

Butlers Marston Parish Council

Minutes of the Parish Council meeting held on **Thursday 14th July 2022 at 7pm** at St Peter's & St Paul's Church, Church Lane, CV35 0NA

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

In attendance: 1 member of the public.

- 13. Apologies for absence** – Apologies received – Cllr Forsyth. Apologies accepted – None.
- 14. Members' declarations of interest for items on the agenda** – Cllr Corpe declared an interest on items 20.5 and 20.7.
- 15. Public participation session** – None.
- 16. To approve the minutes of the Parish Council (PC) meeting held on 11th May 2022** – The minutes were proposed, agreed, and duly signed.
- 17. Outstanding matters/actions from previous minutes**
 - 17.1 Update on Community Speedwatch – Cllr Mitchell-Hilton has met with the Speedwatch Team and they have approved one location (at the end of Church Path) where the Speedwatch programme can take place. Training has been arranged for 9th August. 8 volunteers have had their checks completed. A flyer will be sent out to all residents and the scheme will start as soon as a camera is available. The Community Speed Champions Scheme will also be launched shortly to try to encourage parishioners to commit to slow down. **Cllr Mitchell-Hilton will chase up Highways re the repainting of the '30' on the road at the entrances to the village.**
 - 17.2 Update re Warwickshire County Council's (WCC) proposals to resite the bus stops in the parish – There have been delays in getting responses from WCC due to staff holidays and change of personnel. **Cllr Corpe will continue to chase WCC on this.**
 - 17.3 Grass cutting in the parish – SDC have added the Village Green to their schedule but they missed it on the last cut. Cllr Corpe contacted them about this and they advised that this was because they came out and the grass didn't appear to need cutting so they left it. Cllr Corpe explained to them that this was because a councillor cut the grass as it hadn't been cut for a while. SDC confirmed they will cut the Green in future.
 - 17.4 Possible repairs required to the Memorial Bench and Memorial Cross – Cllr Leaper has written to the person he believes owns the bench to ask if they believe it has been donated to the parish council or if it is still theirs as it is likely to need repairs soon. No response received as yet. The Memorial Cross may need some repairs but it is likely to need a survey first. There are plants growing out of the bottom and part of the cross has come off. The memorial cross is listed so there are restrictions as to how/what work can take place on it. There may be an organisation that deals with war memorials and grants for repairs. **Clerk to look into options and get ideas of costs.**
- 18. Proposal to adopt the June 2022 Housing Needs Survey (HNS) Report as provide by WRCC** – It was proposed and agreed to adopt the HNS report. The councillors reviewed requests made by parishioners in the survey responses –
 - i) Footpaths to Kennel Hill/Kineton - It was agreed that footpath to Kineton exists but it needs to be advertised to make people more aware of it and improve signage to public footpaths.
 - ii) Overhanging vegetation on pavements – The council needs to chase up Highways re clearing pavements to ensure wide enough to use.

- iii) Speeding concerns - Action on speeding is already in progress.
- iv) Improved public indoor space such as a Village Hall - The government have provided a 'shared prosperity fund for public spaces' and are looking for schemes they can adopt for the £3million they have available in Warwickshire. A scheme has been suggested to make the Church in Butlers Marston more suitable for use for public events. In order to take the proposals forward a feasibility study would need to take place for which grants are available. It was proposed and agreed that **Cllr Corpe should submit a grant request of £10k for the feasibility study.**

19. Noticeboards in the parish – consideration of repairs or replacements required and associated costs – It was agreed that the **councillors should consider the options available for repair or replacement of the two noticeboards in the parish and bring back information to the next meeting** for discussion. It may be possible to apply for grants to cover the cost of a new noticeboard later in the year.

20. Finance

- 20.1 Confirmation of the bank balance as at 08.07.2022 of £3,922.03 – Cllr Mitchell-Hilton confirmed the balance stated is correct.
- 20.2 To confirm completion of the first quarterly (Apr to Jun) financial check for the 2022/23 financial year – Cllr Mitchell-Hilton confirmed the check has taken place and all was found to be in order.
- 20.3 To confirm and approve final Platinum Jubilee Celebration expenses – Proposed and agreed.
- 20.4 Proposal to make the following virements within the accounts:
 - i) £619.60 from 'CIL reserve' to 'Other' to cover the cost of the Lowther Jubilee Bench – Proposed and agreed.
 - ii) £45 from 'Defib reserve' to 'Defib' due to the need to purchase a new battery for the defib – Proposed and agreed.
- 20.5 To approve the following payments made using delegated powers – Proposed and agreed.

31.05.22	Kirsty Buttle	May salary	£99.50
31.05.22	HMRC	May Tax	£25.00
31.05.22	Glasdon	Lowther seat	£743.52
31.05.22	Simon Corpe	Prize for Jubilee competition	£30.90
28.06.22	Kirsty Buttle	Salary June	£99.70
28.06.22	HMRC	Tax June	£24.80

- 20.6 To note the following receipts - Noted.

03.05.22	HMRC	VAT Refund	£166.54
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- 20.7 To approve payment of the following invoices: Proposed and agreed.

Simon Corpe	Reimbursement re Jubilee expenses	£62.98
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21. To review and approve the following policies:

- 21.1 Risk Assessment – Proposed and agreed.
- 21.2 Financial Regulations – Proposed and agreed.
- 21.3 Standing Orders – Proposed and agreed.
- 21.4 Code of Conduct – Proposal to adopt the same Code of Conduct as that adopted by Stratford District Council which is currently the LGA Model Code of Conduct – Proposed and agreed.

22. Planning applications received - None

23. Planning decisions 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. **Approved.**

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. **Approved.**

24. County/District Councillor reports – Cllr Mills provided written reports which can be found on the Parish Council website with the minutes.

25. Information exchange – It was agreed that **Cllr Mitchell-Hilton should put a note in the village newsletter reminding parishioners what should and shouldn't be put in the bus shelter.** The Councillors were made aware that the Clerk requires new glasses for work use and agreed that they would contribute to the cost of the glasses along with all of the other parish councils that the Clerk works for.

Meeting closed @ 8:42pm

Date of next meeting – 22nd September 2022

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