

Butlers Marston Parish Council

Minutes of a meeting of the Parish Council held on **Tuesday 19th January 2021 at 7:30pm via Zoom video conferencing**

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

In attendance: District Cllr Mills and 1 member of the public.

22. Apologies for absence – County Cllr Williams.

23. Members declarations of interest for items on the agenda – None.

24. Public participation session – None.

25. To approve the minutes of the Parish Council (PC) meeting held on 18th November 2020 – The minutes were proposed, agreed and duly signed.

26. Outstanding matters/actions from previous meetings

26.1 Update to bank account signatories – Cllrs Young and Mitchell Hilton now are signatories and have access to online banking.

26.2 Updates on bus shelter re repair, insurance re book share, and possible change to location of ‘bus stop’ – The bus shelter repair is now complete. The parish council insurer has confirmed that the book share in the bus shelter will not cause any problems with insurance cover. Cllr Corpe has met with the relevant officer from Warwickshire County Council (WCC) re the sites of the bus stops due to the danger caused by the children waiting in the road for the bus. The officer has agreed to get the bus stop sites changed and WCC will pay for the relevant surveys and new bus stop signs. This may take some time as they have a back log.

26.3 Update re discussions with Kineton PC re devolvement of council services should a Unitary Authority be formed in this area – Butlers Marston (BM) councillors were unable to attend the meeting held early in December. **Clerk to contact Kineton PC to ask that BMPC are including in the mailing list and to request any feedback from the meeting.**

26.4 Request for Highways to reinstate the ‘dragons teeth’ markings on the road to try to reduce speeding in the village – WCC have agreed to reinstate the dragons teeth markings. There are usually a 30mph roundels and SLOW markings in areas with dragons teeth markings. **Cllr Mitchell-Hilton to speak to WCC about this.**

27. Correspondence

27.1 Concerns raised about the inability of the Butlers Marston Water Treatment Works to manage the quantity of sewage in the system and the additional issues created as a result of them needing to use large tankers to remove sewage from the site – The parishioners who raised this have contacted the Clerk today advising that they have had a response from Severn Trent Water who are now dealing with this issue so they do not require any intervention from the PC currently.

27.2 Notification from an insurance provider requesting that the Parish Council fell the Norway Maple tree on the Village Green to reduce the risk of it causing damage to neighbouring properties – The PC have a parish tree inspection coming up so will await the outcome of this and further correspondence from the insurance provider before deciding on next steps. **Clerk to provide a copy of the tree inspection report once received to all councillors.**

28. Clerk’s Contract – Proposal to finalise the contract as follows:

Hours – 10 per month

Pay scale – SCP13 to go up 1 pt each year to the maximum of the scale (currently SCP17)

Holiday entitlement – 23 days per annum (rising to 25 after 5 years service) plus bank holidays

Proposed and agreed. It was noted that the contract is in line with the model contract provided by the National Association of Local Councils. **Cllr Young and Clerk to sign the contract.**

Signed by Chairman.....

29. Proposal to purchase replacement cork for the noticeboard up to a cost of £50 and a plaque for the bus shelter up to a cost of £20 – Proposed and agreed. Cllr Crockett to obtain details about the history of the bus shelter. **Cllr Corpe/Clerk to arrange purchase of the plaque and cork.**

30. Finance

- 30.1 Confirmation of the bank balance as at 13.01.21 of £1,640.03 – Cllr Mitchell-Hilton confirmed the balance stated is correct.
- 30.2 Confirmation of the Internal Control Councillor’s check of the bank reconciliation up to 31st Dec 2020 – Cllr Mitchell-Hilton confirmed that the check has taken place and all was found to be in order.
- 30.3 Proposal to transfer any funds from the Heartstart Defib fund into the PC accounts – this will remain as ringfenced funds only to be used on the defibrillator. Proposed and agreed. **Clerk to transfer funds.**
- 30.4 To agree the budget and precept for 2021-22 – The clerk advised that current guidance suggests that a council should hold around 1 year’s basic running costs in reserves in addition to any reserves for specified projects. In Butlers Marston the general reserve should be around £3k. The proposed increase of around 78% on the precept this year will only provide around £1k of general reserves along with some small ‘pots’ for specified items such as tree work, defibrillator consumables, and a by-election. The PC are currently in a position where they have very limited reserves to cover any unexpected costs. Should such expenses occur with insufficient reserves to cover those costs the PC would be required to take out a loan which would risk the precept having to be increased in order to repay the loan in addition to covering the day to day costs therefore it was agreed that the reserves should be built up gradually over the next few years. It was proposed and agreed that the budget for 2021/22 is £3,135 resulting in a precept of £3,683 due to the need to build up reserves. **Cllrs Young and Mitchell-Hilton to put together article for newsletter regarding the precept increase. Clerk to submit precept demand to SDC.**
- 30.5 To approve payments made since the last meeting using delegated powers:

24.12.20	Kirsty Buttle	December salary	£81.20
24.12.20	HMRC	December Tax	£20.20
07.01.20	ICO	Data Protection Fee	£35.00

30.6 Proposal to make the following payments:

G J Bowers Building & Roofing	Repair to bus shelter roof	£650.00
Kirsty Buttle	Salary January, back pay to Sep and expenses	£148.55
HMRC	Tax for January and back pay	£36.60

31. Planning applications received - None

32. Planning decisions received - None

33. Information exchange – Written reports from Cllrs Mills and Williams were provided and can be found on the parish council website with the minutes.

The 2021 Census will take place 21st March. This is the first census that will be encouraged to be completed digitally but there will be paper options for those who can’t access the online forms.

The Clerk is now able to post onto the BMPC Facebook page. It was agreed that the Clerk should now take responsibility for all postings on the BMPC page and will share only items that are village specific to the village Facebook page. Cllr Mitchell-Hilton will take responsibility for posting items on the noticeboard. Cllr Young agreed to write the PC articles for the newsletter.

Date of next meeting – 24th March 2021 @ 7:30pm

Meeting closed @ 8:40pm

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