

BISHOP'S ITCHINGTON PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting 11 January 2021 at 7.30pm Remote Meeting

Present

Cllr Dugmore (Chairman)
Cllr D Mann

Cllr Christian-Carter
Cllr M Mann

Cllr Gates
Cllr Thomas

Cllr Kettle
Cllr Tressler

Absent

Cllr Bougoussa; 1 Vacant seat

In Attendance

Karen Stevens - Clerk to the Council
Cllr A Crump - WCC

Public

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21/01 Apologies

Cllr Bougoussa.

21/02 Declarations of Interest

None.

21/03 Dispensations

None.

21/04 Minutes

Ordinary Meeting 9 November 2020

It was **RESOLVED** to approve the minutes of the ordinary parish council meeting held on 9 November 2020 as a true and complete record of that meeting. (Proposed Cllr Christian-Carter, seconded Cllr M Mann).

Extraordinary Meeting 7 December 2020

It was **RESOLVED** to approve the minutes of the ordinary parish council meeting held on 9 November 2020 as a true and complete record of that meeting. (Proposed Cllr Christian-Carter, seconded Cllr M Mann).

21/05 Public Forum

No members of the public were present currently.

21/06 Covid 19 – Lockdown

Cllr D Mann advised that she had emailed/phoned the original 57 people on the list from the first lockdown 20 had confirmed that they are still willing and able to help. Anyone who has asked for help has been partnered up with a helper and are now contacting their helper directly. During the current lockdown, 3 people have asked for help and have been partnered with a helper. Cllr Christian - Carter advised that Dr Snowden had contacted her to check that we are still running the helpline and that the details were still the same.

Cllr Dugmore advised that he initially closed the hardcourt incorrectly but following new announcements the courts were now properly locked. As grassroot sport is suspended the pavilion is not in use.

21/07 County, District & Parish Liaison

WCC Cllr Crump advised that:

- The tips at Stockton and Leamington Spa are staying open.
- Country parks are also remaining open.
- Station Road 'mud' is an ongoing issue. Cllr Crump has had meeting with representatives from WCC and is having conversations with the housing site developers
- Still looking at the culvert that Cllr Kettle advised him about. Cllr Kettle had kindly arranged for a farmer to go down there and clean it with some water and brushes. It is a difficult issue, and he is checking what the actual agreement was when the planning applications was approved and what cleaning was proposed
- Advising people to drive appropriately for the weather/road conditions
- Still sending weekly reports – Cllrs advised that these were helpful
- Council Tax is still under pressure at the County therefore it is proposed to raise the county element by 3% this year – 1% of this is for adult social care (more people are receiving help as they have come forward requesting this during the pandemic). The other problem is children's social care as many providers have gone out of business and others have taken advantage of the situation by increasing prices excessively. Of the 80 % of the council tax that goes to the County, 75% of it goes on Children and Adult Social Care, Education and Fire and Rescue.
- CCG Vaccinations – communication has been abysmal. Information received was that vaccinations should commence week beginning 11 January in Southam but as, yet the venue of the vaccination centre has not been finalised/confirmed.
- Welsh Road West – there was a potential road closure by (down from Kennedy's farm by the bridge/Severn Trent pumping station) but this has been postponed until February and when the roadworks is carried out there will be traffic lights controls used.
- There are currently 127 Covid 19 patients in Warwick hospital today. A new symptom has been identified – gastroenteritis
- 1,000 laptops/dongles have been ordered by the County
- Helplines available: Shielding Hub 08004081447; Warwickshire Welfare for people struggling financially is 08004081448; Domestic Violence support 08004081552
- Email him with any issues.

SDC Cllr Kettle advised that:

- HS2 there has been a flurry of daytime activity with the transporting of the tunnel boring machine equipment. The commitment to local villages/residents is that all deliveries should be out of hours e.g., between 18:00 and 06:00. The first shipment did arrive at 02:30 but they could not get it up Station Road and an additional tractor unit had to be drafted in. This caused distress/upset for residents and staff in attendance, and when the unit started to take the strain, staff took shelter in peoples gardens behind trees and cars in case the rope snapped – he is still waiting to find out why this happened. Two days later he attended a meeting where HS2 confirmed that all deliveries would take place out of hours but then, over the next 3 days there were deliveries going along the

Gaydon Road during the day (12:00, 16:00 13:00 etc). No one at the site at Ufton had been told that deliveries should be undertaken at night and therefore are now talking to hauliers directly and telling them to deliver at night. Due to a threat from Extinction Rebellion, these are all now guarded convoys, so the police were given very short notice and were closing the roads with virtually no notice at all. HS2 have now admitted that they got it completely wrong, with no communications between headquarters, deliveries and people building the tunnel boring machine. Currently he is unaware of how many of the programmed 60 movements have taken place although there have been quite a number of un-convoysed movements as well.

- The culvert between the entrance to the David Wilson Homes site and the sharp corner just before you get to Deppers Bridge. A meeting has been set up with the sub-contractor. Having spoken to David Wilson Homes in the summer and stressed the importance of getting it sorted before the cold weather came, the sub-contractor said they would get it sorted as soon as possible but this would not be before Christmas. Having had the very heavy rain then snow and ice, the area has once again been a complete skid pan therefore, he will be pursuing this as a matter of urgency.
- SDC – during lockdown, they are ensuring food parcels were necessary and are helping to run the Covid 19 testing centre in Stratford (which is working reasonably well)
- He shares Cllr Crump's frustration about what is happening in our district – five medical practices in the area form part of one Primary Care Network and they were unable to meet the requirements of the CCG to set up their own vaccination centre, but this should now be provided by CCG – although no information has been forthcoming.
- SDC financial position is that they have a £4 million deficit which is mainly from the loss of car parking revenue and therefore the precept will be put up from 1 April 2021.

21/08 Finance

1 **Monthly Financial Report**

The budget report for the month ending December 2020 as per Appendix A had been circulated prior to the meeting. There were no questions.

2 **Bank Reconciliation Report**

The bank reconciliation report for December 2020 had been completed by the Clerk. Cllr Kettle has checked it and is happy with it.

3 **Accounts for Payment**

Cllrs D Mann volunteered to check the invoices and authorise the bank payments. The Clerk advised that there is still a problem with the number of people required to authorise payments – currently two are required but the Clerk is being counted as one of these when inputting the payments. She has requested therefore that three authorisations be required, and a form has been completed for this. Three signatures are required before the form can be returned.

It was **RESOLVED** to approve the schedule of accounts for payment as per appendix C (Proposed Cllr Gates, seconded Cllr D Mann).

4. **Proposed Budget 2021/2022**

The proposed budget for 2021/2022 had been circulated prior to the meeting.

It was **RESOLVED** to approve the proposed budget for 2021/2022 (Proposed Cllr Kettle, seconded Cllr Tressler, all in favour).

5. **Precept 2021/2022**

It was **RESOLVED** to approve a precept of £90,000 for 2021/2022 (Proposed Cllr Kettle, seconded Cllr Tressler, all in favour).

21/09 Memorial Hall

Following discussions at the meeting held on 8 November 2020, Cllr Dugmore had drafted a response to Carolyn Went's letter as agreed. The proposed response had been circulated prior to the meeting and it was agreed that the Clerk post the letter to Ms Went.

21/10 Review Bishop's Itchington Parish Council Web Site

The website is working well and generating several email enquiries. A couple of people have asked why there is not a gallery of photos of the Councillors and staff as they would find it useful to be able to put faces to names. It was agreed that this was a good idea and should be organised. Cllr Dugmore advised that some of the content is due to be reviewed next month. Cllr Thomas advised that he uses the site regularly and finds it looks modern, images are good, and it is a welcoming site. The website is effective because it is being kept up to date.

21/11 Environment & Properties

1. **Pavilion Project**

- i. Cllr M Mann, Cllr Dugmore and Andrew Maliphant have put in a lot of work to provide information for this meeting. Cllr M. Mann said that as the Council is aware, we have a set of plans and have been working closely with AT Architects over the Christmas/New Year period to sort out several issues. Sport England are no longer offering grants to support new build projects and therefore this funding stream is no longer an option (we were hoping Sport England would provide a major 'chunk' of the money needed). £120,000 is available from Section 106 and a robust application is being made to HS2 (approval cannot be guaranteed) but there will now be a shortfall to build the actual building. Other grants can be sought but most of these are aimed at second fix work and cannot be applied for until the buildings shell is constructed. It may therefore require the Parish Council to take ownership of the project, to decide on the way forward and as to whether a Public Works Loan be taken out to enable the new pavilion to be built. It should be noted that the current pavilion is not fit for purpose, that the community centre has a maximum lifespan of 16 years and that the Memorial Hall is an old building. People in the village expect better facilities and this is an investment for the future. The phasing of the project is:
 - ii. Core construction
 - iii. Fit out
 - iv. Demolition of existing pavilion
 - v. Car park/landscaping
 - vi. Storage container

It looks like the shortfall in the initial construction phase will be approximately £80,000 to £100,000 (subject to receiving a grant from HS2). A Public Works Loan would be the simplest way forward and could be paid back over several years – details are available from WALC. Cllr M Mann suggested that a sub-committee/working group of Councillors discuss this and then take it to Parish Council. The original plans/design were copied from a Sport England template. Following the appointment of AT Architects and local consultation, the plans were re-drawn. The building is now 50% bigger than the original proposal, is totally disability compliant, meets the size specification for changing rooms and a slightly larger committee room making the room suitable for a number of activities/uses. Once the shell is constructed, we could appeal for local volunteers to help fit out the building and can apply for several grants to undertake the work. Due to the Christmas/New Year period, accurate figures for the build are not yet available. In general, the Finance Group would support this in principle, but a lot depends on how much money is required. It was agreed that once

accurate figures are available, a joint meeting of the Pavilion Working Group and Finance Group will be set up to look at positive support.

- ii. Draft Plans – The Parish Council is totally behind the designs and project. The Planning Application is ready for submission: Councillor Christian-Carter advised that there are several issues with the application and supporting information, including some gaps and areas of weakness. It was agreed to send her notes to Andrew Maliphant for him to raise/address with the architect. Regarding low lighting bollards, these are to allow people easy access at all times of the day, they are an aesthetic feature and can be changed or removed.

It was **RESOLVED** to proceed with the plan/design of the Pavilion (Proposed by Cllr Dugmore, seconded by Cllr Thomas, all in favour).

- iii. Andrew Maliphant has been fantastic, and we would not have got this far without his help. His contracted work is coming to an end therefore we need to find people with fund raising/grant application skills to help the project move forward. This may involve the need to pay someone to undertake the work. Cllr M Mann is aware that the Clerk at Napton was involved in obtaining grants for their project and he will have an informal chat with her. It was suggested that it may be useful to put a post on local Facebook pages to see if any residents have the skills set and are willing to be involved – Cllr Gates offered to help with this. There is a business plan, operational plans, and a large body of information(including the grant application form seeking HS2 funding) that can form the basis of applications. It was agreed that the Finance Group look at this initially.

2. **Children's Playground**

Following the last meeting, the working group whittled it down to a choice between two pieces of equipment to replace the broken hammock. Cllr Thomas put the choice of replacement to a vote on Facebook and 57 residents voted. The final choice, mini-twist net, has been ordered and should be installed in early February. The working group is now looking at the bigger picture of the major redevelopment and Tom Cooper has volunteered to measure up and look at what equipment is available.

3. **BINDP**

Cllr Thomas advised that the plan has now reached Reg 14 consultation. The public consultation begins on 1 February 2021 and will run for 6 weeks. Details of the consultation will be in the February issue of Scene and information will be put on the website and on the notice board. A poster has also been made that can go on noticeboards, shop windows etc. A copy of the plan will be put on the website together with a comments form and paper copies of the plan will be available upon request. Also, 124 addresses of local businesses/organisations have been identified and these must be written to. Under normal circumstances, public meetings would be held during the consultation, therefore, zoom meetings will be arranged as an alternative. As with all consultations, comments should be made on the appropriate form and these will be collated and passed on to the consultant – questions will not be answered individually. The next phase after this public consultation will be the public vote.

4. **Scowcroft Drive**

The gates and style have been removed and the kissing gate will be removed this week. This will then leave the path clear for re-surfacing by Bovis Homes. It was also a condition of the planning permission to construct a footpath along the Knightcote Road from the entrance to the development

to Scowcroft Drive. The clerk was advised to contact the Planning Officer Eddie Wrench to check what is happening regarding this.

21/12 Reports and Questions

1. Nemo Racing - Cllr Kettle advised that at the applicant was feeling unwell so the zoom meeting was with just the Planning Agent. The Parish Council did not glean much from her, but she took away a lot of questions that need answering. She did not seem aware of the Core Strategy. Although she said a new meeting would be organised for this week, it is unlikely that she will have the information required for a few weeks. The separate, new application for the caravanning that she said had been submitted but not verified by SDC is in fact an attempt to vary the 2009 application – they have been asked to withdraw this and submit a new application, not a variation. It has been noted that they are continuing to work on the site during lockdown.
2. Bath Meadow Cottage, Gaydon Road – There is an excessive amount of water on the road at this point and it appears to be a broken water main. Severn Trent were at the site and put out flood warning signs on the road.
3. Bishops Cross Garage – There is a water leak outside the garage.
4. Feldon Farm Solar Farm – An acknowledgement of our letter has been received from the Planning Officer and a copy of the letter is on SDC's E-Planning. It was noted that the clerk had received an email from a resident who is in favour of the development from a renewable energy point of view and was unhappy that the Parish Council had objected to the application. The Parish Council reiterated that the objection was based solely on planning terms and not personal views on renewable energy.
5. Bovis Homes – Residents would like the Parish Council to request that Bovis Homes lower their advertising flags when strong winds are forecast as the flags are really noisy when it is windy.
6. Post Box – As yet, Royal Mail have not replaced the stolen post box on the green at the top of Chapel Street. A resident has requested that the replacement post box be re-located to serve the southern part of the village.

21/13 Exclusion of Public & Press

It was **RESOLVED** to exclude the public under Sec 100A of the Local Government Act 1972 in order to discuss the following confidential matters:

Report from HR Working Group

Cllr Christian-Carter requested that when the Clerk asks for responses from Councillors on Planning Applications, that all councillors respond – if you do not know or have no opinion, then just say so.

21/14 Date of Next Meeting

The next ordinary meeting of the parish council is scheduled to take place on Monday, 8 February 2021 at 7.30pm. The venue is to be confirmed.

Meeting closed at 21:26.

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

APPENDIX A

Financial Budget Comparison

Comparison between 01/04/20 and 11/01/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

	Budget 2020/2021	Reserve Movements	Actual Net	Balance	
INCOME					
Bishops Itchington Parish Council					
10	Precept	£89,000.00	£0.00	£89,000.00	£0.00
20	Council Tax Support Grant	£0.00	£0.00	£0.00	£0.00
30	Burials	£2,000.00	£0.00	£3,530.00	£1,530.00
40	Sec 136 & Other Reimbursements	£1,300.00	£0.00	£0.00	-£1,300.00
50	Playing Field	£400.00	£0.00	£267.57	-£132.43
60	Interest	£450.00	£0.00	£346.68	-£103.32
70	Grants	£0.00	£0.00	£9,100.00	£9,100.00
80	Misc	£250.00	£0.00	£77.80	-£172.20
90	VAT Refund	£0.00	£0.00	£2,874.86	£2,874.86
100	Pavilion Fund	£0.00	£0.00	£0.00	£0.00
Total Bishops Itchington Parish Council		£93,400.00	£0.00	£105,196.91	£11,796.91
Total Income		£93,400.00	£0.00	£105,196.91	£11,796.91
EXPENDITURE					
Bishops Itchington Parish Council					
200	Salaries & Expenses	£30,380.00	£0.00	£29,202.55	£1,177.45
210	Councillor Allowances	£500.00	£0.00	£0.00	£500.00
220	Administration	£6,767.00	£0.00	£7,442.79	-£675.79
230	Grounds Maintenance	£23,232.00	£0.00	£18,969.28	£4,262.72
240	Cemetery & Churchyard	£4,743.00	£0.00	£6,400.97	-£1,657.97
250	Playing Field	£10,763.00	£0.00	£10,803.50	-£40.50
260	Grants	£7,500.00	£0.00	£8,158.00	-£658.00
270	Neighbourhood Plan	£2,500.00	£0.00	£4,440.00	-£1,940.00
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	£5,190.00	£0.00	£3,705.03	£1,484.97
320	Pavilion Project	£5,000.00	£0.00	£9,028.96	-£4,028.96
Total Bishops Itchington Parish Council		£97,575.00	£0.00	£98,151.08	-£576.08
Total Expenditure		£97,575.00	£0.00	£98,151.08	-£576.08
Total Income		£93,400.00	£0.00	£105,196.91	£11,796.91
Total Expenditure		£97,575.00	£0.00	£98,151.08	-£576.08
Total Net Balance		-£4,175.00		£7,045.83	

APPENDIX B

Bishop's Itchington Parish Council					
Accounts Payable 11 January 2021					
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 01/01/21)	s/order	£ 411.67	£ -	£	411.67
Onecom (phone & b/band 31/12/20)	d/debit	£ 60.99	£ 12.20	£	73.19
L. Reynolds (repairs to playground fence)	201220	£ 630.00	£ -	£	630.00
E.On (Pavilion electricity 21/12/20)	d/debit	£ 23.03	£ 1.15	£	24.18
Unity Trust Bank (service charge)		£ 18.00		£	18.00
	Sub-total	£ 1,143.69	£ 13.35	£	1,157.04
<i>Accounts for payment on 11 January 2021</i>					
J Kirton (Salary)	210101	£ 46.36	£ -	£	46.46
V Powell (Salary)	210102	£ 73.79	£ -	£	73.79
K Stevens (Salary)	210103	£ 1,408.56	£ -	£	1,408.56
HRMC (PAYE)	210104	£ 246.21	£ -	£	246.21
WWC Pension Fund (October)	210105	£ 429.86	£ -	£	429.86
AT Architects	210106	£ 1,750.00	£ 350.00	£	2,100.00
AT Architects	210107	£ 1,600.00	£ 320.00	£	1,920.00
Thomas Fox LTD (Mowing/Leaf collection)	210108	£ 696.75	£ 139.36	£	836.11
Three Business (Mobile Sim)	210109	£ 4.17	£ 0.83	£	5.00
K Stevens (Expenses - Litter pick items)	210110	£ 88.18		£	88.18
	Sub-total	£ 6,343.88	£ 810.19	£	7,154.17
	TOTAL	£ 7,487.57	£ 823.54	£	8,311.21