

Butlers Marston Parish Council

A meeting of the Parish Council will be held on **Wednesday 27th March 2024** at **7pm** at St Peter's & St Paul's Church, Church Lane, CV35 0NA

AGENDA

63. Apologies for absence

64. Members' declarations of interest for items on the agenda

65. 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).

66. To approve the minutes of the Parish Council (PC) meeting held on 24th January 2024

67. County/District Councillor reports

68. Outstanding matters/actions from previous minutes

68.1 Update re Warwickshire County Council's (WCC) proposals to resite the bus stops in the parish

68.2 Butlers Marston Church Restoration and Reorder Group

68.3 Bus shelter/phone box refurb project

68.4 Update re Cllrs Weaver and Mitchell-Hilton getting notifications of spends on the debit card set up

68.5 Update re discussions with Highways re width of footpaths

68.6 Maintenance of War Memorial

69. To consider next steps in relation to ensuring the parish council has complete records for any easements/wayleaves for the property owners who have to cross the registered Village Green to access their property

70. To consider and approve the Debit Card Policy

71. To consider signing up to the Parish Council Domain Helper Service – supporting parish councils to move to a .gov.uk domain

72. Finance

72.1 Confirmation of the bank balances as at 21.03.24 of £42.20 and £4,054.19

72.2 To approve the following payments made using delegated powers:

26.01.24	Kirsty Buttle	Salary Jan 24	£117.60
26.01.24	HMRC	Tax Jan 24	£29.40
26.02.24	Daniel Knight	Village Green Treework	£420.00
26.02.24	Kirsty Buttle	Salary February	£117.60
26.02.24	HMRC	Tax February	£29.40
05.03.24	Amazon	Speed camera and batteries	£176.82
22.03.24	Kirsty Buttle	Salary March	£117.60
22.03.24	HMRC	Tax March	£29.40

72.3 To note the following receipts:

09.02.24	Lloyds	Interest	£5.55
11.03.24	Lloyds	Interest	£5.00

- 72.4 To review the spend against budget to date
- 72.5 Proposal to make the following amendments to the Asset Register resulting in an updated Asset Register value of £51,292
- Addition of a noticeboard (£1,652)
 - Addition of the speed camera and batteries (£172)
- 72.6 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.

Clerks salary	£2,000
Insurance	£355
WALC (Parish Council legal advice)	£125
Website	£115
Room hire	£140
War Memorial flowers	£26
Other	£300
Office stationery	£65
Training	£200
Data Protection	£35
Tree survey/tree work	£250

73. Planning applications received – None

74. Request from the owners of The Garages site on Town Ground to give an opinion on their pre-application report

75. Planning decisions received - None

76. To note changes to the dates for the meetings planned for May and September – the meetings will now be held on Wednesday 8th May and Thursday 12th September

77. To agree plans for the Annual Parish Meeting (APM)

78. Information exchange

79. Proposal to exclude the public and the press in order to discuss a staff matter (item 80)

80. To consider the following items in relation to the Clerk's pay@

- 80.1 To consider increasing the Clerk's payscale – currently SCP 16
- 80.2 To consider providing a home office allowance
- 80.3 To consider contributing to a pension scheme

Date of next meeting – 8th May 2024

Butlers Marston Parish Council

Spend to budget as at 22.03.24

		Spend to date	Remaining budget	Projected EOY spend	2024-25 Budget
Clerks salary	1,855.00	1764.00	91.00	1,764.00	2,000.00
Insurance	230.00	314.18	- 84.18	314.18	355.00
WALC (Parish Council legal advice)	120.00	116.00	4.00	116.00	125.00
Website	105.00	193.98	- 88.98	193.98	115.00
Room hire	80.00	60.00	20.00	60.00	140.00
War Memorial flowers	24.00	11.95	12.05	20.00	26.00
Other	300.00	3666.01	- 3,366.01	3,490.82	300.00
Office stationery	55.00	159.86	- 104.86	159.86	65.00
Training	200.00	0.00	200.00	-	200.00
Data Protection	35.00	35.00	-	35.00	35.00
Tree survey/tree work	200.00	350.00	- 150.00	450.00	250.00
Defib pads	45.00	51.00	- 6.00	51.00	-
S137 - Remembrance	-	0.00	-	-	-
Election	600.00	740.08	- 140.08	740.08	-
Speedwatch device	-	0.00	-	-	275.00
	3,849	6721.98	- 3,613.06	7,394.92	3,886.00
Total VAT Paid	215	498.49		430.00	155.00
Total Spend to date	3,464	7220.47		7,824.92	4,041.00

		Received to date		Projected EOY Income	2024-25 Income
Precept	3,760	3761.00	- 1	3,761	
Wayleave	18	17.70	0	17.70	18
Other Income	248	2014.18	- 1,765.76	2,011.63	430.00
		5792.88	- 1,766	5,790.33	448