

BISHOP'S ITCHINGTON PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting 9 May 2023 at 19:50

Present

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

Absent

5 Vacant seats

In Attendance

Karen Stevens - Clerk to the Council

Public

2

23/83 Apologies

None

23/84 Declarations of Interest

None

23/85 Dispensations

None.

23/86 Minutes

It was **RESOLVED** to approve the minutes of the ordinary parish council held on 17 April as a true and complete record of that meeting. (Proposed Cllr Thomas, seconded Cllr Tressler, all in favour).

23/87 Public Forum

Adam Dugmore advised that, with regard to planning item 1b (i.) – changing use to residential, the planning agent does make a correct factual statement in that there are two units there not one as may have been previously indicated and this should be born in mind when considering if the objection still stands as the net loss is zero. Item 9 – it is for the parish council to decide what they want to do with the stand (3m x 3m space) but a completed application form is required and it is likely that the carnival committee will waive the fee. In regard to the use of the pavilion car park for exhibitors, the request is that the carnival committee can open the gate to use the car park for exhibitors who are attending. The parking would be marshalled as far as possible to minimise the number of vehicle movements and maximise safety.

23/88 Planning Matters

1. Planning applications 22/01927/FUL and 22/01671/FUL

Cllr Kettle outlined the current position and advised that Stratford District Council (SDC) are treating the two applications as linked as approval for both are required for the Co-op to proceed. The Highways issues have been resolved and therefore the only issue is that the Parish Council has objected to application number 22/01927/FUL (Change of use to residential) whilst supporting application number 22/01671/FUL (demolition of car showroom and adjacent bungalow and erection of convenience store with additional retail unit). With the planning objection lodged, the application would therefore need to go to the Planning Committee and there are no objections from any other party.

Following discussion, it was **RESOLVED** to withdraw the parish council's objection to planning application 22/01927/FUL. (Proposed Cllr Kettle, seconded Cllr Thomas, four in favour, one against (Cllr Christian-Carter)).

2. Planning Application - **23/01044/FUL 4 Hill View, Bishops Itchington, CV47 2YS - Single Storey Front Extension**

It was **RESOLVED** that the parish council submits a response of 'No Reps' for planning application number 23/01044/FUL. (Proposed Cllr Thomas, seconded Cllr Tressler, all in favour).

23/89 County, District & Parish Liaison

WCC

- The annual meeting is due to take place soon,
- Highways are undertaking a lot of pothole filling following the appalling winter in terms of pothole damage,
- Two proposals for work in the village that Cllr Kettle has been asked to consider funding 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

SDC

- The two new councillors representing the parish at SDC are Natalie Gist and Nigel Rock

23/90 Finance

1 Monthly Financial Report for April 2023:

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

- 2 **Bank Reconciliation Report - March 2023 and April 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 9 May 2023:**
It was **RESOLVED** to approve the Accounts Payable on 9 May 2023 (Appendix B). (Proposed Cllr Gates, seconded Cllr Thomas, all in favour).
Cllrs Gates and Thomas agreed to authorise/process the payments.
- 4 **To approve the continuation of the use of Standing Orders/Direct Debits for the financial year 2023-2024:**
Emily Biddle – Parish Office rent
Three Business – Clerks mobile sim card
E-On – Pavilion electric
One Com – Office telephone/broadband
Information Commission

It was **RESOLVED** to approve the continuation of Standing orders/direct debits as outline above for the current financial year (2023/2024). (Proposed Cllr Gates, seconded Cllr Thomas, all in favour).

23/91 Bishop's Itchington Carnival – 1 July 2023:

1. It was agreed that the parish council should have a stall at the carnival to promote the work of the parish council and to recruit new parish councillors. It was agreed that all the councillors and the clerk attend. Suggestions to put on the stall include:
 - Copy of the Neighbourhood Plan
 - A4 sheet advising what the parish council does,
 - Signing sheet for anyone interested and/or requires further information,
 - Appropriate literature,
 - Email any suggestions to the clerk,
 - Arrange a zoom meeting to discuss the day,
 - Set up is between 10am and 12.00noon, take down from 5.30pm onwards,

It was **RESOLVED** to have a marketing/display budget of £250 for the event. (Proposed Cllr Kettle, seconded Cllr Thomas, all in favour)
2. Use of the playing fields car park for parking for exhibitors.
It was **RESOLVED** to allow, on the day of the carnival (1 July 2023) the use of the playing field car park for exhibitors parking. (Proposed Cllr Kettle, seconded Cllr Thomas, all in favour)

23/92 Environment & Properties

1. Children's Playground:

- Work started and is progressing well,
- Ongoing issue with children accessing the site,
- The question was asked as to whether there should be an official opening.
It was suggested that as they do not have a role in the playground that the

new District Councillors be invited to open it and that some press coverage is arranged. Pick a date once it is completed,

- Adrian Cox, whose mothers house backs onto the play area has requested that the current low picket fence be replaced with a more durable high metal fence to stop the children accessing the property,
- CCTV in playground needs to be considered. This has previously been looked at and a spec was obtained,
- The possibility of a youth shelter be considered,
- An email has been received from a resident from the Knightcote Grange estate regarding the use of the 'private playground' whilst the refurbishment of the playground is undertaken. They are concerned about potential damage to equipment due to the high use and sometimes reckless behaviour by children using it.

Unfortunately, although the residents do have to pay for the up keep of the playground as per their deeds, it is not a private playground as it was an open space contribution to the village and a policy requirement for the developer to gain permission to build (Application 13/00914/FUL). It is public open space for the use of anyone in the village. If there is any criminal damage/vandalism to the equipment, it should be reported to the police. The clerk was asked to respond to the email.

2. Chapel Windows:

- Item deferred.

3. Hard Courts:

- Three quotes have been received – two to replace the surface like for like and one to replace with astroturf,
- It was suggested that we write to the users and BISA asking what they would prefer,
- Questions were raised over the durability of the astroturf (lifespan) and the maintenance of it i.e., how often additional sand would be needed.

23/93 Reports and Questions:

None

23/94 Date of Next Meeting

The next meeting the ordinary meeting of the parish council will take place on Tuesday 5 June 2023 at 7.30pm. Venue to be confirmed.

Meeting closed at 21:05

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

APPENDIX A

Financial Budget Comparison

Comparison between 01/04/23 and 30/04/23 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	£94.50	-£162.50
60	Interest - Current	£443.00	£0.00	£113.77	-£329.23
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	£64,990.46	-£48,349.54
Total Income		£113,340.00	£0.00	£64,990.46	-£48,349.54
EXPENDITURE					
Bishops Itchington Parish Council					
200	Salaries & Expenses	£32,847.00	£0.00	£2,510.37	£30,336.63
210	Councillor Allowances	£500.00	£0.00	£0.00	£500.00
220	Administration	£13,540.00	£0.00	£1,169.21	£12,370.79
230	Grounds Maintenance	£28,100.00	£0.00	£1,431.69	£26,668.31
240	Cemetery & Churchyard	£5,369.00	£0.00	£1,022.95	£4,346.05
250	Playing Field	£21,909.00	£0.00	£186.16	£21,722.84
260	Grants	£10,000.00	£0.00	£785.49	£9,214.51
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	£440.00	£5,090.00
320	Pavilion Project	£0.00	£0.00	£0.00	£0.00
Total Bishops Itchington Parish Council		£118,795.00	£0.00	£7,545.87	£111,249.13
Total Expenditure		£118,795.00	£0.00	£7,545.87	£111,249.13
Total Income		£113,340.00	£0.00	£64,990.46	-£48,349.54
Total Expenditure		£118,795.00	£0.00	£7,545.87	£111,249.13
Total Net Balance		-£5,455.00		£57,444.59	

APPENDIX B

<u>Bishop's Itchington Parish Council</u>					
<u>Accounts Payable 9 May 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 01/05/23)	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
<u>Accounts for payment on 9 May 2023</u>					
J Kirton (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