Blockley Parish Council:

Signed.....

Print.....

Date.....

Meeting closed 21.27pm

Date of next meeting: 16.06.24 at St Georges' Hall, Blockley