

BISHOP'S ITCHINGTON PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting 6 November 2023

Present:

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

In Attendance:

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

Public:

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23/178 Apologies:

Cllr Dugmore – Attendance at funeral
Cllr Gates – Business commitment
Cllr Williams – Unwell
Their apologies were accepted.

23/179 Declarations of Interest:

None

23/180 Dispensations:

None.

23/181 Minutes:

- i. It was **RESOLVED** to approve the minutes of the ordinary parish council meeting held on 2 October 2023 as a true and complete record of that meeting. (Proposed Cllr Tressler, seconded Cllr Thomas, all in favour).
- ii. It was **RESOLVED** to approve the minutes of the extraordinary parish council meeting held on 23 October 2023 as a true and complete record of that meeting. (Proposed Cllr Thomas, seconded Cllr Kettle, all in favour).

23/182 Public Forum:

Charles Cranstoun – Lives in Huckson Road overlooking the playing fields. The hedgerows to the playing fields use to be cut on a regular basis. The track side of the hedge is cut to a reasonable level, maintained by the farmer who owns the track. Mr Branson would like to know if there are any plans to cut the hedges as they are growing very high.

Geoffrey Branston – he is requesting permission to put crosses on seven graves of relatives in the cemetery and has brought in an example of the crosses.

Matthew Horsman – Cricket Wicket. He is the treasurer of BISA and has been supporting Charlie who is running the cricket club in the village. There are currently 6 to 11 young men attending each session and they are keen to start a team in the village. He has helped the Clerk with the specification for quotes for the wicket and

having reviewed these they would support the quote from Durasport. Although this is the most expensive, it is the best quality that will last the longest and when you look at the quotes there is not much difference year to year (approximately £25 per year compared with the cheapest) when it comes to costs and it includes replacing the base (although this cost may reduce when the current wicket is lifted and the company can see what exactly is needed). If a new wicket is put in place, the idea would be to arrange a number of friendlies during the season and use this to build on so they can form a league team the following season. It was pointed out that the current numbers are not sustainable, and he was asked what plans there were to get additional members/support from the village - the plans are to publicise/promote the cricket on Facebook, noticeboards, at events etc but without a pitch/wicket, it is hard to encourage new members. BISA have been supporting them with equipment and are happy to continue with their support i.e., marker flags, scoreboard, pop up gazebos, etc.

Carolyn Went – Community Grant application for the replacement of external door at the Memorial Hall. The wood has split on the front doors, they do not fasten properly making them insecure and let in a lot of the weather. The fire door is of timber construction and will not stay secured and as a fire door, they cannot touch it as if they did, it would have to comply with 'now' standards.

23/183 Planning Matters:

i. 22/02436/FUL

30 Dadglow Road, Bishop's Itchington, CV47 2TG – Replacement rear boundary fence

It was agreed that, if required, Cllr Kettle will represent the parish council at planning committee.

ii. Feedback from Peer Challenge Workshop

This was Stratford District Council asking all their local town and parish councils what they think of their planning service. A summary of the responses was circulated prior to this meeting. Generally, the responses were negative towards the planning service.

23/184 County and District Liaison:

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

- Stratford on Avon Community Climate Change Fund – this was approved at Cabinet today. There will be £100,000 available in two tranches (coming from the Climate Change Reserve). The first tranche will be £50,000 and community groups and town and parish councils can apply with bids invited for allocation by March 2024. The funding is for schemes to reduce carbon footprints i.e., solar panels,
- Stratford on Avon Gateway Masterplan Public Consultation – members of the public are encouraged to comment on this. Cllr Tagg-Wilkinson advised that he had gone through the document but there is nothing in the document about the potential of new finds when they dig up the car park and other buildings.

This is a requirement under the National Planning Policy Framework (Sections 192 and 193) so there is a gap in the document,

- Live and Local Moving Pictures Scheme – this has been agreed for the period 2023 to 2026 and the scheme is used by the memorial Hall,
- 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,
- 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),
- Street Bins – the current charge by SDC for installing a bin is circa £400 and the charge per annum for emptying it is £133 plus VAT,
- Community Safety – The Police and Crime Commissioner emphasised the importance of residents reporting all crimes to 101 as it gives police information so they can direct resources if they can see what is going on. Cllr Tagg-Wilkinson advised that it states that people should use the website in preference to 101 initially so he had gone through the website, and it is extremely difficult to find the right area, trying to respond etc. When he had tried 101 a couple of months ago, he got no response at all. The problem is that if you want to report something to the neighbourhood team you can't as there are no contact details so all you can do is report it as a crime and say it's not a crime, I want to report it to the neighbourhood team,
- HS2 Road Closures – these frequently change so people can find out the most up to date information on www.hs2inwarwickshire.co.uk.

Warwickshire County Council (WCC) – Cllr Kettle had circulated his report prior to the meeting. He advised the following:

- There is £1,500 left in his WCC Councillor Grant Fund. Projects must have a community benefit and applications open on 16 November until 30 November,
- Harbury Crossroads – significant delay. Was originally told the works would be complete by January 2024 but due to major issues the work will not be completed until the late March. A press release is being drafted,
- HS2 – issue of eradication of noxious weeds on land acquired by HS2 and their code of practice. WCC officers have written to them advising that their work practices do not comply with DEFRA published guidelines,
- High Speed Broadband – they are still not informing residents of impending work,
- Schools – he has spent a considerable amount of time with parents of children temporarily or permanently excluded from mainstream schools. This is a cause of great concern as it is very disruptive to the children involved. Exclusion is not necessarily because of bad behaviour but can be of teachers being unable to cope with the complex needs of the child. The work of the educational support officers at WCC is impressive with them getting these children into alternative provision once they are made aware of the exclusion,
- School Transport – looking at the possibility of CCTV on school transport due to the increase in bullying,
- Transport – comments on social media about queuing at the bus stop. It is not feasible to put in a barrier as it would need, due to health and safety reasons, to be set back from the road making the footpath too narrow for those with

mobility scooters or double prams. A road safety audit was done some time ago and no alternative bus stop could be identified. He has asked to revisit the issue.

- Orbit Housing – issue with an elderly resident being left without heating/hot water for over 30 days. He has written to one of the groups directors advising that it is unacceptable, and he responded saying he totally agreed, and a new boiler was fitted today,

23/185 Warwick District Council: Consultation - Draft Net Zero Carbon Supplementary Planning Document 18 October to Wednesday 29 November 2023:

Following discussion, it was **RESOLVED** to delegate the formulation of a response on behalf of the parish council to Cllr Tagg-Wilkinson and the clerk. (Proposed Cllr Kettle, seconded Cllr Thomas, all in favour)

23/186 Stratford-upon-Avon Gateway Masterplan Framework Supplementary Planning Document (SPD) Thursday 19 October to 5.00 pm Friday 1 December 2023:

Following discussion, it was **RESOLVED** to submit the following response from the parish council: 'Whilst we understand the benefits of the regeneration of the gateway to Stratford Town, we would like to see similar opportunities for investment outside the immediate environment of Stratford to benefit those parts of the community who do not get an immediate 'knock-on' effect from the improvements to Stratford Town'. (Proposed Cllr Kettle, seconded Cllr Thomas, all in favour)

23/187 Allotments:

Current situation is:

- Track to the allotments very muddy
- A couple of allotments are being kept in an immaculate condition,
- Boundary fence is still in good condition with the exception of one section that appears to have been damaged by farm machinery – work needs to be undertaken to repair the fence,
- Some of the allotments are covered in weeds and brambles,
- Scattering of water butts and some allotment owners have built water catchment schemes,
- Cllr's Kettle and Dugmore and the clerk have met with Rev Martin Green who chairs the Parish Charity, and it became obvious that there needs to be a better or more formal way of the charity managing the allotments,
- The parish council does not own the allotments. They are owned by the Parish Charity and the revenues received go support the aims of the Charity,
- The charity still exists – it is not registered anymore because if a charity's income is below £5,000 per annum it no longer has to be registered with the charities commission,
- Some improvements were undertaken at the site with S106 monies from the solar farm development,
- A possible solution which the council needs to consider is whether, as the parish council, we would be prepared to support the activities of the charity in providing allotments to the community. This would possibly take the form of providing an administrator for one hour per week. We would have to check if we can legally do this as a local authority under S137 spending,
- Access is an issue,
- Access to water is an issue which needs to be addressed,

- We are prepared to support the charity (if we are legally entitled to do so) in some form.

It was **RESOLVED** that Cllrs Kettle and Dugmore are delegated to move this forward and have approval from the parish council, that, as long as we are legally able to, the parish council is happy to look towards supporting the allotments in some form that will include not a financial contribution to them but an effective administrative support which will not be the clerk but someone appointed by the parish council to undertake the role. (Proposed by Cllr Howatson, seconded Cllr Ogden, all in favour).

23/188 Environment & Properties:

1. Children's Playground Update:

The annual safety inspection raised the following issues:

Playground - rubber matting is breaking up under the tyre swing and the rope swing. This will need attention.

New bins are not being emptied – the clerk is dealing with this.

The hard courts have a broken plank and some nuts missing. Cllr Thomas has replaced the missing nuts.

Paying field fence (sheep field) is falling into disrepair – some planking is missing and the two stiles require work.

The Clerk was asked to obtain quotes for the required work – use Facebook/social media to find a contractor to carry out work on behalf of the parish council to carry out repairs and maintenance on an ad hoc basis.

Cllr Kettle advised that he has spoken to the CCTV officer at SDC and he will come out and offer the parish council advice.

2. Cricket Wicket:

The current artificial wicket is not fit for purpose.

With all the work to the playing fields area, it would be good to encourage summer sporting activities.

There is a small, enthusiastic group that, if the wicket is replaced, would promote cricket, undertake friendlies, and then join an appropriate league,

Without the provision of a decent wicket, you will not get people wanting to play and therefore a village team would not be formed,

There is currently a small group of people who call themselves Bishop's Itchington Cricket Club,

Warwickshire Cricket Board website advises that there are funding opportunities, BISA are helping with the cost of equipment,

The question of cost effectiveness was raised i.e. between £6000-£9000 for the benefit of 6-11 people,

Possible opportunity to rent out to others to bring in revenue,

Match funding?

Evidence of need is required demonstrated by real numbers of people signing up and saying if there is an artificial pitch in the village they would be involved. If BISA/cricket group can come back to the parish council with real enthusiasm from a group of people who are saying if we have a facility, we will form a club and apply to a local league for membership. Need to see a significant number of the community saying yes, we are up for it.

The soil/subsoil making up the playing fields is not conducive to a grass pitch.

Quotes have been obtained, keen to support the starting of a cricket club but need to see more evidence that if a new cricket wicket was installed that there would be not only 11 players but an ability to hold fixtures and people committed to doing the ancillary work associated i.e. marking out the pitch, marking the boundary etc.

3. Cemetery:

Grave Crosses:

The seven graves concerned are currently unmarked.

Crosses and plaques have been made. Brass fixings would be required, and the fixings would need to be rounded off on the inside. Parish councillors are happy in principle with the cross and plaques.

Need to consider the regulations/rules that are in place – would need to consider carefully why we are moving away from the current advertised rules and if we were to make a change to the rules and regulations to accommodate these, we would need to look carefully at how they are worded/redefined to ensure we do not open the ‘floodgates’ as a precedent would have been established, Health and safety regulations needs to be taken into account. Currently the design means that it could be easily pulled out and used for other purposes.

Re-look at design for fixing with possible cross piece and the use of cement base. If it is signed off, then there needs to be a formula that everyone agrees with that sets a precedent that anyone else who wants to do it can do it if the format is written into the rules and regulations and adhered to.

Parish council to look into health and safety regulations.

Mr Branson to come back to the parish council demonstrating that the cross cannot be pulled out of the ground.

Brass fixings to be used on the plaque.

Cemetery manager to be consulted over colour of the crosses.

4. Hedges/Trees:

i. **Yellow Land Self Seeded Saplings**

The parish council paid for similar work to be undertaken 8 years ago to address the issue. The quote for the work is £480 plus VAT.

It was **RESOLVED** to undertake the work at a cost of £480 plus VAT. (Proposed Cllr Howatson, seconded Cllr Tagg-Wilkinson, all in favour).

As the meeting has reached 10.00pm, it was **RESOLVED** to continue the meeting to its conclusion. (Proposed Cllr Lamont, seconded Cllr Tagg-Wilkinson, all in favour).

ii. **Playing Fields**

Hedge appears to belong to Mr Green of Dadglow Farm. Cllr Kettle agreed to have an informal talk with Mr Green regarding trimming the top of the hedge.

iii. **Tree Survey**

It was **RESOLVED** to undertake a tree survey and to include the orchard and the chestnut tree by the entrance to the playing fields. (Proposed Cllr Tagg-Wilkinson, seconded Cllr Tressler, all in favour)

23/189 Parish Council Meeting Dates:

The following dates were agreed for the remainder of the municipal year:

4 December 2023

8 January 2024
5 February 2024
4 March 2024
8 April 2024
29 April 2024 (Annual Village Meeting)
13 May 2024

23/190 Councillor Working Groups:

It was **RESOLVED** to postpone allocating councillors to working groups until the May 2024 meeting allow new councillors time to get a better understanding of the parish council. (Proposed Cllr Kettle, seconded Cllr Tressler, all in favour).

One exception was identified in that the Finance Group is required to put together the budget/precept for 2024/25.

It was **RESOLVED** that the former members of the Finance Group (Cllrs Kettle, Gates, Tressler and Dugmore) continue in post so that the budget and precept for 2024/25 can be set. (Proposed Cllr Kettle, seconded Cllr Tressler, all in favour).

With regards to the Scene, it was decided the way forward is to agree what we want from it, if we are going to support it, develop a structure, and then pass it out to those who expressed an interest in being involved. Cllr Tressler agreed to prepare a draft checklist of what should be incorporated into the Scene.

23/191 Finance:

1. To receive monthly financial report for October 2023

It was **RESOLVED** to accept the Monthly Finance Report ending 301 October 2023 as presented (Appendix A). (Proposed Cllr Tagg-Wilkinson, seconded Cllr Howatson, all in favour).

2. To receive bank reconciliation report for October 2023,
This item is deferred to the December meeting.
3. To approve accounts for payment 6 November 2023,

It was **RESOLVED** to approve the Accounts Payable on 6 November 2023 (Appendix B). (Proposed Cllr Thomas, seconded Cllr Tressler, all in favour). Cllrs Gates had volunteered prior to the meeting to authorise payments if required and Thomas agreed to authorise/process the payments.

23/192 Community Grant Application:

It was **RESOLVED** to make a community grant to The Memorial Hall for £2,112 towards the cost of replacing the of external doors to the building. (Proposed Cllr Tressler, seconded Cllr Ogden, all in favour).

23/193 Reports and Questions:

- Hedges/brambles on Station Road are due to be trimmed by WCC,
- Solar Farm – What happens to any archaeological remains found, how are they going to action a solution should they be found and what provision they are making. Cllr Gist is addressing this with SDC Planning and a letter is being sent to SDC,

- Trees on Follett's land – we have been notified that some trees are to be felled due to disease. The clerk has emailed them asking if the trees backing on to properties in Butchers Close and adjoining the Butchers Arms can be included in the work,
- Remembrance Sunday – Cllr Thomas to represent the parish council by laying the wreath,
- Cllr Kettle advised that he will be hosting a small Christmas Councillor get-together on 18 December - details to be confirmed.

23/194 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.....

APPENDIX A

Financial Budget Comparison

Comparison between 01/04/23 and 31/10/23 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	£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	£2,053.37	-£446.63
40 Sec 136 & Other Reimbursements	£1,300.00	£0.00	£0.00	-£1,300.00
50 Playing Field	£257.00	£0.00	£381.04	£124.04
60 Interest - Current	£443.00	£0.00	£856.60	£413.60
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
Total Bishops Itchington Parish Council	£113,340.00	£0.00	£157,736.47	£44,396.47
Total Income	£113,340.00	£0.00	£157,736.47	£44,396.47
EXPENDITURE				
Bishops Itchington Parish Council				
200 Salaries & Expenses	£32,847.00	£0.00	£18,601.47	£14,245.53
210 Councillor Allowances	£500.00	£0.00	£0.00	£500.00
220 Administration	£13,540.00	£0.00	£8,372.48	£5,167.52
230 Grounds Maintenance	£28,100.00	£0.00	£16,140.03	£11,959.97
240 Cemetery & Churchyard	£5,369.00	£0.00	£7,907.01	-£2,538.01
250 Playing Field	£21,909.00	£0.00	£184,053.89	-£162,144.89
260 Grants	£10,000.00	£0.00	£2,942.59	£7,057.41
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	£3,121.67	£2,408.33
320 Pavilion Project	£0.00	£0.00	£0.00	£0.00
Total Bishops Itchington Parish Council	£118,795.00	£0.00	£241,139.14	-£122,344.14
Total Expenditure	£118,795.00	£0.00	£241,139.14	-£122,344.14
Total Income	£113,340.00	£0.00	£157,736.47	£44,396.47
Total Expenditure	£118,795.00	£0.00	£241,139.14	-£122,344.14
Total Net Balance	-£5,455.00		-£83,402.67	

APPENDIX B

Bishop's Itchington Parish Council					
<u>Accounts Payable 6 November 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 01/11/23)	s/order	£ 440.00	£ -	£ 440.00	
Three Business (mobile sim 23/10/23)	d/debit	£ 4.17	£ 0.83	£ 5.00	
E. ON Next (pavilion electricity 24/10/23)	d/debit	£ 122.45	£ 6.12	£ 128.57	
OneCom Ltd (Telephone/Broadband 31/10/23)	d/debit	£ 65.67	£ 13.13	78.80	
M Ryan Plumbing and Maintenance (work to pavilion)	231018	£540.00		540.00	
	Sub-total	£ 1,172.29	£ 17.03	£ 1,192.37	
<i>Accounts for payment on 6 November 2023</i>					
J Kirton (Salary)	231101	£ 53.79	£ -	£ 53.79	
V Powell (Salary)	231102	£ 129.32	£ -	£ 129.32	
K Stevens (Salary)	231103	£ 1,537.40	£ -	£ 1,537.40	
HRMC (PAYE)	231104	£ 452.90		£ 452.90	
WCC Pension Fund (October)	231105	£ 508.44	£ -	£ 508.44	
K Stevens (Expenses - Mobile Sim for October/ 2 x Poppywreaths)	231106	£ 47.98		£ 47.98	
Claranet (Corporate Domain Registration (October))	231107	£ 5.05	£ 1.01	£ 6.06	
Edge IT Systems Ltd (Set up of accounts for new councillors)	231108	£ 165.00	£ 33.00	£ 198.00	
Edge IT Systems Ltd (Temporary Band Upgrade)	231109	£ 140.00	£ 28.00	£ 168.00	
PWC (Bus Shelter cleaning Ref 201/000181)	231110	£ 45.00	£ -	£ 45.00	
Playsafety Ltd (Annual safety inspections)	231111	£ 286.50	£ 57.30	£ 343.80	
Thomas Fox Landscaping (Mowing/Strimming & works to playing fields)	231112	£ 1,724.67	£ 344.93	£ 2,069.60	
Memorial Hall - Crafty Cuppa (Room hire August to October 2023)	231113	£72.00		£ 72.00	
Waterplus (Pavilion water)	231114	£ 26.89		£ 26.89	