

Butlers Marston Parish Council

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

<https://us02web.zoom.us/j/84191928365?pwd=a2JNd050QmphOUZTWlVXa1M4Y2JZZz09>

Meeting ID: 841 9192 8365 Passcode: 140705

Or dial in on 0203 481 5237

AGENDA

1. **Election of Chairman**
2. **Election of Vice-Chairman**
3. **Apologies for absence**
4. **Members declarations of interest for items on the agenda**
5. **Public participation session** (Members of the public are invited to address the council. The session will last for a maximum of 10 minutes with any individual contribution lasting a maximum of 3 minutes).
6. **To approve the minutes of the Parish Council (PC) meeting held on 24th March 2021**
7. **Outstanding matters/actions from previous meetings**
 - 7.1 Update on discussions with Highways re speed reduction in the parish
 - 7.2 Update on re-siting of 'bus stop'
 - 7.3 Response from Orbit re overgrown hedge near the War Memorial
 - 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
8. **Village Green**
 - 8.1 Grass cutting request to Warwickshire County Council
 - 8.2 Appointment of a Casual Groundsman
9. **Finance**
 - 9.1 Confirmation of the bank balance as at 27.04.21 of £3,396.10
 - 9.2 To receive the Internal auditor's report
 - 9.3 To appoint an internal auditor for the 2021-22 financial year
 - 9.4 To complete and approve the Annual Governance Statement for 20/21
 - 9.5 To approve the Accounting Statements for 20/21
 - 9.6 To approve completion and signing of the AGAR Certificate of Exemption for 20/21
 - 9.7 To approve the following payments to be made using delegated powers

Kirsty Buttle	April salary + 10 hours overtime	£192.00
HMRC	April tax	£48.00

- 9.8 To note the following receipts

26.04.21	SDC	Precept	£1,841.50
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- 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

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

10. Planning applications received

DISCN/00251/21 – Monks Bridge, Butlers Marston. Discharge of conditions – 7 materials.

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.**

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

12. To review and approve the following policies:

- 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

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



Signed:

Parish Clerk

Date: 28th April 2021