

# BISHOP'S ITCHINGTON PARISH COUNCIL

## Minutes of the Ordinary Parish Council Meeting 9 November 2020 at 7.30pm Remote Meeting

### Present

Cllr Dugmore (Chairman)	Cllr Christian-Carter	Cllr Thomas
Cllr Gates	Cllr M Mann	Cllr D Mann
Cllr Kettle	Cllr Tressler	

### Absent

Cllr Bougoussa; 1 Vacant seat

### In Attendance

Karen Stevens - Clerk to the Council  
Cllr A Crump - WCC

### Public

0

### 20/142 Apologies

None.

### 20/143 Declarations of Interest

None.

### 20/144 Dispensations

None.

### 20/145 Minutes

#### **Ordinary Meeting 12 October 2020**

It was **RESOLVED** to approve the minutes of the ordinary parish council meeting held on 21 September 2020 as a true and complete record of that meeting. (Proposed Cllr Christian-Carter, seconded Cllr Thomas).

### 20/146 Public Forum

No members of the public were present.

Cllr Thomas asked if the Council could write to residents with overgrown hedges within the village and referenced one particular property near the Co-op. The Clerk advised that she had already written to the owners of the property.

### 20/147 Covid 19 - Lockdown

The proposed lockdown period has taken effect and as such, the Parish Council has closed/locked the tennis courts and as grassroots sport is suspended the pavilion should not be in use. The office is closed to the public and signage to the effect has been put up. The Clerk will be working from home but will call into the office on a weekly basis to collect the post. Social distancing should be observed at the cemetery and a notice should be put up if required.

The helpline phone is with Cllr D Mann who will contact the people on the original to check who is still available to help if necessary. The BI Helpline phone number is advertised on the WCC website

## **20/148 County, District & Parish Liaison**

**WCC** Cllr Crump advised that:

- Sale of roads/verges around Rupert Kettle Road. The County legal section is looking at this and hopefully will have an update soon. He understands that a conversation has been held with the agent and it is the 'under-space' that is owned by Tarmac that is for sale
- He, together with Cllr Kettle are looking at the issue of mud on the road particularly by the bowls. Cllr Dugmore advised that the state of Welsh Road West is appalling.
- Still several issues with HS2 – trying to get signage sorted, issues with satellite navigation sending drivers/HGV's over the railway bridge at Deppers Bridge.
- Hedges – if no action is forthcoming from the request to cut back the hedges, the Clerk should contact him, and he will get WCC to write to them as well.
- Motorbikes – there have been a number of motorbikes stolen in the area, residents should be vigilant and report anything suspicious.
- Some Council Services will not be carried out at their normal frequency during lockdown e.g. street surveys. Country parks will remain open as will Stockton tip. Libraries are likely to be closed and collect although confirmation of this is still outstanding.
- He will send the Clerk a copy of his report for circulation as it contains useful telephone numbers/helplines and a copy of the guidance being issued from the County.
- Large number of scams going around and bogus callers.
- The message is to do the right thing for Warwickshire and to stay at home, save lives and protect the NHS together with thinking about wellbeing, kindness and supporting each other.
- Road safety/speeding is still an issue.

**SDC** Cllr Kettle advised that:

- SDC's departments are having to look at their budgets as the council is four million pounds adrift. Planning will be closely scrutinised as it is the largest department.
- Planning Applications are now at a higher level than this time last year even though there was a dip in submissions during April/May.
- Town and Community – already had one meeting with the team at Stratford and a joint meeting with Cllr Crump with the South Warwickshire Partnership. Need to look at very carefully ensuring that we get a response from the police force. We need to make sure that the police are aware of every event that goes on – putting things on Facebook does not help the police as they need it reporting via 101 or somewhere the police will see it rather than keeping it on a very local Facebook page.
- HS2 – tried very hard to get them to delay work until the New Year when the weather is likely to improve, daylight hours would be longer and local businesses would have the opportunity to put in place proper litigation to allow their future plans to reflect a major road closure but HS2 were not remotely interested and advised they had given more notice than they had to by law. Several letters have been written from both SDC and WCC. Both had the same response from the MP 'so disappointing'. There is another meeting arranged to discuss, led by the MP to discuss how we are going to respond/resolve to them continuing to ignore the impact of their work on local communities.

## **20/149 Finance**

### **1 Monthly Financial Report**

The budget report for the month ending October 2020 as per Appendix A had been circulated prior to the meeting. There were no questions. Cllr Kettle advised that he had started the budget working spreadsheet for the Financial Budget Comparison. Finance Group will need to meet before the next Council meeting – meeting to be arranged.

## 2 **Bank Reconciliation Report**

The bank reconciliation report for October 2020 had been completed by the Clerk. Cllr Kettle has checked it and is comfortable with it.

## 3 **Accounts for Payment**

Cllrs Gates and Thomas volunteered to check the invoices and authorise the bank payments.

It was **RESOLVED** to approve the schedule of accounts for payment as per appendix C (Proposed Cllr Gates, seconded Cllr Thomas).

## **20/150 Memorial Hall**

A letter has been received from the Carolyn Went, the Chairman of the Memorial Hall Committee requesting financial help of £15,000 as the heating system has been condemned and the electrics require urgent attention. This request is more than the Parish Council allocates over a year across all applicants. There was also a request that the Parish Council arrange/pay for the work so as to claim back the VAT thereby reducing the cost – unfortunately this is not allowed as they are a separate entity to the Parish Council, which is only the custodian trustee, rather than the management trustees. The funding being requested is more to do with repairs rather than to do with the significantly higher costs of installing new equipment.

It appears that there is an issue with the ownership of the Hall and the land on which it stands, which means the Committee cannot obtain charitable status thereby allowing them to apply for funding elsewhere - it was suggested that it might be better to support the Committee by organising some professional/specialist help on fundraising for new equipment rather than for repairs.

The previous Clerk was trying to sort the land registry issue out and this involves a visit to the records office. Unfortunately, due to the lockdowns this year, it has been impossible to do this. The Committee has been offered, on previous occasions, assistance with getting grants but this has not been taken up. It was also noted that no committee meetings have taken place since March 2020 although it has been suggested by the Parish Council representative on the Committee that Zoom meetings could be held, as most of the committee/managing trustees have internet access. This has resulted in decisions being made by very few people, which is obviously not desirable.

This is an old, significant building within the community and therefore, careful consideration needs to be given for the works to be undertaken, preferably a short term 'fix' to allow the building to function, followed by a total refurbishment as it would insulate the building correctly, enable the heating/electrics to meet new safety requirements and provide lower running costs. It was felt that a long-term strategic view also needs to be taken.

There is still a need to spend an 'amount' to prevent the loss of the building and to keep it functioning. The option of getting in someone to help them seems a way forward as the Parish Council has seen how well this approach has worked with the pavilion. It was suggested that we propose to them that we contribute towards organising professional help towards getting grant applications written etc, very similar to what A Maliphant has done with the Pavilion Group. Cllr M Mann stated that having been involved in the Pavilion Group, they learned a lot of hard and frustrating lessons but ultimately you have to open up people's minds to the way forward, working in different ways so that the focus shifts from the daily running of the building to also accommodate strategic thinking.

We owe Carolyn Went a response and it was suggested that it goes along the lines of affirming and reassuring that the Parish Council is looking at the options to ensure that the building and what it stands for remains for the future and is interested in doing something that gives it the best chance of longevity and therefore a long term strategic plan is required:

- What the longer strategic view is and how we work towards this e.g. by bringing in some form of external support to help them.
- How we resolve the constitutional issue in that no constitution exists. All that they have got is the 'Scheme' produced in 1988 by the Charities Commission and this appears not to be sufficient in terms of what is required of a committee today.
- An adequate short-term solution that will keep the building heated over the winter - this then allows time to discuss with them a platform on which to move forward.
- Offer support to them.
- Advise that we cannot afford to let the building go but we cannot just write cheques without the due diligence behind it.

Cllr Dugmore agreed to draft a response including the points made and the suggestions that we would like to make and then with everyone's approval the Clerk will send it to Carolyn West

### **20/151 Site Allocations Plan – Preferred Options Consultation**

Cllr Kettle advised that the Site Allocations Plan (SAP) is a document that SDC is required to produce as part of its Core Strategy (CS). The CS requires all districts to provide a buffer approach of 25% of our housing numbers in case we have a shortfall in the number of houses we deliver within the CS period (2,900 additional houses). In the case of Southam's numbers, we are in line to build 16,074 against the target of 14,600 therefore the buffer should remain purely a buffer except for several issues:-

- Duty to cooperate with our neighbouring Authorities that includes Birmingham (shortfall of approximately 3000 houses) – as one of 10 local authorities we would therefore have to pick up 10% of their shortfall i.e. 300 homes.
- Long Marston – very large strategic site that has come to a halt due to the requirement of a new road and river crossing – South West Relief Road (cost approximately £100 million) that Carla Homes is not prepared to pay for in its entirety. Approval has been given to 400 homes leaving a shortfall of 1,100.
- Government's draft White Paper to increase housing numbers mainly in rural Southern England – not sure yet what impact this may have on us but if we were required to pick up shortfall or match the Government's increased expectations for housing delivery then that might be an additional 20% on top of current numbers.

The SAP has identified 2,880 homes. Originally this excluded any in the area as Southam School had no additional capacity but this has now been resolved and so the District has created a huge shift of housing from the West to around Southam (additional 786 homes). The five wards of Bishop's, Harbury, Long Itchington and the two Southam wards - have got 51% of the total housing allocation.

This is only a draft and if we are concerned about it as a Parish Council we should respond very robustly within the timescale. If we are happy with the possibility of picking up another 45 homes under the allocation we do not need to respond. The SAP has been set out in 7 tiers - Bishop's Itchington is in the bottom tier and therefore should only be picked up as a last resort but there is always this risk. The Built Up Area Boundary has been drawn round the village but is still in draft and will remain in draft until the SAP is adopted.

Observations:

- Large development at Gaydon (3,000 houses) – is already accounted for within the 5-year plan.
- Developments around Southam appear huge. Included are 210 homes on the old Blue Circle Cricket Ground opposite Portland Lodge near Deppers Bridge.
- Need to consider our own direct impact and then the impact that is created immediately around us whilst being aware of it in the context of the whole District

- Constraints to the green belt and the AONB but there was an allocation 12 months ago in those areas – the worry is that the bar for qualifications has now been lifted to such an extent that it has squeezed out all the green/partially green sites and pushed them all into our ‘patch’ – all the traffic will have to get through to the M40 via junction 12 so the impact on this village of increased traffic will be considerable.
- SAP, page 14, key diagram shows the sites/settlements that do or do not have an allocation and they sit within green belt area.
- Large rural brownfield site identified that appears to sit directly in between Bishop’s Itchington and Harbury – 210 homes between Bishop’s Itchington and Deppers Bridge (if this is the case, it is shown in wrong place on the map – Cllr Kettle to check).
- Position with Harbury – tier 3 with capacity or tier 7. Looking at a further 81 homes in tier 7. Bishop’s Itchington, Harbury and Long Itchington are all tier 7. The reason for raising this is that with the site being on the boundary, by virtue of the placement of the parish boundary it is in Harbury but for all practical purposes it is in Bishop’s Itchington. Cllr Kettle confirmed that the site in question is in tier 3. Therefore, because it is immediately adjacent to a development in Bishop’s Itchington and will therefore depend on the same services as the site that is being built, there which is in Bishop’s Itchington, putting an allocation immediately adjacent in a tier 3 parish exposes us as a tier 7 to a development of 210 houses. We therefore might as well consider this as an allocation of 210 houses in Bishop’s Itchington because it is only a quirk of the position of the Parish boundary – it will be the cement works all over again. It is in a far corner of Harbury’s ward so they will probably not really care about it, therefore we will end up with another 210 houses on our doorstep at which point we will be a tier 7 village that has taken over 200% of its development.

Is the Parish Council in a position where we would want to respond to the SAP, seek some clarification and express the concerns about these points?

- Potential traffic impact of the shift in the allocations from the west to the east, principally to the north east of us and therefore straight through the village to junction 12 of M40.
- The fact that a tier 3 settlement will be putting its allocation immediately adjacent to a tier 7 one and the obvious practical problems that creates for us.
- What is the brownfield site that appears to be between Bishop’s Itchington and Harbury – although Cllr Kettle believes it is the cement works, this needs to be clarified on the diagram.
- Southam could end up bigger than Stratford.
- If you look at our core strategy numbers, we as a level 1 service village, have already delivered 92 more homes than required (183%). If you add in the possible 210 homes from Harbury you have a sustainability issue with not just highways but all the other issues including whether Bishop’s Itchington and even Harbury has the resources/infrastructure to maintain that level of development.

It was **RESOLVED** we make a response drawing attention to our significant concerns about these principle points (Proposed Cllr A Dugmore, seconded Cllr Tressler).

Cllr Crump advised that the biggest issue for the Southam area is schooling – capacity is likely to be exceeded within 3-5 years without significant infrastructure.

## **20/152 Community Emergency Plan for Bishop’s Itchington**

A small number of minor changes need to be made to update the plan.

It was **RESOLVED** that Cllr Thomas would undertake these and that the Clerk would contact the Resilience Team to verify whether the plan should be published on the web-site and if so whether it

should be in its entirety or a if a public version should be used deleting private phone numbers. It was agreed that the plan will be removed from the website until the situation is resolved.

## **20/153 Environment & Properties**

### **1. Pavilion Project**

- i. Cllr M Mann advised that it has been a quiet month. There has been a lot of information exchange between A Maliphant and AT Architects; S Tagg-Wilkinson has agreed to help the group by proof reading funding applications and B McDaid has written an article for the Scene that includes a survey to be completed to help with the HS2 funding application. Cllr Mann urged all the Councillors to complete this survey – end date for submission is 15 November 2020. A Maliphant is in contact with other Parishes who have successfully applied to HS2 for funding.
- ii. The contract with Crossfield Consultancy has been signed and they will start to undertake the required work on 11 November 2020.
- iii. Planning Fee Payment. The Clerk was asked to contact A Maliphant/AT Architects to establish how the planning fee was arrived at and whether it includes the 50% fee reduction for submissions by Parish Councils.  
It was **RESOLVED** to delegate powers to the Clerk to authorise the payment of the Planning Application fee, up to the value of £954, in December, whilst ensuring that the discount is included and for Cllr's Dugmore and Christian-Carter to view and approve the application before submission (Proposed Cllr A Dugmore, seconded Cllr Christian-Carter).

### **2. Children's Playground**

- i. Equipment Repairs:  
Following the receipt of quotes, it was **RESOLVED** to:
  - a. Employ RPM to repair the see-saw and clatterbridge.
  - b. Obtain revised quotes for the repair of the mini hammock using plastic uprights/posts.
  - c. Call an extraordinary Parish Council meeting to approve works once the quotes have been received.  
(Proposed Cllr Christian-Carter, seconded Cllr A Dugmore Cllr).
- ii. Fencing Repairs:  
It was **RESOLVED** to employ L. Reynolds to undertake the repair work to the fencing around the play area. (Proposed by Cllr Dugmore, seconded by Cllr M Mann).  
It was agreed that Cllr M Mann and the Clerk would meet on site to identify which posts need supporting with concrete godfathers.
- iii. Cllr Thomas reported that the Working Group has met twice, the second meeting being held on site at 4.00pm and the playground was 'jammed' with youngsters. The general conclusion is that there is very little provided for older children (10/11 years old). The tractor has completed its life span and should therefore be removed and replaced with a 'show case' large item (i.e. climber) that has moving parts and is more mentally challenging to the older children.  
The group are looking at the longevity of each piece of equipment and Cllr Gates is producing a spreadsheet for this.

### **3. BINDP**

Cllr Thomas advised that the plan was submitted SDC 5 weeks ago. He understands that it normally takes approximately 6 weeks for SDC to respond.

### **4. Tree Survey**

The Clerk was requested to obtain a quote to undertake work to the horse chestnut tree (tag no. 311) in Rupert Kettle Drive.

**20/154 Reports and Questions**

- Cllr Kettle advised that at the extraordinary meeting regarding the play equipment, the budget would also need to be discussed.

**20/155 Exclusion of Public & Press**

It was **RESOLVED** to exclude the public under Sec 100A of the Local Government Act 1972 in order to discuss the following confidential matters:

**1 Mobile Phone Provision**

Following discussions it was **RESOLVED** to purchase two iphones and the appropriate sims up to the specified budget (proposed Cllr Dugmore, seconded Cllr Christian-Carter).

**2 Staffing Matters**

It was **RESOLVED** that Cllr Christian-Carter would undertake the Clerks appraisal as soon as lockdown ends and to circulate the paperwork to the HR Group and Cllr Dugmore for verification (Proposed Cllr Christian-Carter, seconded Cllr D Mann).

**20/156 Date of Next Meeting**

The next ordinary meeting of the parish council is scheduled to take place on Monday, 11 January 2021 at 7.30pm. The venue is to be confirmed.

**Meeting closed at 9.56pm.**

Cllr Dugmore wished everyone a Merry Christmas.

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

## APPENDIX A

### Budget Report - 5 November 2020 Comparison between 01/04/2020 and 05/11/2020 inclusive:

		Budget 2020/2021	Reserve Movement	Actual Net	Balance
<b>INCOME</b>					
<b>Bishops Itchington Parish Council</b>					
10	Precept	£89,000.00	£0.00	£89,000.00	£0.00
20	Council Tax Support Grant	£0.00	£0.00	£0.00	£0.00
30	Burials	£2,000.00	£0.00	£2,185.00	£185.00
40	Sec 136 & Other Reimbursements	£1,300.00	£0.00	£0.00	-£1,300.00
50	Playing Field	£400.00	£0.00	£218.27	-£181.73
60	Interest	£450.00	£0.00	£272.49	-£177.51
70	Grants	£0.00	£0.00	£9,100.00	£9,100.00
80	Misc	£250.00	£0.00	£44.43	-£205.57
90	VAT Refund	£0.00	£0.00	£2,874.86	£2,874.86
100	Pavilion Fund	£0.00	£0.00	£0.00	£0.00
<b>Total Bishops Itchington Parish Council</b>		<b>£93,400.00</b>	<b>£0.00</b>	<b>£103,695.05</b>	<b>£10,295.05</b>
<b>Total Income</b>		<b>£93,400.00</b>	<b>£0.00</b>	<b>£103,695.05</b>	<b>£10,295.05</b>
<b>EXPENDITURE</b>					
<b>Bishops Itchington Parish Council</b>					
200	Salaries & Expenses	£30,380.00	£0.00	£24,497.47	£5,882.53
210	Councillor Allowances	£500.00	£0.00	£0.00	£500.00
220	Administration	£6,767.00	£0.00	£6,064.34	£702.66
230	Grounds Maintenance	£23,232.00	£0.00	£13,403.17	£9,828.83
240	Cemetery & Churchyard	£4,743.00	£0.00	£1,600.97	£3,142.03
250	Playing Field	£10,763.00	£0.00	£8,766.39	£1,996.61
260	Grants	£7,500.00	£0.00	£0.00	£7,500.00
270	Neighbourhood Plan	£2,500.00	£0.00	£4,440.00	-£1,940.00
280	Other Expenditure	£1,000.00	£0.00	£0.00	£1,000.00
290	VAT	£0.00	£0.00	£0.00	£0.00
300	Contingency	£0.00	£0.00	£0.00	£0.00
310	Parish Office	£5,190.00	£0.00	£2,881.69	£2,308.31
320	Pavilion Project	£5,000.00	£0.00	£1,992.00	£3,008.00
<b>Total Bishops Itchington Parish Council</b>		<b>£97,575.00</b>	<b>£0.00</b>	<b>£63,646.03</b>	<b>£33,928.97</b>
<b>Total Expenditure</b>		<b>£97,575.00</b>	<b>£0.00</b>	<b>£63,646.03</b>	<b>£33,928.97</b>
Total Income		£93,400.00	£0.00	£103,695.05	£10,295.05
Total Expenditure		£97,575.00	£0.00	£63,646.03	£33,928.97
<b>Total Net Balance</b>		<b>-£4,175.00</b>		<b>£40,049.02</b>	

## APPENDIX B

### Accounts Payable 9 November 2020

<u>To Whom Payable</u>	<u>Ref No</u>	<u>Ex Vat</u>	<u>Vat Payable</u>	<u>Totals</u>
<i>Urgent accounts paid since last meeting requiring the formal approval of the council</i>				
E Biddle (office rent 02/11/20)	s/order	£ 411.67	£ -	£ 411.67
Onecom (phone & b/band 30/010/20)	d/debit	£ 60.99	£ 12.20	£ 73.19
WCC Pension Fund (July)	200920	£ 418.35	£ -	£ 418.35
Biffa (Tradw Waste)	201014	£ 222.30	£ 44.46	£ 266.76
D Mann (Expenses - Helpline)	201015	£ 10.00	£ -	£ 10.00
RBL Poppy Appeal (Poppy Wreaths)	201016	£ 43.50	£ -	£ 43.50
	<b>Sub-total</b>	<b>£ 1,166.81</b>	<b>£ 56.66</b>	<b>£ 1,223.47</b>

### Accounts for payment on 9 November 2020

E.On (pavilion electric 13/11/20)	d/debit	£ 95.59	£ 4.78	£ 86.94
J Kirton (Salary)	201101	£ 46.16	£ -	£ 46.16
V Powell (Salary)	201102	£ 73.99	£ -	£ 73.99
K Stevens (Salary)	201103	£ 1,495.10	£ -	£ 1,495.10
A Biddle (Salary back pay owed)	201104	£ 142.31	£ -	£ 142.31
HRMC (PAYE)	201105	£ 242.38	£ -	£ 242.38
WWC Pension Fund (October)	201106	£ 504.19	£ -	£ 504.19
Bishop's Itchington Charity	201107	£ 8,158.00	£ -	£ 8,158.00
AT Architects (AGT Survey & Ridgeway Ecology)	201108	£ 1,210.00	£ 242.00	£ 1,452.00
SLCC Enterprises (Pavilion Project Funding Tasks)	201109	£ 1,992.00	£ 398.40	£ 2,390.40
AT Architects (Fee instalment & OS Plan)	201110	£ 1,188.91	£ 237.78	£ 1,426.69
Edge IT Systems Ltd (Finance band Update)	201111	£ 90.00	£ 18.00	£ 108.00
PKF Littlejohn (External Audit)	201112	£ 400.00	£ 80.00	£ 480.00
Lee Reynolds (Fencing - Sowcroft Dr/Cemetery)	201113	£ 575.00	£ -	£ 575.00
Thomas Fox Ltd (mowing)	201114	£ 2,709.05	£ 541.82	£ 3,250.87
Viking (Stationery)	201115	£ 100.46	£ 20.09	£ 120.55
M Waterman (Expenses - Village planters)	201116	£ 61.21	£ -	£ 61.21
K Stevens (Expenses - office)	201117	£ 15.98	£ -	£ 15.98
K Stevens (Expenses - playground)	201118	£ 121.28	£ -	£ 121.28
		£ -	£ -	£ -
	<b>Sub-total</b>	<b>£ 19,221.61</b>	<b>£ 1,542.87</b>	<b>£ 20,751.05</b>