

# BUTLERS MARSTON PARISH COUNCIL

MINUTES OF MEETING HELD WEDNESDAY 16th October 2019

**Present:** Mrs. D. Burman (D.B.), Mrs. J. Young (J.Y.),  
Mr. S. Corpe (S.C.), Mr. Ian Crockett (IC),

Mrs. Mitchell-Hilton (J.M-H) had advised that she would be delayed and would attend the meeting as soon as possible.

**Minutes of previous meetings:** The minutes were read, agreed and signed by the chair.

## **Matters arising:**

The clerk advised the following:

W.C.C. highways will inspect the drains on the main road and make arrangements for them to be cleared.

The clerk will arrange a meeting with the road safety team from W.C.C. to discuss various road safety issues.

Mr. Weaver will be leaving the village and will not therefore be able to co-ordinate the Speedwatch scheme.

A representative from S.D.C. will attend the next meeting to advise on neighbourhood plans and local design statements

He was continuing to liaise with W.C.C. re the recent road closures, and would report back at the next meeting.

I.C. had attended the forum meeting at Ettington. The main topic of discussion had been the traffic issues associated with Caffeine and Machine.

Local health provision and planning had also been discussed.

I.C. advised that a second quotation for repairs to the bus shelter was on its way.

J.Y. reported back on the "Understanding your Parish Council" meeting she had attended which was mostly of interest to larger councils.

She had responded to the rural crime policy consultation.

***J. M-H joined the meeting at this point.***

S.C. reported that he and the clerk had yet to meet re the new laptop. He would report back re e-mail addresses for Parish Councillors at the next meeting.

J. M-H reported that she had reviewed the rail strategy policy, but felt that it was not directly relevant to B.M.P.C.

**Correspondence :**

The clerk had distributed e-mails received.

**Finance:**

The clerk distributed copies of the financial regulations. After discussion, a draft was agreed; the clerk will send a copy to J. M-H for proof reading. The finished document will be presented at the next meeting.

The clerk advised that the Parish Council's insurance covered volunteers working on behalf of the Parish Council. Mowing formed part of the clerk's contracted duties, and was therefore covered by the insurance. The bus shelter and the war memorial were registered with the Insurers as assets of the Parish Council.

The following expenditure was agreed unanimously:

Item of expenditure	Amount	Proposed/seconded
Plants for the war memorial	£13.90	D.B./J.Y.
Parish Council insurance	£227.32	J.M-H./ J.Y.

The clerk will prepare a budget forecast including details of a proposed salary for the clerk and fees for mowing the village green for 2020/2021 to inform a decision on the Parish Precept at the next meeting.

The clerk advised that over the last ten years mowing the village green had cost approximately £400 per annum. This included depreciation on the mower, repairs and servicing, fuel costs and a "nominal" hourly rate of £10/ hour for 20 hours of mowing.

The costs of computer consumables had been approximately £10 per annum over the last 5 years.

The clerk will prepare and distribute a draft risk assessment policy/procedure.

It was agreed that J M-H would be the third signatory on the Parish Council's bank account.

The clerk will forward details of changing bank mandate signatories to J. M-H.

**Social media policy:**

J. M-H and S.C. presented a draft communication and social policy.

It will be an agenda item at the next meeting.

Councillors will send comments to J. M-H and S.C.

**Draft policies for Health & Safety, Equal Opportunities and Grievance and Discipline.**

The clerk had copies of three draft policies which will be distributed for comment. This will be an agenda item for the next meeting.

**For information only:**

It was suggested that B.M.P.C. could discuss additional uses for the bus shelter at a future meeting.

The clerk will investigate funding for the repairs needed.

**Date of next meeting:**

**Wednesday 27<sup>th</sup> November at 7:30 in the Church**

The meeting closed at 9:55 pm

**Action points agreed**

**I.C.** to obtain a second quotation for bus shelter repairs

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

**J M-H** to proof read finance regulations

**Clerk** to contact W.C.C. re drains on main road and site meeting

to investigate tree road safety team

to distribute draft policies on H & S/ Equal Opps and Grievance & Discipline.

to investigate funding for bus shelter repairs

to forward bank mandate details to J. M-H.

to liaise with W.C.C. re road closures

**All** ideas for possible uses of the bus shelter

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