

# BISHOP'S ITCHINGTON PARISH COUNCIL

## Minutes of the Ordinary Parish Council Meeting 3 February 2025

### Present:

Cllr Kettle (Chairman)      Cllr Dugmore      Cllr Horsman      Cllr Lamont  
Cllr Tagg-Wilkinson      Cllr Thomas (Vice Chairman)      Cllr Tressler

### In Attendance:

Karen Stevens - Clerk to the Council  
Cllr Nigel Rock – District Councillor (part of meeting)

### Public:

5

### 25/26 Chairman's Announcements:

Cllr Kettle advised that the funeral of former councillor Judith Christian-Cater was held last week and it was a very well packed send off in the crematorium. Three parish councillors were in attendance together with the Clerk and also the former Clerk, Alison Biddle.

### 25/27 Apologies:

Cllr Howatson due to health issues - apologies were accepted.  
Cllr Nigel Rock for lateness.

### 25/28 Parish Council Vacancies:

It was **RESOLVED** to co-opt Jane Thomas as a parish councillor to one of the vacancies on the parish council. Proposed Cllr Tressler, seconded Cllr Dugmore, all in favour.

### 25/29 Declarations of Interest:

Cllr Kettle declared an interest in item for item 8 of the agenda – South Warwickshire Local Plan (SWLP) Preferred Options Consultation and will remove himself from the meeting for the item.

### 25/30 Dispensations:

None required.

### 25/31 Minutes:

- i. It was **RESOLVED** that the minutes of the ordinary parish council meeting held 6 January 2025, with the amendment to the spelling of Cllr Horsman's name, be accepted as a true and complete record of the meeting. Proposed Cllr Thomas, seconded Cllr Tagg-Wilkinson. Five in favour, two abstentions.
- ii. It was **RESOLVED** that the minutes of the extraordinary parish council meeting held on 20 January 2025, with the amendment to those present to include Cllr Horsman, be accepted as a true record of the meeting. Proposed Cllr Thomas, Cllr Kettle, all those who attended the meeting were in favour.

## 25/32 Public Forum:

A resident raised the South Warwickshire Local Plan (SWLP) and would like to understand the communication/engagement strategy of the parish council. They are aware that 7 March is the deadline for comments. The resident has attended a couple of the events organised by Stratford District Council (SDC) but is very conscious that other parish councils have obtained hard copies of the documents and are putting lots of information on their websites advising “now is your time to come and have your say” and Avon Dassett’s site says it is your last opportunity to have your say. The resident does not think a lot of people are aware of SWLP. It is a complicated document/subject and they are trying to make it simple but for your average person it would take a lot of time to read through it. The resident did notice that on the Bishop’s Itchington website it came up on 17 January and it is just the standard South Warwickshire Regional Plan and most average people will not have noticed/read it. It did not have anything that flashed up and said read this it could impact you and having gone on and looked at it for herself it does impact greatly. Another resident asked if everyone is aware of the SWLP and the significance of it. If everyone is aware of it and the significance, they find it very difficult to understand why there has not been more promotion to residents. Other councils have put things on their websites i.e. Harbury, Meriden have been on the television, and they have not just put it up but have tried to explain what it is about which is important as a lot of people really do not understand it.

The residents were advised that the parish council is a consultee just like they are and must be careful with how much a particular group puts out as we could be accused of spinning a particular story.

In that case, resident 1 believes the parish councils are being inconsistent, and they should be consistent for example if you were to go onto the Avon Dassett website, the message hits you straight away and Meriden is putting it into the local community centre so people who might not ordinarily have a computer can come in and sit down and read it.

Resident 2 had tuned in to the webinar presentation for two hours on Friday and asked if any of the parish council had attend. They were advised that there are a number of these events, and councillors have chosen when to attend to suit their commitments.

When you look at Bishop’s Itchington, some properties will be 360° encapsulated by industrial and commercial proposed site developments.

When resident 1 looked at the settlements, G1 states it is not a less suitable and they thought in layman’s terms that means the other four areas are more likely to be put forward however SDC explained that there was call for sites, landowners identified where they would be prepared to give up land. They have been told by SDC that with settlements this is not the case so you might have a less favourable one here but if none of the other landowners agree for the settlements then they would look at the less favourable therefore do not be thinking less favourable means safer. They have been very alarmed at what they have read. They have also reading scoping 00037 raising more concerns and cannot understand why more alarm bells are not ringing. Resident 2 stated that in the document it clearly states what the strategic intent is for essential land acquisition, what they are going to do at Gaydon in terms of releasing land and they give two other sites in association with those as preferred options to get to 125 hectares. Non-strategic employment is approximately 217 hectares, and they will go out to further consultation following stage 2 to stage 3. The probability here is that there are a number of sites that achieve a fair amount of land mass, and the land mass encapsulates a number of properties which is articulated in the document.

A third resident asked that if the parish council is a consultee, how are you going to respond, are you giving the views of Bishop's Itchington, how does this feed into the strategy and is this going to be a clear strategy that says if you are going to support it or not support it?

Cllr Kettle advised that the item is on the agenda and will be discussed when he leaves the room for the reasons already disclosed. The consultation began after our last parish council meeting, so it is a matter of timing i.e. Harbury have their meeting at the end of every month, so it was on their agenda late January.

Due to his declaration of interest, Cllr Kettle left the room for the duration of the next agenda item. Cllr Thomas took over as chairman.

**25/33 South Warwickshire Local Plan (SWLP) Preferred Options Consultation:**

It was suggested that the document be broken down by section – there are 5 sections that affect the village specifically. There are two development areas designated F2 (land south of Deppers Bridge) and F3 (land northeast of Knightcote). There is also area G1 that is land west of Knightcote (between Knightcote Bottom and the motorway). Two strategic growth locations are identified, SG13 (Gaydon/Lighthorne Heath route) and SG14 (East of Gaydon route running alongside the B4451). The proposed SG sites are industrial developments.

The parish council was advised that if they thought any other area in the region is more suitable than they should identify it.

It was agreed that a decision could not be reached at this meeting due to the complex nature of the consultation and therefore a working group meeting will be held on Monday 10 February at 7.30pm at the Community Centre.

Areas to consider:

- Environmental impact
- Disparity in the views we need to capture
- Need to be seen to be objective
- How we consult with the community and get their views so need a presence on Facebook, the website, noticeboards etc
- Get something out there and invite representation from the community. Encourage them to send a response to SDC and to send a copy to the parish council as well
- Comment on the five sections and make a context response as well as we are not a parish in isolation therefore need to look at boundaries and impacts
- Hard copies of documentation to be obtained and put in strategic places within the village
- It was suggested that Scoping Document 00037 to be looked at.

Cllr Kettle rejoined the meeting and took over as Chairman.

**25/34 Community Fund Grant Application:**

It was **RESOLVED** to award a Community Fund Grant to the Memorial Hall for £2,954 as a 50% contribution to the cost of replacing the fencing to the hall's grounds. Proposed Cllr Tagg-Wilkinson, seconded Cllr Lamont, all in favour.

**25/35 Memorial Bench:**

It was **RESOLVED** to that a memorial bench should be purchased in memory of the late Councillor Judith Christian-Carter and for it to be located close to 'Nathan's

bench' in the playing field. Proposed Cllr Lamont, seconded Cllr Horsman all in favour.

Clerk to obtain quotes for provision of a bench, memorial plaque, fitting and paving/grasscreat.

**25/36 Traffic Survey Locations:**

Following discussion, it was **RESOLVED** to go back to WCC and say that regarding the survey on Station Road, we want it in the location we identified as that is where the concern is. Proposed by Cllr Dugmore, seconded Cllr Kettle, all in favour  
A request was made for Cllr Kettle to find out who has put the various traffic survey items (camera's, pressure tubes etc) around the village.

Mr Ian Mann has raised the issue of the speed of traffic passing Manor Farm and Manor House is excessive and there is no pavement

**25/37 St Michael's Churchyard:**

Additional information has been received and following discussion it was **RESOLVED** to

- i. obtain quotes from appropriately qualified companies to undertake a risk assessment of the headstones in the churchyard as per the national guidance,
- ii. a disclaimer notice to be put on the church noticeboard advising people not to climb on the headstones/memorials.

Proposed by Cllr Lamont, seconded Cllr Kettle, all in favour

Cllr Rock joined the meeting

**25/38 Planning Matters:**

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

**a. 25/00101/TPO**

Bishops Hill Nature Reserve, Ropeway, Bishop's Itchington – Trees A to M ((G1) 8 x ash, (G2) 2 x Oak, (G3) 2 x elm, T1 x beech) fell to ground level to allow line of sight for communications mast

Cllr Tagg read out his comments/concerns regarding this application.  
"There is even less information in this application than in the one previously submitted.

There is an obligation to clearly identify the trees to be felled. They have decided that they cannot do this for some reason and have just shown a Google map view with approximate locations. This is completely unacceptable. The area is a nature reserve and easily accessible. The trees they refer to have already been identified with markings in the wood, and it would be very easy to use any phone to provide a location of each tree such as "What Three Words". It is important to understand, as Warwickshire Wildlife Trust (WWLT) will also be undertaking works in the nature reserve, and they are aware that in the area where the applicant wishes to fell trees there are existing known bat populations and Tawny Owls. I would strongly suggest that as this is a nature reserve that a survey is undertaken to identify any impact on species, especially protected species, known to exist in the area before agreeing to any work. With so many public pathways in constant use with dog walkers, it is also

important to know what is going on and where, and what protection has been put in place to protect the public.

There is no description of the access and egress of equipment and materials from the site, or any safety planning. WWLT may require cut logs to be left in site or placed in areas to allow the creation of further habitat so WWLT should be consulted to determine the approach that should be adopted, bearing in mind there exists a number of good practice guides that should be adopted. I would strongly suggest that a Health and Safety risk assessment method statement is shared with both WWLT and the Parish Council before any work.

Considering communication of the works: Prior notification methods and material to the general public using the area and along the route of any equipment and materials should be required and shared.

As this would be a reduction in biodiversity, it would also be appropriate that the applicant supported WWLT to replace any loss and preferably work with them to integrate their work with planned WWLT works.

I note that the current national emergency radio system is to be phased out with forces using a mobile phone network instead. On this basis, why is the work being undertaken?"

It was **RESOLVED** to object to the planning application using the information supplied by Cllr Tagg-Wilkinson in its entirety. Proposed by Cllr Dugmore, seconded Cllr Tressler, all in favour

**b. 25/00124/FUL**

Land rear of 35 Gaydon Road, Knightcote Road, Bishop's Itchington – Construction of one dwelling, formation of new vehicular access and all associated works

It is a massive property that is being proposed but in other respects it is hard to find any issues with it. It has a variety of renewable energy measures included (solar panels, air source heat pump on the north of the property, 7kw charger) although it does not include battery storage so may be a suggestion to make. Need to comment of the renewable energy measures to ensure they are delivered

It was **RESOLVED** to submit a response of 'no representation' with comments regarding the renewable energy measures to planning application no 25/00124/FUL. Proposed Cllr Dugmore, seconded Cllr Horsman, all in favour

ii. The following planning application decisions were noted:

**a. 24/02896/FUL**

Unit 2, Site of former Bishop's Cross Car Sales, Gaydon Road, Bishop's Itchington – Change of use of existing retail unit (Class E(a) to Class E(a) and Class E(e).?

**Permission with conditions**

**b. 24/02874/FUL**

17 Greaves Way, Bishop's Itchington, CV47 2PY – Rear Conservatory

**Permission with conditions**

- c. **24/03188/LDP**  
48 Central Drive, Bishop's Itchington, CV47 2RJ – Single storey side extension and porch  
**Certificate of Lawful Proposed Use or Development**
- d. **24/02428/FUL**  
Bishops Bridge Farm, Ladbroke Road, Bishop's Itchington, CV47 2RP – Single storey extensions to side elevations  
**Permission with conditions**
- e. **Proposed Stopping Up Order of Highway at Footpath adjacent to No's 9-13 Gaydon Road, Bishop's Itchington, CV47 2QN**  
**Proposed stopping up order has been withdrawn.**  
This was in connection with the planned works by Orbit to replace the bungalows before the application was withdrawn. He advised that he and Cllr Natalie Gist had been in contact with Orbit to try and find out if they have some form of coordinated project manager to draw the scheme together and resubmit the application(s) but have had no success. Everything seemed to hinge on St Michael's Close but since this was refused, there has been no engagement with Orbit whatsoever.

**25/39 County and District Liaison:**

**Stratford District Council (SDC)** – Cllr Rock had previously circulated their report and included:

- Update on the English Devolution White Paper - There has been a call to cancel/postponed the county elections this year, but an announcement is awaited
- South Warwickshire Local Plan including Call for Sites and Events
- District Council Budget Consultation
- Community Safety – Both have raised concerns individually with the police regarding several incidents within the area and surrounding villages that are clearly organised crime. The police have some sort of actions in mind but unaware of these currently
- HS2 – frustrated with the number of road closures and the excessive time taken to undertake work
- New complaints regarding solar farm including noise from piling and mud on the road.

He advised that he would try to obtain hard copies of the SWLP and get these to the clerk.

**Warwickshire County Council (WCC)** – A report had been circulated. Cllr Kettle updated the parish council on:

- Council Issues including devolution and budget (council tax rise 2.99% plus 2% Adult and Social Care)
- Local Government pension Scheme
- Flooding
- Drains/potholes
- HS2
- Schools
- Solar farm/mud on the road, complaints regarding the mass laying of cable up to the solar farm

Cllr Tagg Wilkinson raised the issue of the verge on Ladbroke Lane when you exit Bishop's Gate and walk towards Works Lane by the dangerous bend. Pedestrians must keep crossing Ladbrook Road to avoid cars and therefore where the verge has been dug up/decimated going towards Works Lane, could a proper footpath be created making it safer for pedestrians. Cllr Kettle will consult with Jeffrey Hobday

**25/40 Finance:**

- i. To receive monthly financial reports for January 2025:  
This was noted (Appendix A)  
The clerk was asked why the VAT does not show on the monthly finance report. She advised that she would ask EDGE why it does not show.
- ii. To receive bank reconciliation reports for January 2025:  
Cllr Kettle has checked these and they are correct.
- iii. To approve accounts for payment 3 February 2025:  
It was **RESOLVED** to approve the accounts payable for 3 February 2025 as presented (Appendix B). Proposed Cllr Thomas, seconded Cllr Lamont, all in favour.  
Cllrs Dugmore and Thomas agreed to authorise the payments.
- iv. Appointment of Internal Auditor for 2024/25:  
It was **RESOLVED** to appoint Trevor Gill to undertake the external audit for 2024/25. Proposed Cllr Dugmore, seconded Cllr Thomas, all in favour.

**25/41 Portfolio Holders Update:**

- Cllr Tagg-Wilkinson reported that one lady had stopped him regarding the speed signs not working and concerns of speeding traffic between the two signs
- Cllr Thomas advised he had attended a couple of meetings at the community centre. They are looking for help, additional committee members and helpers. The last meeting had good attendance so it looks like it will continue to run. New garage door to storage area has been fitted. The committee will need to obtain quotes to replace the fire doors from the main hall as when the clerk went to place the order, she was advised that a costly repair was unlikely to resolve the issue and therefore the money should be spent on replacing them,
- Cllr Horsman advised that Cllr Natalie Gist had followed up on the issues of anti-social behaviour and theft in the village and they came back and said that the village is low profile, they had not received any reports and had not received any anti-social behaviour reports over the past three months but to reassure us there is work going on in the background. Someone was meant to be in touch with her from the community safety team but, as yet, this had not happened. The problems continue with another incident at the weekend where a lady was threatened when walking her dog by a group of youths who threatened to stab her with a false knife – this has been reported. She is hoping to get a community meeting held in the village. Needs to be a post advising people to report incidents and informing them how to report incidents and the importance of reporting them
- Cllr Lamont advised that the pavilion group are meeting regularly. A survey has been circulated, and quotes are being obtained for asbestos removal. Hoping to have a finance plan drawn up to bring to the parish council by the middle of the year.

**25/42 Reports and Questions:**

- Cllr Horsman advised that the planning application for the Village Store 'A' Board is likely to be rejected as planning have decided it is undesirable clutter. Because the parish council supported it there is the option of it going to a planning committee meeting, but WCC who initially said yes have changed to no,
- Cllr Kettle requested CCTV to be placed on the next agenda

**25/43 Date of Next Meeting**

As agreed, there will be a Working Group meeting held on 10 February 2025 to discuss the SWLP at 7.30pm at the Community Centre  
The next ordinary meeting of the parish council will take place on Monday 3 March 2025 at 7.30pm at the Community Centre.

Meeting closed at 21.58

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

**APPENDIX A**



# Financial Budget Comparison

Comparison between 01/04/24 and 31/01/25 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/04/24

	Budget 2024/2025	Reserve Movements	Actual Net	Balance	
<b>INCOME</b>					
<b>Bishops Itchington Parish Council</b>					
10	Precept	£110,000.00	£0.00	£110,000.00	£0.00
20	Council Tax Support Grant	£0.00	£0.00	£0.00	£0.00
30	Burials	£2,500.00	£0.00	£2,330.00	-£170.00
40	Sec 136 & Other Reimbursements	£1,300.00	£0.00	£642.18	-£657.82
50	Playing Field	£500.00	£0.00	£544.66	£44.66
60	Interest - Current	£12,500.00	£0.00	£1,347.42	-£11,152.58
61	Interest - Pavilion Fund	£0.00	£0.00	£1,960.36	£1,960.36
70	Grants	£0.00	£0.00	£0.00	£0.00
80	Misc	£0.00	£0.00	£2,172.77	£2,172.77
90	VAT Refund	£0.00	£0.00	£11,331.25	£11,331.25
100	Pavilion Fund	£0.00	£0.00	£0.00	£0.00
<b>Total Bishops Itchington Parish Council</b>		<b>£126,800.00</b>	<b>£0.00</b>	<b>£130,328.64</b>	<b>£3,528.64</b>
<b>Total Income</b>		<b>£126,800.00</b>	<b>£0.00</b>	<b>£130,328.64</b>	<b>£3,528.64</b>
<b>EXPENDITURE</b>					
<b>Bishops Itchington Parish Council</b>					
200	Salaries & Expenses	£39,943.00	£0.00	£29,379.99	£10,563.01
210	Councillor Allowances	£500.00	£0.00	£0.00	£500.00
220	Administration	£12,565.00	£0.00	£10,829.44	£1,735.56
230	Grounds Maintenance	£28,202.00	£0.00	£24,357.39	£3,844.61
240	Cemetery & Churchyard	£6,445.00	£0.00	£8,398.10	-£1,953.10
250	Playing Field	£16,886.00	£0.00	£1,647.78	£15,238.22
260	Grants	£10,000.00	£0.00	£2,753.60	£7,246.40
270	Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00
280	Other Expenditure	£500.00	£0.00	£0.00	£500.00
290	VAT	£0.00	£0.00	£0.00	£0.00
300	Contingency	£0.00	£0.00	£0.00	£0.00
310	Parish Office	£5,720.00	£0.00	£4,400.00	£1,320.00
320	Pavilion Project	£0.00	£0.00	£0.00	£0.00
<b>Total Bishops Itchington Parish Council</b>		<b>£120,761.00</b>	<b>£0.00</b>	<b>£81,766.30</b>	<b>£38,994.70</b>
<b>Total Expenditure</b>		<b>£120,761.00</b>	<b>£0.00</b>	<b>£81,766.30</b>	<b>£38,994.70</b>
Total Income		£126,800.00	£0.00	£130,328.64	£3,528.64
Total Expenditure		£120,761.00	£0.00	£81,766.30	£38,994.70
<b>Total Net Balance</b>		<b>£6,039.00</b>		<b>£48,562.34</b>	

## Appendix B

