



Blockley Parish Council TO ALL PARISH COUNCILLORS

Thursday 16th January, 7.30pm, Little Village Hall, Blockley.

Present: Cllrs – Stewart Bell, Thomas Bradley, Jon Bryan (arrived item 8.1), Ben Cowles, Simon Dunscombe (left item 11.2) Marcus Efstratiou, Jenny Lidsey, Eleanor Thorneycroft.

District Councillor - Sue Jepson

County Councillor – Lynden Stowe

The Clerk: Sarah Longbottom

5 members of the public

1. Welcome, apologies for absence: None
2. Items for any other business: Reinstalling the post box at Winterway
3. 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
4. Public Participation - *Meeting shall be suspended at this point to hear any representations by members of the public on any matter on this agenda. Persons are allowed to speak up to a maximum of 3 minutes on each topic. On conclusion of public participation, council business shall resume*

Rev'd Dana Delap spoke of the fatal coach crash on Greenway, Blockley, that resulted in the loss of lives of 7 Blockley residents who were returning from a Girl Guides Camp in 1924. Rev'd Delap proposed a commemorative plaque is installed either on the residential wall at the bottom of the Greenway which the coach crashed into, or if permission is not granted, the school wall at the bottom of the Greenway. Rev'd Delap suggested holding a short service, the unveiling of the plaque and a tea party to also celebrate the 75th Anniversary of VE Day. ACTION: Clerk to arrange with Rev'd Delap. (16.01.20:4.1.1)

Parishioner, Mike Sharp informed the council of the additional litter pick that he and his family did, collecting 20 bin liners, 1000 plastic bottles and 600 cans. He asked if there could be a community initiative to stop littering at the source. The majority of litter was collected on the roads heading out of the parish which is not covered by the parish litter pick due to safety and accessibility. Cllr Jepson said that she did not believe that signs would be effective as those throwing litter from their cars have no regard for the signs and the offence that they are committing. BPC are to review the litter pick and assess whether the roads on the extremity of the parish can be included. ACTION: Clerk to arrange the annual litter pick and approach the Great Western about breakfast. (16.01.20:4.1.2)

Parishioner, Tom Gould spoke of his concerns of the application for an extension to the Northcot Brickworks to extract 1.4m tonnes of clay to produce hand-crafted bricks. He mentioned the environmental impact and the magnitude of the application. Further discussion was held at item 8.1.

5. Elections:
 1. Chair- Cllr Dunscombe was elected as Chair in November as an interim measure, a further election of Chair of Blockley Parish Council (BPC) was conducted; Cllr Stewart Bell was proposed by Cllr Lidsey and seconded by Cllr Bradley, Cllr Bell was elected by a majority vote.
 2. Lead councillor: Communications –Cllr Marcus Estratiou was proposed by Cllr Bradley, seconded by Cllr Dunscombe and elected unanimously.
6. Approval of the minutes of the Annual Parish Council Meeting of 21st November 2019: The minutes were circulated to all members, the District and County Councillor prior to the meeting. The minutes were unanimously approved.

6.1 Matters Arising:

Item	Action (responsibility) from 21 st November 2019	Status
190919:15.1	Councillor Thorneycroft to arrange with 360 outreach sessions with parishioners 60 years plus	Done
191019:12.2	Cllr Thorneycroft to commission the installation of play equipment at Wydelands, Draycott	Done
191019:12.3	Cllr Cowles and Cllr Thorneycroft to finalise the Community Grant application and submit to CDC	Ongoing
191019:17.1	Cllr Dunscombe to arrange Richard Weller to present to councillors about running community events	Ongoing
21.11.19:7.1	Clerk to obtain a quote for fixing and replacing the loose steps at the Blockley war memorial	Done
21.11.19:8.1	Site visit required by Cllr Cowles to Sheaf House Farm	Done
21.11.19:9.1	The Clerk is to review the CMAS report and compile attendance figures.	Done
21.11.19:9.2	Cllr Dunscombe is having the pension requirement reviewed by an independent advisor	Ongoing
21.11.19:9.3	The Clerk is to research grant opportunities for the second half of the Churchyard wall	Ongoing
21.11.19:9.4	Clerk is to ask ground contractors to review their quotations	Done
21.11.19:9.5	The RFO is to advise a budget for Churchill Close project at the next meeting	Done
21.11.19:11.1	Cllr Dunscombe is to research rainfall equipment	Ongoing
21.11.19:11.2	Cllr Bryan is to make enquiries into purchasing and shelf life of sandbags	Done
21.11.19:11.3	The Clerk is to abstract the key information from Nigel Adams email regarding flooding and make notices for the five parish noticeboards	Done

7. County and District Councillors' reports

- Cllr Sue Jepson (CDC) - All households have received the leaflet informing residents of the changes to the domestic recycling program, including notification that the green garden waste bin will be collected fortnightly.
- The CDC budget meeting was held in Moreton in Marsh on Monday 4-7pm, Cllr Jepson did not attend but informed the parish councillors that the budget will be publicised at the end of February.
- Cllr Lynden Stowe (GCC) – confirmed that Gloucestershire County Council's proportion of the Council Tax is increasing by 3.99%. 2% for adult-care, 1.99% general revenue. Adult-care and children-care is rising well above inflation. Cllr Stowe said that the government are providing funds higher than inflation to support the demand.
- £150m investment in highways, next year will be the local roads.
- Northcot Brickworks development - Cllr Stowe confirmed he will request an extension to the deadline for comments. He strongly urged that local concerns are raised quickly with the case officer to ensure that issues are considered in depth and responded to. Cllr Stowe clarified the GCC have experts accessing the application and advised that the best approach for the parish councillors is to provide local knowledge and understanding to ensure that local issues are addressed and mitigated.
- Cllr Bradley alerted Cllr Stowe to repeated localised flooding. Cllr Stowe advised that photos are sent to evidence the situations occurring in the parish. ACTION: Cllr Bryan to photograph the flooded roads. (16.01.20:7.1)

8. Planning – 4 Plum Tree Cottages, Paxford. The application was reviewed ahead of the meeting, councillors have no objections.

- Wallands Barn, councillors have noted that a class Q application has been submitted. Councillors are aware of the dubious restoration the barn has undergone to date. Councillors are awaiting the decision by CDC.

8.1 Northcot Brickworks

Cllr Cowles thanked Cllr Stowe for his input and advise, he suggested a working group to analyse the application. ACTION: Councillor Cowles to contact form a working group to analyse the application and submit comments to the planning officer. (16.01.19:8.1.1)

The councillors agreed that another public, drop-exhibition should held by Richard Hunt the Associate Planner for PleydellSmithyman Limited. Councillors agreed that ideally two sessions should be held, one in Paxford and one in Draycott; the is no appropriate venue in Aston Magna. It was agreed that more extensive promotion of the exhibition should be done in the form of leaflets through doors. As the exhibition is in the interest of the development, the costs should be incurred by PleydellSmithyman Limited. ACTION: Councillor Cowles to contact Richard Hunt to request a further exhibition to inform parish residents. (16.01.20:8.1.2)

There was further discussion on various elements: sound, visual impact, environmental impact, local employment and apprentices. It was suggested that Cotswold Conservation will be looking at the application in detail as it is an 'Area of Outstanding Beauty'.

If the application is successful, a robust management plan from county council will be needed to monitor the development and make conditions to ensure the best outcome for the local community. The management of the development should be steered by local knowledge and resources such as Gloucestershire Wildlife.

9. Community development – postponed.

10. Finance:

1. Finance Report for November 15th 2019 – 31st December 2019, circulated prior to the meeting. Key points were that the Section 106 money received in 2019 has been spent on the cemetery path, play equipment for Draycott play area and will be spent on play equipment in Aston Magna and Churchill Close play area in Blockley.
The filming of Father Brown and another programme were discussed. It was confirmed that Father Brown production crew are returning to the village in April and that there is the possibility of another programme filming. ACTION: Cllr Bradley is to make enquiries into the additional programme filming in the parish. (16.01.20:10.1)
2. Review of Expenditure from November 15th 2019 – 31st December 2019, circulated prior to the meeting and agreed unanimously in retrospect. See Appendix 1.
3. Budget finalisation 2020/21. The BPC meeting in November confirmed some of the budget including freezing the precept at £110,000. Further discussion of the 20/21 budget were discussed in a working group on the 7th January, this allowed for the below budget to be proposed unanimously.

	18/19	19/20	20/21
		19/20 year end	Proposed
<u>INCOME</u>	18/19 Actual	projection	20/21 Budget
COUNCIL			
Precept	90,000.00	110,000.00	110,000.00
Reserves transfers		18,500.00	45,000.00
Council Tax Support Grant	0.00	0.00	0.00
Current A/C Interest	0.00	0.00	0.00
Deposit account interest	181.49	117.24	120.00
Other income	4,268.12	1,820.91	0.00
Grants/donations received	0.00	5,540.00	1,886.00
BURIAL GROUND			
Burial fees	1,260.00	325.00	0.00
Memorial fees	455.00	705.00	0.00
Grave repair income	0.00	0.00	0.00
GRANTS & DONATIONS			
Grants received (Section 106)	2,501.00	38,982.91	2,880.00

Youth donation		619.25	0.00
TOTAL INCOME	98,665.61	176,610.31	159,886.00

	18/19	19/20	20/21
	18/19 Actual	19/20 year end projection	Proposed 20/21 Budget
Administration	7,530.85	8,204.92	12,593.00
General Services	24,512.53	26,831.65	35,470.00
Youth Recreation and Leisure	9,168.27	13,263.49	58,661.74
Burial Grounds	8,928.40	23,381.00	11,500.00
Grants & Donations	100.00	38,982.91	4,000.00
Salaries & Training	24,347.28	26,333.47	29,286.68
TOTAL INCOME	98,665.61	176,610.31	159,886.00
TOTAL EXPENDITURE	74,587.33	136,997.44	151,511.42
<i>Variance</i>	<i>24,078.28</i>	<i>39,612.87</i>	<i>8,374.58</i>

The largest increase is the expenditure in 'youth, recreation and leisure'; this is the release of reserves to re-develop the play areas in the parish to boost the Section 106 funds and to maximise the potential of all funds available.

After review of the three tenders for the grounds contract, councillors agreed unanimously to continue with the current contractor Thomas Fox Landscaping. It was agreed that they are delivering a high standard of work which is being appreciated across the parish. Thomas Fox Landscaping have agreed to hold the price for three years should BPC award the contract in the following years.

Councillors agreed unanimously to award the Maintenance Officer (MO) an additional 7 hours per week between April to September 2020. The MO will be responsible for additional areas instead of the ground's contractor. It was agreed that this is financially beneficial and provides additional responsibility and development for the MO. ACTION: Cllr Dunscombe and the Clerk to revise the MO contract. (16.01.20.10.3.1)

The 2020/21 budget was proposed by Cllr Dunscombe, seconded by Cllr Bradley and approved unanimously.

11 Recreation and Leisure

11.1 Play areas

The installation of the toddler unit in Draycott is scheduled for the beginning of March. Cllr Bryan, Cllr Cowles and Cllr Dunscombe are to remove the old equipment before the 25th February. ACTION: Cllr Bryan, Cllr Cowles and Cllr Dunscomb to remove Draycott play equipment to prepare the area for new installation. (16.01.20:11.1.1)

A new piece of equipment for Aston Magna is to be proposed to council at the February meeting. ACTION: Cllr Thorneycroft to circulate plans for Aston Magna ahead of February's meeting. (16.01.20:11.1.2)

11.2 Over 60s classes The owner/instructor from Freestyle 360 has approved the leaflet for the Over 60's Stretch and Tone sessions and promotion of the event is to commence. ACTION: Cllr Thorneycroft and Clerk to promote the Over 60's classes. (16.01.20:11.2.1)

12 Cemetery and Churchyard update: Cllr Bryan- the burial register is up to date and in Excel format, the map is being updated and the policy is to be reviewed by the lead councillor (Cllr Bryan) and clerk. ACTION: Burial Policy to be reviewed and presented to council in February. (16.01.20:12.1.1)

The burial register needs to be updated to incorporate the cremation plots in the churchyard. ACTION: Clerk to contact the Church administrator to update the register with churchyard cremation plots. (16.01.20:12.1.2)

BPC plan for the second half of the churchyard wall to be rebuilt in late summer of 2021. £10,000 has been allocated from the 2020/21 budget and a further £10,000 will be assigned from 2021/22 budget. Rev'd Delap advised that the faculty may expire. ACTION Clerk to contact Adam Klup at the Diocese to request an extension to the faculty. (16.01.20:12.1.3)

- 13 Health & Wellbeing: Red Cross classes – Cllr Lidsey had circulated details of a course for 12 delegates at a cost of £250 ahead of the meeting. Councillors all agreed that due to the turnover of residents that classes should be held in 2020. A further suggestion was to hold a class during the weekly baby and toddler session. ACTION: Cllr Thorneycroft to discuss the possibility of a Defibrillator training session with the baby and toddler group. (16.01.20:13.1.1)

The relocation of the defibrillator to a more central location was discussed. Confirmation of the power-source is to be obtained: ACTION: Clerk to establish if the defibrillator needs an electricity source. (16.01.20:13.1.2)

- 14 Highways update: road signs – Clerk: The main signpost on the triangle leaving Paxford towards Chipping Campden (B4479) has been repaired. There are three requests for additional road signs: horse and rider signs on Galloping Lane, Vicarage Road sign in Aston Magna, Draycott Road sign at the junction with Station Road. Councillors agreed unanimously to all three signs. ACTION: Clerk to contact Gloucestershire Highways Customer Services Team to request signs. (16.01.20:14.1.1)

A request has been received to have the 'skid risk' signs removed on the B4479 towards Bourton on the Hill. ACTION: Clerk to contact Rhodri Grey at Highways to notify him of the signs. (16.01.20:14.1.2)

Cllr Bradley alerted councillors to the damage to the grass verge opposite the junction of School Lane and the B4479 that tradesmen are using to park on. ACTION: Cllr Bell to speak to the tradesmen parking on the verge, alert them of the damage they are causing to parish land and instruct them to park elsewhere. (16.01.20:14.1.3)

- 15 Communications: - Cllr Efstratiou
- 15.1 Councillors were updated with the refreshed copy that Cllr Efstratiou is writing and the new site map. Councillors agreed to their profile pictures being on the new website and Cllr Efstratiou is to arrange a photographer to take photos to ensure a continuous appearance on the website. ACTION: Cllr Efstratiou is to arrange profile pictures. (16.01.20:15.1.1)
- 15.2 The Voice: - it was agreed that articles will be submitted on a quarterly basis and an advertorial will be run on the other months. BPC are aware that a financial contribution has been requested, prices are to be confirmed.

16 Winter plans: adverse weather planning – Cllr Dunscombe is researching a weather system. Cllr Bryan has contacted mill owners in Blockley and confirmed that they work together to manage the flow of the brook. Councillors are in agreement that the current rain gauge is costly and not effective. ACTION: The Clerk is to make enquiries with the Environmental Agency to see if any equipment is recommended for parish councils. (16.01.20:16.1.1)

The Clerk has received the snow plough plans and hourly rate from GCC. ACTION: Clerk to source additional snow plough operators in case of heavy snowfall. (16.01.20:16.1.2)

17 17. SGH update – Cllr Bradley, new boiler and roof insulation are being fitted, there are to be sheds erected in the grounds which will be rented to users of the hall to store their equipment. Meetings have happened with the school and a representative from the school has now joined the committee. Cllr Bradley is writing a job description to advertise for a part-time Hall Manager.

18 Clerk's update and correspondence were circulated ahead of the meeting. Some decisions were required from councillors.

- As council have agreed to donate the bench at Paxford bus shelter to Broadway Railway, a decision is needed on the replacement. All agreed that wood is not suitable for this location and alternatives are being researched.
- Blockley War Memorial restoration – a quote has been received to repair the steps, £500 +VAT. Memorial stonework cleaned using low pressure super-heated water system to remove lichen and organic growth build-up. Surrounding pathway cleaned using low pressure super-heated water system to remove organic growth and biofilm. £327.00. Total of £827 to essentially clean the war memorial. Funding is not available for cleaning the memorial as it is understood that too much cleaning can lead to damage. Approval of the cleaning work and repair to the steps and pathway were agreed unanimously. ACTION: The clerk is to make enquiries as to whether the work can be done before 75th anniversary of VE Day on the 8th May. (16.01.20:17.1.1)
- Meeting dates – The third Thursday of the month is falling in February half term and Easter holidays. The Clerk advised that meeting dates have yet to be publicised so if they were to change there would be adequate notice. The prior booking at St Georges Hall was discussed and councillors were advised that the smaller room is sufficient in size. ACTION: Clerk to change the Easter meeting date and use the other room in St Georges Hall. (16.01.20:17.1.2)

Other items councillors were updated on by the Clerk:

- GAPTC Preparing for Audit course completed, Clerk would like to use GAPTC for the internal audit, cost - £300, additional costs if additional visits are required.
- Growing Our Communities Fund – successful bid of £722 for Play Rangers
- Bench by the war memorial in Blockley is being prepared for installation
- Blockley Ramblers wish to donate a bench, location to be decided
- Phone-boxes – Paul Holmes (local resident who restored Broad Campden) is reviewing the boxes (Paxford, Draycott, Station Road) and providing quotes.
- A £10.5K VAT return has been submitted

19 Any other business

The instalment of the post box in Winterway. ACTION: Clerk to make enquiries into the re-installing of a post box on Winterway, Blockley. (16.01.20:19.1.1)

20 Date of Next Meeting: 7pm on Thursday 20th February 2020, Paxford Village Hall

The meeting closed at 9.25pm.

Item	Action (responsibility) from 16 th January 2020	Status
19.10.19:12.3	Cllr Cowles and Cllr Thorneycroft to finalise the Community Grant application and submit to CDC	
19.10.19:17.1	Cllr Dunscombe to arrange Richard Weller to present to councillors about running community events	
21.11.19:9.2	Cllr Dunscombe is having the pension requirement reviewed by an independent advisor	
21.11.19:9.3	The Clerk is to research grant opportunities for the second half of the Churchyard wall	
21.11.19:11.1	Cllr Dunscombe is to research rainfall equipment	
16.01.20:4.1.1	Clerk to arrange memorial plaque and commemorative event with Rev'd Delap.	
16.01.20:4.1.2	Clerk to arrange the annual litter pick and approach the Great Western about breakfast.	
16.01.20:7.1	Cllr Bryan to photograph the flooded roads.	
16.01.19:8.1.1	Councillor Cowles to form a working group to analyse the Northcot Brickworks application and submit comments to the planning officer.	
16.01.20:8.1.2	Councillor Cowles to contact Richard Hunt to request a further exhibition to inform parish residents.	
16.01.20:10.1.1	Cllr Bradley is to make enquiries into the additional TV programme filming in the parish.	
16.01.20.10.3.1	Cllr Dunscombe and the Clerk to revise the MO contract.	

16.01.20:12.1.1	Burial Policy to be reviewed and presented to council in February.	
16.01.20:12.1.2	Clerk to contact the Church administrator to update the register with churchyard cremation plots.	
16.01.20:12.1.3	Clerk to contact Adam Klup at the Diocese to request an extension to the faculty.	
16.01.20:13.1.1	Cllr Thorneycroft to discuss the possibility of a Defibrillator training session with the baby and toddler group.	
16.01.20:13.1.2	Clerk to establish if the defibrillator needs an electricity source.	
16.01.20:14.1.1	Clerk to contact Gloucestershire Highways Customer Services Team to request signs.	
16.01.20:14.1.2	Clerk to contact Rhodri Grey at Highways to notify him of the 'skid risk' signs.	
16.01.20:14.1.3	Cllr Bell to speak to the tradesmen parking on the verge (B4479), alert them of the damage they are causing to parish land and instruct them to park elsewhere.	
16.01.20:15.1.1	Cllr Efstratiou is to arrange profile pictures for the new website.	
16.01.20:16.1.1	The Clerk is to make enquiries with the Environmental Agency to see if any weather warning equipment is recommended for parish councils.	
16.01.20:16.1.2	Clerk to source additional snow plough operators in case of heavy snowfall.	
16.01.20:17.1.1	The clerk is to make enquiries as to whether memorial cleaning and repairs can be done before 75th anniversary of VE Day on the 8th May.	
16.01.20:17.1.2	Clerk to change the Easter meeting date and use the other room in St Georges Hall.	
16.01.20:19.1.1	Clerk to make enquiries into the re-installment of a post box on Winterway, Blockley.	

Approved by Blockley Parish Council:

Signed.....

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Date.....