



Blockley Parish Council

Minutes - Thursday 23rd April 2020 7.00pm, REMOTE.

Present: Cllrs – Stewart Bell, Thomas Bradley, Jon Bryan, Ben Cowles, Simon Dunscombe, Marcus Efstratiou, Jenny Lidsey. Eleanor Thorneycroft
 District Councillor - Sue Jepson
 The Clerk: Sarah Longbottom
 0 members of the public

1. Welcome, apologies for absence from Councillor Lynden Stowe (County councillor) All attending the remote meeting were informed that the meeting was being recorded.
2. Proposal to approve amended Standing Orders facilitating remote meetings and remote voting – RESOLVED, proposed SD, seconded TB, unanimously approved.
3. Items for any other business:
 The perception that a damaged noticeboard within Blockley belongs to BPC
 Internal Audit update
4. Declarations of Interest and Dispensations for items on the agenda - Three members of the St Georges Hall management committee, Cllr Dunscombe, Cllr Bradley and Cllr Lidsey
5. Public Participation - None
6. Approval of the minutes of the Annual Parish Council Meeting of 20th February 2020 (N.B. March meeting was cancelled due to the outbreak of Coronavirus). The minutes were circulated to all members, the District and County Councillor prior to the meeting. RESOLVED, proposed SD, seconded JB - The minutes were unanimously agreed to be an accurate record of the meeting.

6.1 Matters Arising/actions:

Item	Action (responsibility) from 20 th February 2020	Status
21.11.19:9.3	The Clerk is to research grant opportunities for the second half of the Churchyard wall	Ongoing
16.01.20:4.1.1	Clerk to arrange memorial plaque and commemorative event with Rev'd Delap.	Done awaiting Listed Building Consent
16.01.20:4.1.2	Clerk to arrange the annual litter pick and approach the Great Western about breakfast.	Done. Now postponed until September.
16.01.20:10.1.1	Cllr Bradley is to make enquiries into the additional TV programme filming in the parish.	Ongoing
16.01.20:12.1.3	Clerk to contact Adam Klup at the Diocese to request an extension to the faculty.	Done, not possible a new faculty will be required.
20.02.20.10.1	Clerk to obtain a cost of matting an area for six cars to the left of Back Ends Common is to be obtained and presented at the March meeting	Done, awaiting quotations
20.02.20.10.2	Cllr Cowles to arrange the replacement the orange netting and tape on Back Ends Common with more sympathetic materials.	Done
20.02.20.12.2	The clerk is to share all statutory files to be uploaded onto the new website	Done
20.02.20.13.1	Clerk is to apply for permission to carry out work on the two cherry trees on Churchill Close	Done
20.02.20.15.1	Cllr Lidsey to arrange two Red Cross classes	Ongoing

20.02.20.16.1	Cllr Bell to meet with Cllr Thorneycroft to discuss the progress of new play area installations	Done
20.02.20.18.1	Clerk to arrange a revised burial policy to include memorials and to be presented to full council	Ongoing
20.02.20.18.2	Cllr Dunscombe to review the Grants policy including application forms, to be presented at the March meeting	Done, see item 11.3
20.02.20.19.6	Clerk to cost panel and paint to restore the parish phone boxes and make enquiries about local colleges carrying out restoration work	Done – MO going to complete the immediate work

7. County and District Councillors' reports

Cllr Sue Jepson (Cotswold District Council):

- Reported the increased level of fly-tipping in the area due to the absence of the green bin collection and the closure of waste and recycling centres
- Reports of CDC processing business support grant applications at a slower rate than other district councils
- Volunteer badges can be arranged via Cllr Jepson if they are required by the parish's volunteers
- CDC are not cutting any of their designated areas at this time of the Coronavirus outbreak
- Grant system has become the Community Resilience Fund
- Confirmation that CDC's Planning Committee are not meeting resulting in a delayed review of the Sheafhouse Farm application.

8. Planning –

20/00975/LBC 09/03/2020 29/04/2020 - Elm House St Georges Terrace, Blockley - Memorial plaque to boundary wall

- BPC do not comment on Listed Building Consent

20/00902/FUL 02/04/2020 22/04/2020 - Allotment Land On North-West Side Of Station Road Blockley - Erection of shed and community cabin

- BPC to support

9. Finance: – Cllr Dunscombe

9.1 Finance Report for 1st February 2020 – 31st March 2020 detailing all accounts held by the council and the end of year closing balances was received prior to the meeting.

An Emergency budget category has been established to have funds available to respond to any unforeseen crisis's should they arise. £30,000 reserve set up for spending to meet any emergencies.

A specific Covid-19 Grant or Donation policy and application form, for groups based in the Parish, that are actively helping the residents of Blockley Parish, to apply for funds to support that activity, has been written see item 11.7.

9.2 RESOLVED To approve expenditure from 1st February 2020 – 31st March 2020 Proposed ME, seconded ET, unanimously approved. See appendix A.

9.3 RESOLVED to continue payment of suppliers during nationwide lockdown, including youth provision, grounds contract and Blockley Sports Club and additionally village halls who should have been used to host the monthly parish council meetings, proposed JB, seconded SD, unanimously approved.

10. RESOLVED to approve the 2020 Asset list, proposed Cllr Dunscombe, seconded JL. Clerk advised that once planned play areas are installed, the asset list will change considerably to accurately reflect the investment in new equipment.

11. Prior to the meeting all policies were circulated to all councillors:

11.1 RESOLVED Code of Conduct 2020 Proposed BC, Seconded JB, unanimously approved.

11.2 RESOLVED Social Media Policy 2020 Proposed JB, Seconded SD, unanimously approved. Discussions about a monthly social media communication plan, Cllr Efstratiou is to present a monthly plan at each meeting.

11.3 RESOLVED Grants Awarding Policy 2020 Proposed SD, Seconded JB, unanimously approved.

11.4 RESOLVED Finance Regulations Policy (amended limits) 2020 Proposed SD, Seconded BC unanimously approved.

11.5 RESOLVED Data Protection Policy 2020 Proposed SD, Seconded TB, unanimously approved.

11.6 RESOLVED Health and Safety Policy 2020 Proposed JB, Seconded SD, unanimously approved.

11.7 RESOLVED Covid 19 Emergency Grants Policy 2020 Proposed SD, Seconded ME, unanimously approved.

12. Personnel Committee: - Cllr Dunscombe
 12.1 RESOLVED To approve the annual review and recommendations for the Maintenance Officer's contract Proposed SD, Seconded JL, unanimously approved.
13. Community: To discuss Parish considerations for Coronavirus pandemic
 13.1 Clerk is to make further enquiries about using the time of play area restrictions to have the metalwork sanded and repainted in Springfield and Churchill Close. (ACTION 230320.13.1 Clerk)
 13.2 Cllr Efstratiou is to write an interim online communication updating parishioners of the provisions that BPC have put in place during the Covid-19 lockdown. The comms will also seek opinions of parishioners to gather ideas of how PC can help parishioners further. The communication is to be displayed on all noticeboards too. (ACTION 230320.13.2 ME). A third mailshot will be considered once the Government review lockdown restrictions.

THE MEETING WAS SUSPENDED FOR ALL COUNCILLORS TO SHOW APPLAUSE FOR THE NHS.
 MEETING RESUMED AT 8:05.

14. Burial grounds – Cllr Bryan
 14.1 RESOLVED To approve matting an access driveway in the upper cemetery to preserve the ground up to £500 proposed JB, seconded SD, unanimously approved.
15. Any other business –
 15.1 The clerk is to discuss with the Maintenance Officer the damaged noticeboard in Blockley village that does not belong to BPC. (ACTION 230320.15.1 Clerk)
 15.2 To allow for a concise remote meeting there was no Clerk's update but to note that the Internal Audit had been completed by Gloucestershire Associated Parish and Town Councils with some suggestions which the Clerk is going to install from April onwards. These include; the issuing of burial grounds receipts, the annual approval of full council for the review of insurance cover, asset register to be added to the BPC website for transparency, full council to vote on Personal Committee recommendations, a full council review of the External Auditors comments once received for 2019/20 and agendas are to have a date of issue/summons.
16. Date of Next Meeting: May 21st 2020 (likely to be remote)

The meeting closed at 8:15pm.

Approved by Blockley Parish Council:

Signed.....

Print.....

Date.....

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20.02.20.15.1	Cllr Lidsey to arrange two Red Cross classes	
20.02.20.18.1	Clerk to arrange a revised burial policy to include memorials and to be presented to full council	

230320.13.1	Clerk to seek costs of play area metal work restoration during Covid-19 lockdown	
230320.13.2	Cllr Efstratiou to arrange next covid-19 online communication	
23.03.20.15.1	Clerk and MO to resolve damaged noticeboard	

Appendix A – Transaction report:

Paid date	Gross	Vat	Net	Details
06/02/2020	50.00	0.00	50.00	Gloucestershire Assn Local Councils (GAPTC) - Cllr training - planning
03/02/2020	55.19	9.20	45.99	British Telecommunications BT - phone/wifi
06/03/2020	9.40	1.57	7.83	Cotswolds Building Supplies - maintenance materials
12/02/2020	32.98	0.00	32.98	Mr Raymond Mayo - Garden bags and sacks
12/02/2020				Mrs S Longbottom - Salary February
12/02/2020				Mr Raymond Mayo - Salary Feb
12/02/2020	30.00	0.00	30.00	Peridot Technology Ltd - Ink cartridges
18/02/2020	76.27	0.00	76.27	NEST Pension Scheme - Pension Feb
11/03/2020	496.02	82.67	413.35	Glasdon UK Ltd - Bench Paxford Bus Shelter
24/02/2020	35.38	5.90	29.48	Grundon - Cemetery bin
06/03/2020	38.00	0.00	38.00	Paxford Village Hall - Jan and Feb hall hire
06/03/2020	1,080.00	180.00	900.00	Gloucestershire Mentoring and Support GMAS - Youth February
06/03/2020	2,226.00	371.00	1,855.00	Thomas Fox Landscaping - Tree felling and emergency tree works
06/03/2020	240.00	40.00	200.00	Thomas Fox Landscaping - Emergency tree works
06/03/2020	17.00	0.00	17.00	Caroline Scobie - Payroll February
06/03/2020	70.40	0.00	70.40	Peridot Technology Ltd - Stationery
31/03/2020	225.00	0.00	225.00	C.Derrick - Roof repairs
11/03/2020	50.00	0.00	50.00	Gloucs Playing Fields Association - Annual Subscription
11/03/2020	102.35	17.06	85.29	Cllr B Cowles - Rope for BACK ENDS COMMON
11/03/2020				Mr Raymond Mayo - Salary Feb
11/03/2020	34.02	0.00	34.02	Mr Raymond Mayo - Expenses Feb
11/03/2020				Mrs S Longbottom - Salary Feb
12/03/2020	313.20	0.00	313.20	Jon Bryan - Wix Website
18/03/2020	100.00	16.67	83.33	Blockley Sports Utilities Ltd - MUGA Feb
18/03/2020	36.98	6.16	30.82	Amazon - Ink cartridge
25/03/2020	302.98	0.00	302.98	Jon Bryan - Emergency phones and top up
25/03/2020	670.80	111.80	559.00	Thomas Fox Landscaping - Cemetery path steps
25/03/2020	594.00	99.00	495.00	Thomas Fox Landscaping - Tree reduction phonelines
	6.00	0.00	6.00	Cllr S Dunscombe - iD phone
24/03/2020	76.27	0.00	76.27	NEST Pension Scheme - Pension Mar
25/03/2020	34.69	5.78	28.91	Grundon - Cemetery bin
	28.78	0.00	28.78	Cllr S Dunscombe - Zoom account
31/03/2020	17.00	0.00	17.00	Caroline Scobie - March Payroll
31/03/2020	18.00	0.00	18.00	Unity Trust Bank - Service charge