

Butlers Marston Parish Council

Minutes of a meeting of the Parish Council held on **Thursday 12th September 2024 at 7pm**
at St Peter's & St Paul's Church, Church Lane, CV35 0NA

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

In attendance: 1 member of the public, County and District Cllr Mills.

32. Apologies for absence – None.

33. Members' declarations of interest for items on the agenda – None.

34. Public participation session – A parishioner asked why they can't finish the track on The Green. Cllr Corpe advised that as per the meeting held with the residents who live around The Green, Highways are investigating the status of the area such as whether it is a road/bridleway etc and when they have the answers they need they will decide whether any work can be done on The Green, to what specification, and will then advise the PC. **Cllr Mills agreed to chase Highways up on this.**

35. To approve the minutes of the Parish Council (PC) meeting held on 7th August 2024 – The minutes were proposed, agreed, and duly signed.

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

Cllr Chris Mills left the meeting @ 7:22pm.

37. Outstanding matters/actions from previous minutes

37.1 Update re Warwickshire County Council's (WCC) proposals to resite the bus stops in the parish - No further update - An Engineer will be allocated to this Job as soon as other priorities have been completed from their Delegated Budget programme which is £2 million, and schemes have to be completed by March 2025.

37.2 Butlers Marston Church Restoration and Reorder Group – The group has held its second public meeting where they presented the group's progress to date and the design concepts for the church. The group will now submit its statement of need and significance to the DAC for review before putting in a formal request, hopefully by November. In the meantime the group will start to identify potential approved architects for the project and initial costs before seeking funding options.

37.3 Bus shelter/phone box refurb project - Retaining Wall - No further update on previous meeting. The PC are just waiting for final confirmation from WCC Highways for the proposed wall and Orbits retaining wall for No 29's garden.

Noticeboard - No further update. The PC are still waiting to hear from Orbit over the trees which need removing and when they can install the new noticeboard. They are also looking at protecting the path.

Repurpose of the Bus Shelter/Phone Box - No further update. The plan was to convert the phone box into a book exchange box. No other ideas have come forward for this or the bus shelter at the moment so until the wall and general refurbishment is complete this will stay open

37.4 Update re discussions with Highways re width of footpaths - Footpath Widths - The PC has surveyed and identified areas that Highways will be contacted about. There has been some positive action from residents since the newsletter article went out. Another reminder will be sent out and then the properties of concern will be reported to Highways.

There are some areas around Town Ground where the surface is degrading. **Cllr Mitchell-Hilton to contact Highways about this.**

- 37.5 The Memorial Cross Footpath - Orbit has completed a survey to install a retaining wall to protect the path. Orbit have confirmed they will use concrete posts and timber for the wall. The PC has made Highways aware of works taking place outside the neighbouring property boundary and Highways are investigating.
- 37.6 Maintenance of War Memorial - The resident taking on this project has confirmed they have received all the documents from the Clerk and they have reviewed them but they are not very informative. The resident will contact the War Memorial Trust to gain clarification on a few areas before proceeding. This is likely to be in the new year due to other commitments.
- 37.7 Update re ensuring the parish council has complete records for any easements/wayleaves for owners of property around the Village Greens – The PC is still waiting for an update from WCC Highways. Separately the PC has been liaising with Historic England over the exact area of the Scheduled Monument and this still appears to be unclear so the PC has requested the monument is marked out.

38. Finance

- 38.1 Confirmation of the bank balances as at 05.09.24 of £38.91 and £5,991.86 – Cllr Weaver confirmed the balances stated are correct.

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

19.08.24	Namesco	Domain name 1 year	£23.99
27.08.24	Kirsty Buttle	Salary and office August	£143.60
27.08.24	HMRC	Tax August	£29.40

- 38.3 To note the following receipts: Noted.

09.08.24	Lloyds	Interest	£6.24
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39. Planning applications received

24/01897/FUL – 23 Hall Cottages, Pillerton Road, Butlers Marston. Single storey rear extension. **No representation. (Response made using delegated powers). APPROVED.**

- 40. Request from Stratford District Council Planning Officer for the Parish Council to consider withdrawing its support from the following planning application to allow it to be refused under delegated powers rather than go to committee:**

24/01610/FUL – Cattleyard, Westmeads Farm, Pillerton Road, Butlers Marston. The demolition of an existing building and erection of a one and a half storey, self-build dwelling, alongside associated access and landscaping works.

It was agreed that the PC will not be changing their response and maintain their supportive stance. A councillor will speak at the planning committee meeting in favour of the application. Clerk to inform the planning officer of the PC's decision.

41. Planning decisions received - None

- 42. Community Events** - The village Bake Off Trophy has not been awarded this year as we have not had any large scale community events such as a Village Fete or Marston Games. It was agreed that there should be a Christmas Cake Competition for the Twasn't before Christmas event.

During the Kings coronation celebrations the council organised a village litter pick which was popular and could be a regular event the council organises. It was agreed to plan a village litter pick in spring 2025 but it will be worked around the village calendar at the time.

1 member of the public left the meeting at 7:55pm.

43. Creation of BMPC Village Projects Committee or Working Group – It was agreed that a working group is the most appropriate format.

43.1 Election of member(s) to BMPC Village Projects or Working Group – It was proposed and agreed to elect all Cllrs on to the Village Projects Working Group. As a working group this group can also include non councillors which helps to spread the workload and allows for more parishioner involvement. The group will not be able to make any decisions so they will need to bring their proposals to the full council meetings for approval.

43.2 To adopt BMPC Village Projects Committee or Working Group Terms of Reference – Proposed and agreed. It was agreed that Cllr Bloomfield will be the Chairman of the Working Group.

44. Creation of BMPC HR Personnel Committee

44.1 Election of members to BMPC HR Personnel Committee – It was agreed to elect Cllrs Corpe, Weaver, and Mitchell-Hilton as the HR Personnel Committee. It was agreed that Cllr Weaver will be the Chairman of this committee.

44.2 To adopt HR Personnel Committee Terms of Reference – Proposed and agreed.

45. Information exchange – The garages site has been put up for sale. Severn Trent have advised that the Butlers Marston sewage works are going to be decommissioned and turned into a pumping station.

46. Proposal to exclude the public and the press in order to discuss staff matters – Proposed and agreed.

The clerk left the meeting @ 8:38pm.

47. Staff matters

47.1 To consider increasing the Clerk's payscale – currently SCP 16 – It was proposed and agreed to increase the Clerk's salary to SCP 21 to be backdated to April 2024. It was also agreed that the Clerk's payscale will be increased by 1 pt per year in April until the Clerk is at SCP 23. **Clerk to arrange backpay in the September payroll.**

47.2 To consider increasing the Clerk's hours of work – currently 10 hours per month – The PC has taken advice from the Warwickshire Association of Local Councils via a Job Evaluation process and they have advised that the Clerk's hours should be increased. It was agreed that the hours should be increased gradually and will be increased to 12 hours per month from January 2025 subject to a review of the budget.

47.3 To consider contributing to a pension scheme – It was agreed that the PC needs to investigate its obligation to provide an employee pension scheme and this will be the first task for the HR & Personnel Committee with the aim to have this available in 2025.

Meeting closed @ 8:53pm

Date of next meeting – 20th November 2024

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