



Blockley Parish Council

Minutes - Thursday 17th September 2020 7.00pm, 'Hybrid' – three councillors and the Clerk attended in The Jubilee Hall, remaining councillors and members of the public attended via Zoom.

Present: Cllrs – Jon Bryan (Vice-Chair), Ben Cowles, Charlotte Goldring, Jenny Lidsey and Eleanor Thorneycroft
Cllr Sue Jepson (District Councillor)
Cllr Lynden Stowe (County Councillor)
The Clerk/RFO: Sarah Longbottom
6 members of the public

Apologies for absence from TB, PB

1. Items for any other business:
Condition of the Landgate
Footpath on Station Road
Drainage on Bell Bank

2. Declarations of Interest and Dispensations for items on the agenda - None

3. Public Participation:

Mr Chris Walters, spoke regarding item 10.1. He supported minimum changes to the attractive area of Back Ends Common and the ability for users of the Little Village Hall to park on the grass area and residents in times of emergency due to winter weather conditions. Mr Walters also endorsed a strip to the east side of the common running along the perimeter wall, which he deemed as vulnerable, to be mowed only outside of the growing season to allow for wildlife habitat. Mr Walters thanked Cllr Bryan and Cllr Baines for all the work and consideration they had put into the future appearance and usage of Back Ends Common.

Mr Robert Willot, spoke regarding item 10.1. As Chair of the Little Village Hall, Mr Willot represented the views of the trustees and spoke of their support of the proposed motion at item 10.1 but voiced a neutral stance with regards to the strip for wildlife habitat. Additionally, Mr Willot added that residents adjacent to the common had offered their gardeners to mow the common if it was required. Mr Willot concluded by thanking councillors for working to find a compromise for all vested parties.

4. RESOLVED. Approval of the minutes of the Annual Parish Council Meeting of 16th July 2020. The minutes were unanimously agreed to be an accurate record of the meeting. Signed by the Vice-Chair.

5. Matters Arising/actions:

Item	Action (responsibility) from 17th July 2020	Status
21.05.20.11.1	TB/Clerk to review the freehold of the land of St Georges Hall and The Heritage Centre/Jubilee Hall and the insurance required	Complete
16.07.20.10.1	ET/CG to resume play area restoration project and incorporate wider consultees	Ongoing
16.07.20.11.1	PB to present a proposal to council in September regarding rewilding	Postponed
16.07.20.11.2	Clerk/TB to arrange a meeting with Thomas Foxes about Back Ends	Complete
16.07.20.12.1.	Clerk to obtain quotations for gradual removal of trees and replacement of a mixed hedge to promote wildlife	Complete, Item 11
16.07.20.12.2.	Clerk to obtain quote for replacing metal bar on cemetery wall	Ongoing
16.07.20.12.3	Clerk to obtain quote for repairing wall on St Georges Terrace	Ongoing

16.07.20.13.1.	Clerk to arrange meeting with Sports Society and Blockley Utilities Ltd	Complete
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6. County and District Councillors' reports

Cllr Sue Jepson (District Councillor)

- Confirmed that planning application for Safari tents at Sheaf House Farm has been refused and the biodiversity officer also refused the application.
- Updated BPC that the title of the Cotswold Area of Outstanding Natural Beauty (AONB) has been replaced by Cotswold National Landscape in a bid to bring together the AONB with the national parks.
- The Conservative District Councillors have written a response to how they believe the Cotswolds will be impacted by the planning paper 'Planning for the Future' and that the timings of reformation are not appropriate.
- The new Chief Executive of Cotswold District Council will be announced on the 23rd September, it is to be Robert Weaver, currently Deputy Chief Executive at Tewkesbury Borough Council.
- Cllr Jepson concluded that she is pleased to see a mutual agreement being sought at Back Ends Common, Blockley, and endorsed the need for parking on the common for users of the Little Village Hall, item 10.1.

Cllr Lynden Stowe (County Councillor)

- Confirmed that the planning application for extending the quarry at Northcot Brickworks has been approved with robust planning conditions and monitoring requirements. Cllr Stowe said that he was aware that it is a contentious decision and that many factors, including economical, determined the decision.
- A proposal is being drafted to split the Gloucestershire County Council into two halves, a white paper is being drawn-up, Cllr Stowe does not at this point see the proposal being feasible.
- Cllr Stowe is aware of the need in the parish for a white line to be approved from the corner of St Georges Terrace along Park Road, Blockley. With BPC approval, Cllr Stowe will authorise the work. It is hoped that the change in weather will mean that the work is completed soon.
- Cllr Stowe encouraged BPC to apply for a grant for the 1922 bus accident memorial plaque. (ACTION: 17.09.20.6.1 Clerk)

7. Planning: Cllr Cowles

No new applications.

Cllr Cowles did query with Cllr Jepson the lack of validations since 26th August, Cllr Jepson agreed to investigate it.

8. Appointments:

Simon Dunscombe's resignation was accepted on August 18th 2020.

Cllr Charlotte Goldring has confirmed acceptance of Recreation and Leisure lead councillor – proposed ET, seconded JL, agreed unanimously.

Appointment of Cllr Paul Baines to the Personnel Committee – Proposed JB, seconded JL, agreed unanimously.

Appointment of lead Finance councillor for an interim period following the resignation of Simon Dunscombe, proposed BC, seconded ET, supported by JB and CG, abstained JL.

9. Finance: – Responsible Finance Officer

9.1 Finance Report for 13th July 2020 – 14th September 2020 detailing all accounts held by the council and the end of year closing balances was circulated to council ahead of the meeting

A reinstatement valuation has been conducted for The Heritage Centre by Kerran Coffey (FRICS) at a cost of £500. A policy addition of a new building entitled The Heritage Centre has been insured for a sum of £525,000 at a cost of £503.86. The lease between BPC and The Heritage Society needs to be reviewed and repayment of costs needs to be considered by full council. Clarity is sought by councillors regarding both leases in which BPC are listed as the landlord. The Clerk is to circulate leases and key documents to inform councillors of legal obligations of BPC and tenants.

(ACTION: 17.09.20.9.1)

National salary award –the national agreement on salaries has been received and a 2.75% increase has been awarded.

9.2 RESOLVED to approve expenditure from 13th July 2020 – 14th September 2020 proposed BC, seconded JB, agreed unanimously.

9.3 Grant applications for consideration:

9.3.1 Sports and Social Club- £500 for the installation of three new doors, proposed JL seconded BC, agreed unanimously.

9.3.2 Draycott Social Society – £897.20 to provide marquee flooring and restoration of a noticeboard, proposed JB, seconded JL, agreed unanimously.

9.4 Banking – Cllrs to be added as new authorising signatory - Cllr Paul Baines had confirmed acceptance in advance of the meeting, proposed JB, seconded BC, agreed unanimously.

10. Parish improvements:

10.1 RESOLVED to re-establish regular grass cutting of Back Ends Common, remove rope, and replace parking signs at an additional cost of £315, proposed JB, seconded JL, agreed unanimously. The cost breakdown is £200 to cut and clear away and £115 for replacement sign. (ACTION: 17.09.20.10.1)

Cllr Bryan informed all that 37 letters commenting personal preferences on the appearance and maintenance of Back Ends Common had been received. Councillors understand the importance of the common for residents, visitors and users of the Little Village Hall whilst also recognising the benefits of promoting wildlife areas. Councillors discussed allowing for the strip of land approximately 3.5m wide along East wall to be left for wildlife habitat, to be mown twice yearly with waste removed. This area is easily identified by the Rowan tree and manhole cover near to existing bench location as the 3.5m limit away from the wall. The existing bench condition is satisfactory and replacement/relocation can be considered in the spring. BPC will periodically monitor the condition of the common and the uptake of parking on it.

10.2 RESOLVED to cut back and clear area of hard standing to the north side of the Back Ends Common at a cost of £200, proposed JB, seconded JL, agreed unanimously.

10.3 RESOLVED to remove debris from fallen tree and clear Paxford verge propose BC, seconded CG, agreed unanimously.

10.4 Benches – update from working group – Cllr Cowles

Each bench has been reviewed, some are straight forward and will be completed in next couple of weeks. Others are requiring hard standing. 6 to be replaced. The bench at Springfield play area is to be reviewed as urgent (ACTION 17.09.20.10.4)

10.5 10.5 Great British September Clean (litter pick) – Cllr Sue Jepson has 15 pickers to lend to the parish, Clerk has obtained stickers for bags, CDC are not lending any other equipment this year due to Covid-19. A date of the 3rd and 4th October was agreed, the Clerk is to promote the event with notices and a social media post (ACTION 17.09.20.10.5)

11. Burials: Cllr Bryan

11.1 DEFERRED Proposal to fell and trim selected trees in the upper right cemetery was not resolved. Members agreed that further consultation is required to determine a tree management programme that considers each tree, adjacent resident's living conditions and biodiversity. A site meeting is to be arranged with the chosen contractor Stockwell-Davies, BPC and residents of Winterway. (ACTION 17.09.20.11.1)

11.2 DEFERRED the proposal to plant a replacement hedge of mixed native hedging to promote wildlife between the trees in the upper right cemetery.

11.3 RESOLVED to fell the dead cherry tree on the lower left boundary wall of the cemetery at a cost of £300, propose JB seconded BC, agreed unanimously

11.4 Cemetery wall update – the iron finials are to be sourced to prevent the cost of them being recast. Cllr Lidsey is to seek the knowledge of former councillor about their whereabouts (ACTION 17.09.20.11.3)

11.5 Cemetery and churchyard memorial inspection: the 25th September 2020 was set for the inspection; the Clerk and Cllr Bryan will carry out the inspection. The church wardens will be informed of the date (ACTION 17.09.20.11.5)

12. Recreation and Leisure: Update from Cllr Thorneycroft

Cllr Thorneycroft thanked Cllr Goldring for taking the lead councillor role, they are to meet to hand over supplier details. It was clarified that suppliers are working from offices again and that the average lead time is 4 to 6 weeks for installation. Holding consultation with users of the play areas and Friends of Blockley School was felt to be beneficial in the advancement of play area restoration projects.

13. Youth update – Cllr Lidsey

An update was circulated to all members ahead of the meeting informing members that since the closure of CMAS, councillors from Stow-on-the-Wold, Bourton-on-the-Water and Moreton-in-Marsh have met to explore replacement youth services. A presentation from two newly formed providers is planned for 1st October, three councillors will be attending, JL, JB and CG and will report to full council (ACTION: 17.09.20.13.1)

The Clerk is to report the unspent youth fund so redeployment of 2020/21 funds can be considered (ACTION: 17.09.20.13.2)

14. Clerk's update and correspondence log

Website: Shemear have completed the website audit and an Accessibility Statement has been added to the site.

There are some changes that need to be made to improve accessibility

Phone-boxes: Paxford has been fully restored and no damage has occurred since. Clerk is to obtain a quotation for restoring the Station Road phone box (ACTION: 17.09.20.14.1)

Covid-19 helpline: Cotswold Friends leaflets have been distributed by the volunteer team and leaflets will be displayed on the five parish noticeboards. Telephone numbers are now redundant, so the website page has been hidden for the time being.

Training: Full council and clerk remote training has been confirmed 20th Oct and 27th Oct 6-8pm.

15. Any other business:

Landgate - over-grown bushes create an archway, mud is gathering, and the tarmac is broken in places

Station Road - narrow footpath towards Keepers Cottage

Bell Bank – drain grates blocked by foliage,

Cllr Bryan and the Clerk are to review the areas (ACTION: 17.09.20.15.1)

16. Date of Next Meeting: 15th October 2020, location is to be confirmed abiding to Covid-19 guidance and restrictions.

Cllr Bryan thanked all councillors and members of the public for their contributions and noted how encouraged he is by parishioner engagement. The meeting closed at 8:50pm.

Approved by Blockley Parish Council:

Signed.....

Print.....

Date.....

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16.07.20.11.1	PB to present a proposal to council in September regarding rewilding	
16.07.20.12.2.	Clerk to obtain quote for replacing metal bar on cemetery wall	
16.07.20.12.3	Clerk to obtain quote for repairing wall on St Georges Terrace	
17.09.20.6.1	Clerk to apply for a grant for the bus accident memorial plaque	
17.09.20.9.1	Clerk to circulate leases and key documents to inform councillors of legal obligations of BPC and tenants	
17.09.20.10.1	Clerk to arrange for the replacement usage sign at Back Ends Commons	
17.09.20.10.4	The bench at Springfield play area is to be reviewed as urgent – Cllr Bryan	
17.09.20.10.5	Clerk to arrange and promote the parish litter pick	
17.09.20.11.1	A site meeting with contractor and residents to be arranged to discuss upper right cemetery trees	
17.09.20.11.3	Cllr Lidsey is to seek the whereabouts of cemetery wall finials	
17.09.20.11.5	Cllr Bryan and Clerk to conduct the annual churchyard and cemetery memorial inspections	

17.09.20.13.1	JL, JB and CG will report to full council about youth meeting held with other town councils	
17.09.20.13.2	Clerk to report the unspent youth fund of 2020/21	
17.09.20.14.1	Clerk to obtain quotation for Station Road phone-box restoration	
17.09.20.15.1	Cllr Bryan and the Clerk are to review the condition of Landgate, Station Road pathway and Bell Bank grates	

Appendix A – Transaction report:

Accepted date	Gross	Vat	Net	Cttee	Organisation	Details
10/07/2020	£966.67	£161.11	£805.56	GS	X2 Connect Ltd	Phone box parts and paint
14/07/2020	£24.00	£0.00	£24.00	ADMIN	Blockley Little Village Hall (LVH)	Hall hire July
14/07/2020	£115.00	£0.00	£115.00	Y,R&L	The Wright Signs	Play area safety signs
15/07/2020				S&T	Mr Raymond Mayo	Salary July
15/07/2020				S&T	Mrs S Longbottom	Salary July
20/07/2020	£75.71	£0.00	£75.71	S&T	NEST Pension Scheme	Pension July
20/07/2020	£35.12	£5.85	£29.27	GS	Grundon	Cemetery bin
22/07/2020	£250.80	£41.80	£209.00	GS	Millennium Quest	Bunting
22/07/2020	£17.00	£0.00	£17.00	ADMIN	Caroline Scobie	Payroll June
22/07/2020	£45.00	£0.00	£45.00	GS	R A Dunn	Paxford memorial
22/07/2020	£3,500.00	£0.00	£3,500.00	G&D	Blockley Friends of School	Grant outdoor learning space
22/07/2020	£188.15	£0.00	£188.15	G&D	St Georges Hall Committee	Grant improve facilities
30/07/2020	£118.32	£19.72	£98.60	GS	Dorn Hill Machine Services	Mower / strimmer repairs
30/07/2020	£34.78	£0.00	£34.78	ADMIN	Cllr S Dunscombe	Zoom and mobile
03/08/2020	£684.08	£0.00	£684.08	S&T	HMRC	PAYE/NI 1st quarter
03/08/2020	£62.03	£10.34	£51.69	ADMIN	British Telecommunications BT	Phone-wifi
05/08/2020	£2,640.00	£440.00	£2,200.00	GS	Thomas Fox Landscaping	Ground maintenance July
05/08/2020	£65.00	£0.00	£65.00	ADMIN	Alison Gregory	Website accessibility audit
05/08/2020	£600.00	£0.00	£600.00	Y,R&L	Blockley Sports Club	Sports Club hire to July
12/08/2020	£600.00	£100.00	£500.00	GS	James Whitmore Stonemason and Builder	Blockley War Memorial stone-work
12/08/2020	£10.80	£0.00	£10.80	ADMIN	Mr Raymond Mayo	Mileage July
12/08/2020				S&T	Mr Raymond Mayo	Salary Aug
12/08/2020	£52.80	£8.80	£44.00	GS	Dorn Hill Machine Services	Mower service
12/08/2020	£585.50	£0.00	£585.50	GS	C.Derrick	Paxford phone box refurbishment

14/08/2020				S&T	Mrs S Longbottom	Salary Aug
20/08/2020	£35.26	£5.88	£29.38	GS	Grundon	Cemetery bin
20/08/2020	£75.71	£0.00	£75.71	S&T	NEST Pension Scheme	Pension contribution
09/09/2020	£73.20	£0.00	£73.20	ADMIN	Caroline Scobie	Payroll software
09/09/2020	£325.87	£0.00	£325.87	S&T	HMRC	PAYE/NI
09/09/2020				S&T	Mrs S Longbottom	Salary back-dated
09/09/2020	£503.86	£0.00	£503.86	ADMIN	Came & Company	Additional insurance Jubilee
09/09/2020	£325.20	£54.20	£271.00	ADMIN	HP Inc UK Limited	Office printer, copier and scanner
09/09/2020	£49.29	£0.00	£49.29	GS	Mr Raymond Mayo	Mower fuel
09/09/2020	£3.60	£0.00	£3.60	ADMIN	Mr Raymond Mayo	Mileage August
09/09/2020	£45.00	£0.00	£45.00	GS	R A Dunn	Paxford memorial
09/09/2020	£100.00	£0.00	£100.00	Y,R&L	Blockley Sports Utilities Ltd	MUGA Hire
09/09/2020	£17.00	£0.00	£17.00	ADMIN	Caroline Scobie	Payroll July
09/09/2020	£4,188.90	£698.15	£3,490.75	GS	Thomas Fox Landscaping	Grounds maintenance Aug
09/09/2020	£500.00	£0.00	£500.00	ADMIN	Kerren Coffrey FRICS	Reinstatement valuation - Jubilee Hall
11/09/2020	£94.22	£0.00	£94.22	S&T	NEST Pension Scheme	Pension contribution