

Butlers Marston Parish Council

Minutes of a meeting of the Parish Council held on **Wednesday 7th October 2020 at 7:30pm via Zoom video conferencing**

Present: Cllr Young, Cllr Corpe, Cllr Mitchell-Hilton, Cllr Crockett, Cllr Forsyth, The Clerk.

In attendance: County Cllr Williams and 1 member of the public.

Cllr Williams read out his report which can be found on the Parish Council (PC) website along with a report provided by District Cllr Mills.

Cllr Williams left the meeting at 7:55pm.

1. **Apologies for absence** – District Cllr Mills.
2. **Members declarations of interest for items on the agenda** – None.
3. **Public participation session** – Dick Leaper thanked the councillors for his gift of a tree in thanks for his 20 years service as Parish Clerk. Dick also expressed his thanks for the support received from councillors past and present. Dick advised that he would be happy to help out with projects in future. The Chairman thanked Dick for his work as Parish Clerk and the many things he does for the village above and beyond the role of Clerk.
4. **To approve the minutes of the Parish Council meeting held on 15th July 2020** – The minutes were proposed, agreed and duly signed.
5. **Outstanding matters/actions from previous meetings**
 - 5.1 **Appointment of new Clerk** – Kirsty Buttle has been appointed as the Clerk to the Parish Council.
 - 5.2 **Confirmation that responses have been sent to items of correspondence discussed** – It was confirmed that both items of correspondence discussed at the last meeting had been sent a response.
 - 5.3 **Update to bank account signatories** – The mandate form has been completed and is now with the relevant councillors to be signed. **Cllr Young to obtain relevant signatures and send off mandate. Cllr Crockett to provide relevant details to the Clerk in order to be added to the mandate as a signatory.**
 - 5.4 **Update on bus shelter (quotes received) and telephone box** – 3 quotes have been received in relation to the repair of the bus shelter. A parishioner has kindly offered to donate up to £700 towards the repair of the bus shelter. It was agreed to accept the quotation of £600 from Nigel Drinkwater. **Cllr Corpe to contact Nigel to ask that he send his quote in writing to Cllr Corpe and the Clerk to ensure clarity about what work will be included within that quote. Cllr Corpe will also ask Nigel to provide samples of the material he intends to use for the repair to allow the councillors to check it is in keeping with the existing bus shelter.** It was proposed and agreed that subject to the written quotation including all works expected and required the Clerk should instruct Nigel to go ahead with the work. **Clerk to instruct work when relevant information is received.** It was agreed that telephone box recycling scheme should remain closed for the time being due to COVID-19. It's future use will be reviewed early 2021.
 - 5.5 **Hedges in village** – Councillors have received a number of concerns from parishioners about the condition of hedges in the parish and the councillors asked what the correct way to deal with such requests is. The Clerk advised that parishioners should be directed to Stratford District Council (SDC) and Warwickshire County Council (WCC) reporting systems. In many areas there is a central reporting system (www.fixmystreet.com) that can send reports to the relevant authority. Fixmystreet appears to be used by residents of Butlers Marston but not many of the reports have received responses from SDC and WCC. WCC have their own reporting system (<https://www.warwickshire.gov.uk/reportit>) as do SDC (<https://www.stratford.gov.uk/online-forms/>). It was agreed that the PC should publish the reporting system details on the PC website but it would be much easier for parishioners if there was just one

Signed by Chairman

system (such as fixmystreet) on which to report issues so they do not have to try to work out which organisation is responsible. **Clerk to contact SDC and WCC to find out if they are receiving and responding to fixmystreet reports or if parishioners must make reports using the individual council's reporting system.** It was agreed that once the reporting system information has been clarified it would be useful to put this information in a newsletter. Some other items such as bins being left on the Village Green and a cable being used across a footpath on a regular basis have been raised by parishioners and were discussed. It was agreed that as the bins are on Parish Council land Cllrs Crockett and Corpe should speak to the bin owners as they may be unaware that the land is a registered Village Green therefore there are specific rules about what can and cannot be placed on a Village Green and the presence of the bins make grass cutting more difficult. It was agreed that the cable across the footpath should be reported to the County Council by the parishioner who raised the concern.

5.6 Planting of wild flowers on the village mound – A Cllr has been contacted by a couple of parishioners who are not happy with the idea of wild flowers on the village mound. It was agreed that a village vision that includes various aspects of the village such as future use of the telephone box, plans for green spaces, and types of development that parishioners may or may not want to see in the village would be the most appropriate way for the PC to hear what the parishioners opinions are before making a decision on the best way forward. Cllr Forsyth agreed to mow the grass on the mound in the next few weeks.

6. Finance

- i) **To appoint an Internal Controls Councillor** – It was proposed and agreed to appoint Cllr Mitchell-Hilton as the Internal Controls Councillor.
- ii) **Proposal to sell the parish laptop which is no longer required** – It was proposed and agreed that Cllr Corpe should organise the sale of the laptop to raise funds for the PC.
- iii) **Proposal to make the following payments:** Proposed and agreed.

Dick Leaper	Clerks pay inc grass cutting	£799.88
HMRC	Clerk's tax	£199.80
Su Leaper	Reimbursement for flowers	£6.95
Kirsty Buttle	Salary September	£81.20
HMRC	Tax Sep	£20.20

The member of the public left the meeting at 8:35pm

7. Proposal to adopt the following documents: Policies b to q as listed below were proposed and agreed.

- a. Risk Assessment – Defer to next meeting.
- b. Scheme of Delegation
- c. Responding to Planning Applications Policy
- d. Disciplinary Policy
- e. Data Breach Policy
- f. Freedom of Information Policy
- g. Data protection Policy
- h. Privacy Notice
- i. Records Retention Policy
- j. Subject Access Request Procedure
- k. Role Holder Privacy Notice
- l. Parish Councillor Role Definition
- m. Guidance on Code of Conduct
- n. Code of Conduct
- o. Gifts and Hospitality Register – Guidance for members
- p. Financial Control and Internal Audit procedure
- q. Grievance Policy

Chairman

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All councillors to review Standing Orders, Publication Scheme, Complaints Policy and Financial Regulations and advise Clerk of any amendments required before 9th November. Clerk to put these policies on the next agenda for review. Cllr Corpe to review the Communications Policy to consider whether this policy covers the relevant items that would be required in a Social Media Policy.

8. Planning applications received

20/01240/FUL - 3 Bank View, Butlers Marston. Single storey extension at rear of existing property, creating a bedroom and disabled wetroom. **No objections.**

9. Planning decisions received

20/01939/FUL – 2 Manor Cottage, Bridge Road, Butlers Marston. Proposed single storey extension to the rear and side. **Approved.**

Date of next meeting – 18th November @ 7:30pm

Meeting closed @ 9:10pm

Signed..... Date.....

Chairman