

Blockley Parish Council Meeting

**Minutes of the meeting of blockley Parish council held on**

**Thursday 21st September 2023, 7pm, Village Hall, Paxford**

**Present:** Cllrs: J Bryan (presiding), C Turner (District Cllr &Vice Chair), S Neill, C Mackinnon-Little, A Fowlie, P Baines, E Thorneycroft

**Members of the public: 2**

**Apologies for absence accepted from:** Cllr Leach, Cllr Bradley

**The Clerk/RFO: Nikki Holt**

**Meeting opened at: 19.02.**

1. Welcome and apologies for absence: Apologies received from Cllr Leach, Cllr Bradley
2. Items for Any other business: None
3. Declarations of Interest and Dispensations for items on the agenda: Declaration of interest CT, trustee for FOS (Gingergbread Trail)
4. Public Participation - Meeting was suspended at this point to hear any representations by members of the public. On conclusion of public participation, council business resumed.
   1. *Blockley Toddler Group rep. Marion Janner reported annual hall hire costs of £1900. CT advised Y&R budget possibility, add to agenda for October.* **ACTION: Clerk**
   2. *Resident from Brookside, reported various issues with suspected planning breaches, licensing breaches and contravention of local footpath. Resident provided email address Clerk will send relevant links to enable reporting. Footpath issue PB will contact Parish Warden*. **ACTION: Clerk, PB**
5. Council Meeting conduct & way of working considerations: Cllr Bryan
   1. JB presented processes to streamline meetings. CT added point re. conducting discussion through the chair- formal process of raising hands. **ACTION: ALL**
6. Approval of the minutes of the Parish Council Meetings of 20th July 2023 subject to CT amends. Proposed JB, seconded PB, agreed by majority.
   1. Matters arising

Defibrilators – Health & Wellbeing policy being incorporated into CDC Local Plan (update) with reference to defibs, Developer will be responsible to set up and create system for ongoing maintenance /costs (possible that BPC will be involved in discussion).

Drain/gulley cleaning. CT, SN AF to meet to create list of issues to take it this forward to Lyndon/GCC CDC. Resolution for October meeting. **ACTION: CT, SN AF**

Communications policy to be created – CT proposed a working group of volunteers around and to work up for November meeting. **ACTION: CT, ET, Clerk, JB**

Maintenance officer pension eligibility – **complete**

Quote for Stone wall repair & in tandem with railing repair – **ACTION:** **Cllr Leach & Clerk ongoing**

Liaise w. YC provider for improvement in updates and general comms & meeting. Review Sept. – Cllr Derson resigned. New lead required or create working group see point 9

Teams training - teach-in from JBfor AF, PB, CML, SN & CL – one evening in Blockley **ACTION: JB,Clerk**

20 mph speed limit – AF liaising with Cllr Stowe who was to speak to Highways. Waiting for further feedback.

Cllr Bradley meet Cllrs to show intentions for green space around SGH. TB to propose date to Clerk. **ACTION: TB**

1. County and District Councillors’ updates
   1. County Councillor Stowe: None provided. Not in attendance
   2. District Councillor Turner update:
   3. Draycott Planning Breach appeal hearing – due to take place today, cancelled and now due Nov.
   4. CDC Support for consumers around Solar Panels has now been launched. Details on News page of BPC website.
   5. There is to be a boundary review by District Council, a working group has been set-up to give input. BPC may be involved re Polling Stations. Further information available from DC Turner.
   6. Housing Needs review (every 5 yrs.) Must have a 5 yr. plan to avoid developers being able to go ahead with their own plan. Local plan is still correct and reliable. Affordability issue was raised. Register of empty properties will be reviewed. Under Strategic Housing and Economic Land Availability Assessment (SHELAA) landowners can put their land forward for consideration, this could affect former Blockley allotments site. Currently no plan to update development boundaries. But there is an option for PCs to submit a ‘note’ to the SHELAA for consideration.
   7. Visitor centres – grant funding from CDC was withdrawn – petition to stop withdrawal debated but not passed.
   8. Road closure due 9th -22nd November for Paxford resurfacing. Clerk will check and ensure details on PC noticeboards and website.
   9. Cost of Living working group meeting attended. CDC are pro-actively contacting residents, signposting to support services. Sensitive to COL issues. We should expect further comm’s on this.
   10. CDC plan to meet with GWR to keep manned ticket office in Moreton-in-Marsh.
   11. CDC exploring ways of supporting people to reduce water consumption.
   12. Casework issues – request to query CDC’s Glyphosates usage.
2. Finance: Cllr Bryan
   1. To approve Financial Report for 17.07.23– 13.09.23 including Bank reconciliation for July & August and detailing all accounts held by the council as circulated & shared prior to meeting**.** Proposed JB, seconded CT, abstention ET, agreed by majority.
   2. To approve Transactions for period 17.07.23 – 13.09.23 Proposed JB, seconded CT, agreed unanimously.
   3. To consider Grant Applications as circulated & shared prior to meeting: Blockley Horticultural Society, Draycott Mission. BHS - Proposed PB, seconded CT, abstention ET, agreed by majority. Draycott Mission - Proposed up to £400 (n.b CML queried kwatt/hr rate Clerk will put CML & KMCQ in touch to discuss). Proposed PB, seconded CT, agreed unanimously. **ACTION: Clerk to advise recipients**
   4. To approve new BPC GDPR/Privacy policy – Amend were discussed amongst Cllrs prompting need to for further review & potential training. CT raised considerations for a privacy notice for Cllrs. To review CDC policy. JB to explore retention policy impacts reflective to historic record keeping/email comms for BPC. Deferred to October meeting**. ACTION: Clerk, JB**
3. Youth & Recreation: Update Cllr Thorneycroft
   1. Positive feedback from organiser of Summer Camps. ET to look at revised cost for 30 participants next year and review demand levels this year to ensure 30 is adequate, and to pass thanks to SL. **ACTION: ET**
   2. Item for October Meeting- recruit additional members to Y&R committee and appoint lead Y&R or potentially move to a working group. CT, ET, Clerk to meet and review outstanding items. JB to review ROSPA report. **ACTION: CT, ET, Clerk, JB**
   3. Youth club update – provider proposes to change age brackets, there will be 2 members of staff running.
4. Environmental Sustainability: Cllr Neill
   1. Environmental committee meeting date – CT proposes evening of 12th October AF, CT, SN, PB, CML Add to OCTOBER agenda add new members to committee, book meeting room & circulate agenda **ACTION: Clerk**
5. Community: CSW Cllr Fowlie
   1. To approve a general Volunteer Policy for BPC (which covers CSW) as circulated & shared prior to meeting. Amends as per CT’s comments. Add to October Agenda for approval **ACTION: Clerk**
   2. To approve CSW Risk Assessment. Proposed AF, seconded JB, agreed unanimously.
   3. To agree acquisition of a Speed Camera, including yearly costs & sign-off of SLA as circulated & shared prior to meeting. Proposed AF, seconded PB abstention CML, agreed majority.
   4. To approve BPC Statement of adherence to the Biometrics & Surveillance Camera Commissioner’s Codes of Practise Guidelines as circulated & shared prior to meeting. Proposed AF, seconded, CT, abstention CML, agreed by majority.
   5. To approve Data protection impact assessment as circulated & shared prior to meeting. Proposed AF, seconded CT, CML abstention, agreed by majority.
6. Community: Job done project Cllr Turner
   1. To review viability of partnership to support project brought by resident M Janner. CT proposed partnering. Cllr Turner to lead on this, will look at Build Back Better grant –. Proposed CT seconded by SN, agreed by majority **ACTION: CT**
7. Community: D-Day commemoration June 2024 Cllrs Neill & Fowlie
   1. To review current ideas/proposals Cllr Neill & Fowlie will bring a proposal for October **ACTION: SN & AF**
8. Community: Build back better Grant update: Cllr Turner
   1. Cllr Turner reported 3k available per county councillor for youth projects. She is working with Blockley Sports & Social Club’s, Jnr Hockey Team in Blockley within parish to submit grant application. Fund runs until March 2024. **ACTION: CT**
   2. Y&R to set up working group to consider actions needed following resignation of lead cllr: **ACTION: Y&R committee.**
9. Community: Gingerbread Trail: Cllr Turner
   1. Agree to support Gingerbread Trail and use of Parish facilities. Proposed CT, seconded CML, agreed unanimously.
10. Burials: Cllr Bryan/Fowlie
    1. To approve Cllr Fowlie joining as co-lead on Burials. Proposed JB, seconded AF, agreed unanimously.
11. Planning: Cllr Neill
    1. Review of current planning applications as circulated & shared prior to meeting - No comments.
12. Clerk’s update & Correspondence Log was available to Cllr prior to meeting. Major issues reported to council.
    1. NH to remove from Asset Register picnic bench from Springfield. **ACTION: Clerk**
    2. ESC to consider getting a community group together to hand weed path in the cemetery and churchyard. NH to liaise with CT to plan **ACTION: Clerk, CT**
13. To receive Parish Councillors’ reports on matters not on the agenda: CML will look into Weston Sub-edge cameras, CDC/GCC 5g policy impact on health, will check if BPC have any say on this. Additional considerations advice materials for parishioners regarding gas heating systems efficiency. Items to be added to ESC agenda **ACTION: CML**

Date of next meeting: 19th October, Draycott Mission. 7pm Meeting Closed: 21.59

Approved by Blockley Parish Council:

Signed:­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name:­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Bank:**

Current Account Balance: £60,540.69

Instant Access Account Balance: £116,343.21

**Total £176,883.90**

**Adjusted Bank Balance considering unpresented payments and receipts Total: £176,913.90**

The bank was last reconciled to the 31st August 2023.

**Income:**

£30 – Banbury Memorials, Balhachet memorial addition

£60 – Allen & Son, Cremation plot reservation Booker, Draycott

**Expenditure:**

View Transaction report (as minuted) for all transactions for period 17.07.23-13.09.23.

**Notes:**

External audit Update - Continued exchange of information as requested. Pending additional feedback & conclusion

Reserves transfer – £50,000 21.7.23 Earmarked Funds

* 20k Churchyard Wall
* £50k Land acquisition
* £20k Churchyard Monuments

Grant Applications:

* Note budget of £4000, spend £235 YTD

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| **Transaction List 17.07.23 – 13.09.23** | | | | |  |  |
| DATE | NAME | CREDIT/DEBIT | BALANCE |
| 07-Sep-23 | Memory Lane Memori | 30 | 57,879.65 |
| 06-Sep-23 | B/P to: Cloudy Group Plc | -143.95 |  |
| 06-Sep-23 | B/P to: Bl Heritage Centre | -60 |  |
| 06-Sep-23 | B/P to: Thomas Fox L'scape | -2,400.00 |  |
| 01-Sep-23 | BLOCKLEY HERITAGE SOCIETY | 1 |  |
| 01-Sep-23 | Direct Debit (NEST) | -88.09 |  |
| 31-Aug-23 | B/P to: C Scobie | -106.6 |  |
| 31-Aug-23 | B/P to: GAPTC | -50 |  |
| 30-Aug-23 | ALLEN & SON LIMITE | 60 |  |
| 29-Aug-23 | B/P to: BL sport social cb | -375 |  |
| 21-Aug-23 | Direct Debit (GRUNDON WASTE MANA) | -58.27 |  |
| 18-Aug-23 | Direct Debit (NEST) | -88.09 |  |
| 17-Aug-23 | B/P to: R A Dunn | -45 |  |
| 17-Aug-23 | B/P to: Thomas Fox L'scape | -2,640.00 |  |
| 17-Aug-23 | B/P to: GAPTC | -180 |  |
| 17-Aug-23 | B/P to: Mr Steven Woods | -866.67 |  |
| 17-Aug-23 | B/P to: Mrs NC Scott | -1,494.41 |  |
| 17-Aug-23 | B/P to: HMRC Cumbernauld | -467.3 |  |
| 16-Aug-23 | Direct Debit (LLOYDS BANK PLC) | -3 |  |
| 08-Aug-23 | SIMPLY STONE | 30 |  |
| 01-Aug-23 | B/P to: Thomas Fox L'scape | -2,676.00 |  |
| 01-Aug-23 | B/P to: Bl Heritage Centre | -30 |  |
| 01-Aug-23 | B/P to: Cloudy Group Plc | -143.95 |  |
| 31-Jul-23 | Transfer to 20293716 | -50,000.00 |  |
| 28-Jul-23 | B/P to: BL sport Utilities | -165 |  |
| 28-Jul-23 | B/P to: BL sport social cb | -420 |  |
| 28-Jul-23 | B/P to: BT | -319.08 |  |
| 28-Jul-23 | B/P to: Bl LVH | -60 |  |
| 28-Jul-23 | B/P to: BL sport Utilities | -180 |  |
| 20-Jul-23 | B/P to: R A Dunn | -45 |  |
| 20-Jul-23 | Direct Debit (GRUNDON WASTE MANA) | -58.12 |  |
| 18-Jul-23 | Direct Debit (NEST) | -88.09 | 120,922.18 |