



Blockley Parish Council

Minutes - Thursday 19th November 2020 7.00pm, remote via Zoom.

Present: Cllrs – Tom Bradley (Chair), Jon Bryan (Vice-Chair), Paul Baines, Ben Cowles, Charlotte Goldring and Eleanor Thorneycroft

Cllr Lynden Stowe (County Councillor)

Sue Jepson (District Councillor)

The Clerk/RFO: Sarah Longbottom

Parish Reverend: Rev'd Dana Delap

1. Apologies for absence: Cllr Jenny Lidsey
2. Items for any other business: None
3. Declarations of Interest and Dispensations for items on the agenda - TB Chair of the St George's Hall management committee. Two parents of Blockley C of E Primary School: ET and CT. CT Chair of Friends of Blockley School (FOS).
4. Public Participation: Dana Delap – Grateful for the collaboration and physical presence of Remembrance Sunday wreath laying.
5. RESOLVED. Approval of the minutes of the Annual Parish Council Meeting of 15th October 2020. The minutes were unanimously agreed to be an accurate record of the meeting. To be signed by the Chair and filed by the Clerk.

5.1 Matters Arising/actions:

Item	Action (responsibility) from 15 th October 2020	Status
15.10.2020: 11.1	PB to arrange a meeting of the Personnel Committee and generate terms of reference for the committee	Complete
15.10.2020: 16.1	TB is to arrange the SGH Management Committee to meet with The Heritage Society and discuss the payment of the reinstatement valuation	Ongoing
15.10.2020: 16.2	TB to circulate a list of St Georges Hall members to all councillors	Complete

6. Nomination of co-opted members with voting rights: Dr Clare Turner wrote to Blockley Parish Council (BPC) on the 9th November advising of her interest in joining the parish council and outlining her other involvement within the parish community. The co-option was proposed by JB and seconded by ET, elected unanimously. CT declared she was Chair of Friends of Blockley School charity.

7. County and District Councillors' reports:
 - Cllr Sue Jepson (District Councillor) – encouraged BPC to respond to the Cotswold District Council's (CDC) budget survey and the planning white paper. MPs and councillors are protesting the paper due to the volume of houses planned.
 - Proposals are being drawn up for a £54 million loan by CDC, Cllr Jepson will provide BPC with the breakdown of figures. The loan will be 25-50 years payback and the ruling CDC party have advised that it will be at 1%. Cllr Jepson reported that the Conservative representatives are opposed to the proposal.
 - Enforcement cases continue to be on hold due to Covid-19 restrictions.
 - The local business support grant is available from 5th Nov-2nd Dec, Cllr Jepson encouraged

- councillors to inform local businesses.
- 26th November 3pm Planning training hosted by David Ditchett, Senior Planning Officer. Clerk, Cllr Cowles and Cllr Bryan are attending.
- Cllr Lynden Stowe (Gloucestershire County Councillor) – a road survey is being conducted between Blockley and Batsford.
- A road closure in Chipping Campden will affect parish residents, encouraged to publicise the closure.
- Encouraged to submit a Community Grant application before the end of December to the value of £15,000.
- Active transport – BPC are to inform Cllr Stowe of potential schemes.

Cllr Jepson and Cllr Stowe left the meeting.

8. Planning: Cllr Cowles

20/03989/TCONR: Arreton House Station Road T1. Portuguese Laurel - fell to low bushy growth T2. Purple leafed Plum - reduce to low vigorous growth, approx 50% height reduction. T3. Yew - removal of grown out section, retention of lower topiary trimmed – Tree Officer to decide.

20/03822/REM: Draycott Road development, Variation of Condition 1 (drawing numbers) of approval 19/03714/FUL (Variation of Condition 1 (drawing numbers) of approval 18/02587/REM (Residential development for up to 23 dwellings and associated works (Reserved Matters approval pursuant to Outline permission 15/01020/OUT) to enable amendments to position of plots 15, 20-23 and design of plot 15) involving variation from Cotswold chipping gravel driveway to paved driveway – Planning Officer to decide.

20/03712/FUL: Bath Orchard School Lane, Proposed home office / gym – no objection.

9. St George’s Hall: - Cllr Bradley

9.1 To review the management committee and trustee obligations including the distribution of committee meeting minutes - Minutes of future meetings are to be made available to all councillors. Attempts to source historical minutes are to be made by the Clerk to inform any changes since the addendum in 2004 (ACTION: 19.11.2020:9.1). An overarching timeline documenting constitutional changes was suggested. If no documents are found, then all changes need to be implemented at the Annual General Meeting.

9.2 To consider committee membership and appointments – TB, CG and CT are to meet to discuss the obligations of committee membership and review the conveyance to understand how the charity works. (ACTION: 19.11.2020:9.2)

10. Finance: – Cllr Cowles

10.1 Finance Report for 9th October 2020 – 13th November 2020 detailing all accounts held by the council and income and expenditure for the period was circulated to all councillors. Cllr Cowles discussed the reserves and unallocated funds.

10.2 RESOLVED unanimously to approve expenditure from 9th October 2020 – 13th November 2020, proposed BC, seconded JB.

10.3 Agreed that no further action is required from the external auditor report.

10.4 To determine the 2021-22 precept – discussion regarding balance of CPI increases versus the impact of the 2020 global pandemic of COVID-19. The finance report detailed the monetary increases per household of 1 to 5 percent increases. RESOLVED to unanimously freeze the precept, proposed TB, seconded PB.

10.5 To consider budget requirements for 2021-22 – a working group is to meet to consider spending in 2021/22 which will advise the budget agreed in January. Dates are to be circulated. (ACTION: 19.11.2020:10.5)

10.6 Grant applications for consideration - FOS supply and construction of a shed. Following discussion, the item was postponed until the St George’s Hall management committee meet to discuss sheds. Proposed JB, seconded PB, abstained TB and CT, agreed by majority. RESOLVED by majority to purchase the shed which is the Maintenance Officer’s workshop for ownership to prevent rental charges, at a cost of £2,6080, proposed JB, seconded ET.

11. Personnel committee update and policy proposal: - Cllr Baines

11.1 Personnel Committee Terms of Reference proposed PB, seconded TB, unanimously approved.

11.2 Standing Orders, the proposed amendments were discussed, proposed PB, seconded TB, unanimously approved.

11.3 Grievance Policy, proposed PB, seconded TB, unanimously approved.

11.4 Complaints policy, proposed PB, seconded TB, unanimously approved.

12. Chime Management consultation: All council were informed that the consultation has started and asked to contribute to a list of organisations and societies to be invited to contribute to the consultation. Milestone meetings have been agreed with the lead councillors.

13. Youth and recreation update:- Cllr Goldring, three quotations have been sought for the multi-play system at Churchill Close and Aston Magna with timings allowing for installation in February. Springfield play area has been painted. A workshop meeting to consider play area quotations is to be combined with the budget work-shop (ACTION: 19.11.2020:13.1)

13.1 To decide the future expenditure of sports club and MUGA hire – RESOLVED unanimously to continue to pay the final year’s quarter, proposed JB, seconded CG.

13.2 To review the perimeter barrier at Wydelands play area – further options are to be researched by CG (ACTION: 19.11.2020:13.2)

14. Parish environment measures:

14.1 To consider the climate workshop hosted by CDC and GAPTC – Cllr Turner provided an overview including parish level practises. RESOLVED to form a sub-committee including CT, TB and PB, proposed TB, seconded CT, agreed unanimously. (ACTION: 19.11.2020:14.1)

14.2 To discuss future parish environment measures – discussion about all future decisions considering the environmental impact. The sub-committee resolved at 14.1 to consider.

15. Parish Improvements:

15.1 To determine new and replacement bins – RESOLVED unanimously to install a dog bin at Aston Magna (£100) no through road and arrange a mixed recycling bin between the shop and the church (£210) proposed TB, seconded PB. The lack of provision by CDC to provide recycling for public bins is to be raised by the Chair to the District Councillor Sue Jepson (ACTION: 19.11.2020:15.1) Other bin provisions in the parish including the bus shelter and Chestnut Triangle in Paxford, are suspended until any future provision for recycling options provided by CDC are known.

15.2 To determine the future use of the Station Road phone box and agree refurbishment – RESOLVED unanimously to paint the phone-box at £440, proposed TB, seconded JB. Once the phone-box is painted, councillors are to determine its use, to be discussed at the January meeting (ACTION: 19.11.2020:15.2)

16. Parish festivities - to discuss the village’s Christmas activities

16.1 Councillors to consider the use of parish land/assets to be used for the Blockley Village Gingerbread Trail – it was agreed that common land and assets could be used within the trail. The Clerk is to circulate a list of parish council assets that could be used within the trail. (ACTION: 19.11.2020:16.1)

The Chair invited Rev’d Delap to join the discussion about the breadth of activities that are planned in the parish during the social restrictions of the COVID-19 pandemic including the revised erection of the parish Christmas tree. RESOLVED unanimously to purchase audio visual equipment to the value of £2,500, to facilitate filming and steaming of public events that various organisations are holding over the Christmas of 2020. Insurance, publicity and a policy are to be confirmed by the Clerk (ACTION: 19.11.2020:16.2). Cllr Bryan will source the most appropriate equipment to allow for portability and ease of use for all groups. Proposed TB, seconded PB.

17. Clerk’s update and correspondence log:

- Cemetery tree works scheduled w/c 23rd November, all Winterway residents have received a letter and a reminder about parking is being delivered 20th November. Dead Cherry tree removed in the corner of the Cemetery by Stockwell- Davies. Resident is going to replace the tree with something smaller.
- EHARR3 Covid-19 Emergency Heritage At Risk Response Fund – submissions of a full application is being considered, a professional adviser is needed. RESOLVED unanimously to commit to the fees of a churchyard survey to the value of £2,500 if the application is not successful, proposed TB, seconded PB.

Resident correspondence:

- Water leaking down onto Lower Street – not on the Highways schedule of works despite investigations conducted last winter. TB is to follow up with County Councillor Stowe (ACTION: 19.11.2020:17.1).
- Pedestrian safety in Paxford – referred to the County Councillor to consider as a scheme of work for

the Active Transport programme.

- 18. Any other business:
- 19. Date of Next Meeting: Thursday 21st January 2021.

Meeting closed at 9:26

Approved by Blockley Parish Council:

Signed.....

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Date.....

Minute reference	Action (responsibility) from 19 th November 2020
15.10.2020: 16.1	TB is to arrange the SGH Management Committee to meet with The Heritage Society and discuss the payment of the reinstatement valuation.
19.11.2020:9.1	Clerk to try to source historical minutes of SGH Management Committee are to be made to inform any changes since the addendum in 2004.
19.11.2020:9.2	TB, CG and CT are to meet to discuss the obligations of committee membership and review the conveyance to understand how the charity works.
19.11.2020:10.5	A budget working group is to meet in December.
19.11.2020:13.1	A workshop meeting is to be held to consider play area quotations.
19.11.2020:13.2	CG to research fencing options at Wydelands play area.
19.11.2020:14.1	The environmental sub-committee including CT, TB and PB to meet ahead of the January meeting.
19.11.2020:15.1	TB to raise the matter of no waste recycling of public bins provided to CDC with Cllr Jepson.
19.11.2020:15.2	Options of the future use of Station Road phone-box are to be suggested by councillors for a decision in the January meeting.
19.11.2020:16.1	The Clerk is to circulate a list of parish council land and assets that councillors have agreed to be used within the Gingerbread Man Trail.
19.11.2020:16.2	Insurance, publicity and a policy for video and audio equipment to be written/secured by the Clerk.
19.11.2020:17.1	TB is to follow up with County Councillor Stowe regarding the surface water on Lower Street.

Appendix A:

Transactions 14.10.20-12.11.20

Payment	Date	Organisation	Details	Net
FPS201014 SGH	14/10/2020	St Georges Hall Committee	Green waste bin	£25.00
FPS201015 R.Mayo	15/10/2020	Mr Raymond Mayo	Salary Oct	
FPS201015 S.Longbott	15/10/2020	Mrs S Longbottom	Salary Oct	
DD201016 ICO	16/10/2020	Information Commissioner	Annual fee	£35.00
DD161020 NEST	16/10/2020	NEST Pension Scheme	Pension contribution	£78.80

FPS201021 PKF	21/10/2020	PKF Littlejohn LLP	External annual audit	£400.00
FPS201021 GAPTC	21/10/2020	GAPTC	Councillor group training	£450.00
FPS211020 BDAA	21/10/2020	Blockley Allotment Association	Grant award	£1,000.00
FPS211020 J.Bryan	21/10/2020	British Legion	Remembrance crosses	£28.24
FPS201021 J.Bryan	21/10/2020	Get In The Mix	PA system - LD Systems MAUI 5 GO	£501.62
FPS201021 J.Bryan	21/10/2020	Wex Photo Video	Portable Mic	£179.00
FPS201021 BSUL	21/10/2020	Blockley Sports Utilities Ltd	MUGA October	£83.33
FPS201021 J.Bryan	21/10/2020	Zoom Video Communications Inc	Zoom Sept	£23.98
FPS201021 J.Bryan	21/10/2020	Jon Bryan	Mobiles Apr - Sept	£48.00
FPS 201021 Dorn Hill	21/10/2020	Dorn Hill Machine Services	4 stroke 5 lt	£30.00
DD201021 Grundon	21/10/2020	Grundon	General bin	£35.12
FPS201022 J.Bryan	22/10/2020	Jon Bryan	Zoom Sept	£28.78
FPS201022 HMRC	22/10/2020	HMRC	PAYE/NI	£235.44
FPS201027	27/10/2020	Caroline Scobie	Payroll September	£25.50
FPS201028 PVH	28/10/2020	Paxford Village Hall	Grant S137	£1,000.00
FPS201104 T FOX	04/11/2020	Thomas Fox Landscaping	mowing contract	£2,740.00
FPS201104 GPFA	04/11/2020	Gloucs Playing Fields Association	Annual subscription	£50.00
FPS201104 R.Mayo	04/11/2020	Workwear World Ltd	Safety coat	£20.90
FPS201104 R.Mayo	04/11/2020	Amazon	Trestle work-table	£24.99
FPS201104 R.Mayo	04/11/2020	Mr Raymond Mayo	Fuel - Oct	£10.80
FPS201104 BHS	04/11/2020	Blockley Heritage Society	Hall hire Oct	£42.00
FPS201104 CBS	04/11/2020	Cotswold Building Supplies	Maintenance tools	£13.89
FPS201104 CCSLtd	04/11/2020	Chipping Campden Supplies	Maintenance screws and bolts	£52.16
FPS201112 Peridot	12/11/2020	Peridot Technology Ltd	Stationery	£43.75
FPS201112 RA Dunn	12/11/2020	R A Dunn	Paxford memorial - Oct & Nov	£90.00
FPS201112 S.Longbott	12/11/2020	Mrs S Longbottom	Salary Nov	
FPS201112 R.Mayo	12/11/2020	Mr Raymond Mayo	Salary Nov	
FPS201112 HMRC	12/11/2020	HMRC	PAYE/NI	£219.35
FPS201112 Chime	12/11/2020	Chime Management	Youth consultation	£700.00