



# ANNUAL REPORT

2007/08



# **BISHOP'S ITCHINGTON PARISH COUNCIL**

## **ANNUAL REPORT 2007/08**

### **Message from the Chairman of the Parish Council:**

*I hope you will enjoy reading our Annual Report which describes the Parish Council, sets out a summary of its activities over the last year, its plans for the future, and how we have spent the precept of £57,500 which was raised from parishioners, through the council tax*

*The last 12 months have been particularly busy for the Parish Council with a number of important issues to deal with. The most significant of these include:*

- *The completion of the Harbury Cement Works Masterplan. The final document clearly defines the parameters for any future planning applications on this site and will help to ensure that local residents concerns are fully considered.*
- *The completion of the Bishops Itchington Parish Plan. This has been a very important task and the final document is central in determining that any future development within the environment of the Parish fits in with the views set out in the Plan*
- *The implementation by Warwickshire County Council of a weight limit on Deppers Bridge and the abandonment for the moment of the proposal to restructure the junction and install traffic lights over the Bridge. The Parish Council campaigned hard on behalf of local residents to find the best solution.*
- *The setting up of a group to look at ways to improve facilities for young people which has already attracted considerable support from its intended audience.*
- *The launch of a new parish and community website*
- *Representation on behalf of local residents in response to the Biffa Landfill Site planning application.*

*In addition to all of the points mentioned above, we have also campaigned against speeding traffic and excessive HGV's, and continue to work with our partner local authorities to improve the quality of the roads and footpaths and the adequacy and maintenance of street lighting.*

*The Parish Council's role includes the provision and maintenance of a number of services and facilities within the village and it is continually seeking to provide value for money to parishioners.*

*Finally, I would like to thank all members of the Parish Council, all of our staff, and our various contractors for their hard work over the last year.*

**Christopher Kettle  
Chairman of the Parish Council  
June 2008.**



## **Your Parish Council 2007/08**

We have 9 Parish Councillors. The Council meets on the first Monday of the month every month of the year, unless it is a bank holiday when the meeting is moved to the following Monday. We usually meet at 7.30pm in St Michael's Church Hall, unless otherwise notified. The Parish Council is supported by a part time Clerk whose job it is to implement the decisions made by the Council.

Councillors during 2007/08 were as follows:

**Cllr Christopher Kettle, Chairman** – 01926 614395  
Piper's Hill, Gaydon Road

**Cllr Judith Christian-Carter** – 01926 614767  
25, Fisher Road

**Cllr Stuart Macaulay** – 01926 613380  
32, Starbold Road

**Cllr Raj Kanwar** – 01926 612104  
3, High Street

**Cllr Peter Maddison** – 01926 611954  
1, Mandale Close

**Cllr Gerald Whittaker** – 01926 612479  
21, Fisher Road

**Cllr Carol Maddison** – 01926 611954  
1, Mandale Close

**Cllr Bev Mann** – 01926 614006  
39, Gaydon Road

**Cllr David Howatson** – retired May 08  
10, Fisher Road

**Clerk to the Council – Alison Biddle** – 01926 811394 or email: [alisonbiddle@btinternet.com](mailto:alisonbiddle@btinternet.com)  
6, Bridge End, Southam, CV47 1PD

We have now developed our website at [www.bishopsitchington-pc.gov.uk](http://www.bishopsitchington-pc.gov.uk)

## **What We Have Achieved**

**Cemetery:** We have given the cemetery a makeover this year. All the railings have been painted along with the doors and windows of the chapel. We have also refurbished the bench outside the chapel and the notice board. The "reflective" area at the far end of the cemetery has been cleared, the hedge has been laid at the front and a new beech hedge is to be planted along the back. The interior will eventually be laid to grass.

**Website and IT Project:** This has been made possible with a grant of £5000 from Awards for All, and the skills and expertise made available to us by Stratford District Council. After a slow start, we now have a new website to be proud of, which we will continue to develop over the coming months. The intention is for this to become very much a village amenity which can be accessed and used by all residents and local organisations. The project isn't complete yet, as we are currently planning the next stage of providing a public internet access point. The website can be visited at [www.bishopsitchington-pc.gov.uk](http://www.bishopsitchington-pc.gov.uk)



**Harbury Cement Works Masterplan:** After nearly two years of consultation, this document was finally published in January 2008. The Parish Council was a member of the stakeholder group and attended every single stakeholder workshop and planning event, playing a full part in the preparation of this important document. The Masterplan provides clearly defined parameters for any future planning applications on this site. The Parish Council will continue to play a full part in the consultation process, representing the best interests of local residents.

**Parish Plan:** It took nearly two years to prepare and a lot of hard work by local residents but the Parish Plan was formally adopted by the Parish Council in March 2008. We supported the Steering Committee throughout this period and contributed over £3000 towards the cost of producing the final document. The Plan is important because it identifies a number of principles to be taken into account when considering future planning and development proposals for the village. It is hoped that the Plan will be formally adopted by Stratford District Council as a supplementary planning document later this summer. In the meantime, the Parish Council will begin to look at ways of implementing the action plan contained in the document.

**Biffa Planning Application, Ufton Landfill Site:** Following a robust objection from the Parish Council, and numerous individual letters of objection from local residents, the original planning application was withdrawn. At the time of writing, we are still awaiting the revised application.

**Affordable Housing:** We are fully aware of the difficulties facing people who want to continue to live in their home village but are forced to move to nearby towns because of the lack of suitable and affordable housing. The Parish Council, in partnership with Warwickshire Rural Community Council, has been proactive in conducting a Housing Needs Survey which has identified a need for 25 affordable homes within the parish. An Open Day will take place at the end of May 2008 as the first step in a consultation with local residents to try and identify a suitable location for the first phase which comprises 12 homes.

**Best Kept Village Competition:** The Parish Council entered Bishop's Itchington for this competition, and we won a Silver Award. Mr Alan Holder was nominated by the Parish Council to collect the award on behalf of the village at the awards ceremony held at Wootton Wawen Village Hall. Mr Holder said he was very proud to accept the award on behalf of everyone who worked so hard to keep the village looking clean and tidy.

**Working in Partnership:** We are proud of our good working relationships with Stratford District Council and Warwickshire County Council and also our local police who always attend our Parish Council meetings. They are always on hand to provide help and advice and we are in regular contact with them. We have also worked closely with Harbury, Ufton and Ladbroke Parish Councils over the last year as many local issues affect all three parishes, in particular the Harbury Cement Works Masterplan, the Deppers Bridge Rail Bridge and the Biffa planning application for Ufton Landfill Site.

## **The Future - What We Hope to Achieve**

**Campaign for Safer Roads:** During the last year we have been pushing WCC to impose a 20mph speed limit and weight limits on minor village roads, in particular Ladbroke Road. Our discussions with WCC on this matter are ongoing. The problem of HGV's using the B4451 has also been considered at a Parish Council meeting with the result that an action group has been formed by local residents to monitor the situation and collate evidence which we can then present to WCC with a request for a weight limit on this road.



**Parish Office:** Some of the money we raised in 2007/08 has been set aside for special projects such as the provision of a Parish Office.

The work of the Parish Council, its duties, and the services it provides, has grown enormously over the last few years. The Clerk now works three days a week and it is becoming clear that a dedicated office space is needed to accommodate our staff and all the files, records and office equipment.

At the same time, we want to be able to offer a better service to local residents by providing public access. This means that you will be able to call at the office and discuss any concerns you may have, face to face with the Clerk. It will also be possible to view local planning applications and various other documents such as the Harbury Cement Works Masterplan or the recent Biffa planning application for Ufton Landfill Site. We hope to provide information about services and benefits delivered by Stratford District Council, and of course, there will also be a public internet access.

The Parish Council has set aside further funds in 2008/09 to meet its deadline of April 2009 to set up a fully functioning office. This is something of a tall order, but we are making good progress so far and we are optimistic that we will be able to complete the project on time.

**Youth:** A sum of £7,500 has been set aside to fund a consultation programme with the young people of the village, and to provide better facilities for them. We all know that for some, there appears very little for them to do in the evenings, with the result that groups of youngsters gather in groups around the village. This can be quite intimidating for other residents, but in fact most of these young people are just looking for somewhere to hang out with their friends. The Parish Council is seeking to improve this situation to everyone's advantage. At an initial consultation event in February 2008, the majority of young people who attended said that they would like a youth club.

Following this, the Parish Council obtained the help of a professional youth worker from WCC and the advice of the Warwickshire Association of Youth Clubs. The intention is that we will help the club be set up but the Club will be self financing and have its own management structure, with no further involvement from the Parish Council. However, the consultation process continues as we begin to build a partnership with the young people.

**Implementation of Parish Plan Action Plan:** A number of significant issues have been identified by the Parish Plan and an action plan has been drawn up. The Parish Council has a lead role to play in the implementation of this action plan and will be taking this forward in the coming year.

**Affordable Housing:** Depending on the results of the Open Day to be held at the end of May 2008, the real task of finding a suitable location will begin. Hopefully people will indicate areas in and around the village which they think could be used for this purpose. If so, the next step will be to approach the landowners.



## How We Spent Your Money

The Parish Council holds its Budget Meeting in mid-November. At this meeting decisions are made on projects to take forward in the next financial year, the provision of services and facilities and the amount of funding required. The level of precept is set at this meeting, after careful consideration of all the Council's outgoings, its reserves and the small amount of income it receives from other sources. The precept for 2007/08 was set at £57, 500 which equates to approximately 0.65p per week per elector. All of this money is spent within the parish for the benefit of local residents. A copy of the financial statement, subject to audit, for the year ended 31 March 2008 is attached as an appendix to this report and an extract is summarised below:

EXPENDITURE	£'s
Salaries, expenses & administration	26,685
Grass cutting, cemetery and playing fields	19,600
Development of facilities	13,000
Memorial Hall & other grants	4,650
Yellow land	2,539
Other expenditure	156
VAT	1,134
<b>Total expenditure</b>	<b>67,764</b>

**Staff salaries and administration is the largest item of expenditure:** We have a part time Clerk, contracted to work 18 hours per week, a Registrar of Burials, who manages the cemetery, a part time litter warden and a part time cleaner, who looks after the pavilion. Administration charges include stationery, office equipment, subscriptions, fees for professional services, telephone and broadband services, meeting room hire, training and insurance.

**Grounds maintenance is the second largest item of expenditure:** We are responsible for the maintenance of the playing field, the play area and play equipment, the cemetery and churchyard, and most of the greens and verges in the village, with the exception of the Knightcote Grange estate, and trees across the village. This year we have had to carry out a lot of much needed urgent work on tree maintenance.

**Development of facilities:** As mentioned above the Parish Council has set aside money from this year towards the development of a Parish office in the village in 2008/9.

**Grants:** As a Council we support all areas of the local community and have provided financial assistance in the form of grants to local organisations. We have given £4,000 to the Memorial Hall as it continues with its programme of refurbishment. We continue to support the Carnival with a grant of £500. We were very pleased this year to support the "Yo Yo's" Art Exhibition, which was the culmination of a project set up by young people from the village for primary school children, with a grant of £150. We also support the Crafty Cuppa coffee mornings by paying for the hire of the Memorial Hall for this event.



**Yellow Land:** Over the last 12 months we have completed the fencing work and installed field and mobility gates. The British Trust for Conservation Volunteers has spent two days clearing back scrub to improve the site as wildlife habitat. Although they are volunteers, we have still had to pay for this service.

Please Note:

The financial statements contained within this report are subject to audit at the date of publication.

***Published by Bishop's Itchington Parish Council in June 2008.***

**[www.bishopsitchington-pc.gov.uk](http://www.bishopsitchington-pc.gov.uk)**



# BISHOPS ITCHINGTON PARISH COUNCIL

Financial Statements (subject to audit)

For the Year ended 31 March 2008

## Receipts & Payments Account

<i>Year Ended</i> <i>31st March 2007</i>		<i>Year Ended</i> <i>31st March 2008</i>
	<b>RECEIPTS</b>	
50,000.00	Precept	57,500.00
1,566.55	District Council Reimbursements (Sec 136)	1,566.55
2,138.15	Interest on Investments	3,206.92
1,180.00	Burial Ground Fees	1,851.00
269.04	Pavilion/Playing Field	29.70
5,008.50	VAT Refund	2,354.00
21,100.00	Grants	-
-	Section 106 Agreement	-
-	Transfers from reserves	-
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<b>81,262.24</b>	<b>TOTAL RECEIPTS</b>	<b>66,508.17</b>
	<b>PAYMENTS</b>	
8,976.72	General Administration	7,638.99
16,499.39	Salaries and Expenses	18,985.14
30,258.69	Pavilion/Playing Field	5,543.31
-	Agency Services	-
1,552.27	Section 137 Payments	-
5,830.48	Burial Ground	6,479.02
5,710.60	Grasscutting and Trees	7,639.00
-	Memorial Hall	4,000.00
114.00	Subsidised Travel (A&M Group)	-
-	Footpaths	-
-	Village Design Statement	-
6,466.89	VAT	1,134.36
113.40	Other Expenditure (Information)	155.60
-	Provision for Doubtful Debts	-
-	Interest on long term loans	-
-	Jubilee Committee Grants	-
500.00	Grants	650.00
-	Yellow Land	2,538.79
-	Transfers to reserves	13,000.00
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<b>76,022.44</b>	<b>TOTAL PAYMENTS</b>	<b>67,764.21</b>



**BISHOPS ITCHINGTON PARISH COUNCIL**  
**Financial Statements**  
**For the Year ended 31 March 2008**

**Funds reconciliation at 31 March 2008**

<b>31st March 2007</b>		<b>31st March 2008</b>
<b>Brought Forward</b>		<b>Balance</b>
34,000.00	National Income Bond b/f	34,000.00
<u>                    </u>	Transfer to NS Income Bonds	<u>13,000.00</u>
<u>34,000.00</u>	National Income Bond c/f	<u>47,000.00</u>
 <u>25,881.73</u>	Current Account b/f	 <u>31,121.60</u>
81,262.24	Receipts	66,508.17
( 76,022.44)	Payments	( 67,764.21)
<u>5,239.80</u>	Net movement in year	<u>( 1,256.04)</u>
31,121.53		29,865.56
0.07	Reconciling Items:	
<u>                    </u>	Bank error	-
	Unpresented cheque	<u>39.00</u>
<u>31,121.60</u>	Current Account c/f	<u>29,904.56</u>
 <u><b>65,121.60</b></u>	Net funds c/f	 <u><b>76,904.56</b></u>
<b>Balance Carried Forward</b>		
34,000.00	National Income Bond	47,000.00
31,121.60	Yorkshire Bank - Current Account	29,904.56
<u>                    </u>		<u>                    </u>
<u><b>65,121.60</b></u>		<u><b>76,904.56</b></u>

## Reserves Analysis

### Reserves in National Income Bonds

13,000.00	Abbots Meadow Maint (held in current account)	13,000.00
21,000.00	Cross Green Farm Maintenance Fund (held in N.S. Incor	13,000.00
	General Reserve (held in N.S. Income Bonds)	<u>21,000.00</u>
<u>34,000.00</u>		<u>47,000.00</u>

### Reserves held in current account

13,000.00	Abbots Meadow Maintenance Fund	-
3,300.00	Capital Works Fund	
5,000.00	Parish Website/IT Fund (Awards for All Grant)	4,653.43
	Parish office	<u>13,000.00</u>
<u>21,300.00</u>	<b>Total</b>	<u>17,653.43</u>

### Accumulated surplus

	<b>Balance b/f</b>	9,821.60
	<b>Surplus in year</b>	11,743.96
	<b>Transfer to reserves</b>	( 9,353.43)
	<b>Reconciling items</b>	<u>39.00</u>
<u>9,821.60</u>	<b>Balance c/f</b>	<u>12,251.13</u>
<u>65,121.60</u>		<u>76,904.56</u>