

The Old Sorting Office
Chapel Street
Bishop's Itchington
Southam
CV47 2RB

Notice of Ordinary Meeting of the Parish Council

Monday, 2 June 2025 at 7.30pm
The Community Centre
Ladbroke Road
Bishop's Itchington
CV47 2RA

Members of the public and press are invited to attend the parish council meeting and are welcome to address the parish council on any item on the agenda during the public forum.

Please note that the meeting may be recorded or filmed and that the council is unable to give any guarantee that members of the public will not be included. If this concerns you, please contact the clerk prior to the meeting. If you would like to record or film a meeting, we encourage you to contact the council in advance so that we can ensure the necessary arrangements are in place.

Yours sincerely,

Karen Stevens

Karen Stevens
Clerk to the Council
27 May 2025

AGENDA

- 1. Chairman's Announcements**
- 2. Apologies:**
To receive and consider accepting apologies from members.
- 3. Declaration of Interests:**
Members are responsible for determining whether they have a disclosable pecuniary interest in any item on the agenda, as defined by regulations made by the Secretary of State and should disclose it and any other conflict of interest they may have, as soon as possible after the start of the meeting.
- 4. Dispensations:**
To receive and consider granting any dispensation requests.
- 5. Co-option to Parish Council**
To co-opt a councillor to one of the vacancies on the parish council

6. Minutes:

To approve the following minutes:

- i. Minutes of Annual Meeting of the Parish Council held on 12 May 2025,
- ii. Minutes of the ordinary parish council meeting held on 12 May 2025,
- iii. Minutes of the extraordinary parish council meeting held on 19 May 2025

7. Public Forum:

A maximum of 15 minutes is set aside for members of the public to address the council on any item on the agenda. A maximum of 3 minutes shall be allowed for each speaker.

8. Planning Matters:

To review and consider any amendment to the parish council's original response made to planning application:

24/02782/VARY

Removal of condition 19 of planning permission APP/J3720/W/22/3292579 (20/02839/FUL) to enable the permanent retention of the northern bell mouth access.

9. County, District & Parish Liaison:

To exchange latest information with WCC and SDC councillors.

10. Parish Councillor Vacancies:

To update the parish council on the current position.

11. Co-option Policy:

To discuss and adopt a Co-option Policy for use with future co-option to the parish council.

12. Signage:

To discuss the possibility of replacing the white information sign located on Station Road that points to the post office and shops.

13. M Mann - Charity Fund Raising Event:

To discuss and note the Charity Fund Raising Event.

14. Finance:

- i. To receive monthly financial report for May 2025,
- ii. To receive bank reconciliation reports for May 2025,
- iii. To approve accounts for payment 2 June 2025,
- iv. To approve the regular monthly payments for the current financial year (2024/2025) as per 5.6 Financial Regulations 2019 for England:
 - a. Salaries for J Kirton, V Powell and Clerk/RFO
 - b. PAYE and NI
 - c. Warwickshire CC Pensions Fund
 - d. Thomas Fox Landscaping – Grounds Maintenance
 - e. Biffa – Trade Waste
 - f. Edge – Finance and Email Support
 - g. Light Media – Website Hosting
 - h. Purewater Window Cleaning – Bus shelter cleaning
 - i. Water Plus – Pavilion Water

v. To receive and approve the Internal Audit Report 2024/25

15. Portfolio Holders Update:

To receive updates from Portfolio Holders.

16. Reports and Questions:

Members may raise any matter in brief here.

17. Exclusion of Public & Press:

Confidential matters, including those identified during the course of the meeting, to be discussed here following a resolution to exclude the public under Section 100A of the Local Government Act 1972.

1. Locum Clerk – to discuss and agree the appointment of a local clerk
2. Re-advertisement of the Clerk/RFO Post – to agree the timetable for advertising/interviewing and the interview panel

18. Date of Next Meeting:

The next ordinary meeting of the parish council will take place on Monday 7 July 2025 at 7.30pm at the Community Centre.