

Butlers Marston Parish Council

The Annual Meeting of the Parish Council will be held on **Wednesday 20th May 2026 at 7pm**
at St Peter's & St Paul's Church, Church Lane, CV35 0NA

AGENDA

1. **Election of Chairman**
2. **Apologies for absence**
3. **Election of Vice-Chairman**
4. **Members' declarations of interest for items on the agenda**
5. **Public participation session** (Members of the public are invited to address the council. The session will last for a maximum of 10 minutes with any individual contribution lasting a maximum of 3 minutes).
6. **To approve the minutes of the Parish Council (PC) meeting held on 26th March 2026**
7. **County/District Councillor reports**
8. **To review the Terms of Reference for the following committees:**
 - 8.1 HR & Personnel Committee
 - 8.2 Butlers Marston Church Reordering Group
9. **To agree membership of the following committees:**
 - 9.1 HR & Personnel Committee
 - 9.2 Butlers Marston Church Reordering Group
10. **Annual Governance and Accountability Return 2025-26**
 - 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
 - 10.2 To complete and approve the annual governance statement for the 25/26 audit
 - 10.3 To approve the accounting statements for the 25/26 audit
 - 10.4 To approve completion and signing of the AGAR Certificate of Exemption for 25/26
 - 10.5 To agree the dates for the notice of public rights – proposed dates are 3rd June to 14th July 2026

11. Finance

- 11.1 Confirmation of the bank balances as at 14.05.26 of £140.39 and £9,028.90
- 11.2 To approve the following payments made using delegated powers:

31.03.26	Unity Bank	Account fee	£7.00
07.04.26	Military Grave Restorers	Final 50% payment for memorial refurb	£597.00
24.04.26	Kirsty Buttle	Salary and office Apr 26	£197.40
24.04.26	HMRC	Tax Apr 26	£42.80
30.04.26	Unity Bank	Account fee	£7.00

- 11.3 To note the following receipts:

31.03.26	Unity Bank	Interest	£38.11
15.04.26	HMRC	VAT refund	£189.02

20.04.26	SDC	Precept	£3,126.50
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12. Planning applications received

26/00836/FUL - Westmead Barn, Kineton Road, Butlers Marston. Proposed agricultural building and associated hardstanding. **No objection.** (Response made using delegated powers).

26/00802/FUL - Site Of Former School , And Associate School Field, Butlers Marston, Located To The North Of Pillerton Road. Demolition of former school building and erection of 9 dwellings with associated access, parking and landscaping.

13. Planning decisions received – None.

14. To re-adopt the following policies with no changes made:

- 14.1 Biodiversity Policy
- 14.2 Code of Conduct
- 14.3 Communication Policy
- 14.4 Complaints Procedure
- 14.5 Data Breach Policy
- 14.6 Data Protection Policy
- 14.7 Debit Card Policy
- 14.8 Disciplinary Policy
- 14.9 Financial Regulations
- 14.10 Freedom of Information Policy
- 14.11 Gifts and Hospitality Policy/Register
- 14.12 Grievance Policy
- 14.13 Health and Safety Policy
- 14.14 IT Policy
- 14.15 Privacy Notice
- 14.16 Records Retention Policy
- 14.17 Risk Assessment
- 14.18 Role Holder Privacy Notice
- 14.19 Scheme of Delegation
- 14.20 Sexual and General Harassment Policy
- 14.21 Social Media Policy
- 14.22 Standing Orders
- 14.23 Subject Access Request Procedure

15. To review the following amended policies:

- 15.1 Financial Control and Internal Audit Procedure
- 15.2 Publication Scheme

16. Information exchange

Date of next meeting – 6th August 2026

Signed: 

Parish Clerk

Date: 15th May 2026