



# ANNUAL REPORT

## 2010/2011



*Photo by Judith Christian-Carter*

**BISHOP'S ITCHINGTON PARISH COUNCIL**

**ANNUAL REPORT 2010/11**

***From the Chairman of the Parish Council***

*Thank you for taking the time to read our annual report which summarises the council's achievements over the last year, its plans for the future, and how it has spent the precept of £65,250 raised from local residents via the council tax.*

*As always, the last 12 months have been busy ones for the parish council, and some of the most significant issues we have dealt with include:*

- *The completion of the Yellow Land Natural Heritage Project for the regeneration of this area and the setting up of the village-based "Friends of the Yellow Land" to help continue to maintain it*
- *The continuing focus on the need to ensure we have adequate affordable housing in the village for local residents*
- *The planning application for the meteorological mast in respect of the proposed Starbold Windfarm, which despite our and Stratford District Council's objections, was approved by a Government Planning Inspector, and has since been installed*

*We also continue to campaign for improved policing in the village and a lowering of the speed limit within the village. We respond to local planning applications and regularly represent the views of local residents to the police and local authorities.*

*The parish council is also responsible for the provision and maintenance of a number of services and facilities within the village and is continually seeking to provide value for money to local residents.*

*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. Whilst it is unusual to pick out individuals, I would like this year to thank our former Registrar of Burials, Eileen Dronfield, who has retired after many years service to the village.*

**Cllr Christopher Kettle**  
**Chairman of Bishop's Itchington Parish Council**  
**June 2011**

## Your Parish Council 2010/11

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 the parish clerk whose job it is to implement the decisions made by the council.

Councillors who served during 2010/11 are as follows:

<b>Cllr Christopher Kettle, Chairman</b> – 01926 614395 Piper's Hill, Gaydon Road	
<b>Cllr Simon Tagg-Wilkinson, Vice –Chairman</b> 01926 614482 Fern House, 3 Fisher Road	<b>Cllr Judith Christian-Carter</b> – 01926 614767 25, Fisher Road
<b>Cllr Alan Heatley</b> – 01926 613019 19A Station Road	<b>Cllr Raj Kanwar</b> – 01926 612104 3, High Street
<b>Cllr Stuart Macaulay</b> – 01926 613380 32, Starbold Road	<b>Cllr Carol Maddison</b> – 01926 611954 1, Mandale Close
<b>Cllr John Robins</b> – 01926 612143 Resigned August 2010	<b>Cllr Melanie Wheeler</b> – 01926 612749 17, Chapel Street
<b>Cllr Gerald Whittaker</b> – 01926 811394 21, Fisher Road	

### Parish Council Officers and Staff

**Clerk to the Council – Alison Biddle** – 01926 811394  
Parish Council Office, Brewster's Corner, Pendicke Street, Southam CV47 1PN  
Email: [bishopsitchingtonpc@btconnect.com](mailto:bishopsitchingtonpc@btconnect.com)

**Yellow Land Project Officer – Chris Redstall**  
This contract ended in March 2011 with the conclusion of the Yellow Land Project

**Registrar of Burials – Eileen Dronfield** retired June 2010

**Cemetery Manager – Jenny Pickering** – 0779 241 8642  
Email: [bishopsitchingtoncemetery@btconnect.com](mailto:bishopsitchingtoncemetery@btconnect.com)

**Litter Warden – Christian Cosgriff** – contact the Clerk

**Pavilion Cleaner – Wendy Handy** – contact the Clerk

**Play Area Inspector – Martin Cosgriff** – contact the Clerk

### Grounds Maintenance Contractors:

**TJB Landscapes** – contact the Clerk  
**MFM Services** – contact the Clerk

Please also visit our website at [www.bishopsitchington-pc.gov.uk](http://www.bishopsitchington-pc.gov.uk)

## What We Achieved During 2010/11

**Affordable Housing:** This remains an important issue for local residents. In a final attempt to gauge public opinion on the most preferred location for affordable homes, the parish council conducted a further public consultation exercise in February 2011. All of the information relating to previous public consultations and housing needs surveys was made available along with a plan of the village identifying those areas which had been considered and details of which areas had been discounted and the reasons for this. A questionnaire was sent to each household in the parish and all members of the household aged 18 and over were asked to indicate their preferred location of two options; the corner of Plough Lane and Gaydon Road, or the top of Station Road just to the south of Lodge Bungalow. A full analysis of the consultation was commissioned by the parish council and the final report was received at the end of May 2011. A full copy of the report is available to read on our website and hard copies can be obtained from the parish council office on request.

**Community Centre and Blue Butterfly Cafe:** We continue to support this very worthwhile project and congratulate all the volunteers involved with making it so successful. Negotiations for the renewal of the lease on the building are on-going. A regular youth club and associated events for young people are run at the community centre, while the café is open for delicious refreshments on selected days of the week. The café provided the catering for the Local Biodiversity Action Plan Conference 2010 which was held in the village, and was also the venue for the Friends of the Yellow Land Christmas celebration.



*Christmas 2010*

*Photo by Judith Christian-Carter*

**Yellow Land Natural Heritage Project:** The project, which was launched in September 2009 formally came to an end in March 2011. Over the last 18 months, many different village groups from all sections and ages of the community have been involved in the project. The highlights have included:

- The Great Green Nature Club at BI Primary School coming runners up in the Young Darwin Competition organised by the Natural History Museum
- The recording of senior residents' memories of the cement works and the village (available on a CD from the parish council office)
- The foundation of the Friends of the Yellow Land group to support and care for the Yellow Land in the future
- The involvement of Busy Bees Pre-School Group who visited the site and have enjoyed learning about the flowers and wildlife
- The inclusion of the Yellow Land Project as a separate presentation at the 2010 Local Biodiversity Action Plan Conference which was held in the village and included guided tours of the site by Butterfly Conservation and Warwickshire Museum



The big event of the year was the official “Grand Opening” on a sunny Saturday in October 2010 which was well attended by villagers. There were various family activities, a bouncy castle, a number of stalls and delicious refreshments. Cllr Christopher Kettle, Chairman of Bishop’s Itchington Parish Council, unveiled the new interpretive board by cutting the yellow ribbon and saying a few words about the project.



*Yellow Land Open Day October 2010*

*Photo by Judith Christian-Carter*

**Biodiversity Group:** We have continued to support this group in their efforts to improve our local environment. Following the clearance of overgrown vegetation and the planting of fruit trees at the far side of the playing field, the council has provided two new benches for local residents to use. We have also negotiated with WCC to allow the group to install planters at various sites around the village, three of which have now been put in position and planted up.

It was a real honour for the village to be chosen as the location for the Local Biodiversity Action Plan Conference 2010 which took place on 22 June at the Memorial Hall. There were over 70 delegates from across the county and beyond and included planning officers and ecologists from Warwickshire County Council, representatives from several other neighbouring local authorities, Warwickshire Wildlife Trust, Natural England, parish and town councils, Butterfly Conservation, Forestry Commission, Campaign for the Farmed Environment, the National Trust and various local conservation and ecology groups such as our own local biodiversity group.



*Planting Trees at the Playing Field Photo by Judith Christian-Carter*

There were several presentations and workshops but our very own Chris Redstall gave a presentation on the Yellow Land Project and there were guided tours of the area during the afternoon. Some lucky people even spotted the Small Blue butterfly.

The catering was provided by the staff at the Blue Butterfly Café and they excelled themselves. The food was delicious, fresh and imaginative and the staff received a hearty round of applause. The Butcher's Arms kindly made their car park available to the delegates. It is safe to say that this event really put Bishop's Itchington on the map. It was a great opportunity to show off the village, in more ways than one, and the conference was a great success.

**Proposed Windfarm - Meteorological Mast:** The parish council is opposed to the erection of the meteorological mast on land between Bishop's Itchington and Knightcote and made its views known to Stratford-on-Avon District Council and the Planning Inspector who presided over the appeal, in a robust and comprehensive submission. It is regrettable that the second appeal by the energy company was upheld by a different Inspector in the face of so much local opposition. The council will continue to listen to the views of local residents over the coming months as a planning application for the windfarm is expected soon.

**Our Partners:** We recognise the need for good working relationships with our various partner organisations from Warwickshire County Council and Stratford-on-Avon District Council and our local police officers right down to the small community groups to be found in our village. Such relationships are essential as they enable us to represent fully the views of local residents and also provide the opportunity to work with larger organisations as we strive to improve local facilities for our community. Over the last year we have worked with and enjoyed the support of Bishop's Itchington Community Project, Bishop's Itchington Sports Association, Bishop's Itchington Football Club, Bishop's Itchington Biodiversity Action Plan Group, the Carnival Committee, St Michael's Church Fund Raising Committee, Bishop's Itchington Primary School, the WI, Senior Residents, and the Memorial Hall Committee.

### **Other News**

**Eileen Dronfield** who was employed by the council for 16 years as Registrar of Burials, retired in June 2010. Eileen was known to many as the person who looked after the cemetery and she was always on hand to help and advise local families at their time of bereavement. The council is very grateful to Eileen for her sterling work over the years. Eileen's replacement is Jenny Pickering who has the new title of Cemetery Manager.

**Our Parish Clerk,** Alison Biddle, was nominated by councillors for the National Association of Local Councils' "Clerk of the Year Awards 2010". Alison won second place. She was delighted to be nominated by the council and enjoyed a visit to London to receive her award.

### **Next Year - What We Hope to Achieve**

**Scowcroft Drive Footpath:** Despite several attempts to resolve the problem of there not being any direct footpath link between Knightcote Grange and the older part of the village, except for a muddy field path, we have so far been unsuccessful. However, in recent weeks, the possibility of upgrading the surface of the field path has been discussed again, and we are still hopeful that this might be achieved by working in partnership with WCC.

**Affordable Housing:** A report on the results of the public consultation held in February 2011 was received in May 2011. The most popular choice of location for affordable homes of those

residents, who voted, was Station Road, just below Lodge Bungalow. The parish council has therefore decided to support this location and hopes to move forward with this project over the coming months by working in partnership with Warwickshire Rural Community Council and Warwickshire Rural Housing Association. A draft proposed layout for the site which will comprise 12 affordable homes for people with a strong local connection will be drawn up and presented for public consultation in due course.

**Cemetery Path:** We have set aside money in the budget to re-surface the path in the cemetery. This work has been needed for some time and last year's hard winter has caused the path to break up even more.

**Royal Wedding Bench:** We have commissioned a custom made bench in celebration of the wedding of HRH Prince William and Miss Catherine Middleton on 29 April 2011. The bench will be made from an old ash tree which had been growing in the churchyard for many years, but which had lately shed a number of branches. After taking expert advice, the council reluctantly decided that the tree ought to be removed on health and safety grounds. We have a number of trees in our care throughout the parish, and it is always sad when we have to cut one down, but we hope that by making it into a bench it will continue to be admired and well used by local residents for many more years to come.

### 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 2010/11 was set at £65,250 which equates to approximately 0.78p 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 2011 is attached as an appendix to this report and an extract is summarised below:

EXPENDITURE	£'s
Salaries, expenses & administration	30,306
Grounds maintenance & tree work	16,680
Grants	2,958
Memorial Hall	80
Parish Office	4,267
Other expenditure	157
Section 137 Payments	5,016
VAT	2,976
	62,440
Yellow Land	36,629
Total expenditure	99,069

**The Yellow Land is the largest item of expenditure.** All costs associated with the Yellow Land project, including salaries, were funded by the Heritage Lottery Grant of £50,000 and do not form part of the parish council's budget. The project formally ended in March 2011.

**Staff salaries and administration is the second largest item of expenditure:** We have a part time parish clerk, contracted to work 18 hours per week, a cemetery manager, a part time litter warden, a part time cleaner for the sports pavilion, and a play area inspector. 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 third 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 as well as over 150 trees in various locations around the village.

**The parish office** total budget for the year was £10,000. Of this, £4,267 has been spent on rent and rates with the remaining £5,733 being transferred to a reserve fund towards the cost of building a parish office in the village at some point in the future.

**The Memorial Hall** was allocated £1,000 for improvements none of which was spent during the year. This amount has now been transferred to reserves for future work. The £80 shown in the table was spent on grass cutting.

**Grants:** The council has continued to support Bishop's Itchington Carnival with a grant of £250 and also the Crafty Cuppa by paying for the room hire. We have contributed £2000 to the Bishop's Itchington Community Project which has paid for various building improvements. We also support Bishop's Itchington Sports Association by contributing towards the cost of insurance and maintenance for the CCTV cameras at the playing field at a total cost of £708. The council also supported the church tower restoration fund with a grant of £5,000 (listed as a Section 137 payment in the table above).

#### **Please Note**

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



*Small Blue Butterfly*

*Photo by Tony O'Hagan*





**BISHOPS ITCHINGTON**  
PARISH COUNCIL

**Financial Statements for the Year Ended  
31 March 2011**

Bishops Itchington Parish Council  
Brewster's Corner  
Pendicke Street  
Southam  
CV47 1PN

<http://www.bishopsitchington-pc.gov.uk>



## BISHOPS ITCHINGTON PARISH COUNCIL

Financial Statements (Subject to Audit)

For the Year ended 31 March 2011

### Receipts & Payments Account

Year Ended 31st March 2010 £'s		Parish Council Activities £'s	Yellow Land £'s	Year Ended 31st March 2011 £'s
<b>RECEIPTS</b>				
62,500.00	Precept	65,250.00	-	65,250.00
1,566.55	Sec 136 & other refunds	2,170.05	-	2,170.05
849.67	Interest on Investments	866.28	-	866.28
1,977.00	Burial Ground Fees	1,211.50	-	1,211.50
31.01	Pavilion/Playing Field	31.71	-	31.71
1,203.92	VAT Refund	436.29	2,247.67	2,683.96
245.50	Grants - General	250.00		250.00
24,650.00	Grants - Yellow Land		19,720.00	19,720.00
300.00	Misc	744.74		744.74
<b>93,323.65</b>	<b>TOTAL RECEIPTS</b>	<b>70,960.57</b>	<b>21,967.67</b>	<b>92,928.24</b>
<b>PAYMENTS</b>				
7,099.70	General Administration	6,529.61	-	6,529.61
22,340.67	Salaries and Expenses	23,776.69	-	23,776.69
5,730.59	Pavilion/Playing Field	5,723.56	-	5,723.56
16.00	Section 137 Payments	5,016.50	-	5,016.50
8,864.04	Burial Ground	6,612.92	-	6,612.92
7,888.75	Grasscutting and Trees	4,344.00	-	4,344.00
3,380.00	Memorial Hall	1,080.00	-	1,080.00
1,249.02	VAT	2,975.79	-	2,975.79
117.00	Other Expenditure (Information)	156.00	-	156.00
-	Provision for Doubtful Debts	-	-	-
4,306.68	Parish Office	10,000.00	-	10,000.00
2,388.89	Grants	2,958.00	-	2,958.00
11,294.80	Yellow Land	-	36,629.21	36,629.21
<b>74,676.14</b>	<b>TOTAL EXPENDITURE</b>	<b>69,173.07</b>	<b>36,629.21</b>	<b>105,802.28</b>
	<b>Surplus / deficit</b>	<b>1,787.50</b>	<b>( 14,661.54)</b>	<b>( 12,874.04)</b>
	<b>Transfers to reserves</b>			<b>6,732.86</b>
	<b>Net movement in year</b>			<b>( 6,141.18)</b>

## BISHOPS ITCHINGTON PARISH COUNCIL

Financial Statements (Subject to Audit)

For the Year ended 31 March 2011

### Funds reconciliation at 31 March 2011

<i>Brought Forward as at 31<sup>st</sup> March 2010</i>		<i>Carried forward as at 31<sup>st</sup> March 2011</i>
<i>£'s</i>		<i>£'s</i>
47,000.00	National Income Bond b/f	47,000.00
<u>-</u>	Transfer to NS Income Bonds	<u>-</u>
<u>47,000.00</u>	National Income Bond c/f	<u>47,000.00</u>
<u>34,019.21</u>	Current Account b/f	<u>52,666.72</u>
93,323.65	Receipts	92,928.24
( 74,676.14)	Expenditure	
	Transferred to reserves	105,802.28
		<u>( 6,732.86)</u>
<u>          </u>	Payments	<u>( 99,069.42)</u>
<u>18,647.51</u>	Net movement in year	<u>( 6,141.18)</u>
<u>52,666.72</u>	Current Account c/f	<u>46,525.54</u>
<u>          </u>		<u>          </u>
<u><b>99,666.72</b></u>	Net funds c/f	<u><b>93,525.54</b></u>

Bishops Itchington Parish Council  
Reserves Reconciliation

	General	Cross Green	Abbots Meadow	Memorial Hall	Yellow Land	Parish Office	Revenue Reserves			Total
<b>Reserves b/f at 1/4/2010</b>	21,000.00	13,000.00	13,000.00	1,500.00	13,355.20	28,693.32	9,118.20			99,666.72
Surplus / (Deficit) for the year							( 6,141.18)			( 6,141.18)
Yellow land expenditure					( 36,629.21)		36,629.21			-
Yellow land income					21,967.67		( 21,967.67)			-
Parish office reserve						5,732.86	( 5,732.86)			-
Memorial Hall reserve				1,000.00			( 1,000.00)			-
Yellow land deficit					1,306.34		( 1,306.34)			
Movement in year	-	-	-	1,000.00	( 13,355.20)	5,732.86	481.16			( 6,141.18)
<b>Reserves c/f at 31/3/2011</b>	21,000.00	13,000.00	13,000.00	2,500.00	-	34,426.18	9,599.36			93,525.54
<b>Balances at year end</b>										
National income bond	21,000.00	13,000.00	13,000.00							47,000.00
Bank balances				2,500.00	-	34,426.18	9,599.36			46,525.54
<b>Total</b>	21,000.00	13,000.00	13,000.00	2,500.00	-	34,426.18	9,599.36			93,525.54