Summons made by Nikki Holt, BPC Clerk on 7th November 2023



Blockley Parish Council

**Notice of the Parish Council Meeting**

You are hereby summoned to attend a meeting of Blockley Parish Council on **Thursday 16th November , 7pm,**

**Little Village Hall, Blockley**

FOR the transaction of business as stated in the Agenda

**Minutes**

**Present:** Jon Bryan (JB) Chair, Charlie Mackinnon-Little (CML), Chris Leach (CL), Ellie Thorneycroft (ET), Paul Baines (PB), Alison Fowlie (AF), Steve Neill (SN)

**Clerk:** Nikki Holt (NH)

**Apologies received:** Tom Bradley (TB)

**District Cllr:** Clare Turner (CT) advised she would be late as tied up on DC business, joined the meeting at 7.41pm

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

**Meeting opened** 7.00pm

1. Welcome and apologies for absence – apologies accepted from TB
2. Items for Any other business - None
3. Declarations of Interest and Dispensations for items on the agenda – CT declared Re. Planning application Ecological surveyance works, noted not involved in current applications for discussion.
4. Public Participation - Meeting was suspended at this point to hear a representation from member of the public*:*  Resident of Ditchford shared Footpath application submitted to CDC showing updated footpath proposal now ensuring no walking along the road. Owner will pay for notices and stiles and agree to keep it unobstructed.

On conclusion of public participation, council business resumed.

1. Resolved to approve the minutes of the Parish Council Meeting of 19th October 2023. Proposed JB, seconded CML, Abstentions PB & ET, agreed by majority.

Matters arising.

* 1. Drain & Gully cleaning – continued concern over misalignment of GCC & CDC works. CT & SN continued discussion with Highways and CDC to report back schedule of works.
  2. Communications Policy working group – pending scheduling to begin internal discussions.
  3. Grips – pending confirmation from Lynden Stowe as to Highways Scheduling.
  4. Youth Service provider meeting – Pending scheduling, CT to propose online.
  5. Internal M365 training conducted by JB, follow up pending with AF
  6. Little Shoe Broad – missing reduced speed limit – ongoing, long process to change under new application. Action, attempt to discover if this was in the Developers’ original plans & missed – LS, AF
  7. SGH onsite meeting re. external development plans TB – deferred until next year, SGH Mgmnt C’tee collecting quotes for Spring ’24 works.
  8. Summer camps capacity review, additional attendance scope for summer 2024 – ET pending feedback
  9. Councillor Privacy policy, CDc policy requires further review to adopt for Parish councillor responsibilities. JB to review
  10. Doc for recruitment of Flood Warden – ongoing to be advised by CT/CDC
  11. New cemetery plot advice – JB engaging with ICCM for 3rd party advice

1. County and District Councillors’ updates.

County Cllr Stowe: not present

District Cllr Turner update: see additional document.

1. Finance: Cllr Bryan
   1. Resolved to approve Financial Report for 17.10.23 – 13.11.23 including bank reconciliation for September & detailing all accounts held by the council as circulated & shared prior to meeting. Prop JB second SN, (CT absent) unanimous
   2. Resolved to approve Transactions for period 17.10.23 – 13.11.23 Proposed JB, seconded PB (CT absent) agreed unanimously.
   3. Resolved to approve supplier for ROSPA advised repairs to Aston Magna play area as per quotes shared prior to meeting. Proposed JB, seconded ET (CT absent) agreed unanimously. **ACTION:** Clerk to advise supplier and plan firm date for work.
   4. Resolved to appoint GAPTC as internal auditor for y/e 2023/24. Proposed JB, seconded SN, agreed unanimously and to appoint PFK Littlejohn as external auditor for y/e 2023/24. Proposed JB, seconded CL (CT absent) agreed unanimously. **ACTION:** Clerk to confirm with GAPTC
   5. Resolved to approve budget 2024/25 noting renamed cost centre 37 for ‘Speed Watch’, To add £700 for postage & software costs as per resolution minute ref 21.9.23.11.3. Rationale for holding Precept gathered from outlining current forecasts to end of year with various projects including cemetery Gates, Aston Magna fencing & gates and surveying/repairs to Churchyard Monuments pending. Each cost centre reviewed by council. Proposed JB, seconded SN, agreed unanimously. **ACTION:** Clerk to set up additional cost centre for Speed Watch

District Cllr Turner joined meeting at 7.41pm during budget discussion.

* 1. Resolved to approve precept for 2024/25. BPC will maintain precept at same level as TY £ 118.965.00, as per considerations for budget approval. Proposed JB, seconded PB, agreed unanimously.
  2. Resolved to approve Grounds Maintenance contract extension @ £24,796.00 for 24/25 Financial Year with requirement for vendor to bill any ad-hoc approved works outside of the contract separately for better budget tracking. Proposed JB proposed, seconded PB , agreed unanimously. **ACTION**: Clerk to advise vendor and arrange with T.Fox to separate invoices for additional works.
  3. To adopt Councillor Privacy Policy as shared prior to meeting. Not available– deferred to Jan Meeting

1. Youth & Recreation: update from committee
   1. Recruit members for Y&R Committee/ Working Group. No update – still need to recruit cllrs. JB proposed Council adjust a working group instead to make progress/attendance/meeting easier. The following volunteered CL, ET, CT, NH, JB, PB. JB proposed to take proactive approach and to consider reviewing parameters of the youth club SLA/current requirements. Aim for working group to plan what outcomes are required prior to meeting with current provider. **ACTION:** all working group to meet.
2. Environmental Sustainability: Cllr Turner
   1. Update on Environmental committee meeting of 8th November. There was discussion of the BPC Environmental Action Plan. EV - SN reported due to meet with Ubicity who will visit village to view location. Also in discussion with Believe, and recently connected with another potential provider who is also sympathetic to aesthetics of the offering. Considered BPC will go for lowest risk & origination costs option. SN will be focussed on customer experience. SN aiming to collate information to a stage where other stake holders can be involved. Ongoing
3. Community: Community Speed Watch - Cllr Fowlie
   1. Update on Camera: The police have now looked at sites and CSW group & police selected Greenway Road, near old surgery. Will be put on a dedicated post. Awaiting confirmed date for this. CT will be creating an issue based spreadsheet covering all parish showing all Highways issues to share with Cllrs. JB thanked AF and CSW group for their achievements to date.
4. Community: Robin Bus – Cllr Thorneycroft
   1. Robin Bus – to create a Tik-Tok style video & info leaflet/guide to promote simplicity of use - deferred to Jan meeting.
5. Community: report on issues raised at the Blockley Forum event of 15th November – Cllr Turner.

CT presented to attendees information about BPC’s current projects and challenges. Majority of questions around Highways, issue on top of Greenway jctn with A44 and the leak on High Street by Orchard Bank were both raised. There was an offer from a resident to help clear it up. 1.**ACTION**: JB will follow up with resident.

Management of SGH: there was concern that BPC was not involved in management. Difficulties were reported for resident groups other than school to get their issues heard. JB proposed council review documentation and current structure/governance. 2. **ACTION:** JB & AF to meet & discuss SGH.3. **ACTION:** Clerk to contact LB and arrange for all draft copies of minutes to be shared immediately after meetings.

The issue of Neighbourhood plan came up in relation to broadband being put overground in Broadway. This has been considered in the past but deemed too expensive, JB commented infrastructure already in place underground throughout Parish & environmental impacts of overground are unknown. CML to consider impacts along with review of 5g signal roll out. 4.**ACTION**: Clerk to share info on creating a neighbourhood plan for Cllrs to consider and review.

There was a question re BPC & relationship with local police and ‘lack of policing action’. Resident witnessed driver assaulting a jogger on Station Road. CSW have experienced verbal aggression. Police contact should attend annual parish meeting. 5. **ACTION:** CT will contact police.

Resident commented on A44 speed issue to access from top of Greenway.6. **ACTION**: Council to discuss with County Councillor Stowe

1. Planning: Cllr Neill
   1. Review of current planning applications as circulated & shared prior to meeting. CT made a ‘declaration of interest’ in this: partner could potentially have pecuniary benefit, although not involved in this development. CT proposed comments on Barn Swallow nests as being insufficient as shared in Teams document. **ACTION**: Clerk to submit comments to CDC planning
2. Personnel: Cllr Baines
   1. Cllr Baines reported that Clerk appraisal had taken place satisfactorily. **ACTION**: Clerk’s goals next year 1) to take annual leave allowance, 2) undertake desired training course/s.
   2. Resolved to approve NALC pay award for 2023/24 for Clerk & RFO. Proposed PB, seconded CT, agreed unanimously.

PB will have a personnel committee meeting to review MO salary – **ACTION** PB, & Personnel Committee

1. Clerk’s Highlights were shared prior to meeting, reporting on matters including forthcoming burial, date for repair of Cemetery gate, Budget work, resident report of fall caused by pothole escalated to CC Stowe and Glos Highways, and quotes for repair work to Aston Magna play area.
2. To receive Parish Councillors’ reports on matters not on the agenda. JB reported discussions re: Sourcing tree for Church for this year & potential repairs to lights sets.

Meeting closed 9.30pm

Date of next meeting: 18th January 2024, Paxford Village Hall 7pm

Signed Parish Clerk: ­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Bank:**

Current Account Balance: £82,399.80

Instant Access Account Balance: £117,026.54

**Total £199,426.34**

Adjusted Bank Balance considering unpresented payments and receipts Total: £198,541.96

The bank was last reconciled to the 31st of October 2023

**Income:**

19.10.23 CiL Payment, CDC, £1199.26

**Expenditure**:

View Transaction report (see below) for all transactions over reported period.

**Of Note:**

£320 - Chair & Members allowances for H1, adjusted payment window for election year. (Additions pending)

£484.22 - BT quarterly Bill (Note in review for new package in 2024) £35 – annual ICO registration renewal

**Notes:**

Elected councillor allowances H1 claims Pending from PB, ET, AF ,SN

No grant applications to consider in November.

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| **Transaction List 17.10.23-13.11.23** | |  |
| DATE | NAME | Credit/Debit |
| 18.10.23 | ICO Registration | 35.00 |
| 20.10.23 | Grundon | 58.12 |
| 07.11.3 | C Turner Allowance | 100.00 |
| 07.11.23 | GAPTC Cllr Training | 120.00 |
| 07.11.23 | J Bryan Chair Allowance | 120.00 |
| 07.11.23 | T Bradley Allowance | 100.00 |
| 07.11.23 | N Scott stationery | 21.51 |
| 07.11.23 | BT | 484.22 |
| 10.11.23 | Peridot Digital | 75.00 |
|  |  | 1113.85 |
| Credit |  |  |
| 19.10.23 | CDC CiL payment | 1199.26 |
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