

# Butlers Marston Parish Council

Minutes of a meeting of the Parish Council held on **Thursday 27<sup>th</sup> March 2025 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:** 5 members of the public, District Cllr Scorer.

**79. Apologies for absence** – District and County Cllr Mills.

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

**81. Public participation session** – Members of the public advised that they are here for item 87 and expressed their concerns. Cllr Corpe advised that the parishioners who believe they have right of access through the site may wish to provide a copy of their deeds to the Parish Council (PC) who can pass them on to the owners of the site to ensure they take this into account with any of their plans.

*It was agreed to bring forward item 87 to be discussed at this point in the meeting.*

*After item 87 was discussed 4 members of the public left the meeting at 7:24pm.*

**82. To approve the minutes of the Parish Council (PC) meeting held on 29<sup>th</sup> January 2025** – The minutes were proposed, agreed, and duly signed.

**83. County/District Councillor reports** – Cllr Mills and Cllr Scorer provided written reports which can be found on the website with the minutes.

**84. Outstanding matters/actions from previous minutes**

84.1 Butlers Marston Church Restoration and Reorder Group - The working group have visited the appointed architects (Communion Architects) based in Hereford. The group reviewed the proposed costs and agreed the next steps which involves the PCC instructing several surveys to be carried out to give a base point to which the project can be planned and costed. The PCC have put aside some funds to begin these investigations but the Working Group is hoping to secure some additional funding to kick start the project before the full fundraising project begins. The Group is actively looking for two new members to join the group in the roles of Public Relations and Finance to assist in the next stages of the project. The DAC is still to confirm when they will visit which afterward will enable the full faculty application to be made and then the project can fully begin and start to secure the funding it needs.

84.2 Update re discussions with Highways re width of footpaths - Footpath Widths - Cllrs Corpe and Mitchell-Hilton have met with Highways on 5th February and reviewed several footpaths around the village. Where possible Highways will assist the PC in making the footpaths wider using Community Payback Groups and resurfacing when budgets allow. Some footpaths are still overgrown with private resident's vegetation and although Highways can send these properties a letter it was agreed that the PC will try and resolve this locally.

The Memorial Cross Footpath - Following Orbit's new green wall Highways have agreed to resurface the footpath which should be completed by the end of the next financial year (March 2026)

New Noticeboard - It was scheduled to be installed on 14th February but Cllr Corpe asked for confirmation of the Orbit trees near the site to be cleared beforehand as they could damage the new noticeboard. Orbit are still waiting to hear back from their forestry

department as to when this work will be done but it is likely to be completed by the end of the next financial year (March 2026). It was raised with Highways who said they would only take action if it blocked the highway which it doesn't currently. **It was agreed that Cllr Corpe should ask Orbit if it is ok for a volunteer to cut these back to get it done sooner.**

84.3 Update re ensuring the parish council has complete records for any easements/wayleaves for owners of property around the Village Greens - The Village Projects Working Group continues to meet regularly on this project and are still waiting on Warwickshire County Council (WCC) Highways to confirm information following their site visit in 2024. Historic England has now confirmed the Scheduled Monument area is the whole of the main green excluding the track along the side which is still being investigated by Highways. The PC will try to contact utility and local authorities to ensure they are aware of the Scheduled Monument and will investigate what the parameters are on and around a Scheduled Monument. **It was agreed to ask County Cllr Mills to chase up the WCC officer who is working on this as the PC has not managed to get any further information from him since August.**

84.4 Update re proposal to request a 20mph speed limit throughout Butlers Marston - Highways have been contacted about other speed reduction methods such as Vehicle Activated Signs and physical traffic calming methods but they say Butlers Marston is not eligible for these. If the cost quoted for a 20mph speed limit (£11k) is correct it is unaffordable for Butlers Marston and even if affordable it would not be worth the limited benefit (studies show they reduce speeds by around 1mph) so it was agreed not to proceed with a 20mph scheme. Other lower cost options such as installing 20 is plenty signs were suggested. **Cllr Weaver to obtain costs and try to contact the police to see if they would occasionally put a speed camera van in the village.**

84.5 Update re insurance when hiring out the PC owned marquee and consideration of what changes, if any, should be made to the process in future - Current insurance feedback: 'Please note that if you are hiring out the marquee to a third party for a village event, then they need to ensure it is covered under their own Insurance. No cover will be provided under this policy for hiring out to the third party.' This means that in future if the PC is going to let anyone use the marquee there will be no need for a damage deposit but they will need to arrange their own insurance and provide copies of the insurance certificate to the PC before they use the marquee.

**85. Information regarding updates to the Smaller Authorities Proper Practices Panel (SAPPP) requirements for PC's in relation to websites and e-mail and consideration of any actions required in response to this** – New regulations require the PC to have PC owned e-mail addresses and a fully accessible website before March 2026. The current website has needed work for some time so the change to regulations means that the PC can no longer delay getting the website updated. After some discussion it was agreed to use the Parish Online template website at a cost of £315 per year as although the website is quite basic it is reasonably low cost and complies with all of the relevant regulations, with the additional benefit of IT support which the PC does not have with the current website. **Cllr Corpe to make the relevant arrangements with Parish Online and shut down the current website when the new site is up and running.**

## **86. Finance**

86.1 Confirmation of the bank balances as at 20.03.25 of £383.31 and £5,804.37 – Cllr Weaver confirmed the balances stated are correct.

86.2 To reconsider the possibility of changing banks to Unity Trust Bank at a cost of £6 per month due to Lloyds Bank now charging the PC as a commercial account – It was agreed to make the change to Unity Bank. **Clerk to arrange the opening of the new account and closure of the Lloyds account at the appropriate time.**

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

26.02.25	Kirsty Buttle	Salary and office Feb 25	£185.80
26.02.25	HMRC	Tax Feb	£40.00
18.03.25	Lloyds	Account fee	£4.67

- 86.4 To note the following receipts: Noted.

10.02.25	Lloyds	Interest	£5.69
10.03.25	Lloyds	Interest	£4.78

- 86.5 To approve payment of the following invoices: Proposed and agreed.

Kirsty Buttle	Salary and office March	£186.00
HMRC	Tax March	£39.80

- 86.6 To agree the following regular payments list for 2025/26 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	£2,680.78
Insurance	£360.00
WALC (Parish Council legal advice)	£135.00
Website	£115.00
Room hire	£120.00
War Memorial flowers	£35.00
Other	£300.00
Office allowance	£312.00
Office stationery	£50.00
Training	£200.00
Data Protection	£35.00
Tree survey/tree work	£250.00
Bank fees	£51.00

- 87. Request from the owners of The Garages site on Town Ground to give an opinion on their pre-application report** – It was agreed that any development on the site raises the same concerns as those that were raised against the recent proposal for a bungalow in the garden of one of the adjacent properties. **Clerk to suggest that the developer look at the responses submitted to that application along with the reasons for refusal and consider how they would manage to mitigate those issues. The Clerk should also pass on the comments received from parishioners in relation to this agenda item and offer to facilitate a public session** for the developers to come and speak to parishioners about their plans to gauge whether they are likely to have community support for their plans.

- 88. Planning applications received - None**

- 89. Planning decisions received - None**

- 90. To agree plans for the Annual Parish Meeting (APM)** – It was agreed that the May PC meeting will be kept concise and finish by around 7:30pm and the APM will take place immediately afterwards.

**91. Information exchange** – An asset condition check has taken place and a few issues were raised but and will be dealt with at the appropriate time in relation to other works that are taking place. Cllr Weaver agreed to complete the asset inspections for the next year.

Meeting closed @ 9:10pm

**Date of next meeting – 22<sup>nd</sup> May 2025**

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

DRAFT