

Blockley Parish Council

Minutes – Thursday 19th May 2022, Jubilee Hall, Blockley.

Present: Cllrs – P. Baines, T Bradley, J Bryan, B Cowles, K Derson, E Thorneycroft and C Turner,

Members of the public: 0

Apologies for absence accepted from S. Jepson (District Councillor) and L. Stowe (County Councillor)

The Clerk/RFO: Sarah Longbottom

Meeting opened at 7:03pm

1. Nominations for the position of Chair for Blockley Parish Council were requested. C. Turner proposed herself, seconded by PB. No other nominations were made. Councillors voted unanimously for CT.

CT presided the rest of the meeting.

Nominations for the position of Vice-Chair were requested. J Bryan proposed himself, seconded by BC. No other nominations were made. Councillors voted unanimously for CT.

CT and JB signed the Acceptance of Office forms and were signed by the Clerk.

1. Apologies for absence were accepted from S. Jepson and L. Stowe.
2. Items for Any Other Business: Planting of memorial tree.
3. Declarations of Interest and Dispensations for items on the agenda: None
4. RESOLVED T to appoint lead councillors:

* Burial Grounds J. Bryan, proposed JB seconded PB, unanimous
* Finance B. Cowles, proposed BC, seconded CT, unanimous
* Planning B. Cowles, proposed BC, seconded PB, unanimous
* Youth & Recreation K. Derson, proposed KD, seconded JB, unanimous

1. REOLVED to appoint committee members:

* Personnel Committee, P. Baines, proposed PB, seconded JB, unanimous. J. Bryan, proposed JB, seconded CT, unanimous. E. Thorneycroft, proposed ET, seconded CT, unanimous.
* Environmental Sustainability Committee, C. Turner, proposed CT, seconded JB, unanimous. P. Baines, proposed PB, seconded CT, unanimous. J. Bryan, proposed JB, seconded PB, unanimous. E. Thorneycroft, proposed ET, seconded CT. K. Derson, proposed KD, seconded JB, unanimous.

1. Public Participation - NONE
2. RESOLVED to approve minutes of the parish council meeting 21st April 2022 proposed CT, seconded JB, abstention as absent PB, approved by majority.
   1. Matters arising

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

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

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

17.03.22:15 Councillors are to arrange a tree planting group. COMLPETE IN PAXFORD, ASTON MAGNA TREE WILL BE PLANTED NEXT YEAR IN WETTER MONTHS. TREE GUARD TO BE FITTED AT PAXFORD

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

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

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

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. COMPLETE

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

1. Planning applications were circulated ahead of the meeting,

22/01266/FUL BPC request enhancements as proposed in the ecologist reports

1. Finance: – Cllr Cowles
   1. Finance Report for 1st April 2022 – 13th May 2022 detailing all accounts held by the council was circulated ahead of the meeting
   2. RESOLVED to accept the internal audit report, proposed BC, seconded CT, unanimous.
   3. RESOLVED to approve the parish asset list 2022, proposed BC, seconded PB, unanimous.
   4. RESOLVED to accept the bank reconciliations of 31.03.22, proposed BC, seconded PB, unanimous.
   5. RESOLVED to approve the 2021/22 Annual Governance Statement (AGAR part 1), proposed BC, seconded CT, unanimous.
   6. RESOLVED to approve the 2021/22 Annual Accounting Statement (AGAR part 2) proposed BC, seconded PB, unanimous.
   7. RESOLVED to approve expenditure from 1st April 2022 – 13th May 2022, proposed BC, seconded JB unanimous.
   8. RESOLVED to approve the Financial Regulations Policy 2022, proposed BC, seconded PB unanimous.
   9. RESOLVED to approve the Standing Orders 2022, proposed BC, seconded CT, abstention TB, approved by majority.
   10. RESOLVED to purchase Hiscox Local Council scheme insurance, proposed BC, seconded CT, unanimous.

*ACTION 21.05.2022:10.1: to check that the new policy covers the Platinum Jubilee Parish Events.*

1. Personnel Committee update: Cllr Baines informed the members that applications have been received, interviews conducted and references have been received for the position of Clerk and Responsible Finance Officer. The Personnel committee have RESOLVED to appoint the preferred candidate into position with the earliest start date as possible.
2. RESOLVED to purchase noticeboards for Back Ends Common, Churchill Close, Paxford and Draycott at a total sum of £5,000 to complete the overall refurbishment across the parish, proposed JB, seconded TB, unanimous.
3. Community: RESOLVED to support the maintenance of a new defibrillator for Blockley village once community groups have purchased it, proposed CT, seconded TB, unanimous.
4. Cllr Bradley updated members that the final preparations are underway and the promotional poster is ready for circulation. Draycott Village Recreational Trust have requested that the details of the village celebrations are not promoted to the wider parish.
5. Clerk’s update and correspondence log: The Clerk updated members that the dates for tree works have been scheduled for June and July. Permission for tree surgeons working at Mill Close has been given to use Churchill Close to access the trees.

Play equipment has been expected by ROSPA and reports are being reviewed by councillors.

1. Any other business: the proposed position of the memorial tree by the Horticultural Society is the be confirmed with residents who are known to have a an interest in the appearance of Back Ends Common.

*ACTION 21.05.2022:16.1: Clerk to write to residents to inform them of the proposed memorial tree planting at Back End Common.*

Date of Next Meeting: Thursday 16th June 2022, Draycott Mission.

Meeting closed at 20:10

Approved by Blockley Parish Council:

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

Action points:

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21.05.2022:16.1: Clerk to write to residents to inform them of the proposed memorial tree planting at Back End Common.

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| **Date** | **Description** | **Supplier** |  | **Net** |
|  |  |  |  |  |
| 06/04/2022 | Monthly IT package | Cloudy IT Ltd | 75.67 | |
| 06/04/2022 | Staff mileage | Mr Raymond Mayo | 18.00 | |
| 06/04/2022 | Waste sacks | Mr Raymond Mayo | 11.20 | |
| 11/04/2022 | Laptop | Laptops Direct | 917.95 | |
| 13/04/2022 | Salary April | Mrs Sarah Longbottom |  | |
| 13/04/2022 | Salary April | Mr Raymond Mayo |  | |
| 13/04/2022 | Churchill Close & Springfield play area equipment | Greenfields Garden Services Ltd | 66,335.49 | |
| 13/04/2022 | Tree works Churchill Close | Stockwell-Davies Ltd | 1,350.00 | |
| 19/04/2022 | Bank card payment | Lloyds Bank | 3.00 | |
| 20/04/2022 | Pension contributions | NEST | 80.81 | |
| 20/04/2022 | General waste removal | Grundon | 43.79 | |
| 27/04/2022 | Porta loo hire | B & W Hire Limited | 240.00 | |
| 27/04/2022 | Finance software subscription | Scribe Accounts (Starboard Systems) | 468.00 | |
| 27/04/2022 | Paxford war memorial - grounds maintenance | R A Dunn | 45.00 | |
| 28/04/2022 | PAYE/NI | HMRC | 165.96 | |
| 03/05/2022 | Phone / broadband | BT | 185.16 | |
| 04/05/2022 | Independent internal audit | GAPTC | 265.00 | |
| 04/05/2022 | Youth Club - club hire | Blockley Sports and Social Club | 390.00 | |
| 04/05/2022 | Photo printing - May fair stall | Peridot Technology Ltd | 18.60 | |
| 04/05/2022 | Youth Club contract | Inspire to Aspire | 833.33 | |
| 04/05/2022 | Grounds contract April | Thomas Fox Landscaping | 2,510.00 | |
| 04/05/2022 | Monthly IT package | Cloudy IT Ltd | 75.67 | |
| 12/05/2022 | Play area inspections | ROSPA | 660.00 | |
| 12/05/2022 | Annual membership | GAPTC | 552.32 | |
| 12/05/2022 | strength balance classes | Krys Cave Fitness | 60.00 | |
| 14/05/2022 | Salary May | Mr Raymond Mayo |  | |
| 14/05/2022 | Salary May | Mrs Sarah Longbottom |  | |
| 14/05/2022 | Mileage | Mr Raymond Mayo | 7.20 | |
| 14/05/2022 | PAYE/NI | HMRC | 221.44 | |