

# Butlers Marston Parish Council

Minutes of a meeting of the Parish Council held on **Thursday 20<sup>th</sup> November 2025** at **7pm** at St Peter's & St Paul's Church, Church Lane, CV35 0NA

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

**In attendance:** 0 members of the public, District and County Cllr Mills.

**41. Apologies for absence** – None.

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

**43. Public participation session** – None.

**44. To approve the minutes of the Parish Council (PC) meeting held on 1<sup>st</sup> October 2025** – The minutes were proposed, agreed, and duly signed.

**45. County/District Councillor reports (Maximum 10 minutes)** – The County and District Cllrs provided written reports which can be found on the PC website.

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

46.1 Butlers Marston Church Restoration and Reorder Group – The Working group is still working through updating the statement of need and significance to submit to the DAC. They have been informed that they will need a heating survey to be completed before a full application can be submitted.

46.2 Update re discussions with Highways re width of footpaths – **Memorial Cross Footpath:** Cllr Corpe has continued to chase Highways but as yet there has been no update. **Cllr Corpe to continue to follow up.**

**Townground/Bank View Road Hedge:** The agreed date for the hedge on Bank View to be cut by volunteers is Sunday 30<sup>th</sup> November. A full Risk Assessment has been drafted and letters have been sent to the properties adjoining the hedge so they are aware of the works and can hopefully co-operate with keeping the area clear. A post will be put on the village Facebook page to ask for volunteers to help cut the hedge back.

**Old School Hedge & Townground/Bank View Corners:** A local farmer is willing to use a hedge cutter to cut back the Old School verge slightly to keep the footpath clear. The footpath corners of Townground have now been cut back to make the path wider. Highways have been thanked and asked when this area is likely to be resurfaced. **Cllr Mitchell-Hilton to follow up.**

**New noticeboard:** The noticeboard is in use but the surrounding vegetation is not being maintained. Cllr Corpe has contacted Orbit to see if a fence can be installed behind the noticeboard to stop vegetation growing over from the property behind. **Cllr Corpe to continue to follow up.**

46.3 Update re ensuring the parish council has complete records for any easements/wayleaves for owners of property around the Village Greens – The PC is still waiting for information from Highways following their visit in 2024 and will be starting complaint proceedings. Information has been provided information to the Clerk today which should allow her to start the complaint. **Clerk to raise the complaint.** Information has been gathered on what can be done on a Scheduled Monument and Cllr Corpe has contacted Historic England to ask their view on installing bollards and signage to deter parking and driving on the Village Green. **Cllr Corpe to follow up.**

**46.4 Update on feedback from Stratford District Council (SDC) re how future developments in the parish would need to align with the Housing Needs Survey (HNS) report and consider if any of the needs identified could be addressed by any possible development sites in the parish** – Following a meeting between Cllr Corpe and SDC planners, the Housing Needs Survey (HNS) confirmed a need for 5 affordable homes, but also highlighted strong community support for 6-10 mixed tenure homes on sites like the Old School. While the HNS provides the initial basis for community support, the PC's ability to steer future developments is currently limited by the absence of a Neighbourhood Development Plan (NDP). This limitation is critical given SDC's significant housing land supply shortfall (only 2.74 years instead of the required 5 years), which triggers the 'Presumption in favour of sustainable development'. Consequently, SDC will face significant challenges when attempting to refuse housing applications, especially those proposed for Brownfield sites.

**47. To consider contact from a potential developer for the Old School Site, requesting feedback on what the village would support in the way of a development with potentially 8-10 houses, considering both property type and tenure, prior to them submitting a planning application to SDC** – It was noted that the PC can't speak for the village without fully surveying the village, but the PC will respond based on their views and what they know about what residents have asked for previously including info in the HNS. It was agreed that the PC should ask the developer to hold a public meeting showing their plans to get feedback from residents. The PC agreed that it supports the development of the whole site in principle but would like the developer to consider providing some community enhancements such as providing additional parking spaces to help reduce the congestion on Townground which would also make emergency access easier in that area, a pedestrian route through the development, and the building of a wall near the noticeboard. In regards to preferences for the design of the development, the PC would like the houses to be set back from the main road with greenery in front to reduce impact on the streetscene, mixed materials for the houses as the current properties in the parish are mixed, and would support a maximum of 8 houses. The PC would like some information about who would manage the areas such as verges, and roads on the development once complete. The developer has suggested that 2 of the houses could be sold with a 30% price reduction for those with a community connection and the PC agreed that it would support such an initiative. It was also agreed that the PC should ask the developer if they have checked that there is no covenant on the land preventing it from being used for any purpose other than education as the PC believe this was the case in the past. **Cllr Corpe to contact the developer to ask him to hold a meeting and to feedback the other views of the PC.**

*Cllr Carton joined the meeting at 8:03pm.*

**48. Proposal to instruct a Tree Inspection/Survey on all trees on the Village Green and in the Churchyard at a cost of £400 + VAT** – Approved. **Clerk to instruct contractor.**

#### **49. Finance**

- 49.1 Confirmation of the bank balances as at 13.11.25 of £124.47, and £8,290.65 – Cllr Weaver confirmed the balances stated are correct.
- 49.2 To confirm completion of the second quarterly (Jul to Sep) Internal Financial Controls Check – Cllr Weaver confirmed the check has taken place and all was found to be in order.
- 49.3 To confirm completion of a quarterly asset inspection and consider any actions required – Cllr Weaver confirmed he has completed the inspection and found that the telephone box doesn't open and needs repainting. This is on the list of things to be done when the wall has been rebuilt.
- 49.4 To review the draft budget for 2026-27 – A few changes were agreed including to add on a £350 reserve to start building reserves to manage a community hub in the Church, to

add in the cost of recently purchased War Memorial flowers, and to move the CIL money back in to reserves as it will no longer be needed for the War Memorial refurb which will now be funded by a grant. **Clerk to make relevant updates and bring back to the next meeting for consideration and final approval.**

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

03.11.25	PCC	Donation re newsletter	£45.00
03.11.25	Clear Councils Insurance	Annual parish insurance	£441.07
03.11.25	Kirsty Buttle	Salary and office Oct	£193.64
03.11.25	HMRC	Tax Oct	£42.00
30.09.25	Unity Bank	Account fee	£6.00

- 49.6 To note the following receipts: Noted.

30.09.25	Unity Bank	Interest	£39.77
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- 49.7 To approve payment of the following invoices: Proposed and agreed.

Simon Corpe	Reimbursement for engraving on BM Cup	£15.00
Parish Online	Annual mapping system access	£38.40
PCC	Hire of Church for meetings 2025	£60.00
Kirsty Buttle	Salary and office Nov	£193.64
HMRC	Tax Nov	£42.00

**50. Planning applications received - None**

**51. Planning decisions received - None**

- 52. Information exchange** – Cllr Bloomfield was asked at the last meeting to get prices for a scan of the ground around the telephone box to check for any underground cables. He received a price of £150 to £250 from 1 contractor, and others wouldn't quote as they thought it was too small a job. He was also advised that the PC can rent a scanner for £60 and complete the survey themselves. It was agreed that hiring a scanner appears to be the best option so Cllr Bloomfield should proceed with this when required.

- 53. To agree meeting dates for 2026 – Proposed dates are 22<sup>nd</sup> Jan, 26<sup>th</sup> Mar, 20<sup>th</sup> May, 6<sup>th</sup> Aug, 30<sup>th</sup> Sep, 17<sup>th</sup> Nov** – All dates were agreed except the November date which was changed to 19<sup>th</sup>. **Clerk to make bookings with the Church.**

Meeting closed @ 8:50pm.

**Date of next meeting – 22nd January 2026**

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