

BUTLERS MARSTON PARISH COUNCIL

MINUTES OF MEETING HELD WEDNESDAY 15TH JULY 2020-07-20

This was a remote meeting of the Parish Council run via Zoom.

The meeting followed the guidelines as set out 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.) & Mr H. Forsyth (H.F.)

Also present were six village residents and a member of the public.

S.C. outlined the Zoom procedures including recording & storage; no-one objected to the meeting being recorded.

There were no apologies.

I.C. welcomed everyone to the meeting, and then stood down as vice-chair.

Election of chair and vice chair

After some discussion, I.C. nominated J.Y. as chair; this was seconded by S.C. and was agreed unanimously.

S.C. had indicated that he was willing to stand for vice-chair.

I.C. had indicated that he was willing to stand for vice-chair.

J.M-H. then nominated S.C. as vice-chair; after a vote, I.C. was elected as vice-chair.

Declarations of interest

None

Minutes of previous meeting

I.C. proposed that the minutes be signed as an accurate record J.M-H seconded.

The clerk confirmed that the minutes would be displayed on notice board from now on.

Matters arising:

Nothing that would not be covered later on the agenda

Correspondence

The clerk had a received a letter from Mr Andy Faulkner asking if the Parish Council could write to Orbit housing in support of his application to continue living at 14 Town Ground.

J.Y. was in favour of supporting this, and it was agreed that the clerk would draft and circulate a letter

Letter from Alan Cooper received by email.

The clerk confirmed that all councillors had received the message from the clerk. Clerk suggested that BMPC might need time to consider/discuss the letter and then draft a reply.

I.C. agreed, and confirmed that all protocols for co-option had had been followed. J.M-H suggested covering all the issues raised in the letter.

J.Y. felt that all relevant information was in the minutes of last meeting and suggested that it be put on agenda for next meeting.

Clerk advised that as it is a piece of correspondence it could be dealt with, but that there were issues B.M.P.C. might wish consider and agree a draft and then reply to Alan Cooper.

Clerk will confirm with this is what the Parish Council will do.

All agreed with this.

There was no other correspondence which required a response from the Parish Council.

Finance

Clerk presented the Annual Governance and Accountability Return (A.G.A.R.), the internal auditor's report, and the Receipts & Payments accounts for year ending 31st March 2020.

J.M.-H. asked for clarification of the £101 additional income. The clerk clarified that this was from wayleave rentals, VAT refund and Council Tax support grant.

J.M-H proposed that the receipts & payments accounts be agreed & signed. J.Y. seconded, all in favour.

Page 5 of the A.G.A.R. (the Annual Governance Statement) was discussed.

S.C. proposed signing the Annual Governance Statement; J.M-H seconded, all in favour.

Page 6 of the A.G.A.R.(the Accounting Statement) was then discussed.

J.Y. proposed that it be signed; I.C. seconded, all in favour.

Clerk will liaise with J.Y. and publish and display the documents and notice re public rights.

Accounts due

The following items of expenditure were agreed unanimously:

Item of expenditure	Amount	Proposed/seconded
War memorial flowers	£4.99	J.M-H/H.F.
Zoom meeting fees	£14.00	H.F./J.Y.

A change of Lloyds bank account signatories is required; as two are no longer members of B.M.P.C. and (the soon to be replaced) clerk was the 3rd.

This was legitimate, but could not continue.

The clerk suggested four (4) signatures for cheques; with any two to sign and the same number for internet payments.

Clerk will continue as a signatory until the new clerk is appointed; which meant that two (2) more signatories were required.

Clerk suggested that chair and vice-chair should be the new signatories.

This was agreed and the clerk will make the necessary arrangements.

S.C. proposed J.Y. as a signatory, this was seconded with all in favour

J.Y. proposed I.C. as a signatory, this was seconded by J.M-H with all in favour

Recruitment of clerk

Clerk confirmed a number of applications had been received from 10 application packs issued. The closing date was 17th July.

J.M-H outlined how the selection process would proceed. The clerk would distributed details of applications received, a short list would be drawn up and, if necessary, there would be remote interviews with J.C . , J.M - H and the clerk by Zoom.

Interviews would be held in last the last week in July.

J.M-H suggested getting details of new clerks training; the clerk will contact WALC.

Housing needs survey (H.N.S.)/village plan update

Clerk has distributed reply from rural housing enabler. After some discussion it was agreed to ask her to the next B.M.P.C. meeting (on 23rd September) to discuss what was needed from the H.N.S., and how it would link with Parish & neighbourhood plans.

Clerk advised that the starting point was probably a H.N.S. which could be customised to address particular village issues.

J.M-H felt it was important to address issues as well as Housing needs and development – such as traffic calming/crime/alternative uses for ‘phone box/future of bus stop.

She considered that it was important to seek the views of the village.

S.C. suggested combining an open meeting with village to seek views with an information session on a H.N.S. and future plans for the village.

This could be addressed at the Annual Parish Assembly Meeting. A survey to seek the views of the village could be undertaken prior to the meeting.

Communication policy update

S.C. has circulated the communications policy which was now due to be reviewed to see what could be amended.

J.Y. felt that agree the wording of Facebook postings was causing problems and delays. At present Facebook postings had to be signed off by chair or vice-chair. There had been problems with no chair in position.

S.C. suggested that in future when any three councillors had agreed the wording of a Facebook/notice board posting this was sufficient for the notice to be published. This would reflect the majority as per decisions taken at a B.M.P.C. meeting. This was agreed unanimously.

J.M-H suggested setting a deadline for responses This too was agreed unanimously.

S.C. felt that B.M.P.C. needed to prioritise/restrict the number of postings. The B.M.P.C. Facebook page could be used as well as the village page and the village newsletter.

It was agreed that all emails and correspondence received would be posted on the B.M.P.C. page with “priority” postings also on village page

S.C. will redraft the communications policy (including a review set for six months time) and distribute for comments within a week.

It was agreed to use the noticeboard as well for more urgent communications.

Bus shelter & phone box

The clerk confirmed that Warwickshire County Council (W.C.C.) highways would be in contact when the current situation had improved.

W.C.C. would need to visit to inspect the proposed new site.

J.Y. reminded the meeting that in the meantime something needs to be done about repairs to the existing bus shelter for safety reasons.

I.C. advised the meeting that the main issue is the loose tiles.

S.C. reminded the meeting that it had been agreed to seek the views of the village before spending money to repair the existing shelter.

S.C. confirmed that the roof tiles were probably loose due to damage from the ivy growing. It had not been a problem yet, but it could be a danger.

I.C. proposed a cheaper/temporary method of making the shelter safe.

J.M-H said that the shelter was being used for another use during lockdown. If this was the future it was worth getting quotes for repairs.

I.C. reminded the meeting that two quotes had been obtained before B.M.P.C. considered moving the bus stop.

Clerk reminded that the shelter needing to be made safe as it was being used more frequently at present. The clerk suggested an inspection and remedial repairs as a first step.

After discussion it was agreed that I.C., S.C. & H.F. with the clerk would inspect the roof and general condition of the shelter and report back.

It was agreed to meet on Saturday 18th at 4:00 pm.

H.F. mentioned the water leak at the bus shelter. Clerk will contact Severn Trent re closing the valve properly.

J.Y. advised that she had been contacted re the hedge near the shelter. The clerk had also been contacted. The clerk advised that the position re responsibility for maintaining the hedge need to be confirmed with Orbit Housing. The clerk will contact Orbit.

J.M-H asked for the issue of hedges in the village in general could be on the agenda for the next meeting.

Use of Wi-fi at Parish Council meetings

The clerk was not sure but thought this was something that had been discussed previously with the Parochial Church Council (P.C.C.).

S.C. had discussed this with the churchwarden as the P. C.C. was considering installing wi-fi in the church and had asked if B.M.P.C. would contribute to the cost.

J.Y. had some concerns re the cost of having remote meetings via wi-fi. There are some free services now available.

S.C. will contact the churchwarden to find out what the P.C.C.'s plans were to develop the church as a public meeting space.

J.M-H felt that B.M.P.C. could support any future plans, and it could be part of the B.M.P.C. village plan.

S.C. will contact the churchwarden to confirm that B.M.P.C. would support developing the church as a village amenity for meetings etc.

For information only

H.F. asked what was to be done re the future of the mound. It was agreed that mowing the mound or changing it to a wild flower meadow was the main issue.

H.F. advised that a close mowing in September with a sowing of wild flowers was the best timetable. The mound could then be left to its own devices for approx four years.

There had been only one response from the village when BMPC had asked for suggestions.

S.C. said that it had been agreed that wildflower planting was the way forward and that the village be advised accordingly.

H.F. will get some pictures of what the mound would look like.

J.M-H suggested a village poll to decide on the preferred option.

Date of next meeting.

23rd September at 7:30 – clerk will confirm the arrangements & whether it would be an open public meeting or a remote meeting.

Meeting finished at 21:00.

July2020