



## Blockley Parish Council Minutes

THURSDAY 17<sup>TH</sup> APRIL 2025

LITTLE VILLAGE HALL, BLOCKLEY, 7PM

### Meeting opened: 19.00hrs

**Present:** Cllr & Chair Jon Bryan (JB), Cllr & Vice Chair & District Cllr Clare Turner (CT), Cllr Chris Leach (CL), Cllr Thomas Bradley (TB), Cllr Andy Turton (AT), Chris Palengat (CP)

**Apologies:** Cllr Ellie Thorneycroft (ET), Cllr Jez John (JJ), Nikki Holt, Clerk & RFO (NH)

**Not Present:** County Cllr Lynden Stowe (LS)

**Members of Public:** None

**Minutes:** Charlotte Bullock BPC Admin. Assistant (CB)

1. Welcome and apologies for absence
2. Declarations of Interest and Dispensations for items on the agenda – **TB & CT on St Georges Hall committee. JB, CT & TB all have school age children who could benefit from May Sports Camps.**
3. Public Participation - None
4. Resolved to approve the minutes of the Parish Council Meeting of 20<sup>th</sup> March 2025. Unanimous.
  1. Matters arising. **See appendix 1 ACTION:** AT/NH/CT Confirm speeding wire locations before 29<sup>th</sup> April – CT highways meeting
5. County and District Councillors' updates.
  1. County Councillor update – none provided
  2. District Councillor update – **see appendix 2**
6. Finance: Cllr Bryan
  1. Resolve to approve Financial Report 18.03.25 – 11.04.25 including bank reconciliation for March & detailing all accounts held by the council as circulated & shared prior to meeting. Unanimous.
  2. To approve Year End accounts as shared prior to meeting – defer to May
  3. Resolve to approve Transactions for period 18.03.25 – 11.04.25 as shared prior to meeting – Unanimous.
  4. Council received the Internal Audit Report for 2024-2025
  5. Grant Application of £500.00 from DVRT approved – Unanimous. **ACTION:** CB/NH to confirm with DVRT
  6. Resolve to approve policy updates & amends to a) Standing Orders - Unanimous b) Code of Conduct - Unanimous c) Data Protection Policy – Unanimous (JJ to review before May 2026) d) GDPR/Privacy Policy – Unanimous (JJ to review before May 2026) e) Financial Regulations - Unanimous f) Health & Safety Policy - Unanimous g) Social Media Policy - Unanimous h) Cemetery Grave Policy - Unanimous i) Memorial Policy - Unanimous j) Burial Inspection Policy - Unanimous k) Burial Application Form - Unanimous l) Burial Fees - Unanimous m) Risk Management Policy - Unanimous n) Grant Awarding Policy – Defer to May o) Grant Application Form – Defer to May p) Grievance Policy - Unanimous q) Website Accessibility Statement - Unanimous r) Complaints Policy - Unanimous s) Volunteer Policy – Unanimous. **ACTION:** JJ to create a new Data Protection Policy & review GDPR/Privacy Policy before May 2026. **ACTION:** CB/NH to update website with policies. **ACTION:** CT review grant policy & application form for May meeting. **ACTION:** JB & NH to consider additional risk management /mitigation in case of RFO absence
  7. Council reviewed Car Park proposals for SGH, next steps to set date to present to SGH Committee. Unanimous. **ACTION:** JB to agree date for presentation & advise GCS (or NH)
  8. Resolved to embark on phase 2 consultation with local chartered surveyor regarding parking options for Blockley. Unanimous. **ACTION:** NH to advise GCS.
  9. Resolved to approve funding solar light for Blockley Book Box £120.00 (as previously agreed at inception of Book Box) Unanimous **ACTION:** NH to advise
7. Youth & Recreation: Cllr Leach
  1. Council received Y&R update
  2. Resolved to approve final subsidy of £900 for 3 days May Sports Camps – plus venue hire £240. Unanimous. **ACTION:**

CB post details on Facebook **ACTION:** MO to check Springfield play area, grass needs mowing.

8. Community: Cllr Turner
  1. Council received update on VE day **ACTION:** CB check with Derek Luff if there is a poster to share
  2. Approved parking request from Bowling Club – approved for this season as a temporary measure whilst council review village parking - must communicate with neighbours e.g. flyer through door with a list of dates they'll be parking - Unanimous **ACTION:** NH to communicate with Bowling Club
9. Received ESWG Update: Cllr Turner
10. Received St George's Hall Update: Cllr Bradley –minutes to follow. SGH Reserves Policy to be presented at BPC May meeting for approval **ACTION:** TB to send to NH
11. Council received Burials Update: Cllr Leach. PCC advised need to get full report for memorials requiring remedial work in order to obtain a faculty. **ACTION:** TB to investigate options of a Go Fund Me fundraiser for Father Brown fans – will speak with Rev. Delap & PCC. **ACTION:** JB / CL to put up danger signs. **ACTION:** NH/CL to book date (after May meeting) for annual TILT test.
12. Personnel Committee: Cllr Turner
  1. CP appointed Lead Councillor for personnel committee. Unanimous
13. Planning: Cllr Turton
  1. Reviewed current planning applications as circulated & shared prior to meeting
  2. Received update on NDP **ACTION:** AT to organise Stantonbury Development Company to come to a future meeting to receive a report from them June or July / gather information **ACTION:** AT to set date to meet with NH & JB. **ACTION:** TB to ask work for advice if they've gone through NDP
14. Website Update: Cllr John – deferred to May meeting
15. Clerk's Highlights – as circulated & shared prior to meeting
16. To receive Parish Councillors' reports on matters not on the agenda – engagement & communications – currently no Cllr capacity

**Meeting closed:** 8.40pm

**Date of next meeting:** Thursday 15<sup>th</sup> May, BPC meeting 7pm & Annual Parish Meeting 8pm. St George's Hall.

## FINANCE

**Bank:** The bank was last reconciled to the 31<sup>st</sup> March 2025

Current Account Balance: £35,658.82

Instant Access Account Balance: £145,201.00

**Total £180,859.82,**

**Adjusted Bank Balance considering unrepresented payments and receipts Total: £180,859.82**

BPC Transactions 18.03.25 -11.04.25		Amount	Description
09Apr2025	BBC STUDIOS PRODUC	£ 4,000.00	Father Brown payment
07Apr2025	B/P to: Simon Mayo	-£ 5,900.00	Bus Stop Materials
03Apr2025	SWIFT ECOLOG	£ 350.00	Water Surveys
03Apr2025	HMRC VTR	£ 2,644.16	VAT refund
02Apr2025	B/P to: Bl Heritage Centre	-£ 48.00	JH Hire - Stretch & Balance
02Apr2025	B/P to: Bl Heritage Centre	-£ 120.00	JH Hire - Toddler group
02Apr2025	B/P to: Cloudy Group Plc	-£ 184.08	IT monthly billing
02Apr2025	B/P to: Thomas Fox L'scape	-£ 2,442.60	Grounds Contract Billing
02Apr2025	B/P to: Thomas Fox L'scape	-£ 2,036.40	Churchyard Ground Works
31Mar2025	Service Charge	-£ 9.15	Banking service charge
27Mar2025	B/P to: Clare Turner	-£ 100.00	Allowance
27Mar2025	B/P to: Mr Roy Balgobin	-£ 820.07	Staff Training
27Mar2025	B/P to: Cllr T Bradley	-£ 100.00	Allowance
27Mar2025	B/P to: Express Presentation	-£ 210.00	Blockley Fair PA
27Mar2025	B/P to: Mrs NC Scott	-£ 25.47	Expenses
27Mar2025	B/P to: GAPTC	-£ 638.23	Annual Membership
27Mar2025	B/P to: Dorn Hill Machine	-£ 225.39	Mower Servicing
27Mar2025	B/P to: Cotswold Friends	-£ 225.00	Grant MUGA
27Mar2025	B/P to: BT	-£ 53.94	Bill
27Mar2025	B/P to: Cllr Jon Bryan	-£ 120.00	Allowance
21Mar2025	B/P to: R A Dunn	-£ 45.00	Paxford WM
21Mar2025	B/P to: Sue Salmon	-£ 120.00	Grant Souper Mondays
20Mar2025	Direct Debit (GRUNDON WASTE)	-£ 65.30	Bins Monthly Bill

**17.4.25.6.2: 24-25 Financial Year end NB: defer accounts until Governance statement available (May 25).**

**Income** surplus of 9% vs budget totalling £11,804.87 owing to Deposit account interest, higher than budgeted Father Brown income, Cil Monies and Burial income (always unbudgeted).

**Administration** had and will continue to see higher Professional fees owing to proactive measures to secure project management services in relation but not limited to Memorials repairs, new cemetery land acquisition and parking improvement needs in Blockley. Surplus of members expenses due to lower elected membership plus refund of overcharged broadband contract, previously secured 3 year website management and

fewer meetings requiring hall rental offset other excess spend on cost centres relating to subscriptions (early payment for GAPTC 25-26), stationary (procuring offer on printed cartridges) & phone and broadband (refund plus allocation of office reordering to accommodate assistant clerk).

**Parish Grounds services** closed with a surplus on additional grounds care (owing to billing overlap on churchyard ground works) and the grounds contract which could yet be subject to billing due to FYE overlap.

**Youth & Recreation** carried a surplus due to non-requirement of playgrounds maintenance for the year (spring still pending for CC springer), discount on play area inspection due to early award incentive, overlap of Youth providers and lack of senior session attendance resulting in limited billing and a £3.5k surplus on adhoc events due to scheduling conflict preventing additional term break sessions from running.

**Burial Grounds** repairs and maintenance ran a 17% surplus due to FYE billing overlap with works in Churchyard.

**Grants** despite a carry over from PFY and adopting prepayment in required cases, a 27% surplus was the end position with open grants yet to award. Further evidence to more closely monitor awards/approved spends in advance of Q4.

**Staff & Training** - following a much needed staffing review and the adoption of assistant clerk resources, despite 33% surplus on pay, the £15k reserves allocation was not required and resulted in deposit funds accruing further interest with the additional resource budgeted for FY 25-26. Continued YOY surplus in training for members continued while staff training exceed budget by £832 resulted from the staffing review and 121 consultation for the proper officer/clerk/RFO.

Gross Total income £141,569.01, Gross total expenditure of £127,968.85 net surplus of £13,600.16, VAT net position -£5,438.87.

Current account Balance as of 31<sup>st</sup> March £35,658.82. Billing for Churchyard ground works pending, plus Tree survey approved works from reserves (xfr not required) plus April meeting proposed Blockley Parking consultation services fees (appx £20-25k total) Consider £10k reserves transfer proposal for May meeting.

Receipts and Payments summary and annual return information as below

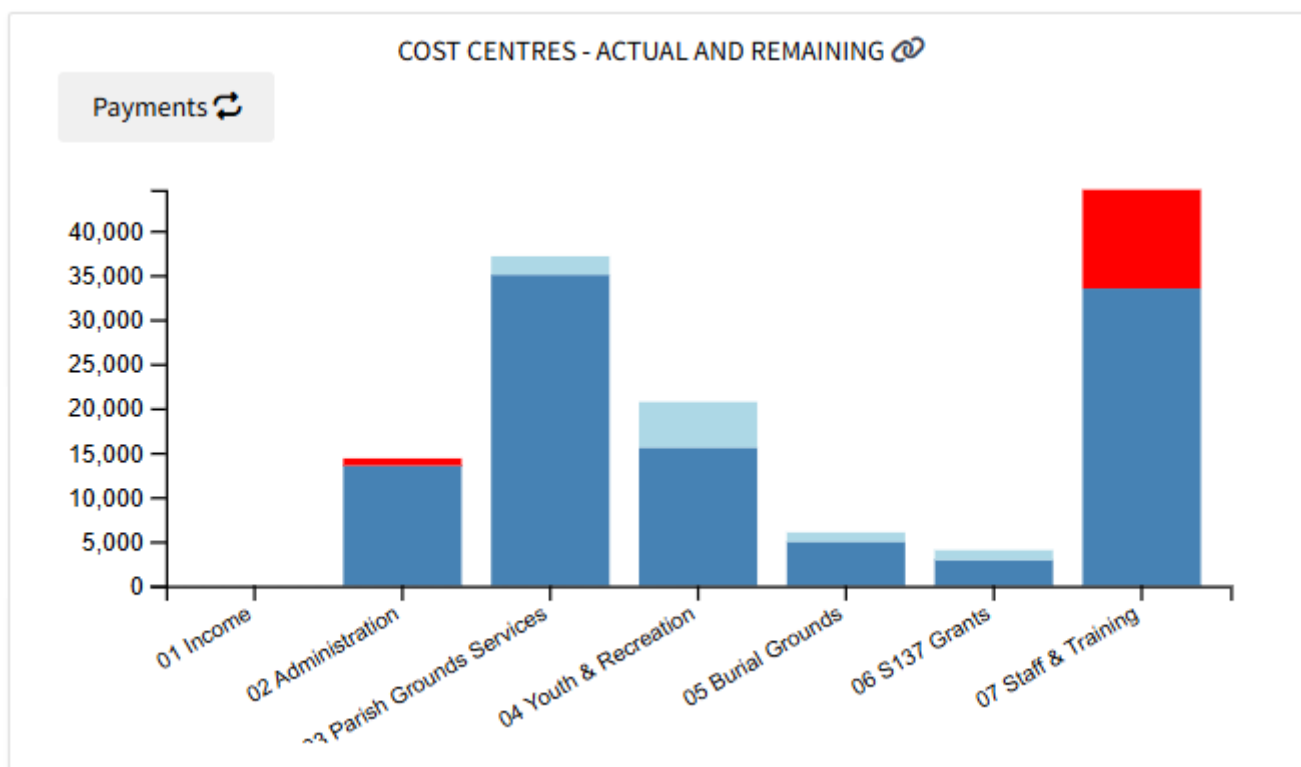
**24-25 FYE Summary of Receipts and Payments**

13 April 2025 (2024-2025)

**Blockley Parish Council  
Summary of Receipts and Payments  
Summary - Cost Centres Only**

Cost Centre	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
01 Income	122,085.00	133,889.87	11,804.87 (9%)			0.00 (N/A)	11,804.87
02 Administration		1,944.49	1,944.49 (19444€)	13,516.09	14,332.36	-816.27 (-6%)	1,128.22
03 Parish Grounds Services			0.00 (N/A)	37,096.00	35,018.41	2,077.59 (5%)	2,077.59
04 Youth & Recreation		570.83	570.83 (57083%)	20,700.00	15,566.85	5,133.15 (24%)	5,703.98
05 Burial Grounds			0.00 (N/A)	6,000.00	4,958.80	1,041.20 (17%)	1,041.20
06 S137 Grants			0.00 (N/A)	4,000.00	2,893.55	1,106.45 (27%)	1,106.45
07 Staff & Training			0.00 (N/A)	33,475.75	44,596.19	-11,120.44 (-33%)	-11,120.44
<b>NET TOTAL</b>	<b>122,085.00</b>	<b>136,405.19</b>	<b>14,320.19 (11%)</b>	<b>114,787.84</b>	<b>117,366.16</b>	<b>-2,578.32 (-2%)</b>	<b>11,741.87</b>

<b>Total for ALL Cost Centres</b>	136,405.19	117,366.16
<b>V.A.T.</b>	5,163.82	10,602.69
<b>GROSS TOTAL</b>	<b>141,569.01</b>	<b>127,968.85</b>



**Blockley Parish Council**  
**Annual Return**

**Accounts for Year from 01/04/2024 to 31/03/2025**

This is prepared based on the information in "Governance and Accountability for Local Councils : a Practitioners' Guide"

Important note: These figures have been prepared on a RECEIPTS and PAYMENTS basis.

\* Note :- An asterisk to the right of the box below indicates it is an item that has changed by more than 15% and £200 from the previous year and probably warrants a comment in your notes. This is only an indication and should not be considered exclusive. You will only see asterisks if this is the second year you have used the report .

Box No.	Description	Year ending		
		31/03/2024 £	31/03/2025 £	
1	Balances brought fwd	121,106.49	167,259.66	*
2	Annual precept	118,965.00	118,965.00	
3	Total other receipts	18,380.39	22,604.01	*
4	Staff Costs	30,979.67	42,674.12	*
5	Loan interest/capital repayment	0.00	0.00	
6	Total other payments	60,212.55	85,294.73	*
7	Balances carried forward	167,259.66	180,859.82	
8	Total Cash and Short Term Inve	167,259.66	180,859.82	
9	Total Fixed Assets and Long Ter	148,269.00	149,807.00	
10	Total Borrowings	0.00	0.00	

**17.4.25.6.4: Internal Audit Report**

Continued YOY improvements, thanks extended to RFO NH. Recommendations summary:

- Descriptions included next to transactions for each month's report – RFO to action
- Review insurance requirements to ensure cover is adequate and Minuted – RFO to advise.
- Assets Schedule of inspections and maintenance. Suggested include as part of Asset register review. Chair & RFO to review
- NALC Model Financial regs adoption – Motion 17.4.25.6.6.e
- Standing orders review recommended – Motion 17.4.25.6.6.a
- Year End Grants Report – To action for annual meeting Chair/RFO
- Year end accounts balance sheet equivalent to approve as part of 'end of year accounts' – to action May agenda
- Approve Annual Governance Statement before approving annual account statement – to action May agenda.
- Publish copy of IA AGAR on website – Clerk to action
- Review and minute IA report – Motion 17.4.25.6.4
- Minute IA is competent and independent of council – TBC & minuted at future point of IA nomination
- External audit AGAR report to have own agenda item – action for future External audits.
- Ensure correct criteria used and full dates for publication of AGAR – Clerk/RFO to action
- Model Publication scheme copy to be published on council website – Clerk/RFO to action

**17.4.25.6.5: DVRT Grant Application**

Ground reinforcement tiles, marquee foundation £500 contribution to £1,100 net project quotation.

**17.4.25.6.6: Policy Reviews as proposed by councillors**

**17.4.25.6.7 & 8: Car parking, Gooding Chartered Surveyors Services**

Blended approach to previous considerations for SGH & new considerations for Churchill close – objective to secure comparative costs to exhaust potential options & conclude deliberations to review amongst council, SGH and other potential interested parties e.g. village shop/café/church/bowls club.

Proposed budget of £4k reserves expenditure (net) – NB to consider from current account balance and 24-25 FYE surplus.

**17.4.25.6.9: Blockley Book Box**

Ongoing repairs & enhancements, proposed £120 budget

Signed Chair: \_\_\_\_\_

Date: \_\_\_\_\_