

# BISHOP'S ITCHINGTON PARISH COUNCIL

## Minutes of the Ordinary Parish Council Meeting 4 December 2023

### Present:

Cllr Kettle (Chairman) Cllr Dugmore Cllr Gates Cllr Lamont Cllr Ogden  
Cllr Thomas Cllr Tressler Cllr Williams

### In Attendance:

Karen Stevens - Clerk to the Council  
Cllr Natalie Gist – District Councillor

### Public:

8

### 23/195 Apologies:

Cllr Howatson – Family commitment  
Cllr Tagg-Wilkinson – Business commitment

Their apologies were accepted.

### 23/196 Declarations of Interest:

None

### 23/197 Dispensations:

None.

### 23/198 Minutes:

It was **RESOLVED** to approve the minutes of the ordinary parish council meeting held on 6 November 2023 as a true and complete record of that meeting. (Proposed Cllr Lamont, seconded Cllr Ogden, 5 in favour, 3 abstentions due to not being present at the meeting (Cllrs Dugmore, Gates and Williams)).

### 23/199 Public Forum:

Geoffrey Branston – requesting permission to put crosses on seven graves of relatives in the cemetery.

Matthew Horsman – In regard to the potential request to vary condition 3 of the co-ops new site to allow for café/restaurant use.

Mr Horseman spoke on behalf of the Village store and said “how disappointed we are that the Co-op are investigating a change of use for the new co-op after providing reassurances during the first planning process that the unit would only be of sufficient size to let out for office space/non-food retail and that it would not be a food outlet.

We pointed out at that time that the co-op supports a cafe franchise called Bewiched, they again asserted that there were no plans to use this retail unit for such a purpose even though since this process started, they have facilitated a Bewiched coffee shop alongside their new Heathcote co-op site in Leamington Spa.

We bought the village store in October 2021. We hoped to add something to the village rather than compete with those businesses already established and we have

maintained this position trying to provide something different to add value and employment to the community.

When we took over the business there had been 4 business owners and around 10 staff members. We hoped we could create at least 4 new jobs with scope for more. That scope has proven to be much more, and we now employ a team of over 25 staff members from the local community.

If you support an opportunity to allow the class to extend outside retail to all of E class, this will allow for another café/restaurant business to come into the village of exactly the same nature such as the Bewitched coffee chain and thus it puts these jobs and the overall business at significant risk.

The new co-op will already be three times our size bringing in a greater range of competing products compared to their existing smaller store, i.e. new baked hot food, coffee machine, ice cream and slushy machines and now they want to complete the picture by establishing a directly competing food business which will affect not only us but also the other food outlets in the village such as the bishops fryer and the butchers arms.

We have worked hard to provide a new business to the village which adds value, enhances opportunity and lifestyle, and creates an additional community space where the community can access activities and services without needing to leave the village and we think we have done this; we hope you feel the same.

I would just ask that when you consider your decision about whether to support/agree the co-ops change of use enquiry you take into account their earlier assertions, the real rationale and the already established businesses within the community and the likely impact agreeing to a potential further food outlet is likely to have on these businesses and their staff".

Laura Brooks – Concerns regarding the trees behind number 7 to 11 Fisher Road (owned by Folletts). They are overgrown and recently, on two occasions, enormous branches have fell off the trees into their garden. She has spoken to Saville's previously regarding the trees but would like parish council support/help to try to get the trees looked at and brought back to a manageable/acceptable state.

Neil Middleton – His home backs directly on to the wood. They bought the house some years ago because it backed on to the wood and they do not endorse any proposal that would result in the woods being cleared of trees. However, they do endorse the idea that it needs some management as trees are getting overgrown and branches are falling off.

Amanda Colton, Community Centre - Inclusive Communities Grant application. She is proposing making an application to refurbish/redevelopment the community centre and is looking for the support of the parish council in applying for the funds.

Cllr Kettle advised that Follett Property Holdings have carried out a tree survey. The vast majority of the trees are ash trees, and a large number are showing signs of ash die-back. All the trees showing signs of ash die-back will be removed. They have an obligation to replace any trees removed under ash die-back. There will not be wholesale clearance of the area and work will commence soon. Regarding the possible change of use to Class E on the planning application 22/01671/FUL, the Co-op were invited to attend this meeting. Therefore, he can see no point in debating this when the principles behind it are not here and he has advised them that, unless they do turn up, the issue will not be discussed.

## 23/200 Planning Matters:

### i. 22/01671/FUL

Former Bishops Cross Car Sales, Gaydon Road - Demolition of car showroom and adjacent bungalow and erection of convenience store with additional retail unit. possible request to vary condition 3 - Class E (for the additional retail unit) to include restaurant/café use.

As representatives of the Co-op raised this and asked for it to be on the agenda so they could answer questions, it is inappropriate for it to be discussed in their absence. It was agreed to defer the item to the January meeting.

### ii. To discuss the parish councils' views on the following Formal Scoping Opinion:

The Town and County Planning (Environmental Impact Assessment) Regulations 2017: Request for Formal Scoping Opinion Address: Land at Banbury Road, Gaydon Proposal: The proposed development will comprise employment development within Use Classes 82, 88 and E(g)(iii), together with ancillary offices and associated roads, parking, and landscaping.

The land is allocated within the core strategy as land available to JLR for their suppliers. It does not have planning approval.

As this was associated to JLR, Cllr Dugmore declared a pecuniary interest and removed himself from the meeting for the duration of this item.

The biggest impact on the village will be 'traffic' resulting from any significant development of the site will – detailed modelling of the impact on Bishop's Itchington and what additional traffic calming might be needed in the village to mitigate for the additional traffic flows. Does the motorway junction have the capacity to meet additional traffic flows.

### iii. To discuss the following planning applications:

#### a. 23/03133/AGNOT

Lower Farm, Bishop's Itchington, CV47 2SL - An extension to an agricultural building for hay/straw and agricultural machinery storage

It was **RESOLVED** to submit a response of 'No Representations' to planning application 23/03133/AGNOT. (Proposed Cllr Thomas, seconded Cllr Tressler, all in favour).

#### b. 23/02966/FUL

29 Rupert Kettle Drive, Bishop's Itchington, CV47 2PU – Ground floor and first floor extension

It was **RESOLVED** to submit a response of 'No Representations' to planning application 23/02966/FUL. (Proposed Cllr Thomas, seconded Cllr Tressler, all in favour).

### iv. To note the following decisions:

- a. **23/02590/FUL:** 28 Scowcroft Drive, Bishop's Itchington, CV47 2YP – Demolition of conservatory, erection of single storey rear extension and conversion of garage. **Permission with conditions.**  
This item was noted.
- b. **23/02436/FUL:** 30 Dadglow Road, Bishop's Itchington, CV47 2TG – Replacement of rear boundary fence. **Permission with Conditions.**  
This item was noted.

#### **23/184 County and District Liaison:**

**Stratford District Council (SDC)** – Cllr Gist had circulated her report prior to the meeting and advised the following:

- Winter Warmth Funding – new funding options are available to help residents with keeping homes warm and energy bills. Home Upgrade Grant (funded by Department of Energy Security and Net Zero), Energy Support Fund and Physical Intervention Fund (both funded by SDC),
- Podback Scheme – this is a free recycling scheme for coffee machine pods. It will come into effect from 20 November and Podback will supply residents with bags for the storage of the used containers and Biffa will collect these with their regular round for blue bins,
- HS2 Road Closures – these frequently change so people can find out the most up to date information on [www.hs2inwarwickshire.co.uk](http://www.hs2inwarwickshire.co.uk).
- Community Safety Team - Stratford DC is, by law, required to be part of a Community Safety Partnership. The aim of such a partnership is reduce crime and disorder in our district. The Community Safety Team carry out this work on behalf of the District Council and works with the police and other agencies in helping to reduce crime and disorder. The team are also there to support and advise residents should they require.

A comprehensive discussion then took place between Cllr Kettle and Cllr Gist regarding the three planning applications submitted by Orbit for affordable homes.

Cllr Kettle then went on to advise Cllr Gist that he had sorted the issue of the elderly Orbit resident who was without heating/hot water.

Cllr Dugmore raised a point of order for the benefit of parish councillors and residents that items be kept to parish issues.

#### **Warwickshire County Council (WCC)** – Cllr Kettle advised the following:

- Harbury Crossroads – due to various issues, significant delays have arisen, and the work will now take an additional four months to complete. He has requested that where the footprint of the road has been finalised, that it is now tarmacked to make it a useable road area and this has been agreed with the contractor so this will ease the queues at the junction.
- Reorganisation of the Warwickshire Fire and Rescue Service – Most of the stations are call out based stations (retained) run by volunteers who have other full-time employment elsewhere. Fenny Compton in particular, has a 4% availability in the last 4 months. Southam's fire station is due to become available at all times (except during the night). There is a station in Leamington Spa and one in Stratford. Some stations are going to be treated as 'surge stations' whereby if there is a major incident somewhere, the engines at these will be available for a crew to collect. Concerns were raised over response times particularly at night and what areas each station will cover. A three-month consultation is due to start in the New Year. A member of the public raised two points: i. doesn't the military camp at Kineton have its

own pumps and, ii. JLR now one of the biggest employers in area with their own engines and therefore could they help as necessary at any local incidents.

#### **23/201 Housing Needs Survey:**

The parish council has received an email from the planning agent for Follett Property Holdings advising that they have commissioned a Housing Needs Survey (HNS). The parish council were unaware of this and have not been involved in any way.

The survey has been distributed and they have said they will share their findings with the parish council. Cllr Dugmore made new councillors aware of the history behind the HNS as previously the questions used were not standard. He also advised that there is no cost involved with an HNS.

The parish council therefore notes that this is happening.

#### **23/202 Inclusive Communities Grant – Works to Community Centre:**

Amanda Colton advised that there is an Inclusive Communities Fund and explained the various categories of grant available [Inclusive Communities Fund | Heart of England Community Foundation \(heartofenglandcf.co.uk\)](https://www.heartofenglandcf.co.uk). The community centre wants to provide activities/meeting place for young people but currently, the community centre is not a destination that young people want to come to. This feels like an opportunity to provide an attractive venue for the young people in Bishop's Itchington and surrounding villages. To make an application happen, Amanda requires a collaboration with the parish council with the help of the clerk, some office space, and the backing of the parish council. There is a short timeline as all applications must be in by 4 January 2024. She would like to do two applications, one on behalf of the parish council and one on behalf the community centre (both can be submitted - this has been checked) and they will accept applications from leased buildings if there is a year left on the lease.

There are two questions to be addressed:

1. Are the parish council happy to support the community centres application and give them support to complete it – In principle, happy to support the application by the community centre,
2. Do the parish council want to submit a separate grant application but with the same target being that the money would go to the community centre.

It was **RESOLVED** that if it can be achieved by the deadline of 4 January 2024, the parish council are happy to apply. It was agreed that the signing off the application is delegated to Cllrs Thomas and Lamont on behalf of the parish council. (Proposed, Cllr Thomas, seconded Cllr Dugmore, all in favour).

#### **23/203 Allotments:**

This item was deferred until the next meeting of the parish council.

#### **23/204 Buffer Zone:**

There is approximately £8,500 available to do something with this from S106 monies from Furrowfields development for allotments or community garden within the area of the S106 development. £3,469.60 is left in the allotment fund from the solar farm development.

The clerk was requested to get quotes to clear the area of weeds/brambles in the buffer zone and the Hidden Green

#### **23/205 Biodiversity Policy:**

This item was deferred until the next meeting of the parish council.

### **23/206 Environment & Properties:**

#### **1. Children's Playground Update:**

Path at the entrance is wearing away and Kompan have attributed this to water erosion. There is a lot of footfalls, and the path needs maintenance. It was agreed to challenge Kompan regarding this.

Additional ground works within the play area are needed and this needs to be addressed – mounds need some treatment on them to integrate them with the rest of the area and rubber matting needs to be replaced where it is breaking up. Ask Thomas Fox for a proposal/quote to address the issues.

#### **2. Cemetery:**

Grave Crosses: The parish council have not heard back from the insurance company as to whether we would be insured for these if they were installed therefore unable to decide until this information is received.

Various guidance information has been received from NALC regarding tombstones and memorials and one of the key issues is we need to understand what happens if something goes wrong. It was agreed to defer this item until clarification is received from the insurance company.

Mr Branston advised that he will look at possible alternatives in the meantime. It was suggested that the Cemetery Rules and Regulations be included on the agenda for the next parish council meeting.

#### **3. Hedges/Trees:**

##### **i. Churchyard**

It was **RESOLVED** to obtain quotes to lay the hedge at the churchyard. (Proposed Cllr Kettle, seconded Cllr Tressler, all in favour).

##### **ii. Scowcroft Drive/Knightcote Road**

Councillor Dugmore volunteered to liaise with Cllr Gist to try to establish ownership of the hedge.

##### **iii. Tree Survey**

It was **RESOLVED** to undertake the tree survey as per the quote at a cost of £680.00 plus VAT. (Proposed Cllr Thomas, seconded Cllr Ogden, all in favour)

### **23/207 Finance:**

#### **1. To receive monthly financial report for November 2023**

It was **RESOLVED** to accept the Monthly Finance Report ending 30 November 2023 as presented (Appendix A). (Proposed Cllr Gates, seconded Cllr Thomas, all in favour).

#### **2. To receive bank reconciliation report for October 2023 and November 2023, These were both accepted as correct.**

#### **3. To approve accounts for payment 4 December 2023,**

It was **RESOLVED** to approve the Accounts Payable on 4 December 2023 (Appendix B). (Proposed Cllr Lamont, seconded Cllr Dugmore, all in favour).

Cllrs Dugmore and Thomas agreed to authorise/process the payments.

**23/208 Reports and Questions:**

- Strategy for The Scene – Cllr Tressler has put together a strategy for the Scene and this is to be included on the agenda for the next parish council meeting,
- Parking – Old Road. Residents are concerned regarding the number of vehicles parking on the green and verges and thereby creating mud and destroying the green/verges. This had been an issue before and was addressed by putting notes on the offending vehicles asking them not to park on the grass. It was agreed to try this approach again.
- Ladbroke Road – grass verge appears to be up for sale. Cllr Kettle has forwarded the details onto WCC as he believes it is county council verge. It may be legacy land.

**23/209 Date of Next Meeting**

The next meeting the ordinary meeting of the parish council will take place on Monday 4 December 2023 at 7.30pm at the Community Centre.

**Meeting closed at 22:36**

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

# Financial Budget Comparison

Comparison between 01/04/23 and 30/11/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		Budget 2023/2024	Reserve Movements	Actual Net	Balance
<b>INCOME</b>					
<b>Bishops Itchington Parish Council</b>					
10	Precept	£108,840.00	£0.00	£108,840.00	£0.00
20	Council Tax Support Grant	£0.00	£0.00	£0.00	£0.00
30	Burials	£2,500.00	£0.00	£2,283.37	-£216.63
40	Sec 136 & Other Reimbursements	£1,300.00	£0.00	£450.00	-£850.00
50	Playing Field	£257.00	£0.00	£454.51	£197.51
60	Interest - Current	£443.00	£0.00	£999.91	£556.91
61	Interest - Pavilion Fund	£0.00	£0.00	£1,417.24	£1,417.24
70	Grants	£0.00	£0.00	£0.00	£0.00
80	Misc	£0.00	£0.00	£700.27	£700.27
90	VAT Refund	£0.00	£0.00	£43,487.95	£43,487.95
100	Pavilion Fund	£0.00	£0.00	£0.00	£0.00
<b>Total Bishops Itchington Parish Council</b>		<b>£113,340.00</b>	<b>£0.00</b>	<b>£158,633.25</b>	<b>£45,293.25</b>
<b>Total Income</b>		<b>£113,340.00</b>	<b>£0.00</b>	<b>£158,633.25</b>	<b>£45,293.25</b>
<b>EXPENDITURE</b>					
<b>Bishops Itchington Parish Council</b>					
200	Salaries & Expenses	£32,847.00	£0.00	£21,283.32	£11,563.68
210	Councillor Allowances	£500.00	£0.00	£0.00	£500.00
220	Administration	£13,540.00	£0.00	£9,252.35	£4,287.65
230	Grounds Maintenance	£28,100.00	£0.00	£18,109.87	£9,990.13
240	Cemetery & Churchyard	£5,369.00	£0.00	£7,907.01	-£2,538.01
250	Playing Field	£21,909.00	£0.00	£184,477.31	-£162,568.31
260	Grants	£10,000.00	£0.00	£5,161.68	£4,838.32
270	Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00
280	Other Expenditure	£1,000.00	£0.00	£0.00	£1,000.00
290	VAT	£0.00	£0.00	£0.00	£0.00
300	Contingency	£0.00	£0.00	£0.00	£0.00
310	Parish Office	£5,530.00	£0.00	£3,561.67	£1,968.33
320	Pavilion Project	£0.00	£0.00	£0.00	£0.00
<b>Total Bishops Itchington Parish Council</b>		<b>£118,795.00</b>	<b>£0.00</b>	<b>£249,753.21</b>	<b>-£130,958.21</b>
<b>Total Expenditure</b>		<b>£118,795.00</b>	<b>£0.00</b>	<b>£249,753.21</b>	<b>-£130,958.21</b>
Total Income		£113,340.00	£0.00	£158,633.25	£45,293.25
Total Expenditure		£118,795.00	£0.00	£249,753.21	-£130,958.21
<b>Total Net Balance</b>		<b>-£5,455.00</b>		<b>-£91,119.96</b>	

## APPENDIX B

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