

Blockley Parish Council

**Thursday 19th October, 7pm,**

**Draycott Mission,**

 **MINUTES**

**Meeting opened: 19.04**

1. Present: Chair - Cllr J Bryan, Vice Chair - Cllr C Turner, Cllr A Fowlie, Cllr T Bradley, Cllr S Neill, Cllr C Leach, Cllr C Mackinnon-Little. Cllr L Stowe County Councillor joined at 19.15.

Apologies received from: Cllr Thorneycroft, Cllr Baines

Members of the public: 2 – Representatives from Blockley Church & Blockley Toddler Group/ Dogley Items for Any other business – Please inform the Clerk prior to meeting if you have items to be brought up under AOB so that time may be allocated.

1. Items of any other business – None
2. Declarations of Interest and Dispensations for items on the agenda. ***Cllr Bradley & Cllr Fowlie both committee members of SGH.***
3. 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.

19.15 Cllr L Stowe joined the meeting.

Church representee – presented the Remembrance Day service information. Chair will do first reading in Church & Kohima epitaph at War Memorial. Require 2-3 volunteers from council to act as road wardens. **ACTION: Clerk to order 2 wreaths & ensure Order of Service available on day.**

Dogley representee – presented details of proposal to Build back Better for anti-dog fouling campaign, a joint venture between Dogley & BPC. to Cllr Stowe. This had previously been discussed with Clean & Green team & MP Clifton-Brown. Cllr Stowe will also investigate other possible support available. **ACTION: LS**

1. Approval of the minutes of the Parish Council Meeting of 21st September 2023 Proposed JB, seconded CT, Abstentions TB & CL, agreed by majority.
	1. Matters arising – outstanding actions reviewed and updated.
2. County and District Councillors’ updates.

*District Cllr Turner’s update* see separate DC update. Additional information – Cost of Living info pack is due to come to PCs to share with parishes.

*County Cllr Stowe’s update* – Cllr Stowe advised work is complete between Broad Campden and Blockley. Cllr Neill reported the road closed signs etc have been left along the road. Paxford to railway line scheduled for November. Cllr Stowe is trying to get Lower Street resurfacing into Highways plan for next 2 yrs. Cllr Neill mentioned that road leading up to Mill Close & church is also in disrepair – Cllr Stowe will discuss w R Grey at Highways. **ACTION: LS.** Cllr Stowe agreed that the 20mph speed limit should be extended on the Draycott Road, to beyond the recent development at Little Shoe Broad and this will be progressed (with a likely timescale of 2 years or more to completion) Cllr Stowe to progress **ACTION: LS.**  Cllr Stowe advised there is a lot of info. on Flooding on GCC website. Cllr Stowe advised that GCC Highways *‘Report- It’* site has been updated, status updates now available, there are places to report issues such as gulleys, streetlights, potholes etc. Gritters are on standby – 29 across county of which 22 are new. Cllr Neill raised issue of missing cats’ eyes on Bourton on the Hill Road – Cllr Stowe will follow up **ACTION: LS**

1. Finance:
	1. To approve Financial Report for 14.09.23 – 16.10.23 including bank reconciliation for September & detailing all accounts held by the council as circulated & shared prior to meeting. Proposed JB, seconded CT, agreed unanimously.
	2. To approve Transactions for period 14.09.23 – 16.10.23 Proposed JB, seconded CT, agreed unanimously.
	3. To consider annual funding support for Blockley Toddler Group operated by community Organisation. Considerations to fun venue provision, £660 for remainder of current budget year available from Y&R cost centre, to be factored in for FY 24/25 budget. Group attendees benefit from peer support network, child socialising and health visitor attendance. **Resolved:** to fund £660 hall hire costs (October 2023- March 2024) for Blockley Toddler group. Proposed JB, secondedCT, agreed unanimously. **ACTION: Clerk to advise recipient. JB & Clerk to create budget line for 24/25**
	4. **Resolved:** to fund an additional Grit Bin for SGH car park at a cost of £135 +VAT Proposed JB, seconded CT, Abstentions TB, AF (SGH Committee members), agreed by majority. **ACTION: Clerk to order**
	5. To approve new BPC GDPR /Privacy Policy. Proposed JB, seconded TB, agreed unanimously. **ACTION: Clerk to send to all Cllrs adapted footer to include links to our policies on data management & privacy to add to bottom of their Council emails.**
	6. **Resolved:** to approve grant application for £360 from Little Village Hall to support SOUPER MONDAYS initiative. Proposed CT, seconded JB, agreed unanimously. **ACTION: Clerk to advise recipient**
	7. **Resolved:** to approve quote of £525 for repair of toppers on dry stone wall on Lower Street as shared prior to meeting. Proposed CL, seconded TB, agreed. **ACTION: CL to advise supplier and arrange start date with caution regarding Remembrance Day services and within the current budget year.**
2. Youth & Recreation: update from Cllr Turner in absence of any committee members
	1. New committee to be created including Cllr Turner Cllr Leach, both to liaise with Cllr Thorneycroft to review terms of reference and role of the committee and take actions necessary to form a committee (or propose an alternative) at Nov meeting. **ACTION: CT, CL & ET**
	2. ROSPA report – Cllr Bryan presented progress report on actions for work required. All issues in hand. **ACTION: Clerk to continue with work & obtain quotes**
3. Environmental Sustainability: Cllr Neill
	1. Update on Environmental committee meeting of 12th October. Cllr Neill reported overview of meeting. ESC has agreed to review Climate Action Plan, Cllr Mackinnon Little is to produce a report/info sheet for parishioners to reduce heating costs – flow diagram which signposts and informs to share on website & noticeboards and possible presentation to public. **ACTION: CML**. Information was gathered re 5g health impacts, ESC wants to create awareness for the parish.
4. Community: Community Speed Watch - Cllr Fowlie
	1. Update AF has sent off documents and awaiting contact to come and agree siting of camera.
	2. **Resolved:** to approve a general Volunteer Policy for BPC (which covers CSW activity) including amends from Sept. meeting as circulated & shared prior to meeting. Proposed AF, seconded CML, agreed unanimously.
5. Community: D Day commemorations June 2024 – Cllrs Neill/Fowlie
	1. To review proposals as circulated & shared prior to meeting. Working group set up of AF, SN & TB. **ACTION: AF, SN, TB to continue to research and report back to council with next considerations.** Funding pot to be created in Budget 24/25. **ACTION: JB, Clerk**
6. Community:
	1. To agree a strategy to recruit a parish flood warden. Cllr Turner GRCC support & manage local flood wardens who work with P&T councils. Volunteers get supported to review data and create plans. Role is flagging up to authorities to get action on issues. TB reported that Batsford estate have someone who fulfils this role. CT proposes short notice in The Voice, Website, social media – info share, word of mouth. Role to cover Parish geographical are. **ACTION: CT will create a document**. Proposed JB, seconded TB, agreed unanimously.
	2. Remembrance Sunday – information and action as per briefing above in public participation
	3. Robin Bus – creation of Tik-Tok style video to promote simplicity of use. Cllr Thorneycroft not present. Council agreed to defer to November meeting.
7. Burials: Cllr Bryan/Cllr Fowlie
	1. JB wrote an article for The Voice – including mention of land for new cemetery if any owner locally may have some. JB will reach out to ICCM re land/planning areas of land that may be appropriate to use. **ACTION: JB to contact ICCM**
8. Planning: Cllr Neill
	1. Review of current planning applications as circulated & shared prior to meeting. CT comments on Planning applications to be submitted. **ACTION: Clerk to submit comments to CDC (Cotswold District Council) planning**
9. Clerk’s Highlights
	1. Including details of Grit Bin funding for SGH car park as per agenda item 7.4
10. To receive Parish Councillors’ reports on matters not on the agenda – JB proposes a TEAMS teach-in session for SN, AF, CL, TB on 9th November. **ACTION: Clerk to book LVH 7-9pm**

**MEETING CLOSED: 21.25**

**Date of next meeting: 16th November, Little Village Hall, Blockley 7pm**

**Bank:**

Current Account Balance: £82,899

Instant Access Account Balance: £117,026.54

**Total £199,925.54**

**Adjusted Bank Balance considering unpresented payments and receipts Total: £199,421,54**

The bank was last reconciled to the 30th September 2023

**Income:**

18.9.23 £29,741 – September Precept

26.9.23 £205 – Burial fees

30.9.23 £683.33 – Credit interest

**Expenditure:**

View Transaction report (as to be minuted) for all transactions over reported period. Of Note:

27.9.23, £504 PKF Littlejohn – Audit

10.10.23, £117.60 BHS - Grant

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| **Transaction List 14.09.23 -16.10.23**  |   |   |
| DATE  | NAME  | Credit/Debit  | BALANCE  |
| 18.09.23  | Lloyds Bank  | 3.00  |    |
| 19.09.23  | Grundon  | 4.68  |    |
| 27.09.23  | PFK Littlejohn  | 504.00  |    |
| 30.09.23  | Lloyds Bank  | 56.65  |    |
| 02.10.23  | Cloudy IT  | 129.83  |    |
| 02.10.23  | T Fox Landscaping  | 2676.00  |    |
| 02.10.23  | Paxford Village Hall  | 28.00  |    |
| 10.10.23  | Glos PFA  | 50.00  |    |
| 10.10.23  | Dorn Hill Machines  | 83.98  |    |
| 10.10.23  | Grundon  | 58.12  |    |
| 10.10.23  | RA Dunn  | 45.00  |    |
| 10.10.23  | BHS Grant S137  | 117.60  |    |
| 15.10.23  | Salary S Woods  |    |    |
| 15.10.23  | Salary N Scott  |    |    |
|    |    | 5960.43  | 81293.66  |

**Notes:**

**To consider appointment of GAPTC as internal auditor**

**Conclusions of external audit**: Conclusions represent exchange of information throughout audit process. All queries were resolved/satisfied and required substantial work from our RFO. Considering the challenges from the approved budget vs system inconsistencies with finance software (now resolved) we are satisfied moving into this financial year. Additional checks and standard practises have already been adopted.

**Elected councillor allowances**: These were not claimed in September. Election in May meant all new elected Cllrs took up role from 9th May, and regulations provision for 6 months period is to 9th November, thereby delaying submissions. A new form has been created & shared with councillors to submit prior to 9th November and to submit again in February for next round of payments representing 4 months to cover to end of budget year.

**Thomas Fox Contract Extension** – happy to agree to a 2yr contract, for November proposal.

**VAT126 claim submitted for quarter 01.07.23 – 30.09.23** – total value £4,354.73.

**CiL Spending deadlines (annual CDC reporting requirement).** Reserves not earmarked. Project investment requirement. Considerations for proposal and checking of previous (potential) allocations.

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| Blockley  | 276.24  | April 2026  |
| Blockley  | 2,214.83  | April 2027  |
| Blockley  | 1,812.13  | October 2027  |
| Blockley  | 133.25  | April 2028  |
| Blockley  | 1,199.26  | October 2028  |
| **Total:**  | **5,635.71**  |   |

**SGH Grit bin procurement** - £135 exc. VAT

**Churchill close wall toppers** – replacement & mortar repair, 22m £525

**Railings & Posts** - £875 for consideration by GCC re. PC sourced local vendors

**Toddler Group provision.** Hall hire for local community project to conduct & insure.

Annual costs £1200 (40x3 hr (£30) sessions) 22 sessions remain until end of March totalling £660 in current FY.

**Beacon basket for D-Day celebrations**, permanent feature potential £5k expenditure.

**Grant application:** Blockley little village hall, Souper Mondays - Warm spaces, £360

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_