

BISHOP'S ITCHINGTON PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting 3 November 2025 – 7.30pm

Present:

Cllr Kettle (Chairman)
Cllr N Thomas (Vice Chairman)
Cllr Horsman
Cllr A Dugmore
Cllr Burns
Cllr Lamont
Cllr J Thomas

In Attendance:

Jill Green - Clerk to the Council
Cllr Nigel Rock – District Councillor

Absent

Cllr Tressler

Public: 3

1. Chairman's Announcements:

25/214

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

2. Apologies:

25/215

Apologies received and accepted from Cllr Tressler. Cllr Nigel Rock asked if his session could be covered earlier than scheduled in the agenda as he had other parish council meetings to attend, this was agreed by Cllr Kettle.

3. Declarations of Interest:

25/216

None Declared.

4. Dispensations:

25/217

None required.

5. Minutes:

25/218

- i. Minutes of the Ordinary Meeting of the Parish Council held on 6 October 2025: Cllr Dugmore outlined 2 small amendemts.
 - Item 16 - Buffer Zone – rear of Mandale Drive – This should be Mandale Close.

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- Item 24 - Resolution to exclude the public under Section 100A of the Local Government Act 1972 – Schedule 12A – Part 1 (4) – should be Part 1 (3)

Subject to these changes it was **RESOLVED** that the minutes of the ordinary Parish Council meeting held 6 October 2025, be accepted as a true and complete record of the meeting. Proposed Cllr Dugmore, seconded Cllr Burns – all in favour (It was noted that Cllr J. Thomas and Cllr Lamont were not at the meeting on 6 October 2025).

6. **Public Forum:**

25/219

- i. Two residents participated in the Public Forum as follows:
 - Thanks were given from a resident for an update provided to them by Bishop's Itchington Parish Council, regarding the Recommendations from the Complaints Committee 1 year prior. The resident advised that in their view, the matter would only be completed when all areas were fully implemented. Policy and Procedures were awaited and not yet available on the parish council website (relating Agenda item 13a). This had been raised by the resident at the September and October 2025 parish council meetings. The resident felt that progress was being made, however they advised that there was disappointment that they had not been contacted directly, to discuss "lessons learned".
 - A resident raised concerns about the response of a councillor to matters raised during the meeting 6 October 2025 and actions outlined in the prior Complaints Committee. (Relating item - Minutes of 6th October 2025 - Agenda Item 23 - the following was included "At the end of the public section of the meeting a member of the public raised concerns with the Chairman about the response of a councillor to matters raised during the meeting. The Chairman agreed to note it.")
 - Cllr Kettle described the document which had been made available to all members of the public at the meeting, regarding how members of the public are able to participate at council meetings. Cllr Kettle advised that with reference to asking questions or adding items to the agenda, Councillors and the clerk will not respond to questions or engage in discussions during the public forum. Councillor Kettle explained to a resident that this information had been provided on a number of occasions, and that there is no requirement for a response or debate on questions raised. Apologies were provided by the resident.

7. **Planning Matters:**

25/220

- i. There were no Applications to be discussed or noted.

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8. County, District & Parish Liaison:

25/221

Stratford District Council (SDC) – Cllr Rock had previously circulated their report (November 25) in advance for review and in addition to the report, the following points were highlighted:

This session started at 7.35pm and closed at 7.44pm, at which point Cllr Rock left the meeting.

• **State of the District**

- At the Council meeting on 13 October 2025 a report was presented which sets out a considerable number of facts and figures about Stratford District area. Fuel Poverty - 14.9% of households in the District were in fuel poverty according to the latest data for 2023, compared to 17% in the West Midlands and 11.4% in England. There was huge variation across the District in the proportion of households in fuel poverty, ranging from 25% in 'Ladbroke & Priors' with many of the areas in this Ward being similar poor performers. This is thought to be a combination of lack of mains gas heating, and lower rural incomes. Cllr Rock reported that further breakdown of the figures had identified 104 households in Bishop's Itchington being in fuel poverty.

• **Housing**

- The housing stock type availability does not follow the same pattern as Warwickshire or England, Stratford-on-Avon has far more detached houses and far fewer flats/maisonettes than the Warwickshire or English average. However, like the rest of the country there are far fewer bungalows (10%) than any other type despite the ageing population.
- A total net of 1,011 new dwellings were added to the housing stock in 2023/24. This represented 138% of the target for total new dwelling completions in 2023/24, Our District had the 15th highest figure of net completions out of 164 district authorities in 2023-24. (Unfortunately, this high performance, which is one of the best in the area, has not stopped the District being penalised and told it does not have a 5-year housing land supply.)

• **Crime**

- The total number of recorded crimes in the District in the year to July 2025 was 10,108. This reflects a rise of 2,204 on the previous year, although changes to the way data is released by Warwickshire Police may be responsible for some of this increase.
- The second most prevalent crime was vehicle crime, with a rate of 5.43 per 1,000 people. This is higher than the rate for England (4.58) and that for Warwickshire (5.38). The areas with the highest numbers of vehicle crime were around Harbury (57 crimes) which possibly relates to how recording boundaries are drawn, noting the location of JLR.

Cllr Kettle asked Cllr Rock to comment on his meeting with Southam Police SNT particularly regarding resources. Cllr Rock advised that a meeting had taken place with Southam SNT to discuss ongoing concerns raised by residents with regards to crime across the ward. Cllr Rock explained that although this was a reasonably low crime area, it was felt that there was not enough resource available and that he and Cllr Gist would continue to push for resources.

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Cllr Kettle asked Cllr Rock to comment on planning numbers. Cllr Rock advised that he had spoken with planning team and they are looking at guidance on how officers prioritise and filter applications, with the aim of reducing impact on the area.

Cllr Horsman asked if the school could be contacted with regards to their input on local crime and criminal behaviour. Cllr Rock to follow up with Cllr Gist and the police.

Warwickshire County Council (WCC) – Cllr Kettle circulated the report (November 25) for Councillors to review in advance of the meeting and Cllr Kettle asked for any questions.

Cllr Burns asked for an update on the meeting with EKFB. Cllr Kettle advised that a meeting had taken place to discuss the “Lessons Learnt” from the recent road closures which caused significant traffic issues for Ladbroke and villages north and south. Conflicting messages from HS2 and EKFB with regards to signage had been discussed. The next closure of the B4451 could last 6-8 weeks and Cllr Kettle has asked for the previous closure experience not to be repeated, however the situation is challenging. A workday closure for 4 days is taking place from 11 November 2025, for vegetation removal.

Cllr Burns asked for an update on the recent road closure involving Severn Trent. Cllr Kettle advised that WCC officers, at his request, raised concerns with Severn Trent both about the closure of the B4451 and the diversion onto the Knightcote Bottom Lane. Severn Trent did accept that the diversion, onto a lower class of road, was not correct (in breach of Highways Regulations), and removed the diversion signs on the last day of the closure but volunteered no alternative route.

Cllr Kettle has asked Severn Trent for a written explanation as to why a full closure was necessary when the previous four mains bursts were managed under traffic lights. A response is awaited; there have been four calls to date but no meeting as yet.

A two-day closure will take place by the entrance of Scowcroft Drive and Furrow Fields, for a main to be put in for a new development. National Grid also have work to complete, and it has been requested that both utilities work together to coordinate work across the same period. The diversion route was discussed.

There were no further questions from Councillors.

**9. Community Grant Application
25/222**

A discussion took place regarding a Grant Application received from Bishop's Itchington Senior Residents Association. This had been circulated for review on 23rd October 2025. Councillors considered the approach taken to prior Grant Application requests and **RESOLVED** to support a partial contribution of the request, 50% at a value of £413.62. Proposed Cllr N. Thomas, seconded Cllr Lamont, all in favour.

**10. Hedges/Trees:
25/223**

- a. 21 Bishops Gate/Yellow Land
Discussion regarding removal of self-seeding saplings.

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The resident's property backs onto the Yellow Land. The area is starting to be overgrown and encroaching onto the garden. The Yellow Land is maintained by a volunteer group led by Pam Reason. Following a site visit by Pam Reason and the clerk it was agreed that the volunteers would be happy to help at no cost.

Previous similar activity was identified and detailed in November 2023 Minutes.

This work was **RESOLVED** in principle, subject to a final check on the Tree Preservation Order (TPO). Proposed Cllr Dugmore, seconded Cllr Kettle, all in favour.

- b. Request for memorial fruit tree to be added to Orchard in Playing Fields.

Request from resident who had spoken with Pam Reason with regards to adding another fruit tree as a "memorial Tree" in the orchard in the playing fields. Tree, stake and tie to be supplied by the resident at no cost to the parish council and placed in agreement with Pam Reason who has confirmed that there is space for another tree.

This activity was **RESOLVED**. Proposed Cllr J. Thomas, seconded Cllr Lamont, all in favour.

**11. Dog Fouling Bin – Scowcroft Drive
25/224**

Discussion regarding SDC upgrade & support costs for alternative bin, following resident complaints and further monitoring of bin usage.

- Bishop's Itchington Parish Council are paying for 4 bins to be emptied -1 in Manor Road, 1 in Plough Lane and 2 in the Playground. The bin at Scowcroft Drive has not been charged for by SDC as it does not appear to be listed on the weekly emptying schedule and therefore may not have been emptied on a regular basis.
- There have been problems in the past with contamination of mixed waste which has meant it has not been collected.
- The photos received from a resident and SDC indicate that the bin is very well used and therefore a larger bin, 'topsy royale', 100ltr capacity, would be beneficial and would resolve any future contamination issues as the bin allows for both types of waste.
- The emptying charges for the new bin are £172.57 + VAT (weekly emptying), with the cost of the bin at £250 + VAT and installation £150 + VAT.

It was **RESOLVED** to implement this new bin solution by SDC. Proposed Cllr N Thomas, seconded Cllr Horsman, all in favour.

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12. **Youth Shelter**
25/225

Cllr N. Thomas explained that the Facebook Survey that had been created by Cllr Lamont, to engage 11–17-year-olds with regards to their thoughts and feedback on a proposed installation of a new steel-structured youth shelter in the playing fields had only had 5 respondents. Given that there is very little interest and not enough feedback to move forwards, Cllr N. Thomas advised that this would not be progressed further.

13. **Cemetery**
25/226

a. To Review the Rules & Regulations and the Memorial Safety Policy Draft documents had been circulated in advance for review. Cllr Lamont explained that learnings and workflows (including roles and responsibilities) had been reviewed and applied to the new documents which were in accordance with required guidelines.

Cllr Lamont asked for any questions and Cllr Horsman raised a number of points requiring clarification. Following discussion, it was agreed that Cllr Horsman would document these for review and an updated version would be circulated prior to next Month's meeting when they would be re-evaluated.

b. To review Cemetery pricing

A price comparison document had been circulated in advance, including price schedules for three other comparable cemeteries. Cllr Lamont commented that after evaluation, the pricing was fairly balanced. Cllr Dugmore suggested that if the current costs for the various required activities were within budget, costs should remain the same. It was **RESOLVED** to leave costs at the same level and review after 12 months. Proposed Cllr Lamont, seconded Cllr Dugmore, all in favour.

14. **Grounds Maintenance Contract**
25/227

To confirm contract requirements and timeline.

Draft tender documents and a proposed timeline had been circulated in advance. Cllr N. Thomas confirmed the requirements for the Hidden Green and Pellets Lane within the scope of works.

It was **RESOLVED** to add a small area to the scope of works in Starbold Road (Cllr Kettle to provide details) and to ask for optional pricing for a potential requirement for grass cutting at the Community Centre. Proposed Cllr Horsman, seconded Cllr Lamont, all in favour.

Councillors agreed with the tender timeline and documents. Cllr N. Thomas and Cllr Kettle are to review submissions with the clerk and present the analysis at the parish council meeting on 5th January 2026.

15. **Finance:**
25/228

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

Cllr Kettle noted that these had been received.

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

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

- iii. To approve accounts for payment 3rd November,

It was **RESOLVED** to approve the accounts payable for 3rd November 2025.
Proposed Cllr Kettle, seconded Cllr Dugmore, all in favour.

- iv. To approve the regular monthly payments (October 2025) for the current financial year as per 5.6 Financial Regulations 2019 for England:

It was **RESOLVED** to approve the regular monthly payments (October 2025) for the current financial year as per 5.6 Financial Regulations 2019 for England (circulated).
Proposed Cllr Lamont, seconded Cllr Burns, all in favour.

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

**16. Portfolio Holders Update:
25/229**

Playing fields:

- The new fence installation on the left hand side of the play area and the public footpath has been completed.
- A bench from the orchard area of the playing field has been reinstated.
- Paving slabs and fence repairs have been completed.
- The fence on the hard-court area will continue to be monitored, however its position has not moved within the last 12 months.
- An annual play area RoSPA review has been ordered. The cost of an outdoor annual inspection is £274 plus VAT for the first play area and then £125 plus VAT per subsequent area. Areas of cover within the report are the same as the prior year. Total cost for 3 areas is £524 + VAT. The report to include a full photographic and written report with risk ratings.

Environmental/Biodiversity:

- Cllr Burns to lead on this area of responsibility.

Allotments:

- Cllr Lamont advised that documents have been drafted with regards to the proposed operation of an allotment committee. He also requested a financial statement for allotment payments to enable an up-to-date view to be obtained. This has now been received.

School Engagement

- Cllr Horsman advised that the next meeting date with the School is 25th November 2025.

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- Engagement with the Police and District Councillors would be beneficial to enable the views of the school to be discussed.
- The School Choir is to attend the Senior Residents Group.
- The school has implemented an initiative of no Smart Phones on the premises for pupils.
- There are now 14 schools in the Multi Academy Trust.

Cllr Kettle commented that work on building a budget would need to start shortly and that he and Cllr N. Thomas would meet with the clerk to progress this and a first draft would be provided for review. Any specific requests from Councillors to be sent through ASAP.

17. Reports and Questions:
25/230

Cllr J. Thomas advised that on 11 November 2025 the school children would be singing in the Memorial Hall. This will be placed on Facebook to encourage all to attend.

Cllr N. Thomas reported that in support of Remembrance Day, Remembrance Cross Wooden Tributes would be placed on the graves of parishioners at the Chapel who have given service. Additional tributes would be displayed in support and recognition of the sacrifice of the Armed Forces community from United Kingdom and the Commonwealth. Traditionally, the Chapel has been opened on Remembrance Sunday by a volunteer, however, news was awaited as to if this was possible due to unforeseen circumstances.

18. Exclusion of Public & Press:

25/231 - 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 Kettle, all in favour.

1. To discuss and agree quotes for the Cemetery Risk Assessment.

It was **RESOLVED** to accept a quotation to implement the Cemetery Risk Assessment, from Oxfordshire Memorials, the Clerk to place the order and 14 days notice to be provided.
Proposed Cllr Kettel, seconded Cllr Lamont, all in favour.

The purchase order to state continued membership of BRAMM as a requirement. In addition, the purchase order to outline, that in the event that any memorials are unsafe, unless they are safety critical, this is to be reported immediately to the parish council to enable contact to take place with grave owners.

2. To note the order placed for insurance.

The Parish Council Insurance was due on 25th October 2025. The Clear Council Renewal policy had been received and two further quotations had been requested and received. Due to the time limitation, it was **RESOLVED** at the previous meeting that the Clerk under delegated responsibility, in consultation with the Chair and Vice Chair would make a decision

Signature.....

regarding the insurance. A single year Clear Council policy was accepted and the Assets Register is to be reviewed, Cllr Burns to assist the clerk.

3. To discuss and agree refreshed quotes for Old Road & Central Drive Village Greens.

Three quotations had previously been received and due to the elapsed time since August 2024, a request for new/refreshed quotes had been made. It was **RESOLVED** to accept the quotation from H Huff Landscaping, the Clerk to place the order. Proposed Cllr N. Thomas, seconded Cllr Dugmore, all in favour. A mailshot is required to all residents in Old Road and Central Drive advising them of the dates this will take place.

25. Date of Next Meeting:
25/232

The next ordinary meeting of the parish council will take place on Monday 1st December 2025 at 7.30pm at the Community Centre.

26. Close of Meeting.
25/233

The meeting closed at 9.51pm.

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

Signature.....

Appendix A

Financial Budget Comparison

Comparison between 01/04/25 and 31/10/25 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	£1,460.13	-£1,039.87
40 Sec 136 & Other Reimbursements	£1,000.00	£0.00	£0.00	-£1,000.00
50 Playing Field	£600.00	£0.00	£198.02	-£401.98
60 Interest - Current	£1,250.00	£0.00	£768.18	-£481.82
61 Interest - Pavilion Fund	£0.00	£0.00	£1,049.89	£1,049.89
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	£127,812.10	£9,962.10
Total Income	£117,850.00	£0.00	£127,812.10	£9,962.10
EXPENDITURE				
Bishops Itchington Parish Council				
200 Salaries & Expenses	£39,237.00	£0.00	£21,777.33	£17,459.67
210 Councillor Allowances	£500.00	£0.00	£0.00	£500.00
220 Administration	£11,721.00	£0.00	£7,217.75	£4,503.25
230 Grounds Maintenance	£30,875.00	£136.42	£19,414.85	£11,596.57
240 Cemetery & Churchyard	£7,379.00	£0.00	£3,618.91	£3,760.09
250 Playing Field	£16,241.00	£0.00	£11,545.01	£4,695.99
260 Grants	£10,000.00	£0.00	£23.98	£9,976.02
270 Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00
280 Other Expenditure	£0.00	£0.00	£768.02	-£768.02
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	£3,470.00	£2,500.00
320 Pavilion Project	£0.00	£0.00	£0.00	£0.00
Total Bishops Itchington Parish Council	£121,923.00	£136.42	£67,835.85	£54,223.57
Total Expenditure	£121,923.00	£136.42	£67,835.85	£54,223.57
Total Income	£117,850.00	£0.00	£127,812.10	£9,962.10
Total Expenditure	£121,923.00	£136.42	£67,835.85	£54,223.57
Total Net Balance	-£4,073.00		£59,976.25	

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Appendix B

Bishop's Itchington Parish Council				
Accounts Payable 3 November 2025				
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 01/10/25)	s/order	£ 495.00	£ -	£ 495.00
Clear Councils - Insurance premium - 1 Year	251002	£ 1,223.03	£ -	£ 1,223.03
H Huff Landscapes Ltd - Palisade Fence Playing Fields	251003	£ 7,660.00	£ -	£ 7,660.00
Three Business (mobile sim 23/10/25)	d/debit	£ 9.77	£ 1.95	£ 11.72
EON - Pavilion Electric - 1st September - 5th October 2025	d/debit	£ 33.96	£ -	£ 33.96
Unity Bank (Service Charge 31/10/25)	d/debit	£ 9.45	£ -	£ 9.45
Onecom - cloud connectivity	d/debit	£ 95.36	£ 19.07	£ 114.43
Claranet - Domain Registration - 01/10/25 - 31/10/25	d/debit	£ 5.45	£ 1.09	£ 6.54
Sub-total		£ 9,532.02	£ 22.11	£ 9,554.13
<i>Accounts for payment on 3 November 2025</i>				
JG - Clerking - Additional Hours	251022	£ 206.60	£ -	£ 206.60
Waterplus - Pavilion Water	251007	£ 27.23	£ -	£ 27.23
HMRC - Period 7	251021	£ 1,567.49	£ -	£ 1,567.49
Salary - Cemetery	251019	£ 176.54	£ -	£ 176.54
Salary - Playground	251020	£ 58.78	£ -	£ 58.78
Salary - Clerking	251018	£ 1,357.41	£ -	£ 1,357.41
Claim for BIWI Garden Group Village Planters Oct 2025	251017	£ 146.91	£ -	£ 146.91
PWC - Window Cleaning	251006	£ 45.00	£ -	£ 45.00
H Huff Landscapes Ltd (Repair Work, slabbing and post installation)	251015	£ 805.00	£ -	£ 805.00
Geosphere - Parish Online Mapping Software	251014	£ 80.00	£ 16.00	£ 96.00
WALC - Clerk Training - Session 3 less overpayment made 19/04/23	251016	£ 5.00	£ 1.00	£ 6.00
Viking - Stationary	251009	£ 15.93	£ 3.19	£ 19.12
Viking - Stationary	251011	£ 20.59	£ 4.12	£ 24.71
Thomas Fox Landscaping - Inv 30/09/25	251010	£ 1,950.38	£ 390.08	£ 2,340.46
SLCC - Annual Membership	251024	£ 240.00	£ -	£ 240.00
Expenses - Cemetery Manager - Additional Hours	251026	£ 33.96	£ -	£ 33.96
Expenses - Cemetery Paint	251012	£ 37.00	£ -	£ 37.00
Expenses - Spare Defibrillator Pads	251013	£ 85.42	£ -	£ 85.42
Sub-total		£ 6,859.24	£ 414.39	£ 7,273.63
TOTAL		£ 16,391.26	£ 436.50	£ 16,827.76
Invoices checked & agreed.				
Signed:	J Green RFO	Councillor	Councillor	

Signature.....