

MINUTES OF MEETING HELD  
WEDNESDAY 27th NOVEMBER 2019

**Present:** Mrs. Mitchell-Hilton (J.M-H), Mrs. J. Young (J.Y.),  
Mr. S. Corpe (S.C.)

**Apologies:** Mrs. D. Burman

In the absence of both the chair and vice-chair, for the purposes of the meeting J. M-H. acted as chair.

**Minutes of previous meetings:** The minutes were read, agreed and would be signed by the chair/vice chair at the next meeting.

**Presentation by Stratford District Council**

A presentation on neighbourhood plans was given by two members of S.D.C. A copy of the presentation is attached to these minutes.

**Matters arising:**

Discussions re the bus shelter were held over to the next meeting.

B.M.P.C. email addresses – J. M-H. & S.C will circulate proposals for discussion/decision at the next meeting.

S.C. has identified a suitable laptop for the clerk to use. It was agreed to purchase it, plus the necessary anti-virus protection.

Any shortfall in funding between the grant of £370 would be made up from B.M.P.C. funds up to an additional £50.

This was proposed by J.Y., seconded by J. M-H., and agreed.

Drafts of standing orders/annual risk assessment pro forma/risk assessment & managements would be circulated by the clerk with a two week deadline for comments. The clerk would incorporate any comments and forward the document to J.Y. for “proof reading” and distribution to B.M.P.C. two weeks before the next meeting for discussion/decision.

Road closure monitoring – S.C. has subscribed to W.C.C. email alerts for road works in the area. He will post details of how to subscribe on the village Facebook page encouraging residents to sign up. Similar details will be posted on the B.M.P.C. website.

Speed signs – J. M-H. will speak to local police traffic Inspector re the availability of suitable signs.

**Correspondence :**

The clerk had distributed e-mails received.

The clerk advised that an email had been received from the agents acting for the owners of the former school site asking to meet with B.M.P.C. to discuss possible development of the site.

The clerk had replied advising the agent to contact S.D.C. re the process to be followed for “small scale locally led development” as required under S.D.C. core strategy.

The clerk was instructed to reply to the agents advising that B.M.P.C. would investigate the position and respond again when the position was known re the necessity for a housing needs survey.  
(The clerk was also instructed to respond on similar lines to the owners of the former garages who had also contacted the clerk).

J.Y. will respond to emails re VASA and consultation on unauthorised encampments.

**Finance:**

The clerk distributed copies of the financial regulations. After discussion, it was proposed by J.Y. and seconded by S.C. that the regulations be adopted.

The clerk will distribute copies and publish the regulations on the website. Allocation of roles/responsibilities as per the regulations will be discussed/decided at the next meeting.

The clerk presented the clerk’s contract together with costings of mowing the village green using external contractors.

After discussion, J.Y. proposed S.C. seconded and it was agreed to offer the contract to the clerk.

The clerk and chair or vice chair will sign the contract before the next meeting.

It was formally agreed that the clerk could take up employment as clerk to Pillerton Hersey Parish Council in addition to his employment as per the new contract.

The clerk presented a suggested budget for 2020/2021.

After discussion it was agreed that the clerk would prepare a revised figure for the Parish precept showing a 5% increase on the 2019/2020 Precept.

This was proposed as B.M.P.C. needed to move towards a Precept of £2,500 to cover the cost of the clerk's new salary, and the eventual use of contract mowing of the village green.

The Precept would be discussed/set at the next meeting.

The following expenditure was agreed unanimously:

| Item of expenditure                 | Amount | Proposed/seconded |
|-------------------------------------|--------|-------------------|
| Clerk's salary (paid gross of PAYE) | £1,554 | J.M-H/J.Y.        |

**Communication policy (listed as “social media policy on the agenda)**

J.Y. proposed & J. M-H. seconded that the policy be adopted, this was agreed unanimously.

Roles/responsibilities identified in the policy will be discussed/agreed at the next meeting.

**Draft policies for health & safety/equal opportunities /grievance and discipline**

The clerk will send out copies of the three policies ahead of the next meeting for discussion/decision at the meeting.

**Recent road closures.**

The clerk reported on his correspondence with W.C.C. highways and the West Midlands Ambulance Service.

**For information only:**

The S.D.C. presentation will be discussed at the next meeting

**Date of next meeting:**

**Wednesday 21<sup>st</sup>/23<sup>rd</sup> January 2020 (!) at 7:30 in the Church**

The meeting closed at 10:06 pm

## **Action points agreed**

**S.C.** to report back on e-mail addresses.

purchase laptop

publish details re WCC road works alerts on village Facebook page

**J.Y.** to respond to emails re VASA and consultation on unauthorised encampments

to review policies

**J.M-H.** to liaise with police re speeding signs

to respond to email re WCC trading standards

allocation of roles/responsibilities under finance regulations

**Clerk** to reply re former school site & garages site development enquiries  
to distribute drafts of standing orders/risk assessment documents  
for comments

to distribute final drafts of Health & safety/equal opps./grievance  
& disciplinary policies

to distribute revised budget with 5% increase in Parish Precept