

**BUTLERS MARSTON PARISH COUNCIL**

MINUTES OF MEETING HELD WEDNESDAY 13<sup>th</sup> MAY 2020

*This was a remote meeting of the Parish Council run via Zoom.  
The meeting followed the guidelines as set by NALC & WALC issued  
during the Corona Outbreak*

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

Also present was one village resident; who followed the meeting, but took no part in any of the discussions  
S.C. outlined the Zoom procedures including recording & storage; no one objected to the recording

IC welcomed everyone to the meeting

**Apologies:** Mr Hugh Forsyth

**Declarations of interest:** none

*Before the meeting began, Mr.I.Crockett took the chair, and invited S.C. to outline the procedures which would be followed for the remote meeting.*

S.C. then invited Mrs Henderson to join the meeting via the Zoom link

**Minutes of previous meetings:**

(The clerk lost signal at this point)

The minutes were agreed. **(See below)**

**Matters arising:**

**(There was some discussion re matters arising whilst the clerk was temporarily unable to join the meeting. It was confirmed by S.C. that the drains on the main road had now been cleared by the highways authority. J. M-H. added that she understood that the highways authority would also be looking at adding a third drain on or near the bridge.)**

## **The clerk then rejoined the meeting**

Clerk reported that he had been advised that W.C.C. had inspected the possible new bus stop site. It was necessary to talk to the road traffic safety team, and W.C.C. will need to postpone further investigations, until the current (corona virus) situation improves.

### **Correspondence :**

The clerk had received notification from S.D.C. that planning permission for change of use for Mr. Faulkner's barns on Kennel Hill of use had been granted.

(Application number 20/00767/COUQ)

A planning application re the sewerage plant in Kineton had been circulated to see if there were any comments to be made; and if a meeting was necessary.

(Application number 20/01113/COUNTY)

### **Finance ;**

The following items of expenditure were agreed unanimously:

Item of expenditure	Amount	Proposed/seconded
WALC subscription 2020/2021.	£105	J. M-H/I.C.
Zoom fees	£14.39	J.Y./J.M-H.

### **Annual Governance & Accountability return (AGAR) 2019/2020:**

Copies of the annual accounts had been received by all councillors. There were no questions at this stage. There will be sufficient "reserves" to cover any unforeseen expenditure – C£1,400.

The clerk reported that the accounts and A.G.A.R. forms were with the Internal Auditor and would be available for the next meeting.

The clerk advised that B.M.P.C. met the criteria for completion of a Certificate of Exemption. The clerk advised that the certificate should be signed and submitted to the external auditor with supporting paperwork.

A copy of the certificate would be displayed in the notice board and published on the village website.

S.C. proposed, and J.Y. seconded that the certificate be signed and submitted. This was agreed unanimously.

The clerk will liaise with I.C. re signing

**(At this point, J.Y. mentioned that it had not been recorded that the minutes be signed, this had happened when the clerk had been absent from the meeting. It was proposed by SC, seconded by JY, and agreed by all that the minutes be approved and signed).  
The clerk will liaise with I.C. to sign the minutes.**

### **Co-option of Parish Councillor:**

The clerk advised that there were two candidates for co-option. Four information packs had been distributed. One applicant had advised the clerk that they would not be applying.

The clerk confirmed that cooption can be made at a remote meeting and due process had been followed to allow for co-option.

The returning officer at Stratford D.C. had been advised of the casual vacancy, and a public notice to this effect had been displayed on the noticeboard and website.

The returning officer had subsequently advised the clerk that no election had been called for and that the Parish Council could now proceed to co-opt. A notice to this effect had been displayed on the website and noticeboard.

Application details had been sent to three village residents and two applications had been received.

Details of the two applicants had been distributed by the clerk prior to the meeting.

**BMPC then went into a private session (break out room) for discussions and vote on which candidate to co-opt.**

**S.C. confirmed when the meeting had moved to a private session.**

**The open BMPC meeting then resumed.**

I.C. confirmed that Mr. Hugh Forsyth had been co-opted. The clerk will advise the two candidates immediately following the meeting. The result of the co-option will be published in the minutes in due course.

The clerk will contact Mr Forsyth re completion of the necessary paperwork

### **Annual Parish Assembly Meeting (A.P.A.M.)**

Clerk explained that emergency legislation had **not** exempted A.P.A.M.s from the requirement to be held by 1<sup>st</sup> June.

However, central government had prohibited public meetings.

Advice from NALC and WALC was that A.P.A.M.s should NOT be held; and should be postponed until government t advice was that public meetings could be held.

J.M.-H asked if a remote A.P.A.M. could be held. The clerk advised that as not everyone could join a remote meeting this was not an option.

SC asked if there were any penalties for failing to have an A.P.A.M. The clerk advised that there were no penalties

Clerk advised that A.P.A.M. should be postponed (indefinitely) until the situation improves. This was agreed.

J.Y. asked re annual meeting of B.M.P.C.

S.C. advised that BMPC *could* have a meeting to vote chair. J.M-H suggested that this be on the agenda for the next meeting.

The clerk will include this on the agenda.

### **For Information Only :**

J.M-H asked about the continuing use of bus stop for a book exchange.

Public use has meant that the bus stop is too full. Situation needs managing, and asked if B.M.P.C. should become involved.

Following discussion agreed to leave it to individuals to decide what to do until lockdown over.

S.C. suggested putting discussion of the bus shelter and phone box on agenda for the next meeting.

### **Date of next meeting:**

Wednesday 15<sup>th</sup> July @ 7:30 pm – by Zoom if necessary.

The meeting closed at 8:19 p.m

It was agreed to cancel BMPCs Zoom subscription and renew for next meeting.

**Action points:**

- Clerk to liaise with I.C. re signing minutes of previous meeting & AGAR certificate of exemption.
- Clerk to submit & publish certificate.
- Clerk to liaise with Hugh Forsyth re signing of acceptance of office forms & submit to S.D.C.
- Submit payments for WALC subscriptions & Zoom fees
- Agenda items for next meeting – AGAR internal auditor’s report/election of BMPC chair & vice-chair/future uses of bus shelter & phone box/use of WI-FI for future BMPC meetings