

BISHOP'S ITCHINGTON PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting 2 February 2026 – 7.30pm

Present:

Cllr Kettle (Chairman)
Cllr N Thomas (Vice Chairman)
Cllr Horsman
Cllr Dugmore
Cllr Tressler
Cllr Burns
Cllr J. Thomas

In Attendance:

Jill Green - Clerk to the Council
Cllr Natalie Gist – District Councillor

Absent

Cllr Lamont

Public: None

1. Chairman's Announcements:

25/273

The Chairman welcomed all to the meeting and advised that there were no further announcements.

2. Apologies:

25/274

Apologies received and accepted from Cllr Lamont.

3. Declarations of Interest:

25/275

None Declared.

4. Dispensations:

25/276

None required.

5. Minutes:

25/277

Minutes of the Ordinary Meeting of the Parish Council held on 5 January 2026:

It was **RESOLVED** that the minutes of the ordinary Parish Council meeting held 5 January 2026, be accepted as a true and complete record of the meeting. Proposed Cllr N. Thomas, seconded Cllr Tressler – all in favour.

Minutes of the Extraordinary Meeting of the Parish Council held on 19 January 2026:

Signature.....

An edit is required to the Minutes of the Extraordinary Parish Council meeting held 19 January 2026. The clerk to make this amendment and re-issue for approval at the next meeting.

6. Public Forum:

25/278

- i. No residents were present or participated in the Public Forum.

7. Planning Matters:

25/279

- i. To note the parish council's response to the following planning application:

A) 25/02974/OUT

Land North of Hambridge Road Bishops Itchington

Outline application with all matters reserved other than access for the demolition of an agricultural barn and erection of up to 150 dwellings with public open space and associated infrastructure.

Comments due by: 26/01/26 – sent 21/01/26

Noted.

The Chair thanked all that attended the Extraordinary Meeting on 19 January 2026 and for the work completed for the parish council response by Cllr Dugmore.

Cllr Kettle commented that Warwickshire County Highways would be responding but they were not bound by the same timescales for response as the parish council.

Councillors observed that traffic monitoring equipment had been set up around the area including Plough Lane, Station Road, Chapple-Hyam Avenue, a camera survey at Depper's Bridge and a RADAR unit on Gaydon Road.

- ii. To note the decision of the following planning applications:

A) 25/01758/FORNOT

Bishops Hill Nature Reserve Ropeway Bishops Itchington

Construction of a forestry access road to facilitate woodland management and timber Extraction.

Status: Appeal Allowed 09/01/26

Noted.

B) 24/00745/FUL & APP/J3720/W/24/3355396

Spring Paddocks, Gaydon Road, Bishop's Itchington, Southam, Warwickshire CV47 2QX

Signature.....

Demolish existing timber stable block and construction of a hay/straw storage barn and garaging for a horse box. Construction of a single storey grooms dwelling within the footprint of existing stable block.

Status: Appeal Refused 26/01/26

Noted.

8. County, District & Parish Liaison:

25/280

Stratford District Council (SDC) – Cllr Gist had previously circulated their report (February 26) in advance for review and in addition to the report, the following points were highlighted:

- **Consultations**- There are a large number of consultations (information available on SDC website) at the moment including:
 - Budget 2026 Consultation
 - Second Homes Council Tax Consultation
 - Local Enforcement Plan
 - Social Housing Allocations Policy
- **Business Conference** - On 3 February 2026 Stratford-on-Avon District Council in partnership with Coventry and Warwickshire Growth Hub Group is hosting the Stratford Business Conference to bring together business owners from across the Stratford District to share success stories, spark fresh ideas and build business networks.
- **Additional funding from SDC for Home Environment Assessment and Response Team** - Stratford-on-Avon District Council engages the Home Environment Assessment and Response Team (HEART) to deliver the Disabled Facility Grant (DFG) schemes funded by central Government. The funding the Council received for 2025/26 is £1.1m and Cabinet approved a further £250,000 on 19 January 2026.
- **Garden Waste Subscriptions** - for 2026/7 are now open, cost is now £50.

There were no further questions from Councillors.

Warwickshire County Council (WCC) – Cllr Kettle circulated the report (February 26) for Councillors to review in advance of the meeting, and in addition to the report, the following points were highlighted:

- **Discretionary highways budget** - the Ladbroke Road pavement between the Greaves Club and the entrance to the school will be repaired at half term.
- **Hambridge** - WCC received a report that the locks used by WCC to keep the gates on Hambridge Road open have been cut off and the gates left closed again. WCC will be taking further action to keep the road open. Hambridge itself is still under repair. Owing to further extensive structural damage, caused by an HGV, removing barriers and crossing the closed bridge whilst earlier repairs were in progress, a much more major piece of work has had to be commissioned to make the bridge safe. This has required a structural redesign to be undertaken and then approved before work can commence.

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Cllr Kettle reported that the chairman at Warwickshire County Council, Cllr Edward Harris, has resigned regarding issues relating to property ownership. A statement is due on Thursday 5 February 2026.

Cllr N. Thomas requested that the white road demarcation lines at the corner of Chapel Street by the Playing Fields be re-instated as they are very worn and can hardly be seen by vehicles. The clerk to make the request.

There were no further questions from Councillors.

9. Playing Fields

25/281

To discuss and agree any actions regarding:

- a. Pavilion cleaning requirements

The pavilion toilets have been reported to be in a condition, unfit for groups that are hiring the facilities who need to use the toilets and changing rooms.

It was **RESOLVED** to ask BISA to tidy and clear the area as soon as possible and then to look at options for a contract cleaner to provide an initial deep clean, followed by a weekly cleaning regime. Proposed Cllr J. Thomas, seconded Cllr Burns – all in favour.

- b. BISA request for cricket wicket funding support

Councillors observed that the Cricket Club have built a sustainable group, which is a positive part of village culture. It was **RESOLVED** to support the request of partial funding towards a new cricket wicket to the value of £5,000 against a total requirement of £12,000. The mechanism as to how this payment is to be organised is to be investigated and reviewed by the clerk, Chair and Vice Chair. The clerk to write to BISA to advise of the parish council's support and request copies of the letters from the sponsors of the funding balance.

Proposed Cllr Tressler, seconded Cllr Dugmore – all in favour

- c. Netting behind the goals

Councillors observed that a reconfiguration of the playing field pitches and cricket wicket was likely to happen, therefore the clerk to request layout details so that this can be discussed further. In addition, the landowner of the field at the bottom of the Playing Fields to be contacted to understand what problems have occurred.

10. Cemetery

25/282

To discuss and agree any actions regarding:

- a. Chapel opening times – to agree dates for 2026

The next Chapel opening time will be Sunday 5th April – Easter Sunday, between 11:00am – 1:00pm.

Signature.....

- b. Discuss preliminary findings of the Memorial Safety Inspection 26th January 2026 & agree timeline for the next inspection.

The Memorial Safety Inspection took place on 26 & 28 January 2026. This was conducted in a professional manner by Oxfordshire Memorials, with the Clerk and Cemetery Manager present at regular intervals monitoring progress. A full report is being collated, however there were 5 memorials that were cordoned off at the time. Contact with the grave owners and relatives of affected memorials is being sought as per the Memorial Safety Policy.

When the full report is received, an appropriate review timeline is to be discussed and agreed.

Councillors commended the work that had taken place by all concerned.

11. Public Engagement

25/283

Councillors Corner sessions will take place as follows:

- Location – the Village Store (Notice to be in place to confirm that access to these sessions will require no requirement of purchase)
- Dates – Saturday 21 March and Saturday 20 June 2026, between 10:00am – 12:00pm.
- Present – Councillors and District Councillors.

12. Allotments

25/284

- a. Update to be provided on landowner engagement and improved governance structure.

Cllr Lamont not present – Deferred to next Meeting.

13. Finance:

25/285

- i. To receive monthly financial reports for January 2025,

Cllr Kettle noted that these had been received.

- ii. To receive bank reconciliation reports for January 2025,

Cllr Kettle noted that these had been received and that both accounts had reconciled.

- iii. To approve accounts for payment 2 February 2026,

It was **RESOLVED** to approve the accounts payable for 2 February 2026. Proposed Cllr Dugmore, seconded Cllr N. Thomas, all in favour.

Signature.....

- iv. To approve the regular monthly payments (January 2026) for the current financial year as per 5.6 Financial Regulations 2019 for England:

It was **RESOLVED** to approve the regular monthly payments (January 2026) for the current financial year as per 5.6 Financial Regulations 2019 for England (circulated). Proposed Cllr Dugmore, seconded Cllr N. Thomas, all in favour.

It was agreed that Cllr N. Thomas and Cllr Dugmore would authorise payments through the Bank Account.

14. Portfolio Holders Update:

25/286

- Cllr Burns advised that he had contacted Pam Reason regarding water quality testing in the river via a scheme linked to a Stratford group called Safe Avon. Testing of local waterways that eventually flow into the River Avon (Itchen and Sowe) has been discussed and the data will be fed into a master set for the district. There are 25 water testing kits and testing will also take place at Deppers Bridge. Cllr Burns and the clerk are meeting on 9 February 2026 to discuss the Assets Register.
- Cllr J. Thomas confirmed that the clerks 6-month appraisal will take place on 9 February 2026. There have been 4 applications for the Play Area Inspector role with interviews taking place on 11th and 18th February 2026. Cllr Tressler, Cllr J. Thomas and Cllr N. Thomas to be panel members.
- Cllr N. Thomas reported that quotations for possible lighting options for the Play Area had been received and these would be discussed under Item 16.
- Cllr Dugmore advised that he would speak with Cllr Gist with regards to a query and an enforcement issue following the meeting.
- Cllr Horsman advised that there were 4 good applicants for the Play Area Inspector role and there had been 2 for the General Maintenance Person role. The General Maintenance Person has been appointed and started on 2 February 2026. There is a school Governors meeting on 9 February 2026 and a Police Surgery on 13 February 2026.
- Cllr Tressler reported that he would discuss the flooring with the Memorial Hall committee following concerns raised by Cllr N. Thomas. Cllr Tressler will also advise them of a Community Fund available from SDC which closes at the end of February 2026.

15. Reports and Questions:

25/287

None.

16. Exclusion of Public & Press:

25/288 - Confidential matters - , It was **RESOLVED** to exclude the public under Section 100A of the Local Government Act 1972 – Schedule 12A – Part 1 (3). Proposed Cllr Dugmore, seconded Cllr Burns all in favour.

1. To discuss lighting options received for the Playing Fields following the Rural Crime Advisor (SDC Community Safety Team) visit on 25th September 2025 and a subsequent report.

Signature.....

A discussion took place regarding the three lighting option quotations obtained. This included value for money, the amount and timings of the vandalism taking place and the concerns that lighting may adversely affect neighbouring properties. On balance, Councillors decided not to proceed with any of the solutions at present, however this could be reviewed should the number of vandalism issues increase. The clerk to thank the organisations for their time in developing these options.

2. To discuss and agree quotes received to clear and then re-plant a hedge row near Mandale Close, in an existing buffer zone between two housing areas.

Three quotations had been obtained and details provided for review in advance of the meeting. It was **RESOLVED** to accept the quotation Arbscape Professional Tree Surgeons. Proposed Cllr Burns, seconded Cllr Dugmore, all in favour.

19. Date of Next Meeting:
25/289

The next ordinary meeting of the parish council will take place on Monday 2nd March 2026 at 7.30pm at the Community Centre.

20. Close of Meeting.
25/290

The meeting closed at 9.20pm.

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

Signature.....

Appendix A

Accounts Payable 2 February 2026						
To Whom Payable						
<i>Urgent accounts paid since last meeting requiring the formal approval of the council</i>						
E Biddle (office rent 01/12/25)	s/order	£ 495.00	£ -	£ 495.00		
Three Business (Bill date 23/12/25)	d/debit	£ 9.77	£ 1.95	£ 11.72		
EON - Pavilion Electric - 1st December - 3st December 2025	d/debit	£ 151.61	£ 7.58	£ 159.19		
Onecom - Cloud connectivity services	d/debit	£ 107.31	£ 21.46	£ 128.77		
SJM Plumbing Services	260104	£ 162.00	£ 32.40	£ 194.40		
Memorial Safety Inspection - balance to be paid on receipt of report	260105	£ 900.00	£ 180.00	£ 1,080.00		
Unity Bank (Service Charge 31/12/26)	d/debit	£ 9.30	£ -	£ 9.30		
	Sub-total	£ 1,834.99	£ 243.39	£ 2,078.38		
<i>Accounts for payment on 2 February 2025</i>						
JG - Clerking - Additional Hours	260113	£ 237.59	£ -	£ 237.59		
Arbscape Tree Surgeons - Footpath/verge clearing	260109	£ 180.00	£ 36.00	£ 216.00		
Arbscape Tree Surgeons - Tree removal	260110	£ 400.00	£ 80.00	£ 480.00		
Arbscape Tree Surgeons - Tree removal	260119	£ 400.00	£ 80.00	£ 480.00		
Salary - Cemetery	260116	£ 176.74	£ -	£ 176.74		
Salary - Playground Inspections	260115	£ 58.78	£ -	£ 58.78		
Salary - Clerking	260114	£ 1,357.41	£ -	£ 1,357.41		
HMRC Tax period 10	260117	£ 1,567.69	£ -	£ 1,567.69		
Thomas Fox Landscaping - Inv 12/01/26 - Cemetery Perimeter	260103	£ 1,033.00	£ 206.60	£ 1,239.60		
Viking - Stationery	260108	£ 66.01	£ 13.22	£ 79.23		
Playing field - Waterplus	260102	£ 29.96	£ -	£ 29.96		
Expenses - Replacement of broken heater for office	260112	£ 17.04	£ -	£ 17.04		
	Sub-total	£ 5,524.22	£ 415.82	£ 5,940.04		
	TOTAL	£ 7,359.21	£ 659.21	£ 8,018.42		
Invoices checked & agreed.						
Signed:	J Green RFO	Councillor	Councillor			

Signature.....

Appendix B

Financial Budget Comparison

Comparison between 01/04/25 and 31/01/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		Budget 2025/2026	Reserve Movements	Actual Net	Balance
INCOME					
	Bishops Itchington Parish Council				
10	Precept	£112,500.00	£0.00	£112,500.00	£0.00
20	Council Tax Support Grant	£0.00	£0.00	£0.00	£0.00
30	Burials	£2,500.00	£0.00	£1,975.13	-£524.87
40	Sec 136 & Other Reimbursements	£1,000.00	£0.00	£0.00	-£1,000.00
50	Playing Field	£600.00	£0.00	£371.93	-£228.07
60	Interest - Current	£1,250.00	£0.00	£1,154.37	-£95.63
61	Interest - Pavilion Fund	£0.00	£0.00	£3,317.20	£3,317.20
70	Grants	£0.00	£0.00	£1,301.50	£1,301.50
80	Misc	£0.00	£0.00	£0.00	£0.00
90	VAT Refund	£0.00	£0.00	£10,534.38	£10,534.38
100	Pavilion Fund	£0.00	£0.00	£0.00	£0.00
Total Bishops Itchington Parish Council		£117,850.00	£0.00	£131,154.51	£13,304.51
Total Income		£117,850.00	£0.00	£131,154.51	£13,304.51
EXPENDITURE					
	Bishops Itchington Parish Council				
200	Salaries & Expenses	£39,237.00	£0.00	£29,624.35	£9,612.65
210	Councillor Allowances	£500.00	£0.00	£0.00	£500.00
220	Administration	£11,721.00	£0.00	£7,972.41	£3,748.59
230	Grounds Maintenance	£30,875.00	£136.42	£27,346.34	£3,665.08
240	Cemetery & Churchyard	£7,379.00	£0.00	£4,645.55	£2,733.45
250	Playing Field	£16,241.00	£0.00	£12,462.19	£3,778.81
260	Grants	£10,000.00	£0.00	£437.60	£9,562.40
270	Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00
280	Other Expenditure	£0.00	£0.00	£852.47	-£852.47
290	VAT	£0.00	£0.00	£0.00	£0.00
300	Contingency	£0.00	£0.00	£0.00	£0.00
310	Parish Office	£5,970.00	£0.00	£5,117.00	£853.00
320	Pavilion Project	£0.00	£0.00	£0.00	£0.00
Total Bishops Itchington Parish Council		£121,923.00	£136.42	£88,457.91	£33,601.51
Total Expenditure		£121,923.00	£136.42	£88,457.91	£33,601.51
Total Income		£117,850.00	£0.00	£131,154.51	£13,304.51
Total Expenditure		£121,923.00	£136.42	£88,457.91	£33,601.51
Total Net Balance		-£4,073.00		£42,696.60	