

BISHOP'S ITCHINGTON PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting 4 March 2024

Present:

Cllr Kettle (Chairman) Cllr Dugmore Cllr Howatson Cllr Lamont
Cllr Tagg-Wilkinson Cllr Thomas Cllr Tressler

In Attendance:

Karen Stevens - Clerk to the Council
Cllr Rock – District Councillor

Public:

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24/39 Apologies:

Cllr Ogden – Work commitments
Cllr Gist (SDC) _ prior engagement

Their apologies were accepted.

24/40 Declarations of Interest:

None

24/41 Dispensations:

None.

24/42 Co-option to the Parish Council:

It was **RESOLVED** to co-opt Amanda Colton and Orlaith Horsman as members of the parish council.

Cllrs Colton and Horsman signed the Declaration of Acceptance of Office Form and this was duly signed by the Proper Officer of the Council.

24/43 Minutes:

It was advised that there was a typo on the minutes – Minute 24/35 iv. should read as BS8415 not BS8145.

It was **RESOLVED**, that with the amendment, to approve minutes of the ordinary parish council meeting held on 5 February 2024 as a true and complete record of the meeting.

24/44 Public Forum:

One members of the public attended regarding the Community Fund Grant application.

24/45 Planning Matters:

- i. **24/00381/TPO:** 11 Manor Road, Bishop's Itchington, CV47 2QJ – T1 and T2 – yews – Crown raise to 4m. Prune back from house to give 1.5m clearance to drip line.

It was **RESOLVED** to submit a response of 'No Objection'.

- ii. **23/02564/FUL:** No's 7, 9, 11 & 13 Gaydon Road Bishops Itchington Southam CV47 2QN - Demolition of nos. 7, 9, 11 and 13 Gaydon Road and redundant garages and erection of 5 no. new dwellings and associated development.

Following discussion, it was **RESOLVED** to object to the proposal due to not meeting the requirements of BINDP4, CS2 of the Core Strategy and does not meet the Section B of the SDP on Climate Change and Sustainability and make a point of reference to the affordability of the house as by choosing not to exceed Part L it limits affordability.

24/46 County and District Liaison:

Stratford District Council (SDC) – Cllr Rock had circulated his report prior to the meeting and then went through the report verbally and answered questions. This covered the topics of:

- Council Budget Meeting,
- Recycling Rates,
- Climate Change Initiatives,
- Alternative fuels for refuse fleet,
- County Council Fire Service Consultation,
- Road Closures due to HS2.

Warwickshire County Council (WCC) – Cllr Kettle gave a verbal report and answered questions as appropriate:

- Proposed Budget has been passed without amendment (results in a Band D charge for a property of £1736.19),
- Additional funding is required for various areas including SEND (an area entirely demand driven),
- County Council Fire Service Consultation,
- Road Closures due to HS2.

24/47 Community Grant Application Form:

It was **RESOLVED** to provide a Community Fund Grant to Bishop's Short Mat Bowls Club of £1,057.00 towards the cost of purchasing an Electrowind Bowls Mat Handling Machine.

24/48 Biodiversity Policy:

Cllr Tagg-Wilkinson advised that it requires someone to interpret the biodiversity information available. Our commitment to the biodiversity plan, it is a wish list and what we now have to do under the Environment Act is to take action and therefore we have to demonstrate some net gain. He has started to draft the model action plan based on what we do as a council, what we do as a parish, what areas are there within the parish are specific to the parish council. He intends to work closely with the Warwickshire Wildlife Trust and the ecology unit at SDC to build an understanding of what we have got and an interpretation from a layman's point of view. Cllr Tagg-Wilkinson is happy to continue driving this to its conclusion and will report back progress at a future meeting.

The report was noted.

24/49 Tree Survey January 2024:

- i. The Tree Survey was noted.

- ii. Work to the trees is required and therefore the Clerk was requested to obtain three quotes for each area of work – high, medium and low risks.

24/50 Environment & Properties:

- i. The Yellow Land:
It was **RESOLVED** that the fencing work be undertaken by BING and the Parish Council would pay for the materials required.
- ii. Station Road:
Following discussion, it was **RESOLVED** to purchase a rubbish bin and emptying service from SDC to be located by the bench on Station Road at a cost of £400 for installation and £146 per annum for emptying. This was carried by a majority.
- iii. Cemetery – To agree additional tarmac/paving by the pedestrian entrance to the cemetery and the noticeboard.
It was agreed that the Clerk obtain quotes for the work and these should include provision of drainage.
- iv. Ladbroke Road/Central Drive Footpath - Cllr Kettle will ask J Hobday (localities officer) to check that the quality of the workmanship is acceptable. It was reinforced that this is a pedestrian path and has been re-surfaced as a footway/footpath. It is designed not to have vehicular access so taking vehicles down will damage the surface, churn up the grass adjacent to it and is an offence under the highways act. The footway should only be used as vehicular access for emergency vehicles (fire and ambulance), not delivery vans etc.
- v. POS corner of Gaydon Road and Chapel Street –Cllr Howatson advised that this area was registered as a village green 20 years ago. The trees that have been planted are not a native species, when fully grown they will have a height of between 15 and 30 foot and a spread of between 15 and 30 foot, and the seed pods are poisonous. Do WCC own the land, and will they be maintaining the trees? Cllr Kettle will contact WCC
- vi. Hedges:
 - a. Dadglow farm access – we own the hedge and it was agreed to re-visit this in October,
 - b. Scowcroft Drive/Knightcote Road – to be re-visited in October.

24/51 Finance:

- 1. To receive monthly financial report for February 2024:
It was **RESOLVED** to accept the Monthly Finance Report ending 29 February 2024 as presented (Appendix A).
- 2. To receive bank reconciliation report for February 2024:
This was deferred until the next meeting.
- 3. Chairman’s Allowance 2023/24:
Cllr Kettle declared an interest on this item and left the room and the vice chairman, Cllr Thomas, chaired this item.
It was **RESOLVED** to pay Cllr Kettle the £500.00 Chairmans Allowance for 2023/24.

Cllr Kettle rejoined the meeting.

4. To approve accounts for payment 4 March 2024:
It was **RESOLVED** to approve the Accounts Payable 4 March 2024 (Appendix B). Cllrs Dugmore and Thomas agreed to authorise the payments.
5. Appointment of Internal Auditor:
It was **RESOLVED** to appoint Trevor Gill as our internal auditor for 2023/24.

24/52 Reports and Questions:

There were no reports and questions.

As the meeting time was exhausted, Councillors **RESOLVED** to continue the meeting to its conclusion.

24/53 Exclusion of Public & Press:

It was **RESOLVED** to exclude the public under Section 100A of the Local Government Act 1972.

24/54 Salary increases for the financial year 2024/25:

It was **RESOLVED** to implement a salary increase of 6% for the Cemetery Manager and Playground Inspector to take effect from 1 April 2024.

It was **RESOLVED** to pay the annual National Joint Council Pay agreement for 2024/2025 to the Clerk once it is finalised and for it to backdated to 1 April 2024.

24/54 Date of Next Meeting

The next ordinary meeting of the parish council will take place on Monday 8 April 2024 at 7.30pm at the Community Centre.

Meeting closed at 22:10

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

APPENDIX A

Financial Budget Comparison

Comparison between 01/04/23 and 29/02/24 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	
INCOME					
Bishops Itchington Parish Council					
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	£2,598.37	£98.37
40	Sec 136 & Other Reimbursements	£1,300.00	£0.00	£450.00	-£850.00
50	Playing Field	£257.00	£0.00	£3,950.57	£3,693.57
60	Interest - Current	£443.00	£0.00	£1,425.21	£982.21
61	Interest - Pavilion Fund	£0.00	£0.00	£2,006.69	£2,006.69
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
Total Bishops Itchington Parish Council		£113,340.00	£0.00	£163,459.06	£50,119.06
Total Income		£113,340.00	£0.00	£163,459.06	£50,119.06
EXPENDITURE					
Bishops Itchington Parish Council					
200	Salaries & Expenses	£32,847.00	£0.00	£30,742.08	£2,104.92
210	Councillor Allowances	£500.00	£0.00	£0.00	£500.00
220	Administration	£13,540.00	£0.00	£10,430.03	£3,109.97
230	Grounds Maintenance	£28,100.00	£0.00	£22,717.37	£5,382.63
240	Cemetery & Churchyard	£5,369.00	£0.00	£7,907.01	-£2,538.01
250	Playing Field	£21,909.00	£0.00	£187,403.50	-£165,494.50
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	£100.00	£900.00
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	£4,881.67	£648.33
320	Pavilion Project	£0.00	£0.00	£0.00	£0.00
Total Bishops Itchington Parish Council		£118,795.00	£0.00	£269,343.34	-£150,548.34
Total Expenditure		£118,795.00	£0.00	£269,343.34	-£150,548.34
Total Income		£113,340.00	£0.00	£163,459.06	£50,119.06
Total Expenditure		£118,795.00	£0.00	£269,343.34	-£150,548.34
Total Net Balance		-£5,455.00		-£105,884.28	

