

Butlers Marston Parish Council

Minutes of the Annual Meeting of the Parish Council held on **Wednesday 11th May 2022** at **7pm** at St Peter's & St Paul's Church, Church Lane, CV35 0NA

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

In attendance: 1 member of the public.

- 1. Election of Chairman** – It was proposed and agreed to elect Cllr Corpe as the Chairman. Cllr Corpe completed his Declaration of Acceptance of Office which was countersigned by the Clerk.
- 2. Election of Vice-Chairman** – It was proposed and agreed to elect Cllr Mitchell-Hilton as Vice-Chairman.
- 3. Apologies for absence** – County and District Cllr Mills.
- 4. Members' declarations of interest for items on the agenda** – Cllr Corpe declared an interest in the payment of £298 listed on item 9.4. Cllr Leaper declared an interest in the payment of £6.95 listed on item 9.4.
- 5. Public participation session** – A parishioner stated that he wants to raise the issue of the siting of the bus stops. This issue has been going on for some time and is a concern to their family due to children catching the bus in what they feel is an unsafe location and he wondered what can be done to move this matter along more quickly whilst also considering possible temporary measures to try to make the situation safer in the meantime. Cllr Corpe advised that he has been chasing this for some time and WCC/SDC have just agreed to allocate a specific person to be responsible for this issue. Cllr Corpe has been asking them for a meeting with him for the last 6 weeks but he believes that this should happen soon due to someone being allocated responsibility. It was mentioned that the actual place for the stop is on the other side of the road where there is a pavement but it seems some bus drivers don't realise that don't stop there. It was agreed that the PC can pass on the e-mail received from the parishioner to Highways to point out the concern and ask them to provide an interim solution immediately, particularly for school buses, while they are work on their longer term proposals. **Item to go on the next agenda and Cllr Corpe will follow up in the meantime.**

The parishioner left the meeting at 7:18pm.

- 6. To approve the minutes of the Parish Council (PC) meeting held on 24th March 2022** – The minutes were proposed, agreed, and duly signed.
- 7. Funding required for Platinum Jubilee Celebrations** – It was proposed and agreed to fund costs up to a maximum of £100. Also agreed to fund a sound system with the church for use for all village organisations if required. Costs not yet obtained as a free system may be available.
- 8. Update re grass cutting request to Warwickshire County Council** – Cllr Corpe provided the following information: The grass cutting of the village green has been confirmed with highways who have instructed SDC to add the village green to their contractors' schedule. Highways have confirmed a small section of the green where the new Jubilee bench is to be installed and the section with trees is not technically covered by their dual status referencing a map from 1883-1889 which shows these as separate parcels of land. However they don't think the contractors can mow the bank with their equipment so in lieu they will mow the whole green apart from the bank. Highways advised that the bank mowing should be undertaken by Seven Trent who own the bank, or if they will not take this on they would encourage the bank to be converted into a wild flower site. We are now waiting for confirmation as to when the contractor will take the green on. In the meantime we will continue to mow the green on a voluntary basis and will contact Severn Trent separately about the bank.

9. Finance

9.1 Confirmation of the bank balance as at 05.05.2022 of £5,271.20 – Cllr Mitchell-Hilton confirmed that the balances stated are correct.

9.2 To approve the following payments made using delegated powers – Proposed and agreed.

30.03.22	St Peter & St Paul Church	Room hire	£60.00
03.05.22	WALC	Annual subscription	£124.00
03.05.22	Kirsty Buttle	Salary April	£99.70

9.3 To note the following receipts – Noted.

28.04.22	SDC	Precept	£1,930.00
----------	-----	---------	-----------

9.4 To approve payment of the following invoices – Proposed and agreed.

HMRC	Tax April	£24.80
Simon Corpe	Light Bulb and defibrillator battery	£298.00
Su Leaper	Flowers for War Memorial	£6.95

9.5 To agree the following regular payments list delegating authority to the clerk to make payments to relevant suppliers up to the budget total. All payments will need to be authorised online by a councillor in order for the payment to go out – Proposed and agreed.

Clerks salary	£1,700.00
Insurance	£222.00
WALC (Parish Council legal advice)	£115.00
Website	£85.00
Room hire	£80.00
War Memorial flowers	£24.00
Other	£470.00
Office stationery	£55.00
Training	£200.00
Data Protection	£35.00
Tree survey/tree work	£200.00
Defib pads	£200.00
S137 - Remembrance	£175.00

10. Year End Accounts

- 10.1 To receive the Internal auditor's report for 2021-22 - The PC confirmed receipt of the internal auditor's report which did not raise any issues requiring action. The councillors expressed their thanks to Katrina for completing the internal audit.
- 10.2 To appoint an internal auditor for the 2022-23 financial year - It was proposed and agreed to appoint Katrina Briggs as the internal auditor.
- 10.3 To complete and approve the Annual Governance Statement for 21/22 - It was agreed that the 'yes' box should be ticked for all statements except statement 9 which is 'not applicable'. It was proposed and agreed that the Chairman should sign the Annual Governance Statement.

- 10.4 To approve the Accounting Statements for 21/22 - The approval of the Accounting Statements was proposed, agreed and duly signed.
- 10.5 To approve completion and signing of the AGAR Certificate of Exemption for 21/22 - It was agreed that the PC is eligible to declare itself exempt from external audit and therefore the Chairman should sign the Certificate of Exemption.
- 10.6 To confirm the dates for electors' rights as 13th June to 22nd July 2022 – Proposed and agreed.

11. Planning applications received

22/00650/VARY - Agricultural Building, Court Fields, Bridge Road, Butlers Marston. Variation of condition 2 of planning permission 21/02736/VARY (date of decision 25 January 2022) to amend window types and positions, amend internal layouts and propose new carport/garage arrangement. **No representations made.**

22/01298/LBC - Blacklands Farm, Butlers Marston. Repairs to barn, to include additions of insulation - variation of 21/00141/LBC of 21.04.2021 in respect of: 1. Extent of timber repair/replacement, 2. Lath and plaster replacement, 3. Type of wall insulation. **No representations.**

12. Planning decisions received

22/00804/COUQ - Cattleyard West Meads Farm, Pillerton Road, Butlers Marston. Prior approval notification for the conversion of an agricultural building to 1no. dwelling (C3) and associated operational development under Schedule 2, Part 3, Class Q parts (a) and (b) of the General Permitted Development Order (GPDO). **No representations made. PRIOR APPROVAL GRANTED.**

Meeting closed @ 7:32pm

Date of next meeting – 14th July 2022

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