



Blockley Parish Council

Minutes - Thursday 21st May 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

The public part of the meeting was recorded and all members were informed so.

1. Election of Chair and Vice-Chair of the Parish Council
 After discussion, the Clerk as Proper Officer informed all councillors that in accordance with 2.1 of the Blockley Parish Council (BPC) Standing Orders, Standing Order 16.3 was to be suspended, without notice, to allow the Clerk to receive votes in private for the position of Chair. Stewart Bell, as Chairman, advised the Council that he had received advice that the Standing Orders should not be suspended without 24 hours' notice. However, given the conflicting advice, Cllr Bell asked councillors individually how they wished to proceed.
 Proposed for the role of Chair, Cllr Jon Bryan by JB, seconded by BC.
 Proposed for the role of Chair, Cllr Tom Bradley by SB, seconded by JL.
 All councillors were moved to the remote waiting room whilst the Clerk received the votes. The Clerk received all votes and admitted all back into the meeting room.
 The vote was a tie. Stewart Bell, as Chair cast his vote for Cllr Thomas Bradley.
 Cllr Tom Bradley accepted the role of Chair and presided the rest of the meeting.
 Proposed Cllr Jon Bryan for Vice-Chair by TB, seconded by BC, elected uncontested.
 TB and JB to sign the Declaration of Acceptance of Office outside of the remote meeting.
 ME left the meeting.
2. Apologies for absence from Councillor Lynden Stowe (County councillor), ME left item 2.
3. Items for any other business: None
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. Appointment of Lead Councillors: All lead positions remain in place: Burial Grounds JB, Communications ME, Finance SD, Planning BC, Recreation and Leisure ET, Youth with Health and Wellbeing JL, Personnel Committee TB, JB, SD.
6. Public Participation - None
7. Approval of the minutes of the Annual Parish Council Meeting of 23rd April 2020 RESOLVED. The minutes were unanimously agreed to be an accurate record of the meeting.

7.1 Matters Arising/actions:

Item	Action (responsibility) from 23 ^{rs} April 2020	Status
21.11.19:9.3	The Clerk is to research grant opportunities for the second half of the Churchyard wall	Done
16.01.20:10.1.1	Cllr Bradley is to make enquiries into the additional TV programme filming in the parish.	Suspended due to Covid-19 outbreak
20.02.20.15.1	Cllr Lidsey to arrange two Red Cross classes	Suspended due to Covid-19 outbreak

20.02.20.18.1	Clerk to arrange a revised burial policy to include memorials and to be presented to full council	Ongoing
230320.13.1	Clerk to seek costs of play area metal work restoration during Covid-19 lockdown	Done
230320.13.2	Cllr Efstratiou to arrange next covid-19 online communication	Done
23.03.20.15.1	Clerk and MO to resolve damaged noticeboard	Done

8. County and District Councillors' reports

Cllr Sue Jepson (Cotswold District Council, CDC):

- SJ congratulated TB on the appointment of Chair
- Updated the revised process of the Planning Committee, all comments are to be submitted two full days in advance of the hearing, comments are not to be spoken in person at the meetings but read out. SJ shared that it is being contested and that if BPC feel strongly, they too should write objecting to the new process. BC and SJ are to discuss the process further and BC to report back to councillors. (ACTION 21.05.20.8.1)
- Forms for Small Business Grants will be available from the 1st June, closing date 14th June. SJ advised that councillors promote this with urgency due to the short timeframe. It was agreed that the Clerk would promote the grant on social media (ACTION 21.05.20.8.2)
- Waste disposal centres are now open by online appointment only
- CDC have changed the video-conferencing provider away from Zoom to Webex and Google Hangouts

9. Planning –

- 20/01455/FUL Erection of an agricultural livestock building in Paxford. One councillor has received concerns from neighbouring residents regarding pollution and drainage. The consultee comments address those concerns. A councillor said that neighbours are concerned that a full application has been made rather than an agricultural application and the livestock building could then be converted for other use. It was agreed that this is speculative, and that BPC have to consider the application as it stands at the time. BPC are to submit a comment regarding any possible, future use of the building, BC will circulate to all councillors in advance of the comment being submitted (ACTION: 21.05.20.9.1)
- CDC planning officer to decide all other applications.

SJ left the meeting.

SB remarked that he felt that some applications for agricultural buildings at the very north of the parish are not being brought to BPC's attention. The planning Lead Councillor (BC) and the Clerk are to look into it further (ACTION: 21.05.20.9.2)

10. Finance: – Cllr Dunscombe

- 10.1 RESOLVED to approve the 2019/20 Accounting Statement (AGAR) proposed SD, seconded JB, majority vote. Due to the remote meeting, the RFO and Chair are to sign the document separately
- 10.2 Finance Report for 1st April 2020 – 15th May 2020 detailing all accounts held by the council and the end of year closing balances was circulated prior to the meeting.
- 10.3 RESOLVED to approve expenditure from 1st April 2020 – 15th May 2020 proposed SD, seconded TB.

11. RESOLVED to renew the Ecclesiastical Local Council scheme insurance

The Clerk and Chair are to review the freehold of the land of St Georges Hall and The Heritage Centre/Jubilee Hall and the insurance required (ACTION: 21.05.20.11.1)

12. Clerk's update and correspondence log: report circulated in advance.

- Clerk is to obtain a quotation from Thomas Fox grounds contractors to maintain the Paxford War Memorial (ACTION: 21.05.20.12.1) Clerk to thank the sponsor for funding the last 10 years maintenance of Paxford War Memorial (ACTION: 21.05.20.12.2)
- Broken benches throughout the parish are to be reviewed and a survey to parishioners asking for a priority list of restoration requirements is to be drawn up (ACTION: 21.05.20.12.3)

13. Trustees update from St Georges Hall Management Committee:
 - AGM postponed due to the Covid-19 outbreak, partly due to the covenant
 - Accounts are with the auditor, due to be returned the following week and will be shared with BPC
 - A deep clean is being conducted whilst the school are not using the hall, it will be completed by June should the school be returning
 - Mrs Laura Bradley has been appointed as the hall manager

14. Recreation and Leisure: The reopening and refurbishment of play-areas
 No Government update with regards to the reopening of the play-areas but recognition that the UK is 2-3 weeks behind the rest of Europe. A quote close to £4,000 has been received to rub down and repaint all of the metalwork in Springfield and Churchill Close play-areas. Other options are being explored. The gym that hosts the Stretch and Tone classes is re-opening other outdoor sessions but not the classes in the hall.

15. Communications: Cllr Efstratiou has built a monthly plan of social media content but requires more input from councillors to improve the regularity and range of content. TB is to ask ME to circulate the plan in order for each councillor to make suggestions. (ACTION: 21.05.20.15.1)

16. Waterways: mills and brook – Cllr Bryan updated councillors that he has been in touch with the mill owners regarding their capabilities of managing the flow of water through Blockley village. A working group of JB and TB was formed to arrange for further discussion with the mill owners to steer effective management of water flow.

17. Parish community during the Covid-19 outbreak: VE Day bunting was well received and it was agreed that a parish competition during August. TB and SD are to raise the idea with local societies and report back to council in June. (ACTION: 21.05.20.17.1)
 - Bunting for VJ Day is to be sourced by the clerk (ACTION: 21.05.20.17.2)
 - Covid 19 volunteer phone, the main volunteer can no longer be in charge of the contact number that BPC have provided parishioners with if they need help during the virus outbreak. The Clerk will take the phone and monitor the level of use. JB is to check about the email address. The Clerk is to contact the parish vicar regarding the phone that she has been provided with. (ACTION: 21.05.20.17.3)

18. Any other business:
 - SB resigned from BPC.
 - SB left the meeting.
 - TB thanked SB for his time.
 - A councillor remarked that there were breaches of the Standing Orders and the beginning of the meeting and that it needs to be reviewed. The Chair rose the action that the Chair and Clerk would review the meeting. (ACTION: 21.05.20.18.1)

19. Date of Next Meeting: June 18th 2020

The meeting closed at 8:15pm.

Approved by Blockley Parish Council:

Signed.....

Print.....

Date.....

Item	Action (responsibility) from 21 st May 2020	Status
20.02.20.18.1	Clerk to arrange a revised burial policy to include memorials and to be presented to full council	
21.05.20.8.1	BC to research the new CDC planning meeting procedures	
21.05.20.8.2	Clerk to promote CDC business grant on BPC Facebook page	
21.05.20.9.1	BC to circulate comment regarding planning application 20/01455/FUL for majority approval	
21.05.20.9.2	BC and the Clerk to research the northern area of the parish and planning applications	
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	
21.05.20.12.1	Clerk is to obtain a quotation from Thomas Fox grounds contractors to maintain the Paxford War Memorial	
21.05.20.12.2	Clerk to thank the sponsor for funding the last 10 years maintenance of Paxford War Memorial	
21.05.20.12.3	Broken benches throughout the parish are to be reviewed and a survey to parishioners asking for a priority list of restoration requirements is the drawn up	
21.05.20.15.1	TB is to ask ME to circulate the communication plan in order for each councillor to make suggestions	
21.05.20.17.1	TB/SD are to discuss a community project with local societies and report back to council in June	
21.05.20.17.2	Bunting for VJ Day is to be sourced by the clerk	
21.05.20.17.3	The Clerk is to contact the parish vicar regarding the Covid-19 phone that she has been provided with	
21.05.20.18.1	TB/Clerk to review the breaches to the Standing Orders at the beginning of the meeting	

Appendix A – Transaction report:

Expenditure transactions 15.04.20 - 15.05.20

15-May-20	Direct Debit (NEST)	Pension contribution	-75.71
13-May-20	B/P to: Mrs S Longbottom	SALARY MAY	
13-May-20	B/P to: Mr R Mayo	BPC SALARY & EXPS	
13-May-20	B/P to: HMRC Cumbernauld	PAYE/NI	-219.35
13-May-20	B/P to: C Scobie	Y/E PAYROLL	-51
13-May-20	B/P to: S Longbottom	M/O SAFETY BOOTS	-53.98
13-May-20	B/P to: Millennium Quest	VE DAY 75TH	-253.8
			-
13-May-20	B/P to: Playdale Ltd	50% DRAYCOTT PLAY	4,669.20
07-May-20	B/P to: Josh Fairburn	2 X COVID MAILER	-100
07-May-20	B/P to: BI Heritage Centre	BPC HALL MAR	-42
07-May-20	B/P to: Cllr Ben Cowles	EXPENSES	-100
07-May-20	B/P to: Cotswold Building	Varnish	-8.14
07-May-20	B/P to: BlockleySports Ltd	MUGA APRIL	-100
07-May-20	B/P to: Cllr Ben Cowles	BRUSHCUTTER BLOWER	-715.48
30-Apr-20	B/P to: GAPTC	BPC AUDIT FEES	-265
30-Apr-20	B/P to: Millennium Quest	VE DAY 75TH	-253.8
29-Apr-20	B/P to: Cllr Dunsombe	ZOOM/MOBILE	-34.78
29-Apr-20	B/P to: Cllr Thorneycroft	MEMBERS ALLOW APR	-100

29-Apr-20	B/P to: Cllr T Bradley	MEMBERS ALLOW APR	-100
29-Apr-20	B/P to: Cllr Dunsombe	MEMBERS ALLOW APR	-100
29-Apr-20	B/P to: Cllr Jon Bryan	MEMBERS ALLOW APR	-100
29-Apr-20	B/P to: Mrs J Lidsey	MEMBERS ALLOW APR	-100
29-Apr-20	B/P to: Cllr Bell	CHAIRS ALLOW APR	-130
28-Apr-20	ALLEN & SON LIMITE	Plot MOULDER	205
24-Apr-20	Direct Debit (GRUNDON WASTE MANA)	Cemetery bin	-35.39
23-Apr-20	B/P to: ICCM	Annual membership	-95
23-Apr-20	B/P to: Hydr Clean	MEMORIAL CLEANING	-392.4
17-Apr-20	Direct Debit (NEST)	Pension contribution	-75.71
		Plot and burial fee	
15-Apr-20	ALLEN & SON LIMITE	MILES	410
15-Apr-20	B/P to: Mr R Mayo	MARCH EXPENSES	-43.65
15-Apr-20	B/P to: S Longbottom	APRIL SALARY	
15-Apr-20	B/P to: Mr R Mayo	APRIL SALARY	
15-Apr-20	B/P to: ROSPA Play Safety	Playground inspection	-411