

BISHOP'S ITCHINGTON PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting 13 July 2020 at 7.30pm Remote Meeting

Present

Cllr Dugmore (Chairman)	Cllr Christian-Carter	Cllr Thomas
Cllr Tressler	Cllr Bougoussa	Cllr Gates
Cllr M Mann	Cllr D Mann	Cllr Kettle

Absent

None; 1 Vacant seat

In Attendance

Mrs Alison Biddle, Clerk to the Council
County Cllr Stevens

Public

2 residents

20/84 Apologies

None

20/85 Declarations of Interest

None

20/86 Dispensations

None

20/87 Minutes

1 **Ordinary Meeting 8 June 2020**

It was **RESOLVED** to approve the minutes of the ordinary parish council meeting held on 8 June 2020 as a true and complete record of that meeting

2 **Extraordinary Meeting 22 June 2020**

It was **RESOLVED** to approve the minutes of the extraordinary parish council meeting held on 22 June 2020 as a true and complete record of that meeting.

20/88 Public Forum

There were no matters raised by members of the public.

20/89 Planning Matters

- 1 [Application No. 20/01240/FUL - The Cottage, Station Road](#)
Construction of a small pond in open field area to the north-east of the garden.
It was **RESOLVED** to support the application on the grounds that it would improve biodiversity and the environment.

2 **Knightcote Road Solar Farm**

A pre-planning meeting had been held with Low Carbon to which all parish councillors had been invited but only some attended which included all members of the planning group. Low Carbon had provided information about their community engagement exercise which should start this week. The notes of the meeting have been circulated and are published at appendix C of these minutes.

20/89 County, District & Parish Liaison

WCC

- The first 120 days of the lockdown had turned WCC on its head. Officers are not used to working from home and communications have been difficult.
- Warwickshire is following the national trend for infection rates.
- There are no problems with PPE.
- Government grants and the WCC's own reserves will cover the one-off costs for this year.
- Assistance for vulnerable, and self-isolating people, has been well organised and the parishes are to be congratulated on their response to the emergency.
- WCC has set up 4 groups to look at the way ahead, to cover topics such as devolution and the changes in planning law.
- The dates for the road surfacing programme keep changing. HS2's dates are also unreliable and the diversions and road closures are causing a lot of bad feeling.
- The community grants scheme starts again next month.
- The delegated highways budget is being re-vamped and streamlined.
- Cllr Stevens will chase for an update on the Harbury Lane/Fosse Way crossroads improvements.

SDC

- Cllr Kettle has met briefly with DWH and WWT regarding the problem of people swimming in the Blue Pool. They are thinking about making access more difficult by planting the boundary with thorn bushes and brambles.
- The damage to the culvert under the B4451 which caused the flooding last winter is to be repaired following Cllr Kettle's discussions with DWH and HS2.
- SDC has adopted a supplementary planning document on the mitigation of climate change which pulls together all their existing policies and will help to ensure that developers comply.
- There is to be a Local Government Boundary Commission Review which will probably affect WCC and SDC, taking into account all the housing development that has taken place.
- The structure of local government in South Warwickshire is under review. SDC will be working with WDC on this and will look at the possible benefits of sharing officers, for example. The review is necessary as the existing structure may not be viable in the long term.
- Local leisure facilities are being re-opened.
- SDC has paid out £640k to 103 businesses so far using a government grant of £1.7m. A total of 440 applications have been received.

20/90 Finance

1 **Monthly Financial Report**

The budget report for the month ended 30 June 2020 as per appendix B had been circulated prior to the meeting. There were no questions.

2 **Bank Reconciliation Report**

The bank reconciliation report for June 2020 had been circulated. It was noted it had been completed by the clerk and checked by Cllr Kettle and everything was in order.

3 **Accounts for Payment**

Cllrs Thomas and Gates volunteered to check the invoices and authorise the bank payments. It was **RESOLVED** to approve the schedule of accounts for payment as per appendix A.

20/91 Environment & Properties

1 **Pavilion Project**

a) Update from Working Party

The notes from the last meeting had been circulated. A total of 12 fee proposals had been received from architects and 4 of these have been selected for interview by the pavilion group on Friday of this week. It was noted that the HS2 fund is still available and the pavilion group was urged to make an application.

b) Extraordinary Meeting to Appoint Architect

It was agreed to hold the extraordinary meeting to appoint an architect on Tuesday, 21 July 2020 at 7.30pm (to be held via Zoom), subject to the pavilion group having reached a recommendation following their interviews with the shortlisted candidates on Friday this week.

2 **Re-opening of Facilities**

It was suggested that appropriate signage, reminding people of the rules, and hand sanitiser should be provided at the playing field/play area.

The football club has confirmed that they are not using the facilities in the pavilion at the moment and they are only entering the building to collect the balls/put them away. It was **RESOLVED** to mothball the pavilion facilities for at least the next 6 months. It was suggested that signage should be installed to advise people that they should not use the water supply (i.e. toilets and showers, because of a possible risk of legionella) and make them aware that the building is not currently being cleaned. The exact details are to be agreed by the properties group.

3 **Trees in Ladbroke Road**

The owner of a property in Ladbroke Road (Abbots Meadow estate) has been advised that the reason they can't get TV reception is because the trees in the hedgerow, near the junction with The Greaves Way, are too tall. She has asked if the council would consider reducing their height. The clerk will check whether there is any work scheduled for these trees in the near future and will also ask the tree

surgeon for his advice and the likely cost. Councillors were keen that any work carried out should not be to the detriment of the trees.

20/92 HR Policies

1 Performance Appraisal Policy

This document was reviewed, and it was **RESOLVED** that no amendments were necessary.

2 Sick Absence Policy

It was **RESOLVED** to adopt the draft policy as circulated, with no amendments.

20/93 Reports and Questions

- It was noted that Kirkwells had now been appointed as the planning consultants and grant funding has also been obtained. The first meeting with Kirkwells takes place this week.
- Is the helpline still needed? The number of calls has greatly reduced over the last few weeks. It was agreed that Cllr Dawn Mann would help the remaining few people still using the service to find other ways of meeting their needs. Thanks were expressed to both Cllr Dawn Mann and Cllr Sharon Bougoussa for their help in covering the phone and co-ordinating the volunteer response.

20/94 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:

1 New Clerk Contract

It was **RESOLVED** to approve the draft contract as circulated, subject to an amendment to the probation period to include attendance at 3 full council meetings and ending on 30 November 2020.

2 Staff Matters

It was agreed that the HR group should discuss this matter further and make a recommendation at the next PC meeting.

20/95 Date of Next Meeting

The next ordinary meeting of the parish council is scheduled to take place on Monday, 14 September 2020 at 7.30pm but this may be changed. The venue is to be confirmed.

Meeting closed at 9.40pm.

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

APPENDIX A
Accounts Payable 13 July 2020

Bishop's Itchington Parish Council		APPENDIX A			
Accounts Payable 13 July 2020					
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 01/07/20)	s/order	£ 411.67	£ -	£ 411.67	
Onecom (phone & b/band 12/06/20)	d/debit	£ 60.68	£ 12.14	£ 72.82	
E.ON (pavilion electric (14/06/20)	d/debit	£ 40.62	£ 2.03	£ 42.65	
		£ -	£ -	£ -	
		£ -	£ -	£ -	
	Sub-total	£ 512.97	£ 14.17	£ 527.14	
<i>Accounts for payment on 13 July 2020</i>					
Staff costs	200701 to 06	£ 2,678.34	£ -	£ 2,678.34	
T Fox Landscaping (grds m'nance)	200707	£ 2,684.47	£ 536.91	£ 3,221.38	
Pear Technology (technical support & updates)	200708	£ 85.00	£ 17.00	£ 102.00	
V Powell (expenses)	200709	£ 38.75	£ -	£ 38.75	
Edge IT Ltd (pavilion email setup)	200710	£ 30.00	£ 6.00	£ 36.00	
P Reason (village planters)	200711	£ 54.89	£ -	£ 54.89	
PWC (bus shelter cleannng -June)	200712	£ 45.00	£ -	£ 45.00	
Viking (office supplies)	200713	£ 12.37	£ 2.47	£ 14.84	
Viking (electric fan)	200714	£ 27.87	£ 5.57	£ 33.44	
Edge IT Ltd (system recovery)	200715	£ 72.00	£ 14.40	£ 86.40	
James Davis Electrical (floodlights fitting costs)	200716	£ 2,563.77	£ -	£ 2,563.77	
PWC (bus shelter cleannng - July)	200717	£ 45.00	£ -	£ 45.00	
		£ -	£ -	£ -	
	Sub-total	£ 8,337.46	£ 582.35	£ 8,919.81	
				£ -	
				£ -	
				£ -	
	TOTAL	£ 8,850.43	£ 596.52	£ 9,446.95	

APPENDIX B
Budget Report at 13 July 2020
13 July 2020

Comparison between 01/04/20 and 30/06/20 inclusive.

	Budget 2020/2021	Reserve Movement	Actual Net	Balance	
INCOME					
10	Precept	£89,000.00	£0.00	£44,500.00	-£44,500.00
20	Council Tax Support Grant	£0.00	£0.00	£0.00	£0.00
30	Burials	£2,000.00	£0.00	£2,035.00	£35.00
40	Sec 136 & Other Reimbursements	£1,300.00	£0.00	£0.00	-£1,300.00
50	Playing Field	£400.00	£0.00	£144.13	-£255.87
60	Interest	£450.00	£0.00	£136.24	-£313.76
70	Grants	£0.00	£0.00	£0.00	£0.00
80	Misc	£250.00	£0.00	£0.00	-£250.00
90	VAT Refund	£0.00	£0.00	£557.82	£557.82
100	Pavilion Fund	£0.00	£0.00	£0.00	£0.00
	Total Income	£93,400.00	£0.00	£47,373.19	-£46,026.81
EXPENDITURE					
200	Salaries & Expenses	£30,380.00	£0.00	£8,047.05	£22,332.95
210	Councillor Allowances	£500.00	£0.00	£0.00	£500.00
220	Administration	£6,767.00	£0.00	£3,470.66	£3,296.34
230	Grounds Maintenance	£23,232.00	£0.00	£3,820.97	£19,411.03
240	Cemetery & Churchyard	£4,743.00	£0.00	£966.38	£3,776.62
250	Playing Field	£10,763.00	£0.00	£5,301.90	£5,461.10
260	Grants	£7,500.00	£0.00	£0.00	£7,500.00
270	Neighbourhood Plan	£2,500.00	£0.00	£0.00	£2,500.00
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	£1,235.01	£3,954.99
320	Pavilion Project	£5,000.00	£0.00	£0.00	£5,000.00
	Total Expenditure	£97,575.00	£0.00	£22,841.97	£74,733.03
	Total Income	£93,400.00	£0.00	£47,373.19	-£46,026.81
	Total Expenditure	£97,575.00	£0.00	£22,841.97	£74,733.03
	Total Net Balance	-£4,175.00		£24,531.22	

APPENDIX C
Knightcote Road Solar Farm
Pre-planning Meeting with Low Carbon via Zoom
Friday, 10 July 2020 at 4.00pm

Present

Cllr Adam Dugmore
Cllr Chris Kettle

Cllr Judith Christian-Carter
Cllr Sharon Bougoussa

Cllr Norman Thomas

Alison Biddle, Clerk to the Council

Beverley Rodbard-Hedderwick, Stakeholder Manager, Low Carbon
Tracey Siddle, Planning Manager, Low Carbon

Introduction

Cllr Dugmore reminded everyone of the parish council's adopted protocol for pre-planning meetings with developers. The protocol had been circulated prior to the meeting and it was clearly understood that the notes from the meeting would be made publicly available. The meeting is being held for information purposes only.

Presentation by Low Carbon

Low Carbon gave a short presentation. They are a British company and want to listen to and understand the concerns of the local community. They are willing to amend their plans if necessary. They already own 13 solar farms and maintain a number of others. The site in Knightcote Road is a total of 96 hectares but it is not yet known how many acres will actually be used for the development. The land is grade 3b and grade 4 agricultural which means that it is not the best land.

The company is committed to increasing biodiversity on site and will include wildflowers, bees, and new and gapped -up hedgerows using native species. They will manage the public footpath and keep it open during construction.

They have been asked to provide a comprehensive Environmental Impact Assessment and this will probably be submitted to SDC in September.

Community Consultation

Because of the Covid-19 restrictions, the consultation has moved online. A notice will be placed in local newspapers and they will send letters to the properties closest to the site. People will be able to comment via their website or complete the feedback form to return via Freepost. There will also be a freephone line and a dedicated email box. Links will be available to share via social media.

Councillors requested that the whole of the built -up area of the village is contacted by letter. It was also suggested that perhaps some story boards could be erected in a public location so people could see any detailed plans at a reasonable scale. This would undoubtedly widen public access as not everyone has access to the internet. A webinar was also suggested. Low Carbon agreed to look at the feasibility of providing story boards but agreed that a webinar could be arranged.

Questions & Answers

Q: Has LC read SDC's Renewable Energy Sensitivity Study? This makes it clear that any site over 25 hectares will have problems with sensitivity in the landscape. How will this be overcome?

A: LC is aware of the study. The existing landscape is undulating with short hedges that do not limit visuals. LC would be looking to bolster the existing hedges thereby adding protection but not changing anything.

Q: What is the plan to hide the development and would it encroach on the PROW?

A: They will try to avoid the PROW and will give it as much space as possible. They will look at whether one route is more regularly walked than the other, but they haven't gone into the design specifics yet.

Q: Where is the energy storage?

A: This will be contained within the site and away from any housing. The impact of any noise generated from the storage facility will be assessed as part of the EIA.

Q: How will the panels be masked? What will be the impact on trees?

A: They would normally be set back 3 metres from the hedges, but this depends on the sensitivity. No panels will be placed under the shade of a tree.

Q: What sort of fencing will be used?

A: This will be deer fencing, i.e. mesh with timber uprights.

Q: What security measures will there be on site?

A: They have not had any issues with their other sites. They are proposing CCTV only, and no lighting.

Q: How will the cable be carried?

A: It will be underground all the way to the point of connection which is the sub-station near Bishop's Bowls Lakes. They are not planning to cross any third-party land and are expecting that the cable will be installed along the verge. Councillors queried this, in view of recent experiences with other cable laying authorities and would like clarification.

Q: What are their views on community benefits?

A: LC is very happy to discuss this, e.g. education, site visits, teaching packs on renewables etc.

Q: What specific advantages and benefits would the solar farm bring to BI village, taking into account that there is already a large solar farm in the village. The PC would be looking for something creative, e.g. what about providing public renewable energy charging points in the playing field car park?

A: LC welcomes new initiatives but can't seal with individuals only something like a CIC (has the PC set one of these up? No.)

Q: What is the lifetime of the site?

A: They are asking for a 40 year planning permission. Although the panels will degenerate over time, they will still operate at the end of this time span.

Q: How will LC mitigate the impact on the landscape when viewed from the country park at Burton Dassett and other surrounding hills?

A: They can only work with the landscape features and try to keep the development to the centre of the site.

Next Steps

The community consultation begins next week with letters being sent to BI residents. LC will discuss the possible use of the village hall for a storyboard exhibition and also think about a webinar which they would advertise by postcards.

It was suggested that an August consultation period would be best avoided but LC responded that because they had been forced to move the consultation online (because of the Covid restrictions), they were actually expecting a much better response than if they had held the consultation in a village hall. LC will send a copy of their consultation letter to the clerk later today.

Notes by Alison Biddle