

BISHOP'S ITCHINGTON PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting 5 June 2023

Present

Cllr Kettle (Chairman) Cllr Gates Cllr Thomas Cllr Tressler

Absent

6 Vacant seats

In Attendance

Karen Stevens - Clerk to the Council

Public

9

23/95 Apologies

None

23/96 Declarations of Interest

None

23/97 Dispensations

None.

23/98 Resignation of Councillor Christian-Carter

Following the last meeting, regrettably, Cllr Judith Christian-Carter decided to resign. Her resignation was received in writing by the Clerk. The Chair would like councillors to support him in asking the clerk to write to Judith thanking her for all the work she has undertaken over the past 21 years and also to Adam Dugmore, formerly the chairman, who decided not to stand for the parish council this year thanking him for his contribution to the parish council.

It was **RESOLVED** that the clerk write to both former councillors, Judith Christian-Carter, and Adam Dugmore, thanking them for their contributions to the parish council. (Proposed by Cllr Kettle, seconded Cllr Thomas, all in favour).

23/99 Minutes

- i. It was **RESOLVED** to approve the minutes of the annual meeting of the parish council held on 9 May as a true and complete record of that meeting.
(Proposed Cllr Kettle, seconded Cllr Gates, all in favour).

- ii. It was **RESOLVED** to approve the minutes of the ordinary parish council held on 9 May 2023 as a true and complete record of that meeting. (Proposed Cllr Kettle, seconded Cllr Thomas, all in favour).

23/100 Public Forum

- i. Members of the Bishop's Itchington Carnival Committee gave an update on the preparations for the carnival:
- Sponsorship has been received from Punch Taverns (funding to cover staging, audio, lighting, outside bar area and bouncy castle), Heart of England Co-op (Helping Hearts Award donation of £250), Greaves Club, Bishops Fryer (£50, additional funding/donation jar and providing a henna stall), and Chickabiddy (Southam who are providing three trophies for the carnival procession winners,
 - Fundraising including Bonkers Bingo, cake sale, GoFundMe, Bonus ball and raffle tickets has raised just over £1,000 so far,
 - 12 food vendors have confirmed their attendance,
 - Stalls will be in the pub car park and inside/outside at the Community Centre,
 - Road Closures have been granted,
 - Solo piper will lead the walking procession,
 - Entertainment has been arranged including a disco, Cubbington Silver Band, Martin Riley (local singer) and Chaib of Fools (band),
 - Historically, about 500 people have attended on the day,
 - Marshalls/Stewards will be present in numbers on the day,
 - Copies of public liability, licences etc for stallholders and food vendors will be supplied to the committee,
 - First aid cover will be provided.
- ii. Central Avenue Bollard – residents advised the reasons as to why a bollard should not be re-installed on the footpath:
- The pathway/drive is not abused by neighbours as it is very rarely used by vehicles and if they do go down there it is for several reasons including emergency vehicles, tradespeople etc.
 - If the bollard was there, house removal companies, builders etc would struggle. No one would be able to get anything done to their houses,
 - If the bollard was there, ambulances would not be able to get to the houses and would delay getting emergency cases to the hospital,
 - The person wanting the re-instatement of the bollard is complaining about vehicles cutting the corner and churning up the grass – one resident offered to dig it out, put hardcore in and re-stone it. Other residents advised that they had all offered to help,
 - 10 properties need access,
 - Residents advised that it was Orbit and the Emergency Services who asked for the bollard to be removed.

23/101 Planning Matters

23/00824/FUL

Spring Paddocks Gaydon Road Bishops Itchington Southam CV47 2QX - Demolition of 2 storey vet equestrian practice and stables together with timber stable block. Construction of new stable block with 2 self contained apartments above for use by groom and family members

It was **RESOLVED** that the parish council submits a response of 'No Reps' for planning application number 23/00824/FUL with a comment/recommendation that the accommodation is not used for commercial use and is tied to the use of the stables (i.e., by staff or family). (Proposed Cllr Kettle, seconded Cllr Tressler, all in favour).

23/102 County and District Liaison

SDC – Cllr Natalie Gist advised the following:

- The administration at SDC was formally handed over with Cllr Dr Susan Juned appointed Leader of the Council and Cllr Nigel Rock as Deputy Leader,
- Applications are being accepted from statutory infrastructure providers, and not-for-profit organisations (i.e., state schools, community groups and registered charities) for Infrastructure Projects. This year 1.3 million pounds are available,
- HS2 Road closures have been announced on the following dates between 9.30am and 3.30pm:
 1. B4451 Gaydon Road near Southam -
Phase 1: 13 and 14 June, 26 and 27 June
Phase 2: 15 and 16 June, 29 and 30 June
 2. B4452 near Southam – 20 and 21 June, 3 and 4 July
 3. A423 near Southam – will be closed between Ladbroke and Southam on 10 June from 8am to 10pm
- The question was asked as to whether the roadworks to install lights on the Fossway were on schedule – Cllr Gist advised that she would make enquiries and report back.

WCC – Cllr Kettle advised the following:

- Two proposals for work in the village that Cllr Kettle have now been approved and will be funded from his county council budget are:
 - i. to kerb the un-kerbed area on Ladbroke Road running down to Greaves Way,
 - ii. Re-tarmac the footpath from the school to Central Drive
- A scheme to alleviate flooding to the entrance of the cemetery has been approved,

- Road markings outside the school have been repainted and dotted line will be marked on the edge of the road at the entrance to the playing fields to demarcate the edge of the road,
- County Councillor Community Fund of £8,000 to be spent across his division of 9 villages – the first closing date is mid-June,
- Gaydon Road B4451 – The current traffic lights are there due to Gigaclear works. This is nothing to do with the other road works (re-surfacing) that were due to be undertaken on 16 May. The weather conditions were wrong for chip and tar therefore it was delayed. The work will be rescheduled, and we are waiting for the new date to be announced,
- HS2 road movements – Cllr Kettle advised that he will be speaking to HS2 to ensure that road movements are made outside working hours particularly to avoid the rush hours.

23/103 Finance

- 1 Monthly Financial Report for May 2023:**
It was **RESOLVED** to accept the Monthly Finance Report ending 31 May 2023 as presented. (Proposed Cllr Gates, seconded Cllr Thomas, all in favour).
- 2 Bank Reconciliation Report - May 2023:**
Cllrs Kettle and Gates advised that they had reviewed the bank reconciliations for March 2023 and April 2023 and were happy with them.
- 3 Accounts for payment on 5 June 2023:**
It was **RESOLVED** to approve the Accounts Payable on 9 May 2023 (Appendix B). (Proposed Cllr Kettle, seconded Cllr Gates, all in favour).
Cllrs Gates and Thomas agreed to authorise/process the payments.
- 4 To approve the regular monthly payments for the current financial year (2023/2024) as per 5.6 Financial Regulations 2019 for England:**
 - i. Salaries for J Kirton, V Powell and K Stevens
 - ii. PAYE and NI
 - iii. Warwickshire CC Pensions Fund
 - iv. Thomas Fox Landscaping – Grounds Maintenance
 - v. Biffa – Trade Waste
 - vi. Edge – Finance and Email Support
 - vii. Claranet – Corporate Domain Registration
 - viii. Light Media – Website Hosting
 - ix. Purewater Window Cleaning – Bus shelter cleaning
 - x. Water Plus – Pavilion Water

It was **RESOLVED** to approve the regular payments to be made as outline above for the current financial year (2023/2024). (Proposed Cllr Kettle, seconded Cllr Gates, all in favour).

5. To receive financial report for the year ending 31 March 2022/23

Reserve movements will need to be looked at when Cllr Kettles computer software is working correctly.

It was **RESOLVED** to approve the financial report for the year ending 2022/23, subject to any reserve adjustments, as presented. (Proposed Cllr Tressler, seconded Cllr Gates, all in favour).

6. To receive and approve/agree the Internal Audit Report 2022/23

There is one piece of advice in the report that a separate account be set up for the reserves. It was recommended that this is undertaken.

It was requested that thanks to the clerk be recorded as it is a good report and the auditor commends the clerk for her diligence.

It was **RESOLVED** to thank the clerk, to agree to the setting up of an account for the reserves and to approve accept the Internal Audit Report 2022/23.

(Proposed Cllr Kettle, seconded Cllr Gates, all in favour).

23/104 Annual Governance and Accountability Return 2022/23 – Part 3 – Annual Internal Report:

It was **RESOLVED** to accept the contents of the Annual Governance and Accountability Return 2022/23 Part 3 – Annual Internal Audit Report 2022/23 completed by T Gill. (Proposed Cllr Tressler, seconded Cllr Gates, all in favour).

23/105 Annual Governance and Accountability Return 2022/23 Part 3(Section 1):

It was **RESOLVED** to approve and sign Annual Governance and Accountability Return 2022/23 Part 3: Section 1 – Annual Governance Statement 2022/23.

(Proposed Cllr Tressler, seconded Cllr Gate, all in favour).

23/106 Annual Governance and Accountability Return 2022/23 Part 3(Section 2):

It was **RESOLVED** to approve and sign Annual Governance and Accountability Return 2022/23 Part 3: Section 1 – Annual Governance Statement 2022/23.

(Proposed Cllr Tressler, seconded Cllr Gate, all in favour).

23/107 Bollard – Central Drive:

A discussion ensued including:

- the possibility of a drop bollard being installed with each of the householders having a key,
- Original bollard was in the middle of the path/walkway,
- The person to whom the drive belongs is primarily concerned about the damage to the drive and a bollard would not necessarily help. His solution is that no vehicular traffic has access,

- It has been said that other residents need vehicular access for a variety of legitimate reasons including emergency vehicles, deliveries, maintenance contractors etc. Therefore, what solutions are there to prevent damage,
- Put the bollard on the corner where the grass is being damaged,
- The large flowerpot has made matters worse and should be moved slightly,
- Cllr Kettle wants to check with Jeoffery Hobday to ascertain who owns what – i.e., public highway, drive etc,
- Establish who owns it, then see if under the work Cllr Kettle has already approved for resurfacing, as to whether something can be done on the corner to stop the erosion,

It was agreed that the parish council establishes where the boundary of the county council land starts and where Mr Carro's land stops. This will establish who actually owns the tarmac that is potentially being used by people driving along it and to also work with Jeoffery Hobday to see whether when the resurfacing is done something can be done on that corner to protect it. This item will be put on the agenda for July's meeting.

23/108 Temporary Use of the Football Pitch/Playing Fields by Upper Lighthorne FC:

To discuss and approve the temporary use of the football pitch/playing fields by Upper Lighthorne FC.

- Question as to who would manage their use of the football pitch if the parish council said yes to them using it – BISA?
- The use would be for four seasons,
- Parking issues – possibly use a parking steward,
- Additional wear and tear on the pitch – is there a suggestion that they will contribute to the cost of maintenance – was alluded to in their letter,
- Will a smaller pitch be required if it is children's teams,

It was **RESOLVED** that, in principle, the parish council is happy to approve this. However, the parish council would like to understand what is proposed to be undertaken to manage traffic issues given the existing problems and how would a contribution towards maintenance be calculated. (Proposed Cllr Kettle, seconded Cllr Gates, all in favour).

23/109 Production of The Scene:

The Scene is seen as an asset to the community and the parish council would like to support it in some way moving forward.

A meeting was held with some of the ladies who use to produce The Scene. It became clear that the Scene would have to move online, produced possibly bi-monthly but it is proposed to have several hard copies printed that would be left at various locations within the village for people to pick up. The numbers distributed would be monitored so that we are not printing too many. There is the question of whether businesses would take out advertising if it is online as they can do their own online advertising i.e., on the community Facebook page. It had been suggested to have it on the parish council website as it would be a constant place to find it, but it was thought it should have its own dedicated website, but this would involve finding someone to manage it. It is likely to need some financial investment on a monthly basis to do this and to produce .

The parish council is keen to support a proposal going forward, an 'e' version of a magazine so it was suggested that:

- A survey be sent out to the businesses who use to advertise in the Scene to establish if they would take out advertising in an online version. Possibly give them three months free advertising to see if it works,
- Offer some remuneration and look for a person who has the skill set required to set up a website and produce the Scene,
- a questionnaire be produced for people to complete at the Carnival asking things like would you look at a digital Scene, would you be prepared to get involved with the production, if you have experience of setting up a website then please leave your contact details etc. Copies could also be left at locations in the village.

23/110 Upper Lighthorne Primary Healthcare:

It was **RESOLVED** to re-affirm the commitment to Lighthorne Parish Councils Statement of Objectives to pursue a new surgery, and to confirm that, the parish council are happy for former councillor Andy Smith to continue to represent us on this campaign. (Proposed Cllr Kettle, seconded Cllr S Kettle, all in favour)

23/111 Environment & Properties

1. Children's Playground:

- Contractors are running about 3 weeks behind due to a problem with one of the pieces of equipment that was damaged and new parts were needed,
- Almost complete,
- Awaiting health and safety inspection,
- Car park is a mess and so we have emailed the company,
- Go Fund Me monies has been used to buy an accessible swing,
- Soil mounds – too late to plant seeds this year particularly with the current weather conditions,
- Have received a couple of enquiries as to whether CCTV is going to be fitted following completion – the cost of putting robust CCTV in is costly. If it is to be monitored, it needs to be linked into Stratford District Council but again, this has a cost involved as monitoring fees would need to be paid. It was requested that our District Councillor/portfolio holder speaks to Sam, the CCTV guru who is now the Community Safety Manager.

2. Chapel Windows:

Following discussion, it was **RESOLVED** to proceed with the restoration of the chapel windows using Ark Stained Glass & Leaded Lights Limited at a cost £4,299.40 plus VAT. (Proposed by Cllr Gates, seconded Cllr Thomas, all in favour)

3. Hard Courts:

- Have received feedback from four user groups of which two, tennis and netball want tarmac and the football want AstroTurf,
- The main reason the courts were installed was for tennis and it was felt that it should therefore be a tarmac surface as per the original surface,
- Price wise, they are very all very similar,
- The coloured tarmacked option is preferred,

- The maintenance costs/longevity of Astro turf was discussed.

Following discussion, it was **RESOLVED** to proceed with a tarmacked surface.
(Proposed by Cllr Thomas, seconded Cllr Tressler, all in favour)

It was **RESOLVED** to proceed with the resurfacing of the hard courts using Fosse Contracts Limited at a cost £29,590.00 plus VAT. (Proposed by Cllr Gates, seconded Cllr Thomas, all in favour)

The netball group have requested that post sockets be dropped into the ground when the resurfacing is undertaken - the clerk will find out if this is feasible.

4. Cricket Wicket:

The clerk was requested to obtain quotes for the cricket wicket to be replaced using Astroturf.

23/112 Reports and Questions:

- Request for the gate to the playing field to be opened for approximately 30 minutes on Saturday 8 July to allow an ice-cream van to attend a birthday picnic and play party.
It was **RESOLVED** to agree to the request (proposed Cllr Kettle, seconded by Cllr Tressler, all in favour)
- Permission sought to hold a 6-year-olds birthday party on the playing field on Saturday 22 July from 12.00 noon until 2.00pm
It was **RESOLVED** to agree to the request (proposed Cllr Kettle, seconded by Cllr Tressler, all in favour)

23/113 Exclusion of Public & Press:

In accordance with Section 100A of the Local Government Act 1972 it is proposed to exclude the public to discuss confidential items that should not be discussed in a public forum. It was **RESOLVED** to exclude members of the public as proposed above. (proposed Cllr Kettle, seconded Cllr Thomas, all in favour).

1. Dates of meetings amended to ensure all meetings are quorate,
2. Flowers/gift for former councillor Christian-Carter - to be arranged

23/114 Date of Next Meeting

The next meeting the ordinary meeting of the parish council will take place on Monday 3 July 2023 at 7.30pm at the Community Centre.

Meeting closed at 21:25

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

APPENDIX A

Financial Budget Comparison

Comparison between 01/04/23 and 31/05/23 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
INCOME					
Bishops Itchington Parish Council					
10	Precept	£108,840.00	£0.00	£54,420.00	-£54,420.00
20	Council Tax Support Grant	£0.00	£0.00	£0.00	£0.00
30	Burials	£2,500.00	£0.00	£0.00	-£2,500.00
40	Sec 136 & Other Reimbursements	£1,300.00	£0.00	£0.00	-£1,300.00
50	Playing Field	£257.00	£0.00	£206.20	-£50.80
60	Interest - Current	£443.00	£0.00	£223.87	-£219.13
61	Interest - Pavilion Fund	£0.00	£0.00	£0.00	£0.00
70	Grants	£0.00	£0.00	£0.00	£0.00
80	Misc	£0.00	£0.00	£0.00	£0.00
90	VAT Refund	£0.00	£0.00	£10,362.19	£10,362.19
100	Pavilion Fund	£0.00	£0.00	£0.00	£0.00
Total Bishops Itchington Parish Council		£113,340.00	£0.00	£65,212.26	-£48,127.74
Total Income		£113,340.00	£0.00	£65,212.26	-£48,127.74
EXPENDITURE					
Bishops Itchington Parish Council					
200	Salaries & Expenses	£32,847.00	£0.00	£5,192.22	£27,654.78
210	Councillor Allowances	£500.00	£0.00	£0.00	£500.00
220	Administration	£13,540.00	£0.00	£1,405.34	£12,134.66
230	Grounds Maintenance	£28,100.00	£0.00	£3,845.58	£24,254.42
240	Cemetery & Churchyard	£5,369.00	£0.00	£2,381.95	£2,987.05
250	Playing Field	£21,909.00	£0.00	£265.62	£21,643.38
260	Grants	£10,000.00	£0.00	£2,785.49	£7,214.51
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	£921.67	£4,608.33
320	Pavilion Project	£0.00	£0.00	£0.00	£0.00
Total Bishops Itchington Parish Council		£118,795.00	£0.00	£16,797.87	£101,997.13
Total Expenditure		£118,795.00	£0.00	£16,797.87	£101,997.13
Total Income		£113,340.00	£0.00	£65,212.26	-£48,127.74
Total Expenditure		£118,795.00	£0.00	£16,797.87	£101,997.13
Total Net Balance		-£5,455.00		£48,414.39	

APPENDIX B

Bishop's Itchington Parish Council					
Accounts Payable 9 May 2023					
To Whom Payable	Ref No	Ex Vat	Vat Payable	Totals	
<i>Urgent accounts paid since last meeting requiring the formal approval of the council</i>					
E Biddle (office rent 01/05/23)	s/order	£ 440.00	£ -	£	440.00
Three Business (mobile sim 24/04/23)	d/debit	£ 4.17	£ 0.83	£	5.00
E.ON Next (pavilion electricity 19/04/23)	d/debit	£ 186.16	£ 9.31	£	195.47
OneCom Ltd (Telephone/Broadband 28/04/23)	d/debit	£ 34.46	£ 6.89		41.35
Bishops Itchington Community Centre (Grant for Oven Capacity Upgrade 19/04/23)	230417	£785.49			785.49
	Sub-total	£ 1,450.28	£ 17.03	£	1,467.31
Accounts for payment on 9 May 2023					
J Kinton (Salary)	230501	£ 53.99	£ -	£	53.99
V Powell (Salary)	230502	£ 129.52	£ -	£	129.52
K Stevens (Salary)	230503	£ 1,536.40	£ -	£	1,536.40
HRMC (PAYE)	230504	£ 453.50		£	453.50
WCC Pension Fund (April)	230505	£ 508.44	£ -	£	508.44
Expenses (K Stevens - Mobile Sim (April) and refreshment for Annual Village Meeting)	230506	£ 54.55		£	54.55
Claranet (Corporate Domain Registration (April))	230507	£ 4.59	£ 0.92	£	5.51
Bishops Itchington Carnival - Community Grant	230508	£ 2,000.00	£ -	£	2,000.00
R&C Builders (Warwickshire) Ltd (Sealing of parish council office sign)	230509	£ 41.67	£ 8.33	£	50.00
Thomas Fox Landscaping (Mowing/Strimming)	230510	£ 2,413.89	£ 482.78	£	2,896.67
Viking Office UK (stationery)	230511	£ 72.15	£ 14.43	£	86.58
Water plus (pavilion water)	230512	£ 19.53		£	19.53
	Sub-total	£ 7,288.23	£ 506.46	£	7,794.69
	TOTAL	£ 8,738.51	£ 523.49	£	9,262.00