

Butlers Marston Parish Council

Minutes of a meeting of the Parish Council held on **Wednesday 27th March 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, District Cllr Scorer.

63. Apologies for absence – None.

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

65. Public participation session – None.

66. To approve the minutes of the Parish Council (PC) meeting held on 24th January 2024 – The minutes were proposed, agreed, and duly signed.

67. County/District Councillor reports – Cllr Mills and Cllr Scorer provided written reports which can be found on the PC website.

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 – WCC is still updating the feasibility study with more details and estimates. We hope to have this back by 12th April but due to holidays this can't be confirmed. The new Publicity and Development officer has been in contact regarding the site changes and we hope to get confirmation of any contribution they could provide.

68.2 Butlers Marston Church Restoration and Reorder Group - The Working Group have held relevant starter meetings with DAC engineers and via the PCC have explored whether the church could become an EcoChurch. Initial discussions have taken place with the DAC about grant funding and they are looking to arrange a meeting to investigate this further. They also need to consider additional funding options. Investigations are continuing re the history of the church pews.

68.3 Bus shelter/phone box refurb project - Retaining Wall - We have now received a quote for the wall which comes to £775 incl VAT. This will provide a wall from the bus stop around the phone box and if there is anything left could allow a short wall on the other side where the noticeboard is being positioned. We just need to confirm if we can get someone locally to help dig out the wall foundations. The person who built the Kennel Hill properties is enquiring if he can source another pallet of stone and the costs (originally from Stamford Lincolnshire).

Noticeboard - Cllr Bloomfield and Cllr Corpe have confirmed the location for the new noticeboard and instructed Orbit to arrange installation. During the location inspection rotten trees were identified and Orbit have been asked to remove these before installing the new noticeboard to avoid future damage.

Post Box - The village postbox is unstable and may need replacing. Cllr Bloomfield has been trying to get Royal Mail to look at the post box and see if this can be incorporated into the refurbishment of this area. Royal Mail have confirmed that they have logged and reported the mentioned post box to the Collections Manager. Royal Mail will raise a job to secure the post box but are unable to provide a timeframe for this. Royal Mail confirmed they no longer attach post boxes to walls so it could not be incorporated into our new wall or the bus shelter.

Repurpose of the Bus Shelter/Phone Box - The plan was to convert the phone box into a book exchange box. It was suggested that the PC could consider installing a community memorial bench between the phone box and the shelter. Residents could apply for a name plate to be added to the bench.

68.4 Update re Cllrs Weaver and Mitchell-Hilton getting notifications of spends on the debit card set up – Cllrs Weaver and Mitchell-Hilton advised that it is only possible for the cardholder (in this case the Clerk) to receive notifications.

68.5 Update re discussions with Highways re width of footpaths – It was agreed that the report should also be presented at the public meeting with the bus stop discussion and **Clr Mitchell-Hilton will try to get more info from Highways before then.**

68.6 Maintenance of War Memorial – No volunteers have come forward.

1 member of the public left the meeting at 7:54pm. Cllrs Scorer and Mills left the meeting at 7:56pm.

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 – Cllr Corpe is trying to arrange a meeting with one property owner. Once discussions have been held with the property owner the PC can work out what the next steps are in order to take this forward. Once the process has been completed for this property the PC will understand what the process and costs are and can then contact the other properties in the village this this affects to try to get this resolved.

70. To consider and approve the Debit Card Policy – The policy was proposed and agreed subject to the second paragraph under introduction being removed and the bullet points be replaced by numbers. **Clerk to arrange updates and publish policy on the website.**

71. To consider signing up to the Parish Council Domain Helper Service – supporting parish councils to move to a .gov.uk domain – After some discussion it was agreed not to go ahead with this at the moment due to the workload and cost involved which seems disproportionate for a small PC like Butlers Marston PC.

72. Finance

72.1 Confirmation of the bank balances as at 21.03.24 of £42.20 and £4,054.19 – Cllr Weaver confirmed the balances stated are correct.

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

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: Noted.

09.02.24	Lloyds	Interest	£5.55
11.03.24	Lloyds	Interest	£5.00

72.4 To review the spend against budget to date – The spend to budget was noted.

72.5 Proposal to make the following amendments to the Asset Register resulting in an updated Asset Register value of £51,292 – Proposed and agreed.

- 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 – Proposed and agreed.

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 – After some discussion it was agreed that the information included in their pre-application report re the Housing Needs Survey is correct but the Parish Council are not willing to provide a response to anything other than a formal planning application through Stratford District Council (SDC) although the PC would be happy to facilitate a public meeting in the parish should the owners of the Garages site wish to present the proposals to the parishioners. **Clerk to respond to landowner.**

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 – Proposed and agreed.

77. To agree plans for the Annual Parish Meeting (APM) – It was proposed and agreed to hold the meeting on 25th April. The agenda items will be the bus stop relocation, the reordering of the Church, footpaths, and a report on what has happened in the parish over the last 12 months.

78. Information exchange – Grass Cutting - Cllr Bloomfield has been informed that Continental landscape will be the new contractors and will take over in April. There will now be six cuts per season including the ‘No Mow May’ between March and October. The reduction from nine to six has been agreed by WCC.

A resident has e-mailed the PC requesting the fitting of a traffic mirror by the current bus stop to enable pedestrians crossing the main road from Fish Lane to view oncoming traffic beyond the blind corner approaching from the bridge. The parishioner also asked if the tree and bush that is encroaching across the main road footpath near Verney Close is cut right back to make it easier for pedestrians to walk past. It is the PC’s understanding that Highways do not allow traffic mirrors to be installed anymore due liability. **The PC will notify the landowner of the overgrown tree.**

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

The Clerk left the meeting at 9:03pm.

80. To consider the following items in relation to the Clerk’s pay – after some discussion it was felt that the councillors did not have sufficient information to make a decision on the remaining items so it was deferred to the next meeting. **Clerk to put on next agenda.**

- 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

Meeting closed @ 9:20pm

Date of next meeting – 8th May 2024

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