

Butlers Marston Parish Council

Minutes of the Annual Meeting of the Parish Council held on **Thursday 29th May 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: 3 members of the public.

1. **Election of Chairman** – It was proposed and agreed to elect Cllr Corpe as the Chairman. Cllr Corpe completed his Declaration of Acceptance of Office.
2. **Apologies for absence** – County Cllr Mills, District Cllr Scorer.
3. **Election of Vice-Chairman** – It was proposed and agreed to elect Cllr Weaver as the vice-chairman.
4. **Members' declarations of interest for items on the agenda** – None.
5. **Public participation session** - None.
6. **To approve the minutes of the Parish Council (PC) meeting held on 27th March 2025** – The minutes were proposed, agreed, and duly signed.
7. **County/District Councillor reports** – Cllr Mills and Cllr Scorer provided written reports which can be found on the PC website.
8. **To agree the Terms of Reference for the following committees:**
 - 8.1 HR & Personnel Committee – Proposed and agreed.
 - 8.2 Butlers Marston Church Reordering Group – Proposed and agreed
9. **To agree membership of the following committees:**
 - 9.1 HR & Personnel Committee – Cllr Weaver (Chairman), Cllr Corpe, and Cllr Mitchell-Hilton.
 - 9.2 Butlers Marston Church Reordering Group – Cllr Corpe will continue to be the PC representative.
10. **Annual Governance and Accountability Return 2024-25**
 - 10.1 To receive the Internal auditor's report, agree any actions to be taken and to appoint an internal auditor for the current financial year – The Internal Auditor's Report was received with no issues raised. It was proposed and agreed to appoint Katrina Briggs as the Internal Auditor for the 25-26 financial year.
 - 10.2 To complete and approve the annual governance statement for the 24/25 audit – It was proposed and agreed to tick 'yes' to all statements except statement 9 which is 'not applicable' and for the Chairman and Clerk to sign the document.
 - 10.3 To approve the accounting statements for the 24/25 audit – It was proposed and agreed to approve the Accounting Statements and for the Chairman to sign the document.
 - 10.4 To approve completion and signing of the AGAR Certificate of Exemption for 24/25 – It was proposed and agreed that the PC is eligible to declare exemption and that the RFO and Chairman should sign the document.
 - 10.5 To agree the dates for the notice of public rights – proposed dates are 3rd June to 14th July 2025 – Proposed and agreed.

11. Finance

- 11.1 Confirmation of the bank balances as at 22.05.25 of £819.44 and £7,313.68 – Cllr Weaver confirmed the balances stated are correct.
- 11.2 To approve the following payments made using delegated powers: Proposed and agreed.

15.04.25	Lloyds	Bank fee	£4.25
25.04.25	WALC	Annual membership	£150.60
25.04.25	Kirsty Buttle	Salary, office, and software share	£201.82
25.04.25	HMRC	Tax Apr	£40.60
25.04.25	Wix.com	Monthly website hosting	£12.60
19.05.25	Lloyds	Bank fee	£4.25

- 11.3 To note the following receipts: Noted.

11.04.25	HMRC	VAT refund	£117.05
23.04.25	SDC	Precept	£2,459.00
09.04.25	Lloyds	Interest	£4.84
09.05.25	Lloyds	Interest	£4.47

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

Kirsty Buttle	Salary, stamps, and ink cartridge	£223.76
HMRC	Tax May	£40.60

12. Planning applications received - None

13. Planning decisions received

24/03168/COUQ - Cattleyard West Meads Farm, Pillerton Road, Butlers Marston. Change of use from an agricultural building to a dwellinghouse. **Approved.**

14. To re-adopt the following policies with no changes made: It was proposed and agreed to re-adopt both policies listed below.

- 14.1 Risk Assessment
- 14.2 Sexual and General Harassment Policy

15. To approve the following amended policies: It was proposed and agreed to adopt the amended policies listed below.

- 15.1 Standing Orders
- 15.2 Financial Regulations
- 15.3 Biodiversity Policy

16. Information exchange – The new Parish Council website is now ready and should go live soon. The new Unity Bank account has been opened so once the Clerk and councillors have managed to get access to the account, all funds are transferred to the new account, and direct debits successfully changed to the new account the Lloyds account will be closed down.

Meeting closed @ 7:29pm

Date of next meeting – 6th August 2025

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