

BISHOP'S ITCHINGTON PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting 6 October 2025

Present:

Cllr Kettle (Chairman)
Cllr N Thomas (Vice Chairman)
Cllr Tressler
Cllr Horsman
Cllr A Dugmore (Arrived at 7.35pm - Late apologies provided in advance)
Cllr Burns

In Attendance:

Jill Green - Clerk to the Council
Cllr Natalie Gist – District Councillor
Val Powell – Cemetery Manager

Absent

Cllr Lamont
Cllr J Thomas

Public: 3

1. Chairman's Announcements:

25/188

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

2. Apologies:

25/189

Apologies received and accepted from Cllr Lamont and Cllr J Thomas.

3. Declarations of Interest:

25/190

None Declared.

4. Dispensations:

25/191

None required.

5. Minutes:

25/192

i. Minutes of the Ordinary Meeting of the Parish Council held on 1 September 2025:

It was **RESOLVED** that the minutes of the ordinary Parish Council meeting held 1 September 2025, be accepted as a true and complete record of the meeting.
Proposed Cllr Burns, seconded Cllr N. Thomas – all in favour.

**6. Public Forum:
25/193**

- i. Three residents raised concerns regarding the following;
 - o A leaflet (part of public consultation by the developer) had been received by a resident regarding the potential Hambridge Road development. Concern was expressed regarding the impact on the infrastructure of the area and the environment, from such a large development. The application has not yet been published, however all items such as access, highways and the environment will be considered by the Parish Council when the application is published for comment.
 - o Statement from a resident regarding the second part of Agenda Item 14 - Recommendations from the Complaints Committee 1 year prior. The resident advised that not all items have been actioned, although there was recognition that related Items 24.1 and 24.2 were on the Agenda. However, the resident advised that he felt that this fell short of completing the 17 recommendations identified at the Complaints Committee. Request that the recommendations are implemented in full, as a matter of urgency.

**7. Planning Matters:
25/194**

- i. To note Applications provided for information purposes:

A) 25/02016/TEL28

8 Plough Lane, Bishops Itchington - To install 1 x 9m light wooden pole.

Noted

B) 25/02219/TEL28

Central Drive Bishops Itchington - To install 1 x 9m light wooden pole.

Noted

An observation was made that the Parish Council is unable to make comments on these types of applications and Cllr Gist advised that she would contact the Planning Team to establish if this could be changed.

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

A) 25/01758/FORNOT

Bishops Hill Nature Reserve, Ropeway, Bishops Itchington - Alteration of an existing road/highway.

Prior Approval Refused 18/09/25

Noted

B) 25/01887/VARY

46 Central Drive Bishops Itchington - Variation of condition 2 (Plans) of 25/00912/FUL dated 04 June 2025 to change the approved drawing no. 001

to revised drawing no. 001 Rev A. Changes include alterations to the extension size. Original description of development: Rear single storey conservatory extension.
Variation Permitted with Conditions

Noted

C) 25/01983/FUL

10 St Michaels Close Bishops Itchington - Demolition of existing side annexe outbuilding and erection of new ground floor bedroom and wet room for assisted living.
Permission with Conditions

Noted

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

A) 25/02291/TPO

4A Chapel Street, Bishops Itchington - T1 and T2 lime - Prune back new epicormic growth on the lower part of the trees. Side prune new growth under service wire (prune back to main stem), to achieve 1 metre safe clearance from conductors. Remove dead limb 3/4 of the way up T2 lime tree, pruning back to main stem. Deadline for response 20/10/25.

It was **RESOLVED** to submit a response of "No Representations".

B) 25/02299/FUL

47 Poplar Road Bishops Itchington - Garage conversion. Replace existing flat roof with a pitched tiled roof and a single storey front extension. Deadline for response 21/10/25.

A discussion took place with regards to the description, which Councillors found misleading, however it was **RESOLVED** to submit a response of "No Representations".

C) 25/01758/FORNOT

Bishops Hill Nature Reserve, Ropeway, Bishops Itchington - Alteration of an existing road/highway.
Prior Approval Refused 18/09/25. Appeal letter received 3/10/25.

It was **RESOLVED** to submit no further representations to the Appeal Case Officer. (It was noted that the Local Highways Authority is a consultee and there is no field on E-Planning for further representations from the Parish Council).

8. **County, District & Parish Liaison:**

25/195

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

- **Five-Year Housing Land Supply (5YHLS)**
 - The loss of the five-year housing land supply following a recent appeal judgement requires a strategic response from Stratford District Council to close a 'gap' in planning permission for housing.
 - A cabinet meeting has taken place (06/10/25) with an action plan agreed.
 - The cause of this situation is the change in government rules on the national planning framework.
 - More than 60% of councils find themselves in this position although, not all are under the same pressure from developers.
 - The 'gap' is a technical minimum of 2285 homes but in reality, taking account of timing and a number of factors, in order to regain a five-year supply, permissions for 3500-4000 homes may need to be issued.
 - Presently the District Council is looking at a methodology to review all the reserved sites that that been identified in the past.
- **Online Parcel Lockers**
 - It appears that prior notification to the planning department at SDC is required and as far as can be ascertained, no prior notification has been received for the lockers in Bishop's Itchington. Any complaints should be raised with the enforcement department at SDC.
- **Orbit properties in Bishop's Itchington**
 - Redevelopment of properties owned by Orbit in St Michael's Close and Gaydon Road - Orbit have confirmed that they will be carrying out works to these properties to bring them up to a lettable standard so that they may be available for residents on the housing list.
- **Community Safety**
 - Raising of the ongoing issues with SNT regarding ASB in Bishop's Itchington and Southam. SNT advised that no reports have been recorded since the last meeting however the categorisation of incidents is to be checked as it is possible that these are being recorded under the Criminal Damage category.
- **Community Grant Scheme**
 - A Community Grant Scheme for buildings has been approved. Cllr Gist to forward details to the Clerk.

Cllr Gist was asked if she felt that further planning applications would be received for building on fields within a village setting over the coming years. Cllr Gist explained that this was likely over the next 18 months, that there had been a lot of applications of this nature across the district and it was likely to be a challenging time. Anything below a five-year housing land supply (currently 2.67years), falls back to sustainable development. More than 60% of councils find themselves in this situation due to the law being completely changed.

Warwickshire County Council (WCC) – Cllr Kettle circulated the report (October 25) in for Councillors to review and in addition to the report, the following points were highlighted;

- **Council Issues**

- The Administration has issued a statement regarding priorities which have been identified as SEND, potholes and safety.
- SEND - A number of resolutions were passed relating to concerns about SEND provision and the need to approach the Government to resolve the issue of the growing Statutory override, the cumulative excess of expenditure on SEND provision by WCC vs Government Grants to fund that expenditure.
- The County is not allowed by law to fund the excess of expenditure from Council Taxes, hence the development of the Statutory Override facility.
- Cllr Kettle advised that the Government plan to address this has now been pushed out to 2028/29. In the interim, SEND services will be provided and the costs involved will be added to the overspend. Every Education Authority in the country is in the same position, with most already borrowing to be able to continue with service provision.

- **HS2**

- Cllr Kettle is meeting with the Area Director of EKFB (07/10/25) to discuss the “Lessons Learnt” from the recent road closures on the A423 and the impact on Ladbroke, specifically and other nearby villages. The closure caused significant traffic issues for Ladbroke and villages north and south.
- Next Stage - Kineton Road closure (date to be announced) which will be in place for 2 months. Concern regarding the likely heavy vehicle traffic that may be looking for alternative routes and the structural integrity of a bridge due to exceeded weight limits.

- **Highways - Introduction of Enforcement Support for Phase 1 School Keep Clear Zones**

- As part of the Authorities ongoing commitment to improving safety around schools, parking restrictions will be actively enforced from September 2025. Uniformed officers will be patrolling designated school sites to monitor compliance, engage with drivers, and raise awareness about the importance of safe and legal parking near schools.

- **Devolution Whitepaper**

- A briefing will be taking place W/C 13/10/25 regarding this.

- **Division Issues**

- Funding in place for the replacement of the road signs on the Gaydon Road by Chemiculture and Dudge Hill Cottages, which have been repeatedly damaged, one has disappeared, over the years.
- Concerns have been raised about the use of Hambridge, near Knightcote by overweight vehicles, and as a result, an inspection has revealed some structural damage. The plan will be to narrow the road to a cars width to prevent this in future.

- **Drainage**

- Request has been made for the schedule of when drains are to be cleared across the Division.

9. **Playing Field & Cemetery – CCTV**
25/196

A site meeting has taken place with Alison Packer the Rural Crime Advisor, from the SDC Community Safety Team (25th September 2025) and a subsequent report has been provided and circulated to the Parish Council.

The report provided the following suggestions for consideration:

- **Playing Fields**
 - Low level lighting was discussed as a possible first step, to be used as a deterrent.
 - CCTV options were discussed along with putting this in place independently or buying into the service offered by SDC (which might be more than our needs).
- **Cemetery**
 - Suggestion that we borrow a camera, at no cost, from the Community Safety Team (solar powered) for a couple of days to see what angles can be seen from a camera placed adjacent to the cemetery entrance.
 - Making secure 2 perimeter areas where the hedging is low or a thin wire fence is in place.
 - There is no lock on the toolshed, so this requires consideration and potentially a combination lock put in place. This would ensure continuation of residents' access to maintenance tools, whilst acting as a deterrent to unwanted access.

Cllr Thomas advised that he would review CCTV GDPR requirements and it was **RESOLVED** to obtain quotations for the above options for presentation to the Parish Council.

10. **Speeding Concerns – Gaydon Road**
25/197

The installation of the traffic survey equipment, for Gaydon Road and Ladbroke Road took place on 03/10/25. The equipment will be there for 2 weeks and typical turnaround for the data is approximately 14 days.

Vehicle activated speed signs - Cllr Kettle advised that with regards to the removal of the speed activated signs, this has been raised again with the Warwickshire Director of Highways, for an alternative if this is not to be re-instated.

11. **Parking on Village Green – Old Road & Central Drive**
25/198

In the Parish Council Meeting of 2nd September 2024, it was **RESOLVED** in principle to install some form of physical barriers to the large green open spaces in Central Drive and Old Road to prevent damage to the areas and to address resident concerns.

Quotations have been obtained and placed in Item 24.4 for discussion.

12. **Community Centre**
25/199

Cllr Horsman provided an update with regards to the Community Centre Committee and advised that there were 2 new potential members. There is a meeting next week and Cllr N. Thomas will be attending.

Orbit have been in contact and have discussed potential improvements to the building that they would pay for. An assessment of the building has been completed and there appears to be commitment to use this facility for the benefit of the Orbit residents in the area.

The contact details for groups that use the Community Centre to be provided to the Clerk.

13. Youth Shelter
25/200

Cllr N. Thomas explained that a Facebook Survey 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. This is currently live, and an update will be provided at the next meeting.

14. Cemetery
25/201

- Ongoing painting works at the Chapel, specifically the painting of the exterior brickwork in error. The paint was removed successfully on 25/09/25 by a specialist contractor.
- Annual Cemetery Risk Assessment – Quotes have been requested and obtained from BRAMM scheme of accreditation suppliers. Quotes to be reviewed under Item 24.1.
- Environmental Review – Specialist quotes have been requested to assess the current state of the cemetery to determine whether there is an underlying environmental issue such as groundwater or drainage. Quotes to be reviewed under Item 24.2.
- Rules & Regulations and the Memorial Safety Policy – These have been drafted by Cllr Lamont with subsequent comments provided by the Clerk. Cllr Lamont and the Cemetery Manager to review.

Following discussion regarding the recommendations from the Complaints Committee Meeting of 02/09/24, it was agreed that Cllr N. Thomas and the Clerk would provide a full update on these items to the residents that had been involved.

15. Allotments
25/202

Cllr Lamont and the Clerk met to liaise and update records on 18/09/25. Subsequently, Cllr Lamont requested a financial statement for allotment payments to enable an up-to-date view to be obtained. An update will be provided at the next meeting.

16. Buffer Zone – rear of Mandale Drive
25/203

The Clerk and prior Councillor Simon Tagg-Wilkinson met on 30/09/25 for a project discussion. Simon Tagg-Wilkinson had created a planting scheme for the area, and it was agreed that this could be used to build a request for quotations that could be

considered. This has been drafted by the Clerk and new photos of the area taken. Simon Tagg-Wilkinson has offered to review this before issuing to potential suppliers.

17. Defibrillator
25/204

Cllr N. Thomas advised that the Defibrillator is back in action following recent use. The cost of contingency pads was discussed, £88.06.

It was **RESOLVED** to purchase a spare set of pads that could be used as replacements should the Defibrillator be used. These are to be held in the office, Cllr N. Thomas to arrange.

18. Community Benefit Agreement - Administration
25/205

Low Carbon have confirmed the following details regarding the one-off payment against Feldon Vale Solar Farm, for the administration of the community benefit.

- The next stage and timings for the project will be testing of the system, to allow it to export the energy to the grid.
- They are bound by timings from NGED (National Grid Electricity Distribution).
- They are working towards 4-8 weeks; however, NGED may extend this timeline.
- Once they receive the COD (Commercial Operation Date) Certificate – this confirms the project is officially exporting into the grid – and the community benefit payment date can be confirmed.

19. Painting the Village Pink Initiative
25/206

Councillors discussed the initiative and **RESOLVED** that it was important that the Parish Council must remain impartial and not seen to be choosing one charity over another when asked for donations. It was felt that donations from Parish Council funds on behalf of residents was not appropriate, however, all agreed that Councillors ought to be able to donate as individuals and residents should they wish.

It was **RESOLVED** to make notice boards available for posters to promote the initiative.

20. Finance:
25/207

- i. To receive monthly financial reports for August & September 2025,

Cllr Kettle noted that these had been received.

- ii. To receive bank reconciliation reports for August & September 2025,

Cllr Kettle noted that these had been received.

- iii. To approve accounts for payment 1st September & 6th October 2025,

It was **RESOLVED** to approve the accounts payable for 1st September & 6th October 2025. Proposed Cllr N. Thomas, seconded Cllr Horsman, all in favour.

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

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

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

21. Completed Annual Return:

25/208

It was **RESOLVED** to accept the comments from the external auditor and for the audit results to be posted on the website and noticeboard as appropriate.

22. Portfolio Holders Update:

25/209

- **Playing fields:**
- The new fence installation on the left hand side of the play area and the public footpath has been delayed. The new date is 13th October 2025.
- A bench from the orchard area of the playing field was completely uprooted and had to be removed for safety reasons. H Huff Landscapes have the bench in storage currently. A quote is required to re-instate this.
- **Memorial Hall:**
A Meeting is to take place mid-October.
- **SNT Visit:**
The next visit is planned on the pub car park – Saturday 11th October 2025 between 2-3pm. Notices have been placed on noticeboards and Facebook for awareness.
- **School Engagement**
School engagement is taking place every half term with the next meeting being 21st October 2025. Discussions have included the impact of potential new housing developments, SEND and school meals being produced in house.

23. Reports and Questions:

25/210

- Cllr Horsman had received a request from one staff member at the school with regards to parking a vehicle on the Community Centre Car Park. This had been agreed in principle by the Community Centre group, due to it been a single vehicle request only.
- Cllr Burns commented that there was damage to a swing in the playing fields, Cllr N. Thomas to investigate.

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.

24. Exclusion of Public & Press:

Confidential matters - , It was **RESOLVED** to exclude the public under Section 100A of the Local Government Act 1972 – Schedule 12A – Part 1 (4).

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

It was **RESOLVED** to accept a quotation to implement the Risk Assessment, however due diligence and further information is required prior to order placement.

2. To discuss and agree quotes for the Cemetery Environmental Review.

Two quotations had been obtained from companies with appropriate skills and referencability, however the third company had declined to respond. A further quotation to be obtained prior to review, from a local land drainage company.

3. To discuss and agree quotes for Insurance.

The Parish Council Insurance is due on 25th October 2025. The Clear Council Renewal policy has been received and two further quotations have been requested. As these have not yet been received, due to the time limitation, it was **RESOLVED** that the Clerk under delegated responsibility, in consultation with the Chair and Vice Chair would make a decision regarding the insurance. Proposed Cllr Horsman, seconded Cllr Burns, all in favour.

4. To discuss and agreed 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 these to be refreshed had been made. Two refreshed quotations were obtained however no response has been received from the third supplier. A further quotation to be obtained prior to final review.

25. Date of Next Meeting:

The next ordinary meeting of the parish council will take place on Monday 3rd November 2025 at 7.30pm at the Community Centre.

26. Close of Meeting.

The meeting closed at 10.27pm.

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

Appendix A

Financial Budget Comparison

Comparison between 01/04/25 and 30/09/25 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	£1,410.13	-£1,089.87
40 Sec 136 & Other Reimbursements	£1,000.00	£0.00	£0.00	-£1,000.00
50 Playing Field	£800.00	£0.00	£198.02	-£401.98
60 Interest - Current	£1,250.00	£0.00	£642.25	-£607.75
61 Interest - Pavilion Fund	£0.00	£0.00	£531.53	£531.53
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	£127,117.81	£9,267.81
Total Income	£117,850.00	£0.00	£127,117.81	£9,267.81
EXPENDITURE				
Bishops Itchington Parish Council				
200 Salaries & Expenses	£39,237.00	£0.00	£18,410.51	£20,826.49
210 Councillor Allowances	£500.00	£0.00	£0.00	£500.00
220 Administration	£11,721.00	£0.00	£5,523.11	£6,197.89
230 Grounds Maintenance	£30,875.00	£136.42	£17,272.56	£13,738.86
240 Cemetery & Churchyard	£7,379.00	£0.00	£3,581.91	£3,797.09
250 Playing Field	£16,241.00	£0.00	£2,980.88	£13,260.12
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	£2,975.00	£2,995.00
320 Pavilion Project	£0.00	£0.00	£0.00	£0.00
Total Bishops Itchington Parish Council	£121,923.00	£136.42	£51,535.97	£70,523.45
Total Expenditure	£121,923.00	£136.42	£51,535.97	£70,523.45
Total Income	£117,850.00	£0.00	£127,117.81	£9,267.81
Total Expenditure	£121,923.00	£136.42	£51,535.97	£70,523.45
Total Net Balance	-£4,073.00		£75,581.84	

Appendix B

Bishop's Itchington Parish Council				
Accounts Payable 6 October 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 01/09/25)	s/order	£ 495.00	£ -	£ 495.00
Three Business (mobile sim 22/09/25)	d/debit	£ 9.77	£ 1.95	£ 11.72
Unity Bank (Service Charge 31/09/25)	d/debit	£ 9.45	£ -	£ 9.45
Claranet - Domain Registration - 01/09/25 - 30/97/25	d/debit	£ 5.45	£ 1.09	£ 6.54
Onecom - Cloud connectivity - Inv 17/09/25 - 250924	d/debit	£ 107.31	£ 21.46	£ 128.77
	Sub-total	£ 626.98	£ 24.50	£ 651.48
Accounts for payment on 6 October 2025				
JG - Clerking - Additional Hours	250921	£ 351.22	£ -	£ 351.22
HMRC - Period 6 & 7	250915	£ 694.21	£ -	£ 694.21
Salary - Cemetery	250911	£ 176.74	£ -	£ 176.74
Salary - Playground	250913	£ 87.58	£ -	£ 87.58
Salary - Clerking	250912	£ 1,441.25	£ -	£ 1,441.25
Moore - External Audit	250917	£ 446.25	£ 89.25	£ 535.50
Claim for 50 x RBL Remembrance wooden cross tributes - Cemetery	250925	£ 150.00	£ -	£ 150.00
PWC	250916	£ 45.00	£ -	£ 45.00
Light Media - Hosting website 04/09/25 - 03/12/25	250918	£ 90.00	£ 18.00	£ 108.00
Kompan - Middle bridge for cradle seat - Swing	250919	£ 118.00	£ 23.60	£ 141.60
WALC - Clerk Training - Session 1	250914	£ 35.00	£ 7.00	£ 42.00
WALC - Clerk Training - Session 2	250923	£ 35.00	£ 7.00	£ 42.00
EON - Pavilion Electric - 1st August - 31st August 2025	250909	£ 9.47	£ 0.47	£ 9.94
Viking - Print, Power and PC accessories	250908	£ 64.91	£ 12.98	£ 77.89
Thomas Fox Landscaping - Inv 29/08/25	250907	£ 3,365.94	£ 673.19	£ 4,039.13
THRS Cleaning Ltd - Chapel exterior paint removal	250922	£ 849.90	£ 169.98	£ 1,019.88
Viking - Laptop sleeve, files and ring binders	250920	£ 45.59	£ 9.12	£ 54.71
Expenses - Cemetery - Print cartridges	250904	£ 24.99	£ -	£ 24.99
Additional hours - Cemetery Painting	250905	£ 76.41	£ -	£ 76.41
Additional hours - Cemetery Involvement	250906	£ 50.94	£ -	£ 50.94
	Sub-total	£ 8,158.40	£ 1,010.59	£ 9,168.99
	TOTAL	£ 8,785.38	£ 1,035.09	£ 9,820.47
Invoices checked & agreed.				
Signed:	J Green RFO	Councillor	Councillor	