

BUTLERS MARSTON PARISH COUNCIL

MINUTES OF MEETING HELD WEDNESDAY 14th August 2019

Present: Mrs. D. Burman (D.B.), Mrs. J Mitchell-Hilton (J. M-H.),
Mrs. J. Young (J.Y.), Mr. S. Corpe (S.C.), Ian Crockett (IC),

There were also two members of the public in attendance

Minutes of previous meetings: There were three “typos” which the clerk had corrected since distributing the draft minutes. The minutes were then read, agreed and signed by the chair.

Matters arising:

The clerk will continue to distribute all emails received to councillors.

The following emails would be actioned as follows:

SDC survey to be published on the website.

Rail strategy – J M-H to respond, & clerk to publish on website.

Site allocation meeting – clerk will attend and report back.

Rural crime policing – JY will attend and report back.

Shipston Forum – IC will attend and report back & clerk will post on website.

Correspondence :

A quotation for repairs to the bus shelter had been received. IC will obtain a second for the next meeting.

Finance:

The clerk will distribute copies of the revised financial regulations (with relevant adaptations).

S.C. reported back that he and the clerk had identified suitable laptops which would meet the needs of the clerk & council. He & the clerk will test them and come back with a recommendation. The most expensive would cost approximately £320.

There would be annual costs for software and security of approximately £100.

It might be possible to use *Googledocs* in future which would give multi-user access to documents.

J M-H and D.B. had discussed sharing a projector and microphone with the P.C.C. who are in the process of installing a sound system in the church. For the time being, it was agreed that with planning, the existing equipment should be satisfactory.

The following expenditure was agreed unanimously:

Item of expenditure	Amount	Proposed/seconded
SDC costs of contested BMPC election	£660.73	D.B./J.Y.
Laptop for BMPC – from “ring fenced” grant funding.	£320 (max)	I.C. / J.M-H

The clerk reported that the period for exercise of public rights to inspect the AGAR had passed with no requests to inspect the accounts or raise queries with the external auditors.

Proposed poultry unit:

After a discussion it was agreed that the clerk would prepare a draft of a letter to Mr. Hugh Forsyth covering the following :

Identifying a way forward

Re-establishing a working relationship

Reassuring the village re future plans

Suggesting an informal meeting between BMPC councillors and Mr.

Forsyth

The draft would be circulated for comments.

Road markings B4451/junction of Fish Lane & b4451/school bus pick up & drop off:

The clerk reported back re his contact with W.C.C. who had advised that the relevant contractors would be asked to survey the main road “with a view to having the road markings refreshed”.

W.C.C would not sanction the installation of a mirror at the junction of Fish Lane and the main road.

The clerk will ask for a “site meeting” with W.C.C.

SC had obtained some details of flashing road signs.

The clerk will contact Mr. K. Weaver who had expressed an interest in setting up a village Speedwatch scheme.

Pavement resurfacing:

The clerk had contacted W.C.C. re. the recent resurfacing work and was awaiting a response.

Hedgerow on the main road (former school site):

D.B. had spoken with Mr. Prickett who appreciated the work done.

The clerk will arrange for some further cutting back.

Social media policy:

S.C. had distributed details of various schemes; after discussion, it was agreed that S.C. and J. M-H would prepare a draft communications policy covering e-mail protocols and a social media policy.

S.C. would look into the most suitable e-mail accounts for BMPC members.

S.C. offered to help with the village website maintenance and updates.

Neighbourhood plans:

The clerk reported back that a representative from S.D.C. would attend a future meeting to advise on the various options.

Parish Councillor training:

J.Y. will attend the “understanding your Parish Council” parts 1 & 2 events and report back.

S.C. proposed, and D.B. seconded that the delegate fees be paid by B.M.P.C. This was agreed unanimously.

For information only:

The clerk advised that he was liaising with W.C.C. and the bus companies re arrangements during the forthcoming roadworks.

S.C. reminded the meeting re the local council award schemes.

The clerk will contact W.C.C. re the blocked drains causing flooding on the main road.

D.B. asked if the condition of a tree in Town Ground could be reported to the relevant party. The clerk will investigate.

Date of next meeting:

Wednesday 16th October at 7:30 in the Church

The meeting closed at 9:25 pm

Action points agreed

I.C. to obtain a second quotation for bus shelter repairs
to attend Shipston forum and report back

S.C. to investigate re e-mail addresses for BMPC members
to liaise with clerk re testing of Parish Council laptop
to liaise with J M-H re draft communications policy

J M-H to respond to railway strategy consultation
to liaise with S.C. re draft communications policy

J.Y. to respond to rural crime policing consultation
to attend "Understanding your Parish Council" events and report
back

Clerk to draft/distribute letter to Mr. H. Forsyth
to liaise with S.C. re testing of laptop
to contact Mr. Weaver re Speedwatch scheme
to contact W.C.C. re drains on main road and site meeting
to investigate tree in Town Ground
to distribute draft revised financial regulations