

Butlers Marston Parish Council

Minutes of a meeting of the Parish Council held on **Tuesday 4th May 2021** at **8pm** via **Zoom video conferencing**

- 1. Election of Chairman** – It was proposed and agreed to elect Cllr Corpe as the interim Chairman until the council has filled all vacant position on the Parish Council (PC). Cllr Corpe completed his Declaration of Acceptance of Office. It was agreed that the PC would look to elect a permanent Chairman once another councillor has been recruited.
- 2. Election of Vice-Chairman** – Defer to next meeting.
- 3. Apologies for absence** – Cllr Mitchell-Hilton.
- 4. Members declarations of interest for items on the agenda** – None.
- 5. Public participation session** - None.
- 6. To approve the minutes of the Parish Council (PC) meeting held on 24th March 2021** – The minutes were proposed and agreed.
- 7. Outstanding matters/actions from previous meetings**
 - 7.1 Update on discussions with Highways re speed reduction in the parish – Defer to next meeting due to Cllr Mitchell-Hilton being absent.
 - 7.2 Update on re-siting of ‘bus stop’ – The PC has received some correspondence from parishioners about this and are passing on the information to Highways. There is no further update on this at the moment. The PC will continue to liaise with Highways about this issue.
 - 7.3 Response from Orbit re overgrown hedge near the War Memorial – The Clerk has contacted Orbit advising them of the health & safety risk posed by the hedge but they have responded saying that as the property is let it is not their responsibility to maintain the hedge and the responsibility lies with the tenant.
 - 7.4 Update on concerns raised about the inability of the Butlers Marston Water Treatment Works to manage the quantity of sewage in the system – No further update.
- 8. Village Green**
 - 8.1 Grass cutting request to Warwickshire County Council (WCC) – No further update. Clerk will continue to chase and will raise this with the new county councillor when we know who has been elected on 6th May.
 - 8.2 Appointment of a Casual Groundsman – While waiting for a response from WCC regarding their willingness to take on the grass cutting in the area at their own cost Dick Leaper has been appointed on a casual basis and has completed two cuts to date.
- 9. Finance**
 - 9.1 Confirmation of the bank balance as at 27.04.21 of £3,396.10 – Cllr Mitchell-Hilton has confirmed via e-mail that she has checked the balance and the amount stated is correct.
 - 9.2 To receive the Internal auditor’s report – 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.
 - 9.3 To appoint an internal auditor for the 2021-22 financial year – It was proposed and agreed to appoint Katrina Briggs as the internal auditor.
 - 9.4 To complete and approve the Annual Governance Statement for 20/21 – 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.
 - 9.5 To approve the Accounting Statements for 20/21 – The approval of the Accounting Statements was proposed, agreed and duly signed.

9.6 To approve completion and signing of the AGAR Certificate of Exemption for 20/21 – 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.

9.7 To approve the following payments to be made using delegated powers – Proposed and agreed.

Kirsty Buttle	April salary + 10 hours overtime (Village Green status research)	£192.00
HMRC	April tax	£48.00

9.8 To note the following receipts – Noted.

26.04.21	SDC	Precept	£1,841.50
----------	-----	---------	-----------

9.9 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	£1,550.00
Grass cutting	£500.00
Insurance	£215.00
WALC	£115.00
Website	£75.00
Room hire	£80.00
War Memorial flowers	£24.00
Office stationery	£65.00
Training	£200.00
Data Protection	£35.00
Tree survey	£200.00
Defib pads	£41.00

Cllr Mills left the meeting @ 8:16pm.

10. Planning applications received

DISCN/00251/21 – Monks Bridge, Butlers Marston. Discharge of conditions – 7 materials. **Based on this application being in relation to the stone only, the PC have no objections.**

11. Planning decisions received

20/03395/FUL - Agricultural Building, Court Fields, Bridge Road, Butlers Marston. Full application for the demolition of the three residential units approved under Class Q and a redundant agricultural building and the erection of three new dwellings and a detached garage. **Approved. The councillors expressed their thanks to Cllr Mitchell-Hilton for representing the PC at the planning committee meeting.**

21/00141/LBC – Blacklands Farm, Butlers Marston. Repairs to barn to include addition of insulation. **Approved.**

12. To review and approve the following policies: All policies below were proposed and agreed for adoption.

- 12.1 Risk Assessment
- 12.2 Publication Scheme
- 12.3 Scheme of Delegation
- 12.4 Responding to Planning Applications Policy
- 12.5 Financial Regulations
- 12.6 Standing Orders
- 12.7 Disciplinary Policy
- 12.8 Data Breach Policy
- 12.9 Freedom of Information Policy
- 12.10 Data Protection Policy
- 12.11 Complaints Procedure

- 12.12 Privacy Notice
- 12.13 Records Retention Policy
- 12.14 Subject Access Request Procedure
- 12.15 Role Holder Privacy Notice
- 12.16 Social Media Policy
- 12.17 Guidance on Code of Conduct
- 12.18 Code of Conduct
- 12.19 Gifts and Hospitality Policy/Register
- 12.20 Financial Control and Internal Audit Procedure
- 12.21 Grievance Policy
- 12.22 Health and Safety Policy
- 12.23 Communication Policy

13. Information exchange

District Cllr Mills provided a written report which can be found on the website with the minutes.

The councillors expressed their thanks to Joanne Young for all of the work she has done during her time on the council. **Cllr Corpe to send a letter of thanks to Joanne on behalf of the PC.**

The councillors noted that they are pleased to see the dragons teeth have been reinstated at the entrance to the village as part of their continued efforts to improve road safety for Butlers Marston. The PC will now look to reinstate the 30mph road signage and how the traffic can be slowed down from Pillerton.

Date of next meeting – 21st July 2021 @ 7:30pm

Meeting closed @ 8:33pm.

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