



## Blockley Parish Council

Minutes – Thursday 21<sup>st</sup> April 2022, 7.00pm, Paxford Village Hall.

Present: Cllrs – T Bradley (presiding), J Bryan, B Cowles, K Derson, E Thorneycroft and C Turner, S Jepson (District Councillor)

Members of the public: 2

Apologies for absence accepted from: P. Baines, L. Stowe (County Councillor)

The Clerk/RFO: Sarah Longbottom

Meeting opened at 7:04pm

1. Apologies were accepted from P. Baines & L. Stowe
2. Items for Any Other Business – Station Road Cemetery gate and wall, May Fair
3. Declarations of Interest and Dispensations for items on the agenda - None
4. Public Participation – The meeting was suspended to hear representations by members of the public.
  - Representative of Paxford Village Hall Committee wishes to progress plans for the Platinum Jubilee weekend, the village event at Paxford will be 12:30 start on Saturday 4<sup>th</sup> June 2022, Paxford Village Green.
  - Blockley resident raised the auction sale of the property Haberdashers ahead of the original date and planning permission (CD.2553/K) dating back initially to 1991 for the construction of one detached and four terraced houses. The resident informed council that they have written to Thames Water and requested a tree protection order. Copies of the letters are to be shared with the parish council.

Council business resumed.

5. RESOLVED to approve the minutes of the Parish Council Meeting of 17th March 2022, proposed CT, seconded KD, abstentions as absent in March, approved by majority.
  1. 1. Matters arising:
    - 01.03.22:2.1 ET is to speak to facilitators of weekly sport opportunities. ONGOING, known contact has stopped supplying services, other suppliers are being researched.
    - 01.03.22:2.3 A community calendar of events held on BPC website is to be researched by the Clerk with Cloudy IT. ONGOING
    - 01.03.22:2.4 JB is to review with the Heritage Society the lease of the Heritage Centre. ONGOING
    - 01.03.22:3.2 Clerk and JB to review the current facility hiring agreement and future possibilities with BSSC and Blockley Utilities. COMPLETE
    - 01.03.22:3.3 Research into possible activities for the summer months is to be conducted by councillors and the Clerk. ONGOING – known contact has stopped supplying services, other suppliers are being researched.
    - 17.03.22:15 Councillors are to arrange a tree planting group. ONGOING Greenfields are quoting for planting the trees at the same time as bench installation in Paxford.
    - 17.03.22:18 A job description and recruitment strategy is to be written by the Clerk and Cllr Baines. COMPLETE
6. County and District Councillors' updates
  - Cllr Jepson (District Councillor) – Council tax repayment of £150 rebate s being administered with direct debit payees first.
  - Ukrainian refugees are being homed in the area, Cllr Jepson is to be the main point of contact to help facilitate direct information about facilities, schools, toddler groups, CDC services etc
  - Clerks forums from CDC have not been well subscribed reported Cllr Jepson
  - Green bin licences have not been received by some residents, bins are being collected whilst residents wait for the licence stickers
  - The renaming of the Cotswold District is undecided whilst the revision to the electoral boundaries are being redrawn
  - CiL payments for Blockley parish will be paid in April

- Residents have raised concerns to Cllr Jepson about planning application 21/04800/FUL, the application is to be reviewed again by the parish council
7. Planning applications were circulated ahead of the meeting,
- 22/01181/FUL Review of the building materials required by BPC  
22/00799/FUL Comment agreed: BPC request lighting restrictions are secured through a planning condition (if appropriate) to minimise impacts on nocturnal biodiversity.
8. Finance:
1. Finance Report for 11th March 2022 – 31st March 2022 detailing all accounts held by the council and end of year position was circulated ahead of the meeting
    2. RESOLVED to approve expenditure from 11th March 2022 to 31<sup>st</sup> March 2022 proposed BC, seconded JB, unanimous.
    3. RESOLVED to approve the end of year bank reconciliations as of 31.03.2022 proposed BC, seconded JB, unanimous.
    4. RESOLVED to approve the internal risk management processes proposed BC, seconded ET, unanimous.
    5. RESOLVED to approve the rates for Members Allowances and Expenses in accordance with the limits advised by the Parish Remuneration Panel of Cotswold District Council, proposed BC, seconded TB, unanimous.
    6. RESOLVED to approve the continuation of the clerk's registration in the NEST pension scheme, proposed BC, seconded TB, unanimous.
    7. RESOLVED to approve the process of BACS payments as stated at Financial Regulation 24.9, proposed BC, seconded JB, unanimous.
    8. RESOLVED to approve the direct debit payments: Grunden, NEST pension, Unity Bank Service and BT, proposed BC, seconded TB, unanimous.
9. Policy reviews: Review and approve the following
- 1 RESOLVED to approve the Code of Conduct 2022, proposed TB, seconded JB, unanimous.
  - 2 RESOLVED to approve the Social Media Policy 2022, proposed TB, seconded JB, unanimous.
  - 3 RESOLVED to approve the Grants Awarding Policy 2022, proposed TB, seconded JB, unanimous.
  - 4 RESOLVED to approve the Finance Regulations Policy 2022, proposed TB, seconded JB, unanimous.
  - 5 DEFFERED to approve the Data Protection Policy 2022, named person to be added.
  - 6 RESOLVED to approve the Health and Safety Policy 2022, proposed TB, seconded JB, unanimous.
  - 7 RSOLVED to approve the Grievance Policy 2022, proposed TB, seconded JB, unanimous.
  - 8 RESOLVED to approve the Complaints Policy 2022, proposed TB, seconded JB, unanimous.
10. Burials: Cllr Bryan
1. RESOLVED to approve the purchase and installation of a new cemetery noticeboard at £1350.00, proposed JB, seconded TB, unanimous.
  2. RESOLVED to approve tree works in the churchyard £1,300, proposed JB, seconded BC, unanimous. RESOLVED to approve tree works in the cemetery £3,500, proposed JB, seconded BC, unanimous.
- CT to notify neighbouring residents of the impending works to the ash tree (ACTION: 21.04.22:10.2.1)  
Herbicides not to be used, Clerk to inform Stockwell Davies ((ACTION: 21.04.22:10.2.2)
11. Recreation and Youth update by Cllr Derson
- A meeting has been held with the Blockley Sports and Social Club, hire charges are being reviewed by the committee and changes will be effective from September. Further quotations are being obtained for painting the basket swing at Churchill Close. The area of new seating at Churchill Close and the grass seed is under threat from the dry conditions, rope is to be put up temporarily to protect the bank whilst the grass is allowed to grow.
1. RESOLVED to appoint ROSPA to conduct play area inspections, proposed KD, seconded BC, unanimous.

12. Speed watch update – Cllr Turner

Volunteers have grown to 12, 10 in Blockley, 2 from Paxford. A training session is to be planned (ACTION: 21.04.22:12.1) CT and Clerk to arrange the equipment and training session

13. To consider the purchase and flying of the Ukrainian flag at Blockley flagpole – Cllr Bradley

RESOLVED to purchase a Ukrainian flag, proposed TB, seconded JB, unanimous (ACTION: 21.04.22:13.1) Clerk to speak to parish flag master about the councillor’s views and to source a flag ideally through supporting Ukrainian charities.

14. Environmental Sustainability update – Cllr Turner

- The climate and environmental action list is being worked through so no meeting until May
- Litter picking across the parish has been well supported, further events will be organised
- The working group are refining the terms of reference to become a committee

15. Personnel update - Cllr Bryan

- A wider distribution of the advert for Clerk and RFO is required using local parish Facebook pages, (Chipping Campden, Ebrington & Moreton in Marsh) Linked In, GAPTC and Class-List are all to be used to promote the vacancy
- RESOLVED in line with the Terms of Reference to approve the Personnel Committee responsibility for the selection and recruitment of council staff, proposed TB, seconded CT, unanimous. Applicant CVs are to be circulated to all council members
- The Maintenance Officer is to receive his annual review imminently

16. Queen’s Platinum Jubilee update - Cllr Thorneycroft & Cllr Bradley

- The next meeting is to be held 19<sup>th</sup> May, an update will be emailed to all contributors to inform them of progress and the meeting date
- A Build Back Better Grant has been submitted for the activities in the village of Blockley
- Two loos are to be hired, one for Paxford and one for Draycott, in line with the budget agreed at the March BPC meeting
- Individual village timings are to be agreed and circulated; a local graphic designer has volunteered to generate promotional material

17. Clerk’s update and correspondence log

Clerk to provide councillors with annual maintenance costs of running a defibrillator (ACTION: 21.04.22:17.1)

18. Any other business – Cemetery gates and wall, quotations and proposals of works are to be obtained ahead of the May meeting.

May fair – A request to host a stall promoting awareness of the council and meet councillors is to be made to at the May Fair committee.

Meeting closed at 21:05.

Approved by Blockley Parish Council:

Signed.....Print.....Date.....

Action points:

01.03.22:2.1 ET is to speak to facilitators of weekly sport opportunities.

01.03.22:2.3 A community calendar of events held on BPC website is to be researched by the Clerk with Cloudy IT.

01.03.22:2.4 JB is to review with the Heritage Society the lease of the Heritage Centre.

01.03.22:3.3 Research into possible activities for the summer months is to be conducted by councillors and the Clerk.

17.03.22:15 Councillors are to arrange a tree planting group.

21.04.22:10.2.1 CT to notify neighbouring residents of the impending works to the ash tree in the cemetery

21.04.22:10.2.2 Clerk to inform Stockwell Davies Clerk to inform Stockwell Davies that herbicides are not to be used in any tree works.

21.04.22:12.1 CT and Clerk to arrange the speed watch equipment and training session

21.04.22:13.1 Clerk to arrange with the parish flag master about the councillors views to fly the Ukrainian flag and to source a flag ideally through supporting Ukrainian charities.

21.04.22:17.1 Clerk to provide councillors with annual maintenance costs of running a defibrillator

14/03/2022	PAYE/NI	HMRC	352.92
16/03/2022	Bank charge	Unity Trust	3.00
21/03/2022	General waste removal	Grundon	48.90
23/03/2022	Paxford war memorial - grounds maintenance	R A Dunn	45.00
23/03/2022	Hall hire - council meeting	Little Village Hall	30.00
29/03/2022	Playdate in the park entertainment	FOS	99.99
29/03/2022	Payroll	Caroline Scobie	36.00
29/03/2022	Grounds contract Mar	Thomas Fox Landscaping	540.00
29/03/2022	Mower blade	Carters Garden Machinery	36.12
30/03/2022	Hall hire - meetings	Heritage Society	28.00
30/03/2022	Youth Club March	Inspire to Aspire	863.57
31/03/2022	Noticeboard Aston Magna	Andy Mutch Cabinetmaker	1,700.00
31/03/2022	Strength and Balance classes	Krys Cave Fitness	150.00
31/03/2022	Hall hire ESGG	Little Village Hall	20.00
31/03/2022	Pension contributions	NEST	101.48
31/03/2022	Bank charge	Unity Trust	25.95
31/03/2022	Strength and Balance classes	Heritage Society	50.00