

Butlers Marston Parish Council

Minutes of the Annual Meeting of the Parish Council held on **Thursday 18th May 2023** at **7:30pm** at St Peter's & St Paul's Church, Church Lane, CV35 0NA

Present: Cllr Corpe, Cllr Mitchell-Hilton, Cllr Bloomfield, Cllr Carton, Cllr Weaver, Clerk.

In attendance: 0 members of the public, County and District Cllr Mills.

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 Weaver as the Vice-Chairman.
3. **Apologies for absence** – None.
4. **Members' declarations of interest for items on the agenda** – Cllr Corpe declared an interest on item 10.5 therefore he will not vote on that item.
5. **Public participation session** – None.
6. **To confirm the council's eligibility and intention to adopt the General Power of Competence with immediate effect** – Proposed and agreed.
7. **To approve the minutes of the Parish Council (PC) meeting held on 16th March 2023** – The minutes were proposed, agreed, and duly signed.
8. **Outstanding matters/actions from previous minutes**
 - 8.1 Grass cutting update – The Stratford District Council (SDC) contractor has missed a cut so Cllr Corpe is in contact with SDC to try to get a replacement cut organised. It was agreed that Cllr Bloomfield will monitor the grass cutting to advise if any cuts are missed and to organise any interim cuts.

District and County Cllr Mills joined the meeting at 8:01pm.

- 8.2 Update re Warwickshire County Council's (WCC) proposals to resite the bus stops in the parish – WCC recently advised Cllr Corpe that they are not going to do the feasibility study and they are just going to put the bus stops at the place they think most appropriate. Cllr Corpe informed them that this has taken a very long time with no progress and they should complete the feasibility study to ensure that the final positions are the best possible for the village so we do not need to go through this long process again. The PC awaits the feasibility study report.
- 8.3 UK shared prosperity Fund update – Rob has done a more comprehensive document than is needed for the pre-feasibility study so he will edit that down. It is likely that a meeting will be needed in the first week of June to go through the edited version. Completion of the final feasibility study is expected on 30th June with publishing planned for 13th July.
- 8.4 Update re request for a Memorial Bench on the Village Green – Defer to next meeting.
- 8.5 Update re discussions with Highways re width of footpaths and request for permission to put a wall behind the telephone box – Cllr Mitchell Hilton has been in discussion with Michael Rogers at Highways and he has stated that although there is no regulation for minimum width of footpaths they will do what they can to try to keep them accessible. He has asked that the PC provide him a map with photos of the relevant footpaths so they can have a look at what they may be able to do. **Cllr Mitchell-Hilton and Cllr Carton to put**

together a map and photos for Michael. The developer of Kennel Hill has offered to give breeze blocks and stone for the wall but this has not progressed any further at the moment.

8.6 Proposal to make a contribution towards the production of the village newsletter – The PC is supportive of the principle of making a contribution to the cost and content of the newsletter but cannot make a firm decision on the amount to contribute without the detail of the publishing costs. **Cllr Corpe to ask Dick Leaper to provide details of costs for the next meeting in order for the PC to agree the contribution.**

8.7 Marquee hire – No longer required.

Cllr Mills left the meeting at 8:31pm.

9. Annual Governance and Accountability Return 2022-23

9.1 To receive the Internal auditor’s report, agree any actions to be taken and to appoint an internal auditor for the current financial year – The Internal Auditor’s Report was received with no issues raised. It was proposed and agreed to appoint Katrina Briggs as the Internal Auditor for the 2023-24 financial year.

9.2 To complete and approve the annual governance statement for the 22/23 audit - 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.

9.3 To approve the accounting statements for the 22/23 audit - The approval of the Accounting Statements was proposed, agreed and duly signed.

9.4 To approve completion and signing of the AGAR Certificate of Exemption for 22/23 - 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.

9.5 To agree the dates for the notice of public rights – proposed dates are Monday 5th June to Friday 14th July 2023 – Proposed and agreed.

10. Finance

10.1 Confirmation of the bank balances as at 11.05.23 of £527.39 and £7,655.10 – Cllr Mitchell-Hilton confirmed the balances stated are correct.

10.2 To approve the following payments made using delegated powers: Proposed and agreed.

27.03.23	Kirsty Buttle	Phone share	£12.50
11.04.23	St Peter & St Paul Church	Room hire for 2022-2023	£60.00
09.05.23	WALC	Annual membership	£136.00
09.05.23	HMRC	Tax April	£27.40

10.3 To approve the following payment set up using delegated powers but not yet cleared at the time of publication of the agenda: Proposed and agreed.

Kirsty Buttle	Salary and expenses April	£110.39
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10.4 To note the following receipts: Noted.

30.03.23	SDC	Shared Prosperity Fund Grant	£1,500.00
11.04.23	Lloyds	Interest	£1.96
19.04.23	HMRC	VAT reclaim	£256.23
26.04.23	SDC	Precept	£1,880.50
09.05.23	Lloyds	Interest	£3.14

10.5 To approve payment of the following invoices: Proposed and agreed.

Simon Corpe	APM and Coronation expenses	£209.08
Marie-Louise Bennett	Coronation expenses	£50.59

10.6 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	£1,855.00
Insurance	£230.00
WALC (Parish Council legal advice)	£120.00
Website	£105.00
Room hire	£80.00
War Memorial flowers	£24.00
Other	£300.00
Office stationery	£55.00
Training	£200.00
Data Protection	£35.00
Tree survey/tree work	£200.00
Defib pads	£45.00
Election	£600.00

10.7 To agree any changes to the signatories on the bank mandate – It was proposed and agreed that the **Clerk should remove any signatory's who are no longer members of the council and add on Cllrs Bloomfield, Weaver, and Carton as full power signatory's with access to online banking.**

11. Planning applications received - None

12. Planning decisions received – None

13. To re-adopt the following policies with no changes made: Proposed and agreed.

- 13.1 Risk Assessment
- 13.2 Publication Scheme
- 13.3 Scheme of Delegation
- 13.4 Financial Regulations
- 13.5 Standing Orders
- 13.6 Disciplinary Policy
- 13.7 Data Breach Policy
- 13.8 Freedom of Information Policy
- 13.9 Data Protection Policy
- 13.10 Complaints Procedure
- 13.11 Privacy Notice
- 13.12 Records Retention Policy
- 13.13 Subject Access Request Procedure
- 13.14 Role Holder Privacy Notice
- 13.15 Social Media Policy
- 13.16 Guidance on Code of Conduct
- 13.17 Code of Conduct

- 13.18 Gifts and Hospitality Policy/Register
- 13.19 Financial Control and Internal Audit Procedure
- 13.20 Grievance Policy
- 13.21 Health and Safety Policy
- 13.22 Communication Policy

14. County/District Councillor reports – Cllr Mills provided a written report which can be found on the PC website with the minutes.

15. Information exchange – None.

Meeting closed @ 9:03pm

Date of next meeting – 27th Jul 2023

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