

Butlers Marston Parish Council

Minutes of a meeting of the Parish Council held on **Wednesday 30th September 2026** at **7pm** at St Peter's & St Paul's Church, Church Lane, CV35 0NA

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

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

27. Apologies for absence - Apologies received - Cllr Weaver. Apologies accepted – None.

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

29. Public participation session - None.

30. To approve the minutes of the Parish Council (PC) meeting held on 6th August 2026 – The minutes were proposed, agreed, and duly signed.

31. County/District Councillor reports – Cllr Mills provided a written report which can be found on the website with the minutes. Cllr Mills advised the outcome of the Old School Site planning application has been delayed as they are awaiting a road safety assessment from Highways.

32. Outstanding matters/actions from previous minutes

32.1 Butlers Marston Church Restoration and Reorder Group – Next steps are for the group to find and secure funding for specialist consultants to prepare detailed primary applications.

32.2 Update re discussions with Highways re width of footpaths - Enquiries were emailed to Highways requesting resurfacing updates for the Bank View/Close corner and clarification on the Bank View road surface. No response has been received. **Cllr Corpe to chase Highways.**

32.3 Update re ensuring the parish council has complete records for any easements/wayleaves for owners of property around the Village Greens – The Director of Highways agreed to meet with the PC to discuss this issue soon after the last meeting, but the meeting has not yet taken place due to a lack of response from Highways. The Clerk chased this up and received a response on Monday apologising for the delay and advising they would send out some possible dates but has not heard any more about this. It was agreed that the **Clerk should suggest 3 dates that Cllr Corpe and Cllr Mitchell-Hilton are available to try to get this moving forward.** A teams meeting has been held with the Head of Highways who has now asked for copies of evidence, which **Cllr Corpe** believes he has already sent but he **will send again. Cllr Corpe to chase up residents who haven't come back with an impact statement to provide to Highways.**

32.4 Update re defibrillator replacement – The new defibrillator has been put in the existing cabinet but the details need to be input into 'The Circuit'. The Clerk has e-mailed the owner of the property that the defib is sited on to ask their permission to change the cabinet which will require installing by an electrician. The defib has the function to self-test it's battery and pads status via wifi so the local wifi signals are now being investigated to see if the owners can be found and ask if they would be willing to allow the defib to connect to their wifi. The PC thanked Cllr Mills for the grant for the new defib and cabinet.

32.5 Tree survey action plan – Although Highways have a higher authority over the Village Green than the council and are therefore responsible for its maintenance, the PC has taken the decision as a matter of resident safety that essential tree work should be carried out on the Village Green trees, however Highways will be informed of any work carried out. The immediate requirement is to complete pruning, felling, and coppicing for T11, T12, S13, and G15 along with an Oak which has been highlighted since the survey due to branches touching telephone cables. Cllr Bloomfield has requested two quotes for this work and is waiting for the second quote to come in on Friday. It was proposed and agreed for the work to be instructed once both quotes have been received and it will be funded from the tree work, and grounds maintenance reserves. **Cllr Bloomfield to instruct the contractor who provides the lowest quote.**

32.6 Feedback re possibility of registering Butlers Marston as a Dark Sky Area – **Cllr Mitchell-Hilton will put an article in the village newsletter to ask if there are any volunteers to look into this further.**

32.7 Update re issues with War Memorial pointing – The Clerk contacted the contractors after the last meeting, and they advised that the colour is due to the extreme heat but advised they would come out to damp it down and fill cracks in the next week or two. Cllr Corpe to check the War Memorial to see if the issues have been resolved. **Clerk to chase the contractor if the work hasn't been done.**

33. Proposal to change the Code of Conduct adopted by the council to the LGA Code – Proposed and agreed.

34. Finance

34.1 Confirmation of the bank balances as at 24.09.26 of £3,216.70 and £7,484.08 – Cllr Corpe confirmed the balances stated are correct.

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

31.07.26	Unity Bank	Account fee	£7.00
26.08.26	Kirsty Buttle	Salary and office Aug, plus back pay	£225.60
26.08.26	HMRC	Tax Aug	£50.00
31.08.26	Unity Bank	Account fee	£7.00
01.09.26	Defib4life	Defibrillator and cabinet	£2,154.00

34.3 To note the following receipts: Noted.

21.09.26	SDC	Precept	£3,126.50
26.08.26	WCC	Grant for defib	£2,175.00

34.4 To approve payment of the following payments set up, but not yet cleared at the time of publication: Proposed and agreed.

Kirsty Buttle	Salary and office Sep	£203.08
HMRC	Tax Sep	£44.20

35. Planning applications received - None

36. Planning decisions received - None

37. Information exchange

37.1 Halloween Map – The PC approved the creation of a Halloween map and a budget of up to £15 for prizes.

37.2 Any other items – Bus stop update - Works originally scheduled for March 2025 were delayed due to a redesign. Highways have advised that the revised scheme design has undergone a Road Safety Audit (RSA), which raised 8 specific issues. The design engineer is preparing responses to address these points. Once the RSA team approves the revised design, the project will be passed to the delivery team for final costing and scheduling.

The HR Committee still need to convene a first meeting to draft the Parish Clerk job description, set up the 2-year role review and annual appraisal process, establish mandatory policies (*Equality & Diversity, Training, Working from Home*), and evaluate workplace pension obligations.

Cllr Carton joined the meeting at 7:57pm.

It was proposed and agreed to make a contribution to a portable air conditioning unit for the Clerk's office, shared between all of the councils who employ the Clerk, at a maximum cost of £30.

Meeting closed @ 8.01pm.

Date of next meeting – 19th November 2026

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