



Blockley Parish Council

Minutes - Thursday 21st January 2021 7.00pm, remote via Zoom.

Present: Cllrs – Tom Bradley (Chair), Jon Bryan (Vice-Chair), Paul Baines, Ben Cowles, Charlotte Goldring, Jenny Lidsey, Eleanor Thorneycroft and Clare Turner

Sue Jepson (District Councillor)

The Clerk/RFO: Sarah Longbottom

Members of the public: 3

1. Apologies for absence: Cllr Lynden Stowe (County Councillor)
2. Items for any other business: Cemetery reservations and the placing of stones at Back Ends Common
3. Declarations of Interest and Dispensations for items on the agenda – TB/JL members of the St George’s Hall management committee.
4. Public Participation: Whilst 3. Member of the public were in attendance, there were no speakers.
5. RESOLVED. Approval of the minutes of the Annual Parish Council Meeting of 19th November 2020. The minutes were unanimously agreed to be an accurate record of the meeting. To be signed by the Chair and filed by the Clerk.

5.1

Minute reference	Action (responsibility) from 19 th November 2020	
15.10.2020:16.1	TB is to arrange the SGH Management Committee to meet with The Heritage Society and discuss the payment of the reinstatement valuation.	Ongoing
19.11.2020:9.1	Clerk to try to source historical minutes of SGH Management Committee are to be made to inform any changes since the addendum in 2004.	Complete
19.11.2020:9.2	TB, CG and CT are to meet to discuss the obligations of SGH committee membership and review the conveyance to understand how the charity works.	Ongoing
19.11.2020:10.5	A budget working group is to meet in December.	Complete
19.11.2020:13.1	A workshop meeting is to be held to consider play area quotations.	Complete
19.11.2020:13.2	CG to research fencing options at Wydelands play area.	To be reported in Feb
19.11.2020:14.1	The environmental sub-committee including CT, TB and PB to meet ahead of the January meeting.	Ongoing
19.11.2020:15.1	TB to raise the matter of no waste recycling of public bins provided to CDC with Cllr Jepson.	Complete
19.11.2020:15.2	Options of the future use of Station Road phone-box are to be suggested by councillors for a decision in the January meeting.	Item 10.3
19.11.2020:16.1	The Clerk is to circulate a list of parish council land and assets that councillors have agreed to be used within the Gingerbread Man Trail.	Complete
19.11.2020:16.2	Insurance, publicity and a policy for video and audio equipment to be written/secured by the Clerk.	Item 10.4
19.11.2020:17.1	TB is to follow up with County Councillor Stowe regarding the surface water on Lower Street.	Complete

5.2 RESOLVED. Approval of the minutes of the Extraordinary Parish Council Meeting of 21st December 2020. The minutes were unanimously agreed to be an accurate record of the meeting. To be signed by the Chair and filed by the Clerk. Unanimous.

6. County and District Councillors' reports: Cllr Sue Jepson (District Councillor)
- Raised her awareness of the removed dog waste bin at Aston Magna
 - Complaints have been received within other wards as to the careless treatment of bins by the waste disposal team
 - Government business grants, District Councillors are reporting a slow response and a slow release of funds despite having allocated funds from central government.
 - The new Chief Executive is in place, Robert Weaver, he will be introducing himself to parish councils in the coming months
 - There is a flooding meeting on the 5th Marsh, a representative from the town and parish councils is recommended to attend
 - The District Councillor is investigating building works to a Grade 11 listed property in the parish which has not acquired planning permission.

7. Planning: Cllr Cowles

20/02431/FUL: APPEAL Sheafhouse Farm Draycott Road Blockley. Change of use of agricultural land for the siting of 4no. safari tents BPC are to consider the original comment submitted. The District Councillor is to provide the details of where comments are to be made. The decision notice is to be reviewed by BC. Closing date 12.02.21.

20/04324/FUL: Corner Cottage Aston Magna. Erection of two storey side extension including front canopy and erection of first floor rear extension. BC and CG are to review the plans and circulate their comments. Closing date 4.02.21.

Cllr Jepson left the meeting.

8. Finance: – Cllr Cowles

8.1 Finance Report 14th November 2020 – 15th January 2021 detailing all accounts held by the council and income and expenditure for the period was circulated to all councillors.

8.2 RESOLVED unanimously to approve expenditure from 14th November 2020 – 15th January 2021, proposed BC, seconded JB.

8.3 RESOLVED 2021/22 Budget: precept remains at £110,000, proposed BC seconded TB agreed unanimously.

	Budget 20/21	Budget 21/22
TOTAL INCOME	115,120.00	110,620.00
TOTAL ADMINISTRATION	13,893.00	11,870.00
TOTAL PARISH GROUNDS SERVICES	34,570.00	35,400.00
TOTAL YOUTH & RECREATION	18,661.74	19,350.00
TOTAL BURIAL GROUNDS	11,500.00	6,000.00
TOTAL S137 GRANTS	4,000.00	4,000.00
TOTAL SALARIES & TRAINING	29,286.68	28,667.62
TOTAL EXPENDITURE	111,911.42	105,287.62

9. St George's Hall: - Cllr Bradley

9.1 To receive an update of the SGH management committee November meeting and outstanding matters Draft minutes, annual report, accounts and certificate by an independent examiner for 2019/20 of the SGH Management Committee were circulated to councillors in advance of the meeting. BPC are to purchase the Maintenance Shed, there is a cost of electricity which needs to be proposed to full council. The committee is awaiting to hear as to when Western Power will lay an underground cable and surfacing works to the carpark will be required.

10. Community and facilities:

10.1 To discuss parish provisions during the COVID-19 national lockdown – Clerk

Posters reminding residents of the email address and telephone number to call to receive volunteer help during the national lockdown have been put on noticeboards and the parish council Facebook page. The parish council website page has been reinstated and updated with current information. Gloucestershire Rural Community Council (GRCC) providing wellbeing services and expert help for housing, counselling, benefits, etc. are displayed on the parish noticeboards.

Cotswold District Council are providing regular correspondence on well-being provisions and are providing updates on future mental health training and timely information for town and parish councils.

Parish councillors are to look at strategies to support recovery from the pandemic at a parish level to restore community support outlets and promote well-being, such as supporting the toddler group, youth groups, mindfulness classes, gardening/art groups, bereavement groups, and reinstating the stretch and tone classes. Improvements are underway to improve the social green spaces enriching physical and mental health.

Some of the local societies are struggling financially, further discussions with these organisations are needed. Supporting local societies and facilitating parish recovery is to be an agenda item in March.

10.2 An update on the purchasing and installation of benches – Cllrs Cowles

Updated costings and preferred products were circulated in advance of the meeting. The civil costs for installation are accountable for 50% of the cost, it is a long term investment that will provide solid foundations. The strategy is for a consistent appearance across the parish. Awaiting additional installation quotations, a proposal will be prepared for the council's February meeting.

10.3 To consider uses of Station Road phone-box

Agreed to furnish the phone-box with local historical and geographical information. The Clerk is to source appropriate information, consulting Blockley Heritage Society, and acquire costings for the February meeting. (20.01.2020:10.3)

10.4 To agree the Lending Policy for parish council audio and visual equipment

Agreed to adopt the Audio Visual Policy. The Clerk is to obtain relevant PAT testing and check liability.

11. Recreation: update from Cllr Goldring and Clerk

11.1 To review the revised quotation for the Aston Magna play-area

Due to commissioning Aston Magna play equipment only and not Blockley, a revised quote of £16,695.67 has been received; a reduction of £1,361.21. The order will be placed immediately and installation is predicted as 8 weeks from receipt of order.

A GCC Growing Our Communities grant of £1,550 has been awarded to contribute towards the new equipment at Aston Magna.

11.2 To discuss the progress and facilitation of parish play-area refurbishments

The clerk has met with Gloucestershire Playing Field Association and Greenfields Ltd to collate options for the Churchill Close. Reports have been circulated, councillors are to review to documents and are to arrange to meet in small groups on site to establish a shared vision for the future restoration of Churchill Close.

Agreed that a public consultation survey is to be written for Churchill Close. The survey will be hosted on the parish council website and paper copies available upon request. (20.01.2020:11.2)

11.3 To consider additional signage and provision of dog waste bins

RESOLVED to spend £280 on bespoke signage in an attempt to reduce mindless dog waste on Churchill Close. Proposed by TB, seconded by JB, agreed by majority, 2 abstentions.

Enquires are to be made with Ubico to install the surplus dog waste bin to the junction of St Georges Terrace and Lower Street.

12. Parish environment measures

12.1 To receive an update of the Environment committee (CT, TB and PB)

A meeting is to be scheduled ahead of the February parish council meeting. (20.01.2020:11.3)

13. Clerk's update and correspondence log:

Points for public awareness are:

- Blockley defibrillator is not working. A new thermal bag was ordered as the battery is within warranty. Community Heartbeat are suggesting a heated cabinet. The Clerk is to liaise with The Great Western Arms about relocation and obtain costs involved. (20.01.2020:13.1)
- Following the postponement of first aid training for parishioners in the spring of 2020, JL is to assess the demand for first aid training. (20.01.2020:13.2)
- The agreement to purchase a mixed recycling bin for public bin was made in November. The emptying of a bin is not resolved. The Clerk is to contact the shop committee about facilitating recycling. (20.01.2020:13.2)
- Maintenance Officer Safety ladders with an adjustable ladder and safety platform, are to be purchased at a cost of £375.
- Cemetery wall, Chipping Campden Supplies (CCS) have removed one of the finials to measure and get a quote from a casting company. CCS have confirmed that they can also install the finials and replace the bar. They are assessing if the bar is cast or metal.
- The dog waste bin was installed in Aston Magna, appears to have damaged a BT underground cable, CDC/Ubico have been instructed to remove it. The provision of any bins to be revisited in the future.
- The discolouration of the Blockley War Memorial will be assessed in the Spring.

14. Any other business:

- Stones have been placed along the grass edge of Back Ends Common, unknown by whom, the stones will need to be removed once the Little Village Hall is operational to allow for parking but for now they are helping to preserve the grass from damage of passing vehicles.

The provision of additional burial spots in the parish is to be researched by the Clerk and included on the February agenda.

15. Date of Next Meeting: Thursday 18th February 2021.

Meeting closed at 9:16

Approved by Blockley Parish Council:

Signed.....

Print.....

Date.....

Matters outstanding/arising

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15.10.2020: 16.1	TB is to arrange the SGH Management Committee to meet with The Heritage Society and discuss the payment of the reinstatement valuation
19.11.2020:9.2	TB, CG and CT are to meet to discuss the obligations of SGH committee membership and review the conveyance to understand how the charity works
20.01.2020:10.3	Clerk to obtain costs to convert Station Rd phone-box to historical and geographical information spot
20.01.2020:11.2	Churchill Close public consultation survey to be written and circulated across the parish
20.01.2020:11.3	Environmental committee to meet
20.01.2020:13.1	Blockley defibrillator to be relocated ASAP with a heated cabinet

20.01.2020:13.2	JL to make enquiries into the demand for first aid courses
20.01.2020:13.2	The Clerk is to contact the shop committee about recycling provisions

Appendix A:

Date	Heading	Supplier/description	Net
16/11/2020	S&T	NEST Pension Scheme - Pension Nov	78.80
18/11/2020	Admin	Caroline Scobie - Payroll Oct	17.00
18/11/2020	YR	Blockley Sports Utilities Ltd - MUGA Oct/Nov	83.33
18/11/2020	PGS	Dorn Hill Machine Services - Mower Service	115.53
23/11/2020	PGS	Grundon - Parish waste	39.62
24/11/2020	PGS	Thomas Fox Landscaping - Grounds contract Nov	2,110.00
25/11/2020	YR	Timlin & Marshall Ltd - Painting Springfield play area	1,150.00
25/11/2020	S&T	Shire Marketing - Web/wix training	495.00
25/11/2020	S&T	GAPTC - Clerks minute training	20.00
25/11/2020	PGS	The Wright Signs - Parking sign Back Ends common	225.00
26/11/2020	PGS	Stockwell Davies - Cemetery tree management project	8,300.00
27/11/2020	Admin	Future Shop - Bluestream extender kit	427.46
27/11/2020	Admin	Currys PC World - Camcorder x 2	302.50
29/11/2020	Admin	Amazon - AV Equipment incl casing, cables and memory disks	1,069.04
30/11/2020	Admin	Vale Press - Remembrance service sheet printing	35.00
30/11/2020	Admin	Caroline Scobie - Payroll Nov	21.25
01/12/2020	S&T	GAPTC - Training risk management	15.00
02/12/2020	Admin	Zoom Nov	28.78
02/12/2020	S&T	HMRC - PAYE Qrt	339.65
03/12/2020	S&T	Edge IT Systems Ltd - Finance software training	72.00
09/12/2020	Admin	Mrs S Longbottom - Mieage Hedging colledtion	8.10
09/12/2020	Admin	Mr Raymond Mayo - Mileage Nov	15.30
09/12/2020	PGS	Mr Raymond Mayo - Waste sacks and keys	14.44
09/12/2020	YR	Blockley Sports Utilities Ltd - MUGA Nov/Dec	83.33
09/12/2020	PGS	X2 Connect Ltd - Paint & primer phone box	82.93
10/12/2020	Admin	Mrs S Longbottom - 12 1st class stamps	9.12
13/12/2020	Admin	Amazon - AV Portable Charger	12.49
15/12/2020	S&T	Mr Raymond Mayo - Salary Dec	***
15/12/2020	S&T	Mrs S Longbottom - Salary Dec	***
16/12/2020	Admin	Signs of The Times - Memorial Bus Crash plaque	220.40
16/12/2020	PGS	R A Dunn - Paxford memorial Dec	45.00
18/12/2020	S&T	HMRC	99.15
20/12/2020	Admin	Zoom Nov	23.98
22/12/2020	PGS	Thomas Fox Landscaping - Grounds contract Nov	4,516.41
22/12/2020	PGS	Grundon - General waste	60.09
31/12/2020	PGS	Cotswols Building Supplies - wood stain for benches	13.12
31/12/2020	YR	Blockley Heritage Society - Hall hire youth consultation	32.00
31/12/2020	Admin	Mr Raymond Mayo - Parish rounds	3.00
31/12/2020	PGS	Mr Raymond Mayo - Black sacks	10.99
31/12/2020	Admin	Unity Trust Bank - Service charge	18.00
04/01/2021	Admin	British Telecommunications BT - Phone/broadband Community Heartbeat Trust - Difibrillator battery and thermal bag	52.19
06/01/2021	PGS		225.00
12/01/2021	YR	Blockley Sports Utilities Ltd - MUGA Dec/Jan	83.33
13/01/2021	S&T	NEST Pension Scheme - Pension Dec	78.80
15/01/2021	S&T	Mrs S Longbottom - Salary Jan	***
15/01/2021	S&T	Mr Raymond Mayo - Salary Jan	***