

BISHOP'S ITCHINGTON PARISH COUNCIL

**Minutes of the Ordinary Parish Council Meeting
10 February 2020 at 7.30pm
Bishop's Itchington Community Centre**

Present

Cllr Dugmore (Chairman) Cllr Christian-Carter Cllr Thomas
Cllr Kettle Cllr Tressler Cllr Bougoussa

Absent: Cllr Michael Mann; Cllr Dawn Mann (and 2 vacancies)

In Attendance

Mrs Alison Biddle, Clerk to the Council Members of the public: 2
County Cllr Stevens

20/24 Apologies: Cllr Michael Mann; Cllr Dawn Mann

20/25 Declarations of Interest: None

20/26 Dispensations: None

20/27 Minutes

- 1 It was **RESOLVED** to approve the minutes of the ordinary parish council meeting held on 13 January 2020 as a true and complete record of that meeting.
- 2 It was **RESOLVED** to approve the minutes of the extraordinary parish council meeting held on 27 January 2020 as a true and complete record of that meeting.

20/28 Public Forum

Footpath Gates, Scowcroft Drive

The PC was asked to consider removing the gates and the stile between Scowcroft Drive and the old field path which is now within the new development site and will eventually be tarmacked. The gates, which were installed for stock control, are no longer needed and their removal would make access much easier for people with mobility problems.

20/29 Planning Matters

Cllr Kettle abstained from voting in all planning matters on account of his role as a district councillor.

- 1 **19/02763/FUL**
Extensions and alterations to dwelling house
Coben, Gaydon Road

It was **RESOLVED** to maintain the council's previous objections to this application (that the development is not subservient to the main dwelling and therefore does not comply with CS.20) and reiterate that a planning statement, although not mandatory, would have been helpful.

2 Neighbourhood Development Plan

Cllrs Thomas and Tressler are meeting later this week to look at making the grant application. The clerk reported that the district councillor for Harbury had been consulted on the amendment to the NDP area and the impact this may have on Harbury but that Harbury PC had not been consulted. There is nothing further for BIPC to do in this respect except wait for the formal decision.

3 Bovis Homes, Knightcote Road – Sec 106 variation

The clerk has received an email from Bovis stating that Bromford Homes are also an interested party who would need to agree to any variation in the deed. This was new information as the PC was not aware that anyone else was involved. The clerk has written to SDC to ask if they have any further information.

20/30 County, District & Parish Liaison

WCC

- The budget will be published tomorrow. The council tax will increase by 1.99% plus a further 2% for adult care services. WCC's reserves remain healthy.
- It is hoped that 5G broadband will roll out to Leamington and Warwick next year. It is already available in Coventry. Cllr Kettle felt strongly that far more needed to be done to improve broadband coverage and speeds in rural areas.
- Funds have been allocated for action on climate change and flooding/drainage.
- It was noted that BI Primary School is part of the Stowe Valley MAT.
- County councillor grants and highways grants will be available again this year.
- The Commonwealth Games committee are to fund the cycle event through Warwickshire.

SDC

- SDC is very unhappy with the broadband rollout. The district is very poorly served.
- Cabinet has approved the proposed budget with a 3.6% increase in council tax. Reserves will be used to meet the shortfall following the loss of £1.5 million in business rates.
- There have been problems again with travellers at Gaydon. They were very hostile and difficult, but the police were very helpful in moving them on. If anyone sees an illegal encampment, they should report it to the police straight away.
- SDC's crime prevention team is working with the new rural crime team.

20/31 Finance

1 Monthly Financial Reports

The reports had been circulated prior to the meeting. There were no questions.

2 Accounts Payable

Cllrs Christian-Carter and Dugmore volunteered to check the invoices and authorise the bank payments. It was **RESOLVED** to approve the schedule of accounts for payment as per Appendix A.

3 Documents for Annual Review

i Financial Regulations – it was **RESOLVED** to adopt the 2019 model regulations as per the draft which had been circulated prior to the meeting.

ii Standing Orders – this document was reviewed by the council and it was **RESOLVED** that no amendments were required.

iii Financial Risk Management – this document was reviewed by the council and it was **RESOLVED** that no amendments were required.

iv Assets Register – this document was reviewed by the council. It was **RESOLVED** to re-state the value of the burial ground as £1.00 as it has no commercial value. No further amendments were required.

20/32 Environment & Properties

1 Pavilion Project

i Progress Report

Only 1 person had attended the drop-in event at the end of January. However, the group is not downhearted, they just need to do more publicity work next time.

ii Planning Permission

The current permission expires at the end of April. It was **RESOLVED**, subject to the agreement of the working party, to carry out minimal ground works to preserve the planning permission. It was also understood that it may be necessary to submit an amended application in the future or even, possibly, a new full application, depending on the significance of the amendments to the original plans.

iii Stakeholder Meeting

Cllrs Dugmore and Christian-Carter agreed to run a doodle poll to find the best date for a meeting of all stakeholders to agree the business model, taking into account the VAT advice received.

2 Hard Courts - Floodlights

The clerk is still waiting for a formal quote from the electrician. First indications are that it will cost approx. £500 to £600 per lighting unit to replace them with LEDs.

3 The Hidden Green Lease

It was **RESOLVED** to approve the draft lease and delegate authority to the clerk and the chairman to sign the final document on behalf of the parish council.

4 Gate Removal at Scowcroft Drive

The clerk reported that she had spoken to the rights of way officer who had no objection to the gate being removed as the field is now a housing development so there is no longer any stock to protect. It was **RESOLVED** to remove the gate from Starbold Road entrance and the first gate into Scowcroft Drive and to consult with residents on the removal of the stile and the last gate further along the path.

5 Memorial Hall – Registration of Title

It was **RESOLVED** to proceed with the registration of the memorial hall and cottage with the Land Registry. The clerk will instruct the council's solicitor accordingly.

6 Street Lighting, Old Road

A resident has asked if it would be possible to install an additional lighting column in Old Road. It was **RESOLVED** to consult with local residents.

20/33 Roads & Transport

1 Traffic through Village

Cllr Dawn Mann, who had raised this issue, was not present so it was agreed to defer the discussion until the March PC meeting.

2 **Road Closures**

Cllr Kettle was very concerned about the impact the closures would have on the planned improvements to Harbury Lane/Fosse Way junction and ultimately, if GLH is delayed, the impact on the Core Strategy and housing numbers. Cllr Kettle will write to the relevant people about this and copy it to County Cllr Stevens. The impact of extra traffic using Ladbroke Road was also a concern, particularly because of the poor condition of the road. Cllrs Thomas and Tressler volunteered to photograph the current defects as a record so that the condition of the road can be monitored over the next few months.

20/34 BIPC Business Plan

It was **RESOLVED** to adopt the draft plan subject to some minor editorial amendments as discussed. It will be reviewed annually.

20/35 VE Day 2020

The next meeting is in a fortnight and will firm up the sequence of events over the 3 days. There is lots of detail now with Friday as the key focus but events planned for Saturday and Sunday as well.

20/36 Calendar 2020/21

It was **RESOLVED** to approve the meetings calendar as circulated. It was noted that the date for the April PC meeting had been brought forward by one week to avoid Easter Monday.

20/37 Reports and Questions

- Cllr Kettle repeated his concerns about the far-reaching impact of the HS2 road closures.
- The clerk advised that the application for LCA re-accreditation would be delayed until after the new website has been launched as all the documents are presented via online links.

20/38 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 **Buffer Zone Disposal**

It was **RESOLVED** to apply to SDC for a deed of variation in respect of the Sec 106 agreement and to obtain legal advice regarding any covenants in the title deed.

2 **Grounds Maintenance Contract**

It was **RESOLVED** to extend the contract from 2 to 3 years (will expire February 2023).

20/39 Date of Next Meeting

The next ordinary meeting of the parish council will take place on Monday, 9 March 2020 at 7.30pm in Bishop's Itchington Community Centre.

Meeting closed at 9.25pm.

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

APPENDIX A

Bishop's Itchington Parish Council		APPENDIX A			
Accounts Payable 10 February 2020					
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 03/02/20)	s/order	£ 411.67	£ -	£ 411.67	
Onecom (phone & b/band 29/01/20)	d/debit	£ 61.50	£ 12.30	£ 73.80	
E.ON (pavilion electric (15/01/20)	d/debit	£ 146.28	£ 7.31	£ 153.59	
Village Charities Committee (allotments fund)	200113	£ 184.44	£ -	£ 184.44	
Village Green Tree Surgeons (hedge cutting)	200114	£ 200.00	£ -	£ 200.00	
PWC (bus shelter cleaning)	200115	£ 45.00	£ -	£ 45.00	
LightMedia Ltd (new website deposit)	200116	£ 737.50	£ 147.50	£ 885.00	
CPRE (annual subs)	200117	£ 36.00	£ -	£ 36.00	
Colin Sheasby (3 x tree planting - Bishops Gate)	200118	£ 420.00	£ 84.00	£ 504.00	
	Sub-total	£ 2,242.39	£ 251.11	£ 2,493.50	
<i>Accounts for payment on 10 February 2020</i>					
Staff costs	200201 to 06	£ 2,692.16	£ -	£ 2,692.16	
Edge IT Systems Ltd (training)	200207	£ 70.00	£ 14.00	£ 84.00	
T Fox Landscaping (old hedge clearance)	200208	£ 220.00	£ 44.00	£ 264.00	
BI Memorial Hall (Crafty Cuppa room hire)	200209	£ 72.00	£ -	£ 72.00	
		£ -	£ -	£ -	
		£ -	£ -	£ -	
		£ -	£ -	£ -	
	Sub-total	£ 3,054.16	£ 58.00	£ 3,112.16	
				£ -	
				£ -	
				£ -	
	TOTAL	£ 5,296.55	£ 309.11	£ 5,605.66	
Invoices checked & agreed.					
Signed:					
	A Biddle RFO		Councillor		Councillor

Budget Report 10 February 2020

Comparison between 01/04/19 and 07/02/20 inclusive. Includes due and unpaid transactions.

	Budget 2019/2020	Actual Net	Balance	
INCOME				
10	Precept	£86,000.00	£86,000.00	£0.00
20	Council Tax Support Grant	£460.00	£460.00	£0.00
30	Burials	£3,000.00	£2,370.00	-£630.00
40	Sec 136 & Other Reimbursements	£1,000.00	£1,327.69	£327.69
50	Playing Field	£40.00	£358.04	£318.04
60	Interest	£406.00	£453.18	£47.18
70	Grants	£0.00	£0.00	£0.00
80	Misc	£250.00	£468.28	£218.28
90	VAT Refund	£0.00	£5,037.71	£5,037.71
100	Pavilion Fund	£0.00	£0.00	£0.00
Total Income		£91,156.00	£96,474.90	£5,318.90
EXPENDITURE				
200	Salaries & Expenses	£32,305.00	£26,846.12	£5,458.88
210	Councillor Allowances	£500.00	£0.00	£500.00
220	Administration	£9,382.00	£8,021.16	£1,360.84
230	Grounds Maintenance	£22,158.00	£19,531.82	£2,626.18
240	Cemetery & Churchyard	£6,345.00	£1,222.74	£5,122.26
250	Playing Field	£8,950.00	£8,727.73	£222.27
260	Grants	£10,000.00	£3,468.00	£6,532.00
270	Neighbourhood Plan	£2,500.00	£0.00	£2,500.00
280	Other Expenditure	£1,000.00	£1,784.44	-£784.44
290	VAT	£0.00	£0.00	£0.00
300	Contingency	£0.00	£0.00	£0.00
310	Parish Office	£5,194.00	£4,660.18	£533.82
320	Pavilion Project	£5,000.00	£2,254.00	£2,746.00
Total Expenditure		£103,334.00	£76,516.19	£26,817.81
Total Income		£91,156.00	£96,474.90	£5,318.90
Total Expenditure		£103,334.00	£76,516.19	£26,817.81
Total Net Balance		-£12,178.00	£19,958.71	