BISHOP'S ITCHINGTON PARISH COUNCIL

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

Present:
Cllr Kettle (Chairman)
Cllr N. Thomas (Vice Chairman)
Cllr J. Thomas
Cllr Lamont
Cllr Horsman
Cllr Tressler

In Attendance:
Jill Green - Clerk to the Council
Cllr Jake Beavan – District Councillor

Apologies:
Cllr Burns
Cllr Dugmore

Public: 1

1. **Chairman's Announcements:**
26/127
The Chairman welcomed all to the meeting and advised that for anyone wishing to attend the Remembrance Day Service, they should arrive at the Memorial Hall at 10am on Sunday 8th November. The Chapel in the Cemetery will also be open between 11am and 1pm.

2. **Apologies:**
26/128
None.

3. **Declarations of Interest:**
26/129
None.

4. **Dispensations:**
26/130
None required.

5. **Minutes:**
26/131
To approve the following minutes:
To approve the following minutes from the ordinary meeting held on Monday 5 October 2026 and the Planning Application Discussion held on 8 September 2026.

Signature…….

It was **RESOLVED** that the minutes of the ordinary Parish Council meeting held Monday 5 October 2026 be accepted as a true and complete record of the meeting. Proposed Cllr Lamont, seconded Cllr Tresslert – All in Favour.

It was **RESOLVED** that the minutes of the Planning Application Discussion held on 8 September 2026, be accepted as a true and complete record of the meeting. Proposed Cllr N. Thomas, seconded Cllr J. Thomas – All in Favour.

6. Public Forum:

26/132

One member of the public participated in relation to Agenda Item 9, no other members of the public participated.

- Rupert Cope, a Regional Principal Energy Projects Officer gave an overview of a heat ground source heat network using the Kensa 'shoebox' model. He advised that a feasibility study to determine what is possible within the village (potentially in the playing fields), could be fully funded through the GB Energy Community Fund. Information had been provided regarding ground source heat networks created through vertical pylons. The study would provide a detailed overview and costs.

7. Planning Matters:
26/133

7.1 To Note the decision to the following planning application:

A) 26/01259/FUL

20 Scowcroft Drive, Bishops Itchington, Southam, CV47 2YP

Proposal - Two storey side extension, conversion of existing garage and replacement of two ground-floor windows within the principal elevation with a bay window.

Permission Granted 16/10/26

Noted

7.2 To note the Response regarding the following planning applications:

A) 26/01320/FUL

17 Rupert Kettle Drive Bishops Itchington Southam CV47 2PU

Proposal - Installation of nine standard solar panels (these are nine 450w Aiko all black solar panels with partial shade optimisation) mounted on a commercially bought and commercially installed flat fix fusion mounting system fixed to two rows of slabs for the base

Response Required by 23rd October 2026 – No Representations.

Signature…….

Noted

B) 26/02287/FUL

Glebe Farm Bishops Itchington Southam CV47 2SL

Proposal
Change of use of agricultural land to allow installation of a ground-mounted solar photovoltaic system comprising 15 panels arranged in two arrays of eight and seven panels, together with associated timber fencing, on land to the rear of Glebe Farm.

Response Required by 23rd October 2026 – No Representations.

Noted

7.3 To agree the Response regarding the following planning application:

A) 26/02592/FUL

17 The Greaves Way, Bishops Itchington, Southam, CV47 2PY

Proposal - Principal elevation extension to extend current porch form full width of property.

Response Required by 13th November 2026.

It was **RESOLVED** to provide a response of "No Representations". Proposed Cllr N. Thomas, seconded Cllr Tressler – All in Favour.

8. <u>County, District & Parish Liaison:</u>
26/134
To exchange latest information with WCC and SDC councillors.

<u>Stratford District Council (SDC)</u> – Cllr Beavan had previously circulated their report (November 26) in advance for review. In addition to the report the following points were highlighted:

- Bishop's Itchington Surgery – District Councillors met with Harbury doctors to discuss resourcing for healthcare in Bishop's Itchington. They are keen to continue to improve their services – and the possibility of there being a 'robot' so that residents could collect their medication in the village rather than travel to Harbury was discussed. Space is a limiting factor to enhancement of services. (A discussion took place regarding development contributions to the ICB, and how S106 contributions had not been called down by the ICB previously to expand healthcare services).
- A development discussion is to take place with Persimmon Homes.
- Local Government Re-organisation is proceeding with a two unitary solution in Warwickshire. There will be a short consultation of 3 weeks, and district council elections are to go ahead in May 2027.
- In a meeting with the police, they have advised that vehicle theft is the most prevalent in the area currently.
- Stratford District Council has approved a grant of up to £250,000 to Southam United Football Club to complete its clubhouse and secure its long-term future.

Signature…….

Warwickshire County Council (WCC) – Cllr Kettle had previously circulated his report (November 26) in advance for review. In addition to the report the following points were highlighted:

- There is continuing concern over the running of bus services to Southam College from both Bishops Itchington and Harbury. The service is provided by sub-contractors and has not been acceptable. Cllr Kettle has written to senior management to request a more proactive response about school bus stops and has identified several alternative stops to try and reduce the number of children queuing outside the Church.

  There were no further questions.

9. Ground Source Heating:
26/135

a. To decide if to further investigate funding potential and consider a feasibility study for the playing fields.

This topic had been introduced by resident Rupert Cope (in Item 6) who had provided documents in advance of the meeting for Councillors to review. Case study details will be provided. The topic was discussed further, and it was **RESOLVED** that the clerk would investigate the practicality of making an application for a fully funded feasibility study within the timeframes of the process. Proposed Cllr Lamont, seconded Cllr Kettle, 1 against, carried.

10. Grounds Maintenance
26/136

b. To approve the next Tree Survey
The quotation for the next tree survey had been circulated for review. This takes place every 3 years and is due in January 2027. This would build upon the knowledge base already held with the service provider and highlights the continuation of maintenance work required for the next 3-year period.
It was **RESOLVED** to accept the quotation received from Arbscape and proceed on this basis. Proposed Cllr N. Thomas, seconded Cllr Tressler – All in Favour.

c. To agree upon the approach for nets for sports field - raised in RoSPA report.
A potential netting option had been circulated for review. It was felt that 3 nets would be required to protect the houses and the farmer's fields in total.

The state of the old netting has been mentioned in the RoSPA report "Net is sagging and holed – Replace".

As durability is unknown, it was suggested that one set is purchased to test them out to protect the houses behind one of the goals initially. The clerk to notify residents close to this area of their replacement, giving 2 weeks' notice prior to order placement.

d. To agree work required to re-instate a bollard on Central Drive.

Signature…….

Motion received to revisit this item from 2 councillors. Motion to "Revisit this decision, due to further information subsequently becoming available, which was not available when the initial resolution was passed" (In line with Standing Orders Item Number 7).

Further information was supplied by the Highways Area Surveyor, County Highways, Warwickshire County Council, following an enquiry to him, from a member of the public. The Highways Area Surveyor has experience of Highways and Traffic Management matters, along with knowledge of current legislation, ensuring Warwickshire CC meets its obligations under the Highways Act and other relevant legislation. The Highways Area Surveyor has advised that in his opinion, to replace the bollard would be a safety risk for any emergency service vehicle's ability to gain access to the properties along this section of footpath if they were required to attended.

He has proposed an alternative solution of two new signposts, with "Vehicles Prohibited (a circler fig 619) be installed.

It was **RESOLVED** to move forward with this alternative solution at the top end of the footpath. Proposed Cllr J. Thomas, seconded Cllr Horsman, 1 abstention, carried.

It was **RESOLVED** to replace where necessary and provide maintenance to the wooden posts at the bottom of the footpath (near to Central Drive). Proposed Cllr J. Thomas, seconded Cllr Horsman, 1 abstention, carried.

11. Policies & Documents

26/137

a. Cemetery Pricing Review
The last review of cemetery fees took place in 2021. As the fees have remained unchanged for a number of years, it was **RESOLVED** that fees would be increased by a small amount (4% in line with inflation). Review to take place in 12 months. Proposed Cllr Kettle, seconded Cllr Horsman, 1 abstention, carried.

b. Biodiversity Policy
Cllr Burns has reviewed the policy which is based upon the SLCC Model document. A definition change has been requested by Cllr Burns of biodiversity from National Geographic to an approved government body definition. Suggested review - every 2 years.
It was **RESOLVED** to move forward with the above approach. Proposed Cllr N. Thomas, seconded Cllr Kettle – All in Favour.

c. Business & Strategic Plan
This document is listed on the website but is very out of date. It is not listed in the WALC listings of required documents or best practice. Councillors were asked to come forward should they wish to reinstate a future version of the document.
It was **RESOLVED** to remove this document from the website. Proposed Cllr Tressler, seconded Cllr J. Thomas – All in Favour.

d. Community Engagement

Signature…….

This document is listed on the website but is very out of date. It is not listed in the WALC listings of required documents or best practice. Councillors were asked to come forward should they wish to reinstate a future version of the document.

e. It was **RESOLVED** to remove this document from the website. Proposed Cllr Tressler, seconded Cllr J. Thomas – All in Favour.

f. Grant Application Form & Guidelines
Grant Application form has been used successfully recently, there are no model documents from WALC and NALC. Suggested review every 3 years.
It was **RESOLVED** to continue with this approach and to re-adopt the document. Proposed Cllr Kettle, seconded Cllr Lamont – All in Favour.

12. Councillors Corner
26/138
To agree date for next session.
The next Councillors corner will be on Saturday 9th January 2027 at The Village Store 10-12 o'clock.

13. Website
26/139
To agree the Assertion 10 requirements and updates required.

A quotation for the following updates and enhancements had been circulated for review in advance of the meeting.

Option 1
To be Assertion 10 compliant, a requirement for the annual audit. The report highlighted the updates required.

Option 2
Is for a number of enhancements to refresh the website including:

- Having photos and bios for each councillor
- Updating the Home page so that more than one news item is included
- Changing the Climate Change Action Tab to a Council FAQ area.
- Setting the planning page so that the most recent planning applications are shown first rather than having to select the "last Page"
- Reordering the images on the home page header.
- Adding a History of Bishop's Itchington tab to upload text and images.

It was **RESOLVED** to move forward with both Option 1 and Option 2 outlined above. Proposed Cllr Horsman, seconded Cllr Tressler – All in Favour.

14. Neighbourhood Development Plan
26/140
To agree the approach regarding the Neighbourhood development plan – funds application.
Deferred to the next meeting when hopefully all councillors will be present.

15. Finance:
26/141
a. To receive monthly financial reports for October 2026,

Signature…….

These are awaited from Unity Bank.

b. To receive bank reconciliation reports for October 2026,

Cllr Kettle noted that these had been received.

c. To approve accounts for payment on 2 November 2026,

It was **RESOLVED** to approve the accounts payable for October 2026. Proposed Cllr Kettle, Seconded Cllr N. Thomas. - All in Favour.

d. To approve the regular monthly payments (October) for the current financial year as per 5.6 Financial Regulations 2019 for England,

It was **RESOLVED** to approve the regular monthly payments (October 2026). Proposed Cllr Kettle, Seconded Cllr N. Thomas - All in Favour

e. To review and decide upon Investment options circulated by the clerk and to agree upon the requirement for an Investment Policy.

The clerk had investigated options available within compliance of Local Government Regulations, for the funds received for the Community Benefit from the Feldon Vale Solar Farm.

Investment Policy - The council considered the requirement for an Investment Policy and the clerk is to update the WALC Model Investment Policy document and add it to the next agenda for approval. This will need to be reviewed annually.

The general policy objective of the Council is prudent investment of its balances. The Council's investment priorities are Security of reserves and then Liquidity of investments, The Council shall only invest with banks/building societies which it defines as "High Credit Quality".

The FCA linked protection limit for UK Bank deposits is £120,000 per eligible person, or institution (raised from £85,000 on 1 December 2025). Therefore, it was **RESOLVED** to open an account with two different organisations. One account is to be a standard savings account with the second having 60-day access. Proposed Cllr Kettle, seconded Cllr Tressler, All in Favour.

16. <u>Portfolio Holders Update:</u>
26/142
To receive updates from Portfolio Holders.

Cllr N. Thomas – Cllr N. Thomas advised that a skip had been placed at the playing fields and was being filled with the old cricket wicket surface. An application has been submitted to HS2 for potential funds towards a new Sports Pavilion.

Signature…….

Cllr Horsman – The next Governors meeting at the school is 23rd November 2026.The OFSTED visit has taken place, results awaited. Police & Crime Commissioner Policing Priorities survey to be completed by Cllr N. Thomas and Cllr Horsman this week.

17. Reports and Questions:

26/143

Cllr Kettle advised that the closure of the B4451 for the new bridge to be tied into the existing carriageway commenced on the 12th October 2026 for four weeks. Following completion of the EKFB B4451 bridge closure, BBV planned to close the A425 to realign the road to the original route. As a precaution and in the event that EKFB do not complete their work within the allotted time, BBV have now delayed the start of their works till 16th November 2026.

18. Exclusion of Public & Press:

26/144

Confidential matters, including those identified during the course of the meeting, to be discussed here following a resolution to exclude the public under Section 100A of the Local Government Act 1972.

It was **RESOLVED** to exclude the public under Section 100A of the Local Government Act 1972. Proposed Cllr Kettle, seconded Cllr N. Thomas, All in Favour.

1. To consider the quotation for the Memorial Safety Inspection.

It was **RESOLVED** to accept the quotation from Oxfordshire Memorials to complete the Memorial Safety Inspection early in 2027. Proposed Cllr Lamont, seconded Cllr Horsman, All in Favour.

19. Date of Next Meeting:

26/145

The next ordinary meeting of the parish council will take place on Monday 7th December 2026 at 7.30pm at the Community Centre.

20. Close of Meeting.

26/146

The meeting closed at 9:43pm

Signed……Chairman Date……..

Signature…….

Appendix A

Bishop's Itchington Parish Council

Accounts Payable 2 November 2026

To Whom Payable	Ref No	Ex Vat	Vat Payable	Totals
Urgent accounts paid since last meeting requiring the formal approval of the council				
E Biddle (office rent)	s/order	£ 495.00	£ -	£ 495.00
Three Business	d/debit	£ 52.00	£ 10.40	£ 62.40
Onecom - Cloud connectivity services	d/debit	£ 123.11	£ 24.62	£ 147.73
Unity Bank (Service Charge)	d/debit	£ 11.35	£ -	£11.35
	Sub-total	**£ 681.46**	**£ 35.02**	**£ 716.48**
Accounts for payment on 2 November 2026				
Clerking - Additional Hours	261018	£ 226.33	£ -	£ 226.33
Edge IT Systems - Band increase from Band 4 to 5	261006	£ 178.00	£ 35.60	£ 213.60
EON - Pavilion Electricity	261002	£ 46.45	£ 2.32	£ 48.77
Arbscape - Mandale Close clearing	261007	£ 180.00	£ 36.00	£ 216.00
Arbscape - Ash Tree crown reduction	261023	£ 1,200.00	£ 240.00	£ 1,440.00
Light Media - Website hosting 04/09/26 to 03/12/26	261005	£ 99.90	£ 19.98	£ 119.88
Clear Councils - Insurance first year of 3 year fixed term contract	261008	£ 1,241.44	£ -	£ 1,241.44
Forged Point Ltd - Pavilion water installation	261009	£ 1,860.00	£ 372.00	£ 2,232.00
Expenses - Office stationary and cleaning supplies plus grit bin purchase	261010	£ 290.83	£ -	£ 290.83
Expenses - Poppy wreath & padlock for grit bin	261020	£ 44.99		£ 44.99
Expenses - Mat for Chapel Entrance	261026	£ 42.99		£ 42.99
Thomas Fox - Grounds Maintenance	261027	£ 1,950.83	£ 390.15	£ 2,340.98
Expenses - SLCC - Clerks Manual 2026	261012	£ 49.20		£ 49.20
WALC - Training - Planning	261013	£ 40.00	£ 8.00	£ 48.00
BI Community Project - Room Hire charges back to May 2024	261019	£ 750.00		£ 750.00
Waterplus - Pavilion water charge	261021	£ 31.15		£ 31.15
SDC - New Bin in playing fields	261011	£ 360.00	£ -	£ 360.00
OCNY - Pavilion Cleaning October 2026	261022	£ 160.00	£ -	£ 160.00
Geosphere - Parish Online mapping software	261024	£ 80.00	£ 16.00	£ 96.00
Salary - Play ground inspection	261015	£ 60.80	£ -	£ 60.80
Salary - Cemetery	261014	£ 182.42	£ -	£ 182.42
Salary - General Maintenance	261017	£ 32.00	£ -	£ 32.00
Salary - Clerking	261016	£ 1,420.76	£ -	£ 1,420.76
	Sub-total	**£ 10,528.09**	**£ 1,120.05**	**£ 11,648.14**
	TOTAL	**£ 11,209.55**	**£ 1,155.07**	**£ 12,364.62**

Invoices checked & agreed.

Signed: **J Green RFO** **Councillor** **Councillor**

DRAFT

Signature…….

Appendix B

Financial Budget Comparison

Comparison between 01/04/26 and 31/10/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

		Budget 2026/2027	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	£1,450.00	-£1,050.00
40	Sec 136 & Other Reimbursements	£0.00	£0.00	£0.00	£0.00
50	Playing Field	£600.00	£0.00	£104.03	-£495.97
60	Interest - Current	£1,250.00	£0.00	£919.68	-£330.32
61	Interest - Pavilion Fund	£1,400.00	£0.00	£950.25	-£449.75
70	Grants	£0.00	£0.00	£0.00	£0.00
80	Misc	£1,500.00	£0.00	£0.00	-£1,500.00
90	VAT Refund	£0.00	£0.00	£8,898.80	£8,898.80
100	Pavilion Fund	£0.00	£0.00	£141,533.86	£141,533.86
Total Bishops Itchington Parish Council		£119,750.00	£0.00	£266,356.62	£146,606.62
Total Income		£119,750.00	£0.00	£266,356.62	£146,606.62
EXPENDITURE					
Bishops Itchington Parish Council					
200	Salaries & Expenses	£34,022.00	£0.00	£23,259.39	£10,762.61
210	Councillor Allowances	£500.00	£0.00	£0.00	£500.00
220	Administration	£9,980.00	£0.00	£11,610.50	-£1,630.50
230	Grounds Maintenance	£35,428.00	£0.00	£30,460.79	£4,967.21
240	Cemetery & Churchyard	£8,000.00	£0.00	£2,483.21	£5,516.79
250	Playing Field	£15,915.00	£0.00	£16,421.03	-£506.03
260	Grants	£10,000.00	£0.00	£2,815.00	£7,185.00
270	Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00
280	Other Expenditure	£0.00	£0.00	£0.00	£0.00
290	VAT	£0.00	£0.00	£0.00	£0.00
300	Contingency	£0.00	£0.00	£0.00	£0.00
310	Parish Office	£6,197.00	£0.00	£3,465.00	£2,732.00
320	Pavilion Project	£0.00	£0.00	£0.00	£0.00
Total Bishops Itchington Parish Council		£120,042.00	£0.00	£90,514.92	£29,527.08
Total Expenditure		£120,042.00	£0.00	£90,514.92	£29,527.08
Total Income		£119,750.00	£0.00	£266,356.62	£146,606.62
Total Expenditure		£120,042.00	£0.00	£90,514.92	£29,527.08
Total Net Balance		**-£292.00**		**£175,841.70**	

Signature…….