

BLOCKLEY PARISH COUNCIL



Minutes of the meeting of Blockley Parish Council held on Thursday 20th June in the Draycott Mission, Draycott at 7.00pm.

Present: Councillors (Cllrs) Stewart Bell (Chairman), Tom Bradley, Jenny Lidsey, Jon Bryan, Eleanor Thorneycroft. Sue Jepson, Lynden Stowe

Members of the public: 3 members of the public. Mrs Sarah Longbottom (clerk)

1. **Welcome.** Apologies of absence received in advance from Cllr S Dunscombe.
2. **Declarations of Interest and Dispensations for items on the agenda** *Councillors must declare it if they have an interest in any matter before the council either at the start of the meeting or prior to commencement of discussion of the topic in question.*

None.

3. **Public Participation** - Meeting was suspended at this point to hear any representations by members of the public on any matter on this agenda. Persons were allowed to speak up to a maximum of 3 minutes on each topic. On conclusion of public participation, council business resumed.

Entries from public:

- Mr Jason Wallace spoke of his concerns regarding the omittance of GigaClear to install fibre-optic broadband in Draycott and Northwick Park. The Chairman replied that conversations are taking place to influence decisions. County Councillor Lynden Stowe added that the matter is being prioritised at Gloucestershire County Council and recognises the frustrations of residents.
- Mr Ben Cowles signified his interest in the parish council and that he had attended the meeting to gain a better understanding of the processes and the outstanding issues.

The meeting resumed following conclusion of public participation.

4. **Approval of minutes:** The minutes of the meeting held on 16th May 2019 were proposed by Cllr Bradley, accepted unanimously and signed by the Chairman.
5. **Matters Arising** from the minutes of the May meeting
 - 5.1 Resignation of Councillor Chris Scragg and the need for new Lead Councillor for Planning and a Vice-Chair – All councillors agreed there was an urgent need to obtain more councillors to fill vacancies and therefore they would continue to seek suitable potential candidates if possible.
Cllr T Bradley for the position of Vice-Chair was proposed by Cllr S Bell and seconded by Cllr J Lidsey.
 - 5.2 The repair to the cemetery wall and Summerfield – It was noted that the repair work had still not begun, the Clerk agreed to follow-up with the stonemason Martin Brace.
 - 5.3 The handrail for the Churchill Close steps has been finished and fitted. However, the lady who contributed a donation for the handrail has reported the inadequate fitting, the Clerk is to follow this up.
 - 5.4 Tour of the parish for new councillors to be organised by Cllr Bell – it was agreed that better weather is required and the attendance of the Maintenance Officer would be beneficial to provide additional knowledge.
6. **County and District Councillors' reports**
 - 6.1 **District Councillor report** - Cllr S Jepson mentioned the Community Grant available to the parish, a maximum of £2,000 for each ward. The application is to be made through Joseph Walker by the 1st July 2019.
 - 6.2 **County Councillor report** - Cllr L Stowe confirmed that the application for a white line on Park Road opposite Greenway is in progress, it will be assessed and with resources permitting could be done before the

winter. The Javelin Park waste incinerator continues to be on schedule although savings of the scheme have been impacted upon by the volume of disputes.

7. Finance:

7.1 Finance Report for June 2019 – Reports were circulated in advance of the meeting and duly noted. It was agreed unanimously that the RFO can make online banking payments to beneficiaries. All online payments require additional authorisation by either Cllr S Dunscombe (Lead Finance Councillor), Cllr S Bell (Chairman) or Cllr T Bradley (Vice-Chair) before any payments are submitted. Additional unanimous agreement by councillors for the RFO to arrange a bank payment card.

7.2 To consider the report from the Internal Auditor for 2018/19 – Amanda Smith (Account-Ability) has signed the Annual Internal Audit report

7.3 Approval of the annual governance statement 2018/19 – Stewart Bell (Chairman) and Sarah Longbottom (Clerk) signed the annual governance statement.

7.4 Approval of 2018/19 Accounts and Annual Return form – Sarah Longbottom (RFO) signed the annual accounting statement

7.3 Approval of Expenditure & BACS Payments for June. Proposed by Cllr J Bryan, and seconded by Cllr J Lidsey:

Date	Chq/trans	Recipient	Description	Amount
07.06.19	3000697	Blockley Sports Utilities	Youth	£175.00
03.06.19	300696	Ray Mayo	Mileage April	£16.10
03.06.19	300695	Jubilee Hall (meetings and interviews)	Hall Hire	£210
03.06.19	300694	Edge IT	Finance software subscription	£406.80
03.06.19	300693	Wicksteed Leisure Ltd	Playground inspection	£270.00
03.06.19	300692	HMRC PAYE	PAYE (Feb/Apr)	£357.97
03.06.19	300691	Came and Co (Brokers)	Annual Insurance	£1004.00
15.06.19	793448226	Mr R Mayo	MO salary	Not disclosed
15.06.19	99844840	Mrs S Longbottom	Clerk & RFO salary	Not disclosed
15.06.19	472812268	Caroline Scobie	BPC payroll (Mar.Apr/May)	£68.00
15.06.19	116363573	Caroline Scobie	St Georges Hall payroll (Mar.Apr/May)	£68.00
15.06.19	435718040	Mr R Mayo	Expenses/mileage May	£21.30
To pay		Mrs S Longbottom	Mileage/stationary (Gloucester x 2)	£84.76
To pay		Chipping Campden Supplies Ltd	Make and fit handrail	£456.00
To pay		Mrs A Monroe	Clerk fees 12.05.19-2.06.19	£479.00

8. Planning:

8.1 Review of recent planning applications (circulated separately)

8.2 Application by Northcots Brickworks Ltd for a new quarry site in Paxford, update from Cllr Stewart Bell – continues to be no decision from GCC. ANOB and Natural England are requesting a full report. The case officer has reported to Cllr S Bell and Cllr L Stowe. A nomination for a lead planning councillor was suggested; it was agreed that Cllr T Bradley took the position of lead planning councillor.

9. Burials/Cemetery update:

9.1 To consider the parish wide tree report by Jim Unwin of B. J. Unwin Forestry Consultancy – the report has not been delivered however for the interim period Jim Unwin (Principal of B. J. Unwin Forestry Consultancy) has advised the Clerk that there are no pressing concerns with the trees within the parish.

9.2 The clearance of spoil to create more burial spaces in the Upper Cemetery – whilst carrying out the clearance of more burial sites, residents expressed their concerns to the Clerk about the potential damage to the trees. Jim Unwin has agreed to meet with councillors and residents in the cemetery to discuss the matter in person. The councillors agree in principal but will wait for the tree survey report before taking further action.

9.3 B.A Hull will undertake the removal of the tree stump, dead tree and bushes from the

entrance to the Lower Cemetery – the quotation has increased by £450 to £1,950.00, the additional expenditure was agreed.

10. **Communications:** report by Cllr Jon Bryan

To fulfil the objective of engaging further with parishioners, a Blockley Parish Council Facebook page has been created. The page feeds into the website and to the Facebook Blockley Noticeboard page. Currently 81 followers with 20-25% engagement with posts. Content - nothing personalised, road closure, official notices only, further suggestions for content welcomed. It was agreed that this is a platform for public notices and not for discussion and contentious debate.

Noticeboards, 5 parish council noticeboards plus the bus shelters. All agreed that a poster should be displayed listing councillors, lead roles and email addresses.

Website: all agree some time needs to be dedicated to clear the old notices and update forthcoming events. The Clerk has explored the workings of the website and shared that she does not find it user friendly compared to other sites that she updates. The Clerk is to familiarise herself further.

All councillors were reminded of the importance of using the Blockley.org.uk email addresses rather than personal email addresses.

11. **Youth:** report by Cllr Jenny Lidsey

Monthly CMAS report received and circulated in advance of the meeting

Quotations for a robust, folding pool table have been received by the Clerk. Approval has been given to purchase the table once the payment card has been arranged with Unity Trust Bank.

The proposal for the parish council to pay the £230 coach hire for the Youth Clubs annual trip, this year to the Cotswold Wildlife Park. CMAS are paying for four hours entrance and provision of youth leaders. The payment for the bus was agreed by council.

12. **Play areas:** report by Cllr E Thorneycroft

Wicksteed playground equipment report and review of work needed circulated in advance of the meeting. It was reported that costings are still being acquired and Cllr E Thorneycroft has arranged meetings with Playdale and Wicksteed, it is hoped that the Maintenance Officer can attend the meetings to provide an understanding of what work can be done by him or needs to be outsourced.

13. **Localised congestion:** Park Road, Greenway Road. The councillors are aware of the resident discussions on the Blockley Noticeboard regarding traffic jams. The application for the white-line is being processed as noted at item 6.2 above. Additionally, the clerk is to make enquiries as to whether the owner of The Elms is in agreement for 'no parking' signs to be fixed to his wall adjacent to the bottom of Greenway Road.

14. **Broadband:** Northwick Park – As noted in item 3 above.

15. **Clerk's update and correspondence register**

15.1 Clerks update:

- GAPTC training 22.05.19
- Website training 24.05.19
- Met with Play Rangers 29.05.19
- Met CMAS leaders and visit Youth Club 06.06.19
- Finance software training 12.06.19 (part 1)
- Finance software training 18.06.19 (part 2)
- PAYE and HMRC meeting 18.06.19
- GAPTC Training 19.06.19
- Met with Phil Hill, not able to do any maintenance/grass cutting in Paxford
- Unity Trust Bank signatories Cllr Duncombe/S. Longbottom have been added to the bank account with permission to view, submit and authorise
- BT phone and broadband update: Superfast Essential, Line & Calls £45.99 pm, anti-virus software included for three devices, Cllr J. Bryan to install

- Cllr J. Bryan has sourced and consolidated the 4 active email addresses, parishclerk@blockley.org.uk is the only account to be publicised, redirects are on all other accounts
- Cllr J. Bryan has backed up all historical documents onto cloud storage
- Cllr J. Bryan researching a laptop to improve performance, desktop screen and cord-less phone, approx.. spend £1,000. After discussion the purchase of IT equipment was agreed by majority.
- Researching the outsourcing of payroll/pension versus software purchase (12 Pay)
- Clerk wishes to thank Alexia Monroe for her time in sharing her historical knowledge of the parish. A further meeting to discuss burials is required and a Remembrance service discussion in September.

15.2 Clerk's correspondence register (a correspondence log, listing the key items was circulated at the meeting):

- 15.2i. Approval of a Grundon bin for the cemetery, Maintenance Officer (MO) request, £357 pa, agreed by majority.
- 15.2ii Discussion of the site of Draycott poo bin, after speaking to the resident of the property immediately opposite the bin, the councillors unanimously agreed that there was no superior location
- 15.2iii Council to inspect and report on the condition of the Blockley War Memorial, whilst it had been reported previously that the cost to engrave the war memorial was prohibitive and that there was a public memorial inside the church, Cllr S Bell is to research further into the possibility of renewing the slabs with engravings.

16. **Any other business:** - For information only – (no decisions made in this part of the meeting).

Cllr J Lidsey advised the new council that in the past the parish council have arranged successful Speed Watch sessions on key roads entering and exiting the village. Cllr J Lidsey has the equipment and will explore the possibility of resurrecting the initiative.

17. **Date of Next Meeting:** 7pm on Thursday 18th July 2019 Little Village Hall, Blockley

The meeting closed at 8:40

Signed by the Chairman..... Date.....

Print of Chairman.....

Matters arising from 20.06.19:

Item	Action (responsibility)	Status
5.2	Follow-up the cemetery wall repair with stonemason Martin Brace (Clerk)	
5.3	Newly fitted handrail for the Churchill Close steps, reported as wobbly, Clerk to follow up (Clerk)	
5.4	Tour of the parish for new councillors to be organised (Cllr Bell)	
10	The Clerk is to familiarise herself further and update the website (Clerk)	
13	Make enquiries as to whether the owner of The Elms is in agreement for 'no parking' signs to be fixed to his wall adjacent to the bottom of Greenway Road (Clerk)	
15.1	Researching the outsourcing of payroll/pensions versus software purchase (Clerk)	
15.2	Research further into the possibility of renewing the slabs with engravings at the War Memorial (Cllr Bell)	
16	Explore the possibility of resurrecting Speed Watch (Cllr Lidsey)	

Chairman.....
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