

# Butlers Marston Parish Council

Minutes of a meeting of the Parish Council held on **Wednesday 20<sup>th</sup> November 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, Clerk.

**In attendance:** 0 members of the public.

- 55. Apologies for absence** – Apologies were received from Cllr Carton, and County and District Cllr Mills.
- 56. Members' declarations of interest for items on the agenda** – Cllr Corpe declared an interest on item 65 as he is one of the recipients of payments.
- 57. Public participation session** – None.
- 58. To approve the minutes of the extraordinary Parish Council (PC) meeting held on 4<sup>th</sup> November 2024** – The minutes were proposed, agreed, and duly signed.
- 59. County/District Councillor reports** – Cllr Mills and Cllr Scorer had provided written reports by e-mail which can be found with the minutes on the PC website. It was agreed that a number of the items from the report should be included in the next newsletter. **Cllr Mitchell-Hilton to submit the relevant items to the newsletter.**
- 60. Outstanding matters/actions from previous minutes**
  - 60.1 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.
  - 60.2 Butlers Marston Church Restoration and Reorder Group – The group has received positive responses from the Diocesan Advisory Committee for the Care of Churches (DAC) regarding their Statement of Significance and Need and the DAC are hoping to arrange a visit to Butlers Marston to review the proposal before it is officially submitted. In the meantime the group are reviewing potential architects to start to estimate the cost of the project and then funding routes can be considered. The PC expressed their thanks to the group for all of their hard work on this project.
  - 60.3 Bus shelter/phone box refurb project – No further updates since last meeting.
  - 60.4 Update re discussions with Highways re width of footpaths – Highways have advised that they do not believe they are responsible for any of the hedges identified in the maps sent to them by Cllr Mitchell-Hilton and they believe the hedges belong to the owners of the adjacent property. **Cllr Mitchell-Hilton and Cllr Corpe to combine their information to form a letter to be sent to Highways clarifying the reasons why they believe Highways are responsible for the hedges in question.** There are still issues that need to be resolved between Highways and Orbit in relation to Orbit constructing a retaining wall on the Memorial Cross Footpath.
  - 60.5 Maintenance of War Memorial - The new flowerpots have been installed and planted. Andrew Bourne has kindly removed all of the weeds that surrounded the stone work tiers but any pointing work or cleaning of lichen from the name engravings in the spring will require advice to be taken from War Memorial Trust. The PC expressed their thanks to Andy for all his hard work on this project.

- 60.6 Update re ensuring the parish council has complete records for any easements/wayleaves for owners of property around the Village Greens - No further responses have been received from Highways or the residents following the PC's e-mails. **It was agreed that the PC will write to a parishioner regarding vehicles turning/unloading and staff parking on The Green, to write letters to the residents reminding them to forward any documentation they have regarding access over The Green in their property deeds, and to remind them not to place anything outside of their boundary. The PC will also continue to chase up Warwickshire County Council (WCC) in regards to identifying the Village Green rules and thereafter to see what independent legal advice the PC can get on The Green.**
- 60.7 Proposal to request a 20mph speed limit throughout Butlers Marston – Support from County Cllr Mills and a survey at a cost of £130 per week will be required to take this forward but it is not clear how many weeks WCC require the survey to take place. It was agreed that the PC supports this proposal in principle and the **Clerk should contact Cllr Mills and WCC to request that Butlers Marston be considered for the 20mph scheme** due to the village having few pavements meaning pedestrians are having to walk on the roads and it is not always easy to see what traffic is coming when trying to cross the road so a lower speed limit would help to improve the safety of pedestrians.

### 61. Finance

- 61.1 Confirmation of the bank balances as at 14.11.24 of £72.90 and £7,158.91 – Cllr Weaver confirmed the balances stated are correct.
- 61.2 To note new charges of £4.25 per month being brought in by Lloyds Bank in January 2025 and to consider if a change of bank provider is appropriate – It was proposed and agreed to stay with Lloyds Bank.
- 61.3 To confirm completion of the first (Apr to Jun) and second quarterly (Jul to Sep) Internal Financial Controls Checks – Cllr Weaver confirmed the checks have taken place and all was found to be in order.
- 61.4 To discuss the draft budget for the 2025-26 financial year – The draft budget was discussed and some amendments were suggested. **Clerk to update the budget and bring updated proposals to next meeting.**
- 61.5 To approve the following payments made using delegated powers: Proposed and agreed.

|          |                |                                 |         |
|----------|----------------|---------------------------------|---------|
| 30.09.24 | WALC           | Clerk/RFO job evaluation        | £264.00 |
| 30.09.24 | Clear Councils | Annual parish insurance         | £334.25 |
| 30.09.24 | Kirsty Buttle  | Salary and office Sep + backpay | £207.00 |
| 30.09.24 | HMRC           | Tax Sep                         | £45.20  |
| 21.10.24 | Simon Corpe    | Reimbursement re plant pot      | £199.96 |
| 21.10.24 | Kirsty Buttle  | Salary and office Oct           | £154.20 |
| 21.10.24 | HMRC           | Tax Oct                         | £32.00  |
| 04.11.24 | Parish Online  | Annual subscription             | £38.40  |

- 61.6 To note the following receipts: Noted.

|          |        |          |           |
|----------|--------|----------|-----------|
| 09.09.24 | Lloyds | Interest | £5.14     |
| 12.09.24 | SDC    | Precept  | £2,459.00 |
| 09.10.24 | Lloyds | Interest | £5.34     |
| 11.11.24 | Lloyds | Interest | £6.57     |

61.7 To approve payment of the following invoices: Proposed and agreed subject to the Clerk's pay and tax amount being corrected to the amounts in the following table.

|                           |                                      |         |
|---------------------------|--------------------------------------|---------|
| Kirsty Buttle             | Salary, office, and backpay November | £194.40 |
| HMRC                      | Tax November                         | £42.20  |
| Su Leaper                 | War Memorial flowers                 | £30.00  |
| St Peter & St Paul Church | Church room hire May 23 to Nov 24    | £120.00 |

**62. Planning applications received - None**

**63. Planning decisions received - None**

**64. To note the receipt of the updated payscales for clerks published by the NJC – Noted.**

**65. Information exchange –** The village Bake Off will now take place at the MMU Deck the Halls event on 30th November. The signature bake will be six identical decorated biscuits.

**55. To agree meeting dates for 2025- Proposed dates are 29<sup>th</sup> Jan, 27<sup>th</sup> Mar, 22<sup>nd</sup> May, 30<sup>th</sup> Jul/6<sup>th</sup> Aug (TBC), 1<sup>st</sup> Oct, 20<sup>th</sup> Nov.** The dates were agreed as proposed with the Aug date agreed as 6<sup>th</sup> August.

Meeting closed @ 8:19pm

**Date of next meeting – 29<sup>th</sup> January 2025**

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