

BUTLERS MARSTON PARISH COUNCIL

MINUTES OF MEETING HELD TUESDAY 21st JANUARY 2020

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

Apologies: Mrs. J. Young

Minutes of previous meetings: The minutes of 27th November were read, and amended in the paragraph re Parish Precept to read “which will ensure that there will be sufficient funds to cover increasing funds and inflation”.

The minutes were then agreed, and will be signed by D.B.

The minutes of the meeting of 16th October were agreed and signed by D.B.

Matters arising:

No realistic quotation for repairs to the bus shelter had been received. I.C. will pursue the matter.

B.M.P.C. email addresses – S.C. presented a paper which had been circulated. After discussion, it was agreed to opt for the Zoho “forever free” package. S.C. will make the necessary arrangements.

The clerk is using the new lap top. It will be added to the asset register and the insurance company advised. The final cost was £322, the balance of £48 from the grant funding will be used on any H & S/ ergonomic equipment needed for the clerk when using the laptop.

S.C. had carried out a workstation H & S assessment which had raised no concerns. It will be placed on the risk register.

It was agreed to discuss sharing the equipment with the P.H.P.C. & to donate the wireless speaker which had come with the laptop to the P.C.C.

Road closure monitoring

The clerk reported back on his correspondence with W.M.A.S. it was agreed that the matter was now closed.

S.C. is now receiving road closure notifications from W.C.C. and will post any affecting local roads on the village Facebook page.

J.M-H will liaise re portable speed signs.

Correspondence :

The clerk had distributed e-mails received. Those of interest to village residents had been posted on the Facebook page as follows :

Climate change consultation

Community safety (online grooming)

Police precept 2020/21

Connecting communities survey

The clerk had replied to the agents acting for the owners of the former school site advising them to contact S.D.C. re the process to be followed for “small scale locally led development” as required under S.D.C. core strategy.

This led to a discussion, after which it was agreed that the Parish Council needed to establish more clearly the relationship between the planning process, and any future Parish/Neighbourhood Plan(s) and a Housing Needs Survey.

The clerk will contact S.D.C. and the Rural Housing Enabler for more clarification.

This will be an agenda item for the next B.M.P.C. meeting.

Finance:

Item of expenditure	Amount	Proposed/seconded
WALC invoice for training event.	£23	I.C/S.C.
Hire of Church for 10 meetings May 2019 – January 2020	£100	J.M-H./D.B.

Parish Precept:

The clerk had circulated a paper at the previous meeting this had now been amended to show a 10% annual increase from the 2019/2020 precept.

S.C. had compared the level of precept set by B.M.P.C. which showed that the B.M.P.C. precept demonstrated good value. This information could be used to inform any discussions on the subject at any future village meetings.

After discussion, it was proposed by J. M-H and seconded by I.C. that the 2020/2021 Parish precept be set at £2,100. This was agreed unanimously.

Social media policy

The following responsibilities were allocated.

BMPC meeting & agenda on website – clerk.

BMPC meeting & agenda on noticeboard - clerk

BMPC meeting & agenda on social media – J M-H

BMPC meeting & agenda in village newsletter – SC to liaise with PCC

Public notices/messages on noticeboard - clerk

Update BMPC website – SC

Requests for minutes & formal correspondence – via clerk

Facebook updates & comments – JY

Policy leads and comments on drafts

It was agreed that comments would be submitted to the clerk within two weeks of drafts being circulated. The clerk would then collate and update to produce the final which would be sent to the policy lead to review and confirm. This would then be adopted at the next meeting. Any “conflicting” comments would be discussed by the clerk and lead (possibly by email). If necessary the “conflict” would be discussed and, if possible, agreed at the next meeting. It was acknowledged that this could delay adoption of the policy.

Policy leaders.

Equal Opportunities – D.B.

Risk Assessment – J.Y.

Standing order – J. Y.

Grievance and Health & Safety – J.M-H

Date of future meetings:

3rd March/13th May (Annual Parish Meeting & Annual meeting of BMPC)/15th July/23rd September/18th November 2020 at 7:30 in the Church

The meeting closed at 9:35 p.m.

Action points agreed

I.C. to obtain quotation for bus shelter repairs
To speak to Mrs Henderson/Willie Forsyth re flooding on Pillerton road

J. M-H. to liaise re traffic speed signs
to identify actions from Financial regulations

S.C. set up B.M.P.C. emails and Facebook

Clerk to update asset register & inform insurers re laptop
to liaise with SDC and Rural Housing Needs Enabler re
planning/housing needs survey/village& neighbourhood plans
to issue disaster policy plan
check re parking on former garage site
chase up WCC re highways issues