

Butlers Marston Parish Council

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

Present: Cllr Corpe, Cllr Bloomfield, Cllr Carton, Cllr Mitchell-Hilton, Cllr Weaver, Clerk.

In attendance: 2 members of the public, District and County Cllr Mills.

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 which was countersigned by the Clerk.
2. **Apologies for absence** – District Cllr Alan 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** – A resident advised that they have concerns about the new parking area in the planning proposal (26/00802/FUL) as they believe that they own the land that would need to be crossed to access the parking, and they have not been contacted to ask for access rights. The resident also raised concerns that initially a bungalow was proposed for one plot but this has now been changed to a two storey property which will possibly cause them issues with sunlight getting to their solar panels.
6. **To approve the minutes of the Parish Council (PC) meeting held on 26th March 2026** – 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 parish council website.
8. **To review the Terms of Reference for the following committees:** It was proposed and agreed to readopt both Terms of Reference with no changes.
 - 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 – Cllr Corpe, Cllr Weaver, 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 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 - 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 26-27 financial year.
 - 10.2 To complete and approve the annual governance statement for the 25/26 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 25/26 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 25/26 - 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 2026 – Proposed and agreed.

11. Finance

- 11.1 Confirmation of the bank balances as at 14.05.26 of £140.39 and £9,028.90 - Cllr Weaver confirmed the balances stated are correct.

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

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: Noted.

31.03.26	Unity Bank	Interest	£38.11
15.04.26	HMRC	VAT refund	£189.02
20.04.26	SDC	Precept	£3,126.50

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).

1 member of the public joined the meeting at 7:26pm.

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. **Support the development in principle for the following reasons:**

- For quite some time we have received feedback from some residents that they would like the Old School Site to be redeveloped in some way as it had become an eyesore. This development will help improve the streetscene by revitalising a neglected asset, enhancing local amenity.
- Developing the site provides a strategic opportunity to incorporate additional parking (subject to suitable access agreements), which could relieve recognised congestion issues on nearby roads like Town Ground.
- The development will meet one of the needs identified in our 2022 Housing Needs Survey (owner occupied 3 bed house).

While we support the development in principle, we would like to highlight the following points which we hope will be taken into consideration during the decision-making process, including any future amendments:

- **Streetlighting:** The Parish Council does not support the introduction of streetlighting in this area. The existing village remains unlit, and adding streetlighting would have a negative impact on local biodiversity. We are pleased to see that the current plans do not include streetlighting, and we hope that Stratford District Council will not enforce policies that would mandate its introduction on this development.
- **Biodiversity:** We fully support improving biodiversity in the area through the introduction of swift boxes, bat boxes, and hedgehog highways. We request that these features be made a formal condition of the planning permission.
- **Property Height and Light Impact:** We are aware of concerns from residents regarding the height of some proposed properties, particularly the potential reduction of daylight to existing homes and the

negative impact on solar panels. Some residents have also questioned the accuracy of the data provided by the applicant. As the Parish Council are not experts in this field, we hope the Planning Team can thoroughly verify this information—covering all times of day and seasons—to ensure neighbouring residents are not unfairly impacted.

- **Water Pressure:** Some residents have raised concerns regarding the existing water supply system and whether adding more houses will cause local water pressure to deteriorate. While we appreciate this may fall outside the direct scope of the planning process, we would be grateful if the planning team could look into this matter if it is within their powers to do so.

13. Planning decisions received – None.

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

- 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: Proposed and agreed.

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

16. Information exchange – A Cllr asked if the PC could consider a dark sky status for the parish. **Clerk to look into how you get a village registered as a Dark Sky area** and, if it is an option for Butlers Marston, the PC will consider how to obtain the views of the residents before deciding whether to proceed.

Meeting closed @ 7:50pm

Date of next meeting – 6th August 2026

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