

BISHOP'S ITCHINGTON PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting 17 April 2023 at 7.30pm

Present

Cllr Dugmore (Chairman) Cllr Christian-Carter Cllr Kettle Cllr Thomas Cllr Tressler

Absent

4 Vacant seats

In Attendance

Karen Stevens - Clerk to the Council

Public

3

23/62 Apologies

Cllr Gates had tendered his apologies due to a prior commitment.

It was **RESOLVED** to accept Cllr Gates apologies. (Proposed Cllr Tressler ,
seconded Cllr Christian-Carter, all in favour).

23/63 Declarations of Interest

Cllr Dugmore – 12 (Community Grants) declared an interest as he is working with the
carnival committee. He wishes to support the grant application but will not take part in
the vote.

23/64 Dispensations

None.

23/65 Minutes

Ordinary parish council held on 13 March 2023

It was **RESOLVED** to approve the minutes of the ordinary parish council held on 13
March 2023 as a true and complete record of that meeting. (Proposed Cllr Thomas,
seconded Cllr Tressler, all in favour).

The Vice Chairman, Cllr Christian-Carter took the opportunity to than the Chairman
for the last four years. He has given unstinted duty and has done an excellent job
through what has been a very difficult period, particularly the last year or so. She
went on to stress that the village owes Adam a huge debt of gratitude for everything
he has done. Thank you. Cllr Kettle stated that he supports this – well done Adam
through a difficult time, good job.

23/66 Public Forum

The gentleman advised that he has lived in the village for several years. He goes dog walking and sees a lot of rubbish but has done nothing about it until now. Over the last few weeks, with the help of two friends, they have been clearing up the grass verge and ditch from the village heading up to the cemetery. Some of the items recovered have been large and he has taken them to the tip on three occasions, but he cannot keep doing this as he is only allowed a limited number of visits per annum. He would like to continue the litter picking but would like a solution for the disposal of the rubbish collected i.e., a lockable skip somewhere in the village.

It was agreed that as this is an item on the agenda and the gentleman is present, to rearrange the agenda to discuss the item.

The parish council thanked him and his friends for doing this.

23/67 Volunteer Litter Pickers

Following discussion, it was agreed that in the short term, rubbish should be put in the red lidded bin at the cemetery and in the meantime, the Clerk would contact Biffa to ascertain what the cost of an additional bin would be at the Cemetery, what can be put in the bin and whether it can be lockable.

23/66 Public Forum Continued

Carnival application – there is currently a very active and enthusiastic group of approximately 18 people meeting fortnightly with the intention to bring back the carnival that was last held in 2017. The intention is to get the event back this year and build on this year after year. As there has not been a carnival for so long, the bank account is somewhat diminished with approximately £400 in the account. To put on the event, certain items will be required i.e., public liability insurance, road closure application fee, first aid cover, staging etc. There are various options in the grant application with a requested amount of £2,000 and there is a breakdown of the various elements. In previous years, the parish council has made a donation/grant towards the carnival.

It was agreed that as this is an item on the agenda and representatives of the carnival committee are present, to rearrange the agenda to discuss item 12 – Community Grants.

23/68 Community Grants

- i. Bishop's Itchington Carnival. Request for £2,000 towards expenses for the Carnival (Items include staging, lighting, audio, Hi-vis vests for Marshalls, raffle ticket design and printing).

Following a lengthy discussion, it was **RESOLVED** to agree a capped grant of £2,000 into the carnival fund payable immediately to the Bishop's Itchington Carnival Committee to enable them to put on this year's event on 1 July 2023. (Proposed Cllr

Thomas, seconded Cllr Christian-Carter, four in favour and one abstention (Cllr Dugmore due to his membership of the working group)).

- ii. Bishop's Itchington Community Project - Oven Capacity Upgrade. Request for £785.49 towards the provision of a new oven and associated works.

It was **RESOLVED** to approve a grant to the Bishop's Itchington Community Project of £785.49 to enable the oven capacity upgrade. (Proposed Cllr Tressler, seconded Cllr Christian-Carter, all in favour)

23/67 Planning Matters

1. To review and consider any amendment to the responses made using delegated powers for the following planning application:

i. 23/00557/FUL

Bishop's Itchington Primary School, Ladbroke Road, Bishops Itchington, CV47 2RN – Proposed extension to the existing school building to provide sanitary accommodation and some minor internal alterations to amend some teaching spaces.

No representations.

It was **RESOLVED** to stick with 'no representations.' (Proposed Cllr Kettle, seconded Cllr Tressler, all in favour)

ii. 23/00697/FUL

17 Hambridge Road, Bishop's Itchington, CV47 2RH – Two storey extension to rear of existing to provide increased living space including utility room, w.c. and shower and enlarged kitchen, and an additional bedroom to first floor.

No representations with comment – “With the addition of an extra bedroom, are there sufficient off-road parking spaces for the number of proposed bedrooms?”

It was **RESOLVED** to stick with 'no representations and comments'. (Proposed Cllr Christian-Carter, seconded Cllr Thomas, four in favour, one abstention(Cllr Kettle)).

2. To discuss and respond to the following planning application:

23/00923/FUL

22 Chapple Hyam Avenue, Bishop's Itchington, CV47 2AF – Proposed roof windows and gable window installation to the existing loft space.

It was **RESOLVED** to submit 'no representations'. (Proposed Cllr Christian-Carter, seconded Cllr Thomas, four in favour, one abstention (Cllr Kettle)).

3. To following decision by SDC Planning was noted:

23/00345/FUL

Hargreaves House, 3 Church Close, Bishops Itchington, CV47 2QH – Demolition of conservatory, erection of ground floor and first floor extension.

Permission with conditions.

23/68 County, District & Parish Liaison

WCC

- Cllr Kettle up dated Cllr Christian- Carter regarding her question about Enforcement Officers – there are currently 6 employees which equates to the equivalent of 4 full time officers therefore the increase will be an additional 25% in capacity,
- There is a big problem with Gigaclear working within the parameters/conditions of their permits, but WCC are still keen to allow the work so that rural broadband can be improved.

23/69 Renewal of WALC/NALC Subscription for 2023/24:

It was **RESOLVED** to approve the renewal of the WALC/NALC subscription for 2023/24 at a cost of £721.00 plus VAT. (Proposed Cllr Tressler, seconded Cllr Thomas, all in favour).

23/70 Finance

1 Monthly Financial Report for March 2023:

It was **RESOLVED** to accept the Monthly Finance Report ending 28 February 2023 as presented. (Proposed Cllr Dugmore, seconded Cllr Thomas, all in favour).

2 Bank Reconciliation Report - March 2023:

The checking/approving of the March bank reconciliation was delegated to Cllr Kettle in the absence of Cllr Gates.

3 Accounts for payment on 17 April 2023:

It was **RESOLVED** to approve the Accounts Payable on 17 April 2023 (Appendix B). (Proposed Cllr Thomas, seconded Cllr Dugmore, all in favour). Cllrs Dugmore and Thomas agreed to authorise/process the payments.

4 To approve transfers to/from reserves:

To be undertaken at a future meeting.

5 To revisit the annual review of the Financial Risk Assessment following the receipt of the requested information regarding the location of ash trees:

The locations of the ash trees were noted – cemetery, Rupert Kettle Drive, Ladbroke Road, Scowcroft Drive, and the Yellow Land. The majority require

crown lifts and thins but all are in a good or fair condition with medium or low priority. There is a problem with ash trees and ash die-back. As long as the trees are contained in a maintenance schedule that is executed, the risk is mitigated because the probability is kept low. The risk is contained, and we do not wish to change the assessment from moderate.

23/71 Parish Council Elections 4 May 2023:

Five parish councillors have been nominated and therefore there will not be a contested election. Cllr Dugmore advised as to why he was standing down.

23/72 Review of Meeting Calendar 2023/24:

It was **RESOLVED** to re-arrange the Annual Parish Council Meeting/Ordinary Parish Council meeting for Tuesday 9 May 2023 at 7.30pm. (Proposed Cllr Kettle, seconded Cllr Tressler, all in favour).

23/73 Annual Village Meeting – 24 April 2023

All councillors have provided their contributions. The clerk will ensure that refreshments will be provided.

23/74 Environment & Properties

1. Children's Playground:

- Work starts later this week and should be complete by the end of May.

2. Hard Courts:

- All the quotes for resurfacing should be available by next week and can therefore be discussed at the May meeting,
- The severed cable will not be spliced. Instead, a new cable will be installed. This work will be undertaken to coincide with the playground works,

3. Parking on Chapel Street:

- A local resident has complained regarding parking on football match days.
- It does vary from match to match, but the recent Sunday game resulted in parking chaos i.e., car parked right on the bend, people parked across garage entrances,
- The resident has suggested that the football club be approached with the possibility of them appointing a parking steward to direct people as to where they should/should not park,
- As none of the parish councillors or members of the football team have enforcement powers therefore, we should talk to SMTT at Southam as bad parking is a road hazard, - Don Parry, Southam Safer Neighbourhood Team and see if they are available to have a presence on a Sunday morning even if they just drive by to see the scale of the problem,
- We want to encourage the football team to have appropriate behaviour regarding parking and if it continues not to be appropriate, there is always the ultimate lever of having to think carefully about whether it is

appropriate for them to use the playing field if this is going to be the consequence.

Before contacting the police, it was RESOLVED to approach the football club to have their own parking steward. If this does not help the situation, then the police be contacted. (Proposed Cllr Thomas, seconded Christian-Carter, all in favour)

4. Driveway Damage at 24 Central Drive:

- This has been a problem ever since the bollard was removed to allow access by drain clearing company,
- It was suggested that the bollard be put back,
- Cllr Kettle will speak to Highways to see if he can get the bollard re-instated using his county council grant fund.

23/75 Reports and Questions:

- Cllr Kettle advised that Jeoffery Hobday is looking at resurfacing part of the pathway running down towards Central Drive,
- Jeoffery Hobday has also asked Cllr Kettle to fund kerbing by the recently planted trees on Ladbroke Road (Rupert Kettle Drive side),
- Cllr Tressler thanked Cllr Dugmore for all his support stating that for the time he has known him, his commitment to the role has been admiral. He is very concerned as to how the parish council will move forward in the future in the absence of Cllr Dugmore. Cllr Thomas seconded what Cllr Tressler had said. Cllr Kettle also advised that he was sorry to see Cllr Dugmore go.

23/76 Date of Next Meeting

The next meeting of the Parish Council will be the Annual Meeting of the Parish Council and at it's conclusion will be immediately followed by the ordinary meeting of the parish council will take place on Tuesday 9 May 2023 at 7.30pm. Venue to be confirmed.

Meeting closed at 21:29

Signed.....Chairman Date.....

APPENDIX A

Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		Budget 2022/2023	Reserve Movements	Actual Net	Balance
INCOME					
Bishops Itchington Parish Council					
10	Precept	£0.00	£0.00	£104,500.00	£104,500.00
20	Council Tax Support Grant	£0.00	£0.00	£0.00	£0.00
30	Burials	£0.00	£0.00	£2,914.00	£2,914.00
40	Sec 136 & Other Reimbursements	£0.00	£0.00	£1,452.03	£1,452.03
50	Playing Field	£0.00	£0.00	£733.27	£733.27
60	Interest - Current	£0.00	£0.00	£615.20	£615.20
61	Interest - Pavilion Fund	£0.00	£0.00	£2,387.44	£2,387.44
70	Grants	£0.00	£0.00	£0.00	£0.00
80	Misc	£0.00	£0.00	£145.10	£145.10
90	VAT Refund	£0.00	£0.00	£9,120.91	£9,120.91
100	Pavilion Fund	£0.00	£0.00	£2.84	£2.84
Total Bishops Itchington Parish Council		£0.00	£0.00	£121,870.79	£121,870.79
Total Income		£0.00	£0.00	£121,870.79	£121,870.79
EXPENDITURE					
Bishops Itchington Parish Council					
200	Salaries & Expenses	£0.00	£0.00	£30,330.58	-£30,330.58
210	Councillor Allowances	£0.00	£0.00	£500.00	-£500.00
220	Administration	£0.00	£0.00	£11,370.67	-£11,370.67
230	Grounds Maintenance	£0.00	£0.00	£23,317.86	-£23,317.86
240	Cemetery & Churchyard	£0.00	£0.00	£3,510.56	-£3,510.56
250	Playing Field	£0.00	£0.00	£14,196.45	-£14,196.45
260	Grants	£0.00	£0.00	£2,191.61	-£2,191.61
270	Neighbourhood Plan	£0.00	£0.00	£490.00	-£490.00
280	Other Expenditure	£0.00	£0.00	£0.00	£0.00
290	VAT	£0.00	£0.00	£0.00	£0.00
300	Contingency	£0.00	£0.00	£0.00	£0.00
310	Parish Office	£0.00	£0.00	£5,195.01	-£5,195.01
320	Pavilion Project	£0.00	£0.00	£4,780.64	-£4,780.64
Total Bishops Itchington Parish Council		£0.00	£0.00	£95,883.38	-£95,883.38
Total Expenditure		£0.00	£0.00	£95,883.38	-£95,883.38
Total Income		£0.00	£0.00	£121,870.79	£121,870.79
Total Expenditure		£0.00	£0.00	£95,883.38	-£95,883.38
Total Net Balance		£0.00		£25,987.41	

APPENDIX B

<u>Bishop's Itchington Parish Council</u>					
<u>Accounts Payable 17 April 2023</u>					
<u>To Whom Payable</u>	<u>Ref No</u>	<u>Ex Vat</u>	<u>Vat Payable</u>	<u>Totals</u>	
<i>Urgent accounts paid since last meeting requiring the formal approval of the council</i>					
E Biddle (office rent 01/04/23)	s/order	£ 440.00	£ -	£	440.00
Three Business (mobile sim 27/03/23)	d/debit	£ 4.17	£ 0.83	£	5.00
E.ON Next (pavilion electricity 21/03/23)	d/debit	£ 157.50	£ 7.88	£	165.38
J Kirton (Salary)	230401	£ 49.08	£ -	£	49.08
V Powell (Salary)	230402	£ 117.63	£ -	£	117.63
K Stevens (Salary)	230403	£ 1,474.09	£ -	£	1,474.09
	Sub-total	£ 2,242.47	£ 8.71	£	2,251.18
<i>Accounts for payment on 13 March 2023</i>					
HRMC (PAYE)	230404	£ 405.76		£	405.76
WCC Pension Fund (March)	230405	£ 463.81	£ -	£	463.81
Expenses (K Stevens - Mobile Sim (March) and scanner)	230406	£ 62.99		£	62.99
Biffa (Trade Waste)	230407	£ 22.98	£ 4.60	£	27.58
BI Community Project Ltd (Room Hire)	230408	£ 150.00		£	150.00
Claranet (Corporate Domain Registration (March)	230409	£ 4.59	£ 0.92	£	5.51
Light Media (Website hosting)	230409	£ 90.00	£ 18.00	£	108.00
Memorial Hall (Crafty Cuppa Room Hire)	230410	£ 72.00	£ -	£	72.00
PWC (Bus Shelter Cleaning Invoice No. 181)	230411	£ 45.00		£	45.00
Stratford Sistrict Council (Cemetery Rates)	230412	£ 1,022.95		£	1,022.95
Thomas Fox Landscaping (Mowing/Strimming)	230413	£ 1,318.71	£ 263.74	£	1,582.45
WALC (Training Course)	230414	£ 30.00	£ 6.00	£	36.00
WALC (WALC/NALC Subs for 2023/24)	230415	£ 721.00	£ 110.00	£	831.00
PWC (Bus Shelter Cleaning Invoice No. 186)	230416	£ 45.00		£	45.00
	Sub-total	£ 4,454.79	£ 403.26	£	4,858.05
	TOTAL	£ 6,697.26	£ 411.97	£	7,109.23