

## BISHOP'S ITCHINGTON PARISH COUNCIL

### Minutes of the Ordinary Parish Council Meeting 13 January 2020 at 7.30pm Bishop's Itchington Community Centre

#### Present

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

**Absent:** Cllr Michael Mann (and 2 vacancies)

#### In Attendance

Mrs Alison Biddle, Clerk to the Council  
County Cllr Stevens  
PCSO Katrina Campion

Members of the public: None

**20/1** Apologies: Cllr Michael Mann

**20/2** Declarations of Interest: None

**20/3** Dispensations: None

#### **20/4** Minutes

It was **RESOLVED** to approve the minutes of the ordinary parish council meeting held on 11 November 2019 as a true and complete record of that meeting.

#### **20/5** Public Forum

The police had been invited to attend on account of the recent vehicle crime which has taken place in the last few days. PCSO Campion had just come from running a police surgery in the village. Only one person attended and they had raised a couple of issues which included the possibility of having the streetlights on again during the night.

It was noted that regular references are made on Facebook to suspicious persons being seen in the village and possible rogue traders but it appears that this information is not being passed to the police. It was emphasised that the more intelligence gathered by the police, the more likely they will be able to do something positive to prevent crime and/or apprehend the culprits. It was agreed that police contact details should be put in Scene and people encouraged to report anything suspicious.

#### **20/6** Planning Matters

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

#### **1** **19/03000/FUL (amended)**

Removal/demolition of existing garage & stores to front elevation, construct new single storey double garage with store, new lean to canopy roof to front elevation.

#### **31 Gaydon Road**

The amendments were noted. It was **RESOLVED** to withdraw the previous objection and make no representation.

## 2 **Neighbourhood Development Plan**

The NDP group met in November and reviewed the work done to date. They had identified some action points and are currently progressing these. It was **RESOLVED** to delegate authority to the NDP group to apply for grant funding. The clerk reported that she had sent a reminder to the NDP officer at SDC regarding the variation in the NDP designated area.

## 3 **Bovis Homes, Knightcote Road – Sec 106 variation**

There was nothing new to report. The matter is still in the hands of solicitors.

## 20/7 **County, District & Parish Liaison**

### **WCC**

- Devolution is high on the agenda with a probable move to unitary authorities.
- Academies are here to stay although the future of MATs is less certain.
- The final budget has yet to be agreed but there will probably be a 4% increase overall.
- The future of HS2 has yet to be determined by the government.
- The plans for the Harbury Lane/Fosse Way crossroads improvements are progressing.
- WCC Highways are now aware of the blocked culvert beneath the B4451 between Portland Lodge and Highfield which is causing the current flood.

### **SDC**

- The final report into the culture at SDC has been received and there were no causes for concern.
- An electoral boundary review is to be carried out following all the recent house building.
- The 5 year review of the core strategy will begin this year. SDC is not looking to challenge the current housing allocations but will work to develop the area's economy and infrastructure.
- A number of training events at SDC are also open to parish councillors and are worth attending.
- SDC is expecting to lose 15% of its income this year. Some funding will have to come from reserves.
- Green garden waste collection is to be charged at £40 per annum from June 2020. It is hoped that this will generate £1million income.
- Parish councillors requested an explanation as to why the planning committee did not uphold the LSV1 housing allocation in regard to a recent planning application. Cllr Kettle will follow this up. The clerk was asked to forward the relevant details to him.

## 20/8 **Finance**

### 1 **Budget 2020/21**

#### i **Budget**

During discussion it became clear that the wrong version of the draft budget had been circulated. It was therefore agreed to defer the approval of the budget and precept until a meeting to be held on 27 January 2020.

#### ii **Precept**

Please see above.

iii Cemetery Fees

The cemetery fees were last increased in April 2017 and are very low compared to other town and parish councils. It was therefore **RESOLVED** to apply an increase of £5.00 each to all cemetery fees, to take effect from 1 April 2020.

**2 Allotments**

It was **RESOLVED** to transfer funds to cover the cost of buying weed suppressant membrane (from the solar farm community fund) to the Village Charities' account.

**3 Monthly Financial Reports**

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

**4 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 (including those accounts paid in December).

**5 Appointment of Internal Auditor**

It was **RESOLVED** to appoint Mr T Gill as the internal auditor for 2019/20. The terms of reference, as circulated, were also approved.

**20/9 Roads & Transport**

**1 Verge Damage, Hambridge Road**

This damage has been caused recently by heavy vehicles. Photos have been circulated and it has been reported to WCC Highways who own the verges. Concerns were expressed about the volume of HGVs travelling through the village in general and what could be done about it. Cllr Dawn Mann was asked to develop a proposal for discussion at the next PC meeting. Irresponsible parking is contributing to the problem by making it even more difficult for HGV drivers to negotiate the narrow village streets. It was noted that poor driving is a separate issue which should be reported to the police.

**2 Location of School Bus Stop**

A concern has been raised about the safety of the location of the school bus stop in the wake of a recent incident (elsewhere in the country) where someone drove a car into a group of school children. Councillors understood the concern but as it is not possible for buses to safely access the village centre, they felt that the current location on the main road is the only practical option. It was agreed to ask the police and Southam School about road safety education for the children.

**3 St Michaels Close – Footpath Bollards**

A request has been received for the bollards on the path linking St Michael's Close to Station Road to be reinstated as someone is currently driving a vehicle along the footpath to access their property. This has already been raised with WCC Highways who are not keen to reinstate the bollard as it impedes emergency access. It was agreed to write to WCC Highways and ask them either to legitimise the situation, i.e. the resident using the path as a driveway applies for the necessary permission from WCC, or they reinstate the bollard. The clerk was asked to copy this to County Cllr Stevens and also update the resident who made the request.

## **20/10 Environment & Properties**

### **1 Pavilion Project**

#### **i Progress Report**

A drop- in event has been organised for the end of January.

#### **ii VAT Advice**

Councillors had reviewed the advice but it is complicated so not easy to follow. Cllr Christian-Carter reported that BISA was willing to help run the new pavilion but was not keen to taken on a lease for the building. It was agreed to call a meeting of all interested parties, including Andrew Maliphant, to discuss the VAT position and decide which model to adopt.

### **2 The Hidden Green**

The draft lease had been circulated. Clarification was requested relating to:

- The level of the PC's public liability cover.
- The right of access by members of the public.
- Whether sheds, benches and other improvements would be permitted.

Following clarification of these points, the matter would be considered again at the next PC meeting with a view to signing the lease.

### **3 Old Hedgerow, Mandale Close**

It was **RESOLVED** to approve the quote for clearing the vegetation in this area at a cost of £220.

## **20/11 BIPC Business Plan**

Cllr Dugmore had updated the plan which had been re-circulated today. Some minor amendments are still required. Cllrs were asked to read the document and send any further comments to Cllr Dugmore as soon as possible. It is hoped the final document can be adopted at the next PC meeting.

## **20/12 VE Day 2020**

The latest update had been circulated in writing. Everything is progressing well. The Butchers Arms has now also offered to host a 1940s party in their car park. The next meeting of the steering group will take place in February when a final decision will be made about the timetable of events.

## **20/13 Planning Training**

It was **RESOLVED** to set aside a £400 budget to cover the cost of the training. Cllr Kettle will find out if there is a possibility that a senior planning officer from SDC may be able to run a session. The cost could be spread by inviting other parishes along. If SDC cannot help, it was agreed to ask Neil Pearce of Avon Planning instead. Another possibility is a contact the clerk has at WDC.

## **20/14 Local Council Award**

It was **RESOLVED** to apply for re-accreditation. It was noted that there will be a small fee for registration and to cover WALC's administration costs.

## **20/15 Consultation – Police Powers re Unauthorised Encampments**

The council had no comment to make.

## **20/16 Reports and Questions**

- The dead sapling on the corner of Ladbroke Road and Rupert Kettle Drive still hasn't been replaced. This is already in hand and will be replaced free of charge by the tree surgeon.
- One of the bollards on the wide verge opposite the school needs reinstating. The clerk will ask the grounds maintenance contractor to do this.

**20/17 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        Grounds Maintenance Contract 2020-2022**

It was **RESOLVED** to award the contract to Thomas Fox Landscaping. It was also agreed to offer Thomas Fox the opportunity to extend the contract to 3 years.

**2        Tree Survey**

It was **RESOLVED** to accept Colin Sheasby's quote for carrying out a new tree survey.

**3        New Website**

It was **RESOLVED** to accept the proposal from Light Media for developing a new website.

**4        Buffer Zone Disposal**

It was **RESOLVED** in principle to consider disposal of this piece of land, taking into account the fact that it may be subject to restrictions. The clerk will discuss further with SDC's solicitor.

**20/18 Date of Next Meeting**

The next ordinary meeting of the parish council will take place on Monday, 10 February 2020 at 7.30pm in Bishop's Itchington Community Centre.

**Meeting closed at 10.30pm.**

Signed.....Chairman    Date.....





**APPENDIX B**

**Budget Report  
13 January 2020**

Comparison between 01/04/19 and 10/01/20 inclusive. Includes due and unpaid transactions.

	<b>Budget 2019/2020</b>	<b>Actual Net</b>	<b>Balance</b>	
<b>INCOME</b>				
<b>Bishops Itchington Parish Council</b>				
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	£1,985.00	-£1,015.00
40	Sec 136 & Other Reimbursements	£1,000.00	£1,327.69	£327.69
50	Playing Field	£40.00	£196.40	£156.40
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
	<b>Total Income</b>	<b>£91,156.00</b>	<b>£95,928.26</b>	<b>-£4,772.26</b>
<b>EXPENDITURE</b>				
<b>Bishops Itchington Parish Council</b>				
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	£7,116.16	£2,265.84
230	Grounds Maintenance	£22,158.00	£18,646.82	£3,511.18
240	Cemetery & Churchyard	£6,345.00	£1,222.74	£5,122.26
250	Playing Field	£8,950.00	£8,581.45	£368.55
260	Grants	£10,000.00	£3,396.00	£6,604.00
270	Neighbourhood Plan	£2,500.00	£0.00	£2,500.00
280	Other Expenditure	£1,000.00	£1,782.16	-£782.16
290	VAT	£0.00	£0.00	£0.00
300	Contingency	£0.00	£0.00	£0.00
310	Parish Office	£5,194.00	£4,248.51	£945.49
320	Pavilion Project	£5,000.00	£2,254.00	£2,746.00
	<b>Total Expenditure</b>	<b>£103,334.00</b>	<b>£74,093.96</b>	<b>£29,240.04</b>
	Total Income	£91,156.00	£95,928.26	£4,772.26
	Total Expenditure	£103,334.00	£74,093.96	£29,240.04
	<b>Total Net Balance</b>	<b>-£12,178.00</b>	<b>£21,834.30</b>	