

BISHOP'S ITCHINGTON PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting 1 September 2025

Present:

Cllr Kettle (Chairman)	Cllr Lamont
Cllr N Thomas (Vice Chairman)	Cllr J Thomas
Cllr Tressler	Cllr A Dugmore
Cllr Burns	

In Attendance:

Jill Green - Clerk to the Council
Cllr Nigel Rock – District Councillor 7.30pm – 8.05pm
Val Powell – Cemetery Manager

Absent

Cllr Horsman

Public: 2

1. Chairman's Announcements:

25/166

- i. The Chairman welcomed all to the meeting and formally introduced the new Clerk and Responsible Financial Officer Jill Green (Official start date 04/08/25).

2. Apologies:

25/167

Apologies received and accepted from Cllr Horsman.

3. Declarations of Interest:

25/168

None Declared, however it was noted that with regards to Item 11, both Cllr Tressler and Cllr Kettle reside on the road where speeding concerns were being discussed.

4. Dispensations:

25/169

Dispensation for Item 11 discussed and agreed for Cllr Tressler and Cllr Kettle (see Item 3). Proposed Cllr Kettle, seconded Cllr Tressler, all in favour

5. Minutes:

25/170

- i. Minutes of the Ordinary Meeting of the Parish Council held on 7 July 2025:
It was **RESOLVED** that the minutes of the ordinary parish council meeting held 7 July 2025, be accepted as a true and complete record of the meeting. Proposed Cllr Kettle, seconded Cllr Tressler – all in favour. (Cllr Dugmore abstained).
A small date edit is required prior to signature by Cllr Kettle, the Clerk to action and following this the Minutes will be posted on the Parish Council website.

6. **Public Forum:**
25/171

- i. Two residents raised concerns regarding the following;
- The Draft Minutes for the Parish Council Meeting of 2 July 2025 not being available on the website.
 - Recommendations from the Complaints Committee 1 year prior, believed to be outstanding - request for completion timescales and update. Clerk to place this item on the next Parish Council Meeting Agenda (6 October 2025).
 - Ongoing painting works at the Chapel, specifically questioning the painting of the exterior brickwork in error and the tendering process involved. Questions raised with regards to responsibilities, processes and costs. Cllr Kettle advised that this would be covered under Agenda Item 14.
 - The availability of water at the cemetery, as the supply has been used by contractors and there have been recent drought conditions.
 - Concern regarding the need for a Youth Shelter on the playing fields and observation that the Pavillion could be repaired (following dialogue with a contact who is a builder). Cllr Kettle made a request for this individual to contact the Clerk directly.

An investigation will be carried out and the findings will be reported in due course.

Cllr Dugmore advised the Draft Minutes for the 7 July 2025 meeting were available on the website. However, subsequently (at the end of Agenda Item 7) corrected this response and acknowledged that this was currently not the case and would be resolved.

7. **Planning Matters:**
25/172

- i. To consider the parish councils response to the following planning applications:

A) 25/01765/FUL

Land at Banbury Road Gaydon - Demolition and erection of new units.
Neighbouring Parish notification. Comments due by 06/09/25
It was **RESOLVED** to Object to the planning application.

The B4451 through the village is the primary route for traffic from the north and north east, including Rugby and Daventry via Southam, so we anticipate an increase in commercial and commuter traffic connected with this development.

All non motorway traffic from the north to this site will pass through the village. The route is already becoming congested at rush hour and is creating concerns around pedestrian safety.

WCC has previously stated that it will not consider such things as weight restrictions on the road through Bishop's Itchington.

We would like to see proposals for off site mitigation to address the incremental traffic impact on the village.

B) 25/01927/TEL28

Near 63, Starbold Road, Bishops Itchington - Installation of fixed line broadband electronic communications apparatus - 1 x 9 metre Light Wooden Pole.

Comments due to Applicant by 09/09/25

It was **RESOLVED** to submit a response of "No Representations". It was noted that this is the only application of its type (6B, 6C - 25/01928/TEL28 & 6D - 25/01929/TEL28) we have information for. Information for the two other applications has been redacted, although the reason is unclear as it is unlikely to be PII and the redactions seem excessive.

C) 25/01928/TEL28

Near 7, Gaydon Road, Bishops Itchington - Installation of fixed line broadband electronic communications apparatus - 1 x 9 metre Light Wooden Pole.

Comments due to Applicant by 09/09/25

It was **RESOLVED** to Object to the planning application.

Information missing. Same redacted document as 25/01927/TEL.

D) 25/01929/TEL28

Land At Lakin Drive, Lakin Drive, Bishops Itchington - Installation of fixed line broadband electronic communications apparatus - 1 x 9 metre Light Wooden Pole.

Comments due to Applicant by 09/09/25

It was **RESOLVED** to Object to the planning application.

Information missing. Same redacted document as 25/01927/TEL.

E) 25/01983/FUL

10 St Michaels Close Bishops Itchington - Demolition of existing side annexe outbuilding and erection of new ground floor bedroom and wetroom for assisted living.

Comments due by 12/09/25

It was **RESOLVED** to submit a response of "No Representations".

F) 25/01887/VARY

46 Central Drive, Bishops Itchington - To revise the approved plans in accordance with revised plan 001 revision A.

Comments due by 10/09/25

It was **RESOLVED** to submit a response of "No Representations".

ii. To note the comment submitted on the following planning application:

A) 25/01758/FORNOT

Bishops Hill Nature Reserve, Ropeway, Bishops Itchington - Alteration of an existing road/highway.

There was no comment from the Parish Council however, Cllr Rock reflected that the information provided was inadequate to comment on and Cllr Dugmore agreed with this observation.

iii. To note the decisions of the following planning applications:

- A) 25/01058**
33 Station Road, Bishops Itchington - Single storey rear extension and front porch extension. Two storey side extension.
Permission with Conditions 30/07/25.
- B) APP/J3720/C/24/3357362**
Homes House, Hambridge Road, Bishops Itchington - Swimming pool and surrounding wall. Enforcement notice varied by: The deletion of the words “4 months” from section 6 (a), (b), (c), (d) and (e) and its substitution with the words “6 months” as the period for compliance.
Subject to this variation, the enforcement notice is upheld 08/07/25.
- C) 24/0418/FUL**
42 Dadglow Road, Bishops Itchington - Single Storey Extension.
Permission with Condition 28/07/25.
- D) 25/01181/FUL**
31 Huckson Road Bishops Itchington. Single storey side extension, pitched roof front porch and new boundary treatment including installation of laurel hedge and 6ft fence.
Permission with Condition 14/07/25.
- E) 24/02631/ADV**
Intersection Gaydon Road and Chapel Street - Advertising Sign.
Advert Granted with Conditions 16/07/25.
- F) 24/02782/VARY**
Land Between Bishops Itchington and Gaydon, Knightcote - Removal of condition 19 of planning permission APP/J3720/W/22/3292579 (20/02839/FUL- Construction of a solar farm (82.5ha) together with all associated works, equipment and necessary infrastructure), to enable the permanent retention of the northern bell mouth access.
Permission 04/07/25.
- G) APP/J3720/W/25/3365672**
Land At Dadglow Farm Bishops Itchington Southam - Installation and operation of a 20MW Battery Energy Storage System (BESS), including access and associated infrastructure.
Planning Permission Refused 14/08/25.

8. County, District & Parish Liaison:

25/173

Stratford District Council (SDC) – Cllr Rock had previously circulated their report (September 25) in advance for review and in addition to the report, the following points were highlighted;

• **Local Government Review**

- The government has decided to merge the functions of the District and County Councils into a Unitary Authority. Although central government will make the final decision as these changes are being considered, it is important that residents have a say in the future of their local councils.

- There are two alternatives under consideration: to merge all six local councils (Warwickshire County, Stratford, Rugby, North Warwickshire, Warwick, Nuneaton & Bedworth) into one across Warwickshire - or – to have two 'unitary' councils, which in our case would mean covering Stratford and Warwick District areas with a new South Warwickshire council.
- A public engagement exercise is running from Thursday 7 August to Sunday 14 September 2025.
- **Five-Year Housing Land Supply (5YHLS)**
 - Stratford-on-Avon District Council has released an interim update to its Five-Year Housing Land Supply (5YHLS) position, reflecting recent changes to national planning policy and a significant increase in Local Housing Need (LHN).
 - The District Council's annual housing requirement has risen from 730 to 1,126 homes per annum. In response, the District Council has reassessed its housing land supply assumptions, particularly regarding delivery expectations from key sites.
 - The District Council believes that it continues to demonstrate a five-year housing land supply, with the updated position showing a supply equivalent to 5.06 years. The council presently believes that the adopted Core Strategy retains full weight in the determination of planning applications. New applications are being received that are currently not aligning with this.
- **Severn Trent**
 - Severn Trent have organised a meeting with environment groups across the wider area of South Warwickshire on the issue of foul discharges. This took place at Wellesbourne on 21 August 2025. A specific request was made for improved liaison between the District Council and Severn Trent on infrastructure planning

- **Questions**

Councillors raised the following questions & discussion points;

- Cllr N. Thomas asked if Severn Trent were going to share Minutes from the meeting held on 21 August 2025 and Cllr Rock advised that Severn Trent had confirmed that slides would be made available.
- Cllr Kettle observed that the five-year housing land supply position, currently equivalent to 5.06 years, had been circa 24 years, 12 months prior. Cllr Kettle asked if those preparing the position had potentially been over prudent. Cllr Rock agreed that the current position was a significant drop in comparison and advised that the change in calculation came out just before Christmas 2024. This has taken a while to be worked through by all parties and unintended consequences may develop. Reserve sites have been identified in some areas. Speculative development submissions have been made for 2500 houses and these will be reviewed.

Warwickshire County Council (WCC) – Cllr Kettle had previously circulated the report in advance for review. Any questions regarding the content to be emailed directly.

**9. Declaration of Interest form
25/174**

Cllr Burns form has been submitted to SDC. Cllr Dugmore emailed the form just prior to the meeting for the Clerk to action.

**10. Playing Field & Cemetery – CCTV
25/175**

A meeting has been arranged with Alison Packer the Rural Crime Advisor, from the SDC Community Safety Team for the 25th September 2025 and a CCTV documentation pack has also been received and circulated for review. Cllr N. Thomas and Val Powel, Cemetery Manager are to attend the meeting with the Clerk, visiting both potential sites. An update will be provided at the next meeting.

11. Speeding Concerns – Gaydon Road
25/176

Cllr Tressler advised that training is available through Sharon Hilton, for Community Speed Watch groups that can be set up to monitor traffic concerns. This will be for the whole of the village and not just Gaydon Road. Gary Strain from Warwickshire Police is being engaged, to identify how Central Reporting System (CRS) works for reporting purposes. An update will be provided at the next meeting.

Cllr N. Thomas asked if the speeding survey information was available following the re-commissioning of a speed survey in Ladbroke Road. The Clerk to investigate further.

Cllr Kettle advised that with regards to the removal of the speed activated signs, this has been raised with the Warwickshire Director of Highways, for an alternative if this is not to be re-instated. An update will be provided at the next meeting.

12. Community Centre
25/177

Cllr Kettle reported that the Community Centre currently has a shortage of committee members, and the Chair is also absent due to unforeseen and unfortunate events, leaving the committee in a vulnerable position. Although the Parish Council hold the lease, the committee is independently run.

It was agreed previously that all user groups should be contacted and informed of the situation. Each group to be asked to nominate a representative to join the committee, as without this without this support, the continued operation of the centre as a community facility is at risk.

Due to recent circumstances this has not progressed therefore the Clerk will liaise with Cllr Horsman with a view to moving this forward. In the meantime, Cllrs to forward contact details of groups that use the facility to the Clerk.

13. Youth Shelter
25/178

At the previous meeting, Cllr N. Thomas had proposed the installation of a new steel-structured youth shelter to provide a dedicated space for older children, helping to reduce their use of play equipment intended for younger children. Cllr N. Thomas observed that there had been little appetite to progress this by the Parish Council, therefore he felt it was unlikely to move forward.

Cllr Dugmore commented that the problem needed to be defined and the groups that would be affected or would benefit from this type of facility identified.

Following further discussion and debate, it was agreed to explore this area further and that the Parish Council consult with residents, particularly local young people (Ages 13-16), to assess the level of need and likely usage. Cllr Lamont and Cllr N. Thomas to work together to develop a consultation exercise, considering engagement with local youth clubs and via social media.

An update will be provided at the next meeting.

**14. Cemetery
25/179**

Update on ongoing painting works at the Chapel, specifically the painting of the exterior brickwork in error.

The Clerk advised that 4 providers had been approached (including a specialist paint removal company), in addition to a provider in dialogue with Val Powel, Cemetery Manager – 5 in total. Providers are being advised of site considerations, including no running water or electricity and supplied with photos to ensure there is a full understanding of requirements. One quote has been received to date, and a further quote is expected within the next 48 hours. With regards to the invoice for the prior Chapel work, the invoice submitted is listed on the Accounts Payable sheet for 1st September 2025 for consideration by the Parish Council. However, this does not include costs for the exterior chapel work, therefore there has been no impact on costs received by the Parish Council. As soon as quotations are available, the Parish Council will be notified and asked to review.

Cllr Kettle advised that for clarification, the Standing Orders make it clear that when an order is placed (at this value) it should be in writing, by the Parish Clerk and Responsible Financial Officer. The former Clerk did not issue a written order and this individual has left the Parish Council (and the area). In this instance the guidelines within Standing Orders had not been followed.

Following questions from the public, Cllr Dugmore explained the process of the Public Forum within Parish Council meetings.

An update will be provided at the next meeting.

**15. Allotments
25/180**

The allotments are a valued village asset, generating income and currently managed by the Poor Charity. Cllr Lamont recently met with Rev. Green to discuss a proposal for the Parish Council to become involved in the day-to-day management of the allotments, with oversight provided by the Parish Clerk.

Cllr Lamont advised that a Draft Governance structure had been created and requires amendments, following this it is to be passed to Rev. Green for review. The land outside the allotments has been re-surfaced and Cllr Lamont advised that an excellent job had been completed. Cllr Kettle to investigate who this was completed by so that a letter of thanks can be sent by Cllr Lamont.

Cllr Lamont and the Clerk to liaise and update records. An update will be provided at the next meeting.

**16. Parking
25/181**

Cllr Kettle advised that a complaint had been received with regards to parking on the road outside the Co-op. Potential issues had been pointed out by the Parish Council at planning stage at the time. SMT in Southam to be contacted by the Clerk to report parking in breach of the highway code and to gain an understanding of what is required in terms of reporting. The reporting requirements can then be passed on to

members of the public. The Clerk to also write to the individual outlining "Operation snap" from Warwickshire Police

Cllr Lamont advised that BISA had been engaged previously with regards to car parking situations around football match fixtures. The problem will potentially become less as Winter progresses, however Cllr Lamont to re-engage with BISA. Councillors discussed parking in the village generally and Cllr Dugmore advised that parking is not within the Parish Council's powers or remit and that for parking issues, only the police have powers to enforce. Cllr J. Thomas commented that recently parking has been better, but this is dependent upon the away team. The playing field parking situation is to be monitored.

17. Buffer Zone - rear of Mandale Drive
25/182

Cllr Kettle advised that prior Councillor Simon Tagg-Wilkinson had created a planting scheme for the area and that if the proposal was refreshed/updated it could be used as a basis to consider the proposal at the next meeting. Following this planting and maintenance could be discussed with contractors. The Clerk and Cllr Kettle to liaise with Simon Tagg-Wilkinson and an update to be provided at the next meeting.

18. Finance:
25/183

- i. To receive monthly financial reports for July & August 2025,

July 2025 report has been provided however Bank Statements are not available as yet for August 2025 (due to the early date of the Parish Council Meeting). As soon as they are available, this will be sent to Cllr Kettle for review.

- ii. To receive bank reconciliation reports for July & August 2025,

July 2025 report has been provided however Bank Statements are not available as yet for August 2025 (due to the early date of the Parish Council Meeting). As soon as they are available, this will be sent to Cllr Kettle for review.

- iii. To approve accounts for payment 7th August and 1st September 2025,

It was **RESOLVED** to approve the accounts payable for 7th August and 1st September 2025 (circulated). Proposed Cllr N. Thomas, seconded Cllr Burns, all in favour.

- iv. To approve the regular monthly payments (July & August) for the current financial year (2024/2025) as per 5.6 Financial Regulations 2019 for England:

It was **RESOLVED** to approve the regular monthly payments (July & August) for the current financial year (2024/2025) as per 5.6 Financial Regulations 2019 for England (circulated). Proposed Cllr Burns, seconded Cllr J. Thomas, all in favour.

It was agreed that Cllr N. Thomas and Cllr A Dugmore would authorise payments through the Bank Account and that Cllr Burns would be added to the authorisation list to be able to do this in future and also to authorise expenses submitted for August by Cllr N. Thomas.

Cllr Kettle advised that the Clerk had transferred the SLCC subscription into her name however the annual renewal was due in September 2025. A prior email with

estimated costs had been circulated and there was agreement that this should continue in principle, subject to confirmation of final costs.

19. Portfolio Holders Update:

25/184

- **Playing fields.**
- A plaque has been placed on the bench in memory of Judith.
- A new fence is being installed on the left hand side of the play area and the public footpath. This will take place on 25th September 2025. Cllr N. Thomas to speak to contractor with regards to the time involved and site compliance.
- Broken swing parts are on order – expected delivery date 29th September 2025.
- **Memorial Hall:** A coffee morning is taking place on 11th November 2025.

20. Reports and Questions:

25/185

- Cllr Dugmore commented that the recent use of the defibrillator had achieved a positive outcome and requested that the unit be back in service as soon as possible. Cllr N. Thomas advised that this had already been achieved and that new pads had been purchased and put in place. Back up scenarios were discussed including the unit at the Co-op and additional back-up pads being available. Cllr N. Thomas to engage with the Co-op to discuss their installation and to also understand the “Bleed Kit” that is available for use in an emergency. An update will be provided at the next meeting and a vote to take place regarding the contingency scenario proposed.
- Cllr Burns commented on the recent painting of a flag on the roundabout by the Co-op. Cllr Kettle advised that this had already been covered up by an unknown member of the public, that these types of activities had been prolific across the area and that the Highways Team were currently prioritising removal of items which were considered of physical risk to road users. Reparations were being made against a priority order.

21. Exclusion of Public & Press:

25/186

1. Community Benefit Agreement - Administration

This item was recorded under Confidential Minutes.

22. Date of Next Meeting

25/187

The next ordinary meeting of the parish council will be held on 6th October 2025 at 7.30pm at the Community Centre, Ladbroke Road, Bishop's Itchington, CV47 2RN

Meeting closed at 9:32pm

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

Bishop's Itchington Parish Council					
<u>Accounts Payable 1 August 2025</u>					
To Whom Payable	Ref No	Ex Vat	Vat Payable	Totals	
<i>Urgent accounts paid since last meeting requiring the formal approval of the council</i>					
E Biddle (office rent 01/07/25)	s/order	£ 495.00	£ -	£	495.00
Three Business (mobile sim 23/07/25)	d/debit	£ 13.32	£ 2.66	£	15.98
E.ON Next (pavilion electricity 22/07/25)	d/debit	£ 63.72	£ 3.19	£	66.91
OneCom Ltd (Telephone/Broadband 31/07/25)	d/debit	£ 95.36	£ 19.07		£114.43
Unity Bank (Service Charge 30/07/25)	250723	£ 9.75	£ -		£9.75
Claranet (Domain Registration)	250702	£ 5.20	£ 1.04		6.24
H Huff Landscapes Ltd (Bench Installation)	250704	£ 455.00	£ -		455.00
K Stevens (June Clerking Hours)	250707	£ 627.02	£ -		627.02
Onecom - Cloud/connectivity	d/debit	£ 95.36	£ 19.07	£	114.43
Sub-total		£ 1,859.73	£ 45.03	£	1,904.76
<i>Accounts for payment on 7 August 2025</i>					
Pear Technology	250703	£ 95.00	£ 19.00	£	114.00
Thomas Fox Landscaping (Inv date 30/06/25)	250705	£ 2,026.62	£ 405.32	£	2,431.94
Expenses for Yellow Land	250708	£ 136.42	£ 27.28	£	163.70
Expenses for Garden Boxes	250709	£ 20.00	£ -	£	20.00
Edge IT Systems Ltd - Setup Coucillor Email Account	250710	£ 34.00	£ 6.80	£	40.80
Waterplus- Pavilion water	250711	£ 26.96	£ -	£	26.96
PWC	250712	£ 45.00		£	45.00
Salary Clerking	250715	£ 924.72	£ -	£	924.72
Expenses/Stamps	250715	£ 6.96	£ -	£	6.96
HMRC - Period 3	250716	£ 546.68	£ -	£	546.68
HMRC - Period 4	250717	£ 44.60	£ -	£	44.60
Salary	250718	£ 73.18		£	73.18
Salary	250719	£ 176.54		£	176.54
Edge IT Systems Ltd - 2nd Year of 3 Year Contract	250720	£ 471.00	£ 94.20	£	565.20
Thomas Fox Landscaping (Inv date 29/07/25)	250721	£ 1,949.90	£ 389.98	£	2,339.88
Salary - Clerking July	250722	£ 795.41	£ -	£	795.41
Sub-total		£ 7,372.99	£ 942.58		£8,315.57
TOTAL		£ 9,232.72	£ 987.61	£	10,220.33
Invoices checked & agreed.					
Signed:	J Green RFO	Councillor	Councillor		

561

Bishop's Itchington Parish Council				
Accounts Payable 1 September 2025				
To Whom Payable	Ref No	Ex Vat	Vat Payable	Totals
<i>Urgent accounts paid since last meeting requiring the formal approval of the council</i>				
E Biddle (office rent 01/08/25)	s/order	£ 495.00	£ -	£ 495.00
Three Business (mobile sim 22/08/25)	d/debit	£ 9.77	£ 1.95	£ 11.72
Unity Bank (Service Charge 31/08/25)	250802	£ 8.70	£ -	£ 8.70
Claranet - Domain Registration - 01/07/25 - 31/07/25	d/debit	£ 5.20	£ 1.04	£ 6.24
Onecom - Cloud connectivity - Inv 15/08/25	d/debit	£ 107.31	£ 21.46	£ 128.77
	Sub-total	£ 625.98	£ 24.45	£ 650.43
Accounts for payment on 3 September 2025				
Expenses - Caution sign for Chapel	250805	£ 5.23	£ 1.05	£ 6.28
B I Memorial Hall - Crafty Cuppa	250806	£ 90.00	£ -	£ 90.00
Salary Clerking	250807	£ 61.98	£ -	£ 61.98
Edge IT Systems Ltd - Antivirus - 1 Year Licence	250808	£ 136.20	£ 27.24	£ 163.44
Edge IT Systems Ltd - Microsoft Annual Fees	250809	£ 638.40	£ 127.68	£ 766.08
Chapel Painting	250810	£ 1,413.83	£ -	£ 1,413.83
Salary Clerking August	250811	£ 61.98	£ -	£ 61.98
HMRC - Period 5	250812	£ 771.48	£ -	£ 771.48
Salary	250813	£ 176.54	£ -	£ 176.54
Salary	250814	£ 58.78	£ -	£ 58.78
Salary	250815	£ 1,441.25	£ -	£ 1,441.25
Biffa - Waste Collection 27/09/25 to 26/12/25	250816	£ 450.84	£ 90.17	£ 541.01
PWC	250817	£ 45.00	£ -	£ 45.00
Expenses - Light Tubes, Plaque and Defibrillator Pads	250818	£ 158.02	£ -	£ 158.02
	Sub-total	£ 5,509.53	£ 246.14	£ 5,755.67
	TOTAL	£ 6,135.51	£ 270.59	£ 6,406.10
Invoices checked & agreed.				
Signed:	J Green RFO	Councillor	Councillor	