

BISHOP'S ITCHINGTON PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting

11 May 2020 at 7.30pm

Remote Meeting

Present

Cllr Dugmore (Chairman)

Cllr Christian-Carter

Cllr Thomas

Cllr Kettle

Cllr Tressler

Cllr Bougoussa

Cllr M Mann

Cllr D Mann

Cllr Gates

Absent

None (1 vacancy)

In Attendance

Mrs Alison Biddle, Clerk to the Council

Public

County Cllr Stevens

Anthony Henry-Lyons (Follett Property Holdings Ltd)

Keith Fenwick (Pegasus Group – planning consultant for Follett)

Sarah Brooke-Taylor (WRCC Rural Housing Enabler)

8 residents

Introduction

In view of the number of residents attending who had expressed an interest in agenda item 7.1, the chairman explained that there is currently no planning application under consideration and therefore the council will not be making any decisions relating to any planning proposals at this evening's meeting. He also pointed out that this is the first time that the parish council has held a remote PC meeting.

20/55 Apologies

None

20/56 Declarations of Interest

Cllr Michael Mann declared a pecuniary interest in agenda item 9.7 relating to the allotments refurbishment as he has provided a quote to the Village Charities Trustees for doing some of this work.

20/57 Dispensations

None

20/58 Minutes

It was **RESOLVED** to approve the minutes of the ordinary parish council meeting held on 9 March 2020 as a true and complete record of that meeting.

20/59 Coronavirus Covid-19 Emergency Planning

1 **Update on Community Emergency Response**

There had been an amazing response to the call for volunteers to help local residents during the emergency. There are approx. 60 volunteers covering the village. Cllr Kettle reported that SDC had delivered 800 meals across the district. SDC is also offering rates relief to local businesses.

2 Extension of Clerk's Delegated Powers

It was felt that the immediate need for further delegation had passed and now that the new law allows councils to hold remote meetings, this should enable the council to continue to make decisions at council meetings in the normal way. It was therefore **RESOLVED** to continue with the clerk's current delegated powers as prescribed in standing orders.

3 Protocol for Remote Meetings

The draft protocol had been circulated. It was **RESOLVED** to adopt the protocol without amendment.

4 Deferral of Annual Meeting of the Parish Council

It was **RESOLVED** to defer the annual meeting until 2021. Current appointments, including that of the Cllr Dugmore, as chairman, will continue in the meantime.

20/60 Public Forum

Land at Rear of Marlow Green

Did Follett's withdraw their previous planning application for this land? The chairman replied that the public forum was not a Q&A session, but members of the public were welcome to make a statement if they wished.

Housing Needs Survey

The last survey was carried out in 2016. Can WRCC be asked to provide more information on households needing accommodation? Should a survey be carried out during the current pandemic? Who would be the beneficiary of a new survey, the parish or Follett's who have a commercial interest?

Remote Meeting Etiquette

Why do some members of the public present not have their cameras switched on, so they are visible? The chairman asked people to turn on their cameras if possible.

20/61 Planning Matters

1 Meeting with Follett Property Holdings Ltd

A pre-planning application meeting had recently taken place between Follett and members of the parish council's planning group, at the developer's request, in which Follett explained their proposal for land at the rear of Marlow Green. In accordance with the council's adopted protocol for such meetings with developers, the notes of that meeting are published at appendix C of these minutes, as a matter of public record.

Follett had asked the parish council to consider conducting a new housing needs survey. The last one was completed in 2016. Councillors raised concerns about the appropriateness of carrying out a survey during the pandemic. It was also noted that the usual life span of such a survey is 5 years and therefore the current survey does not expire until 2021. It was therefore **RESOLVED** to consider a new survey when the current one expires in the spring/summer of 2021.

20/62 County, District & Parish Liaison

WCC

- Covid 19 has dominated everything for the last 2 months.
- It looks like Warwickshire has passed the peak of the virus. Councillors receive weekly briefings.

- Warwickshire has 8 to 10 days of PPE in store and this is topped up regularly so there are no concerns about shortages.
- Most officers are working from home.
- The cost of the pandemic to WCC has been approx. £10 million which can be covered from reserves so there is no financial problem at the moment. A Government grant is available.
- Cllr Stevens has written an annual report which he has sent to Scene as this year's annual village meeting will not take place.
- Highways work is being reassessed with maintenance on the B4451 to go ahead subject to no clashes with HS2.
- Southam College will remain closed until September. The admissions list is full.
- The appointment of a new head teacher for Southam College has been postponed until after the lockdown is lifted.
- The main recycling centres will re-open soon, but this will be by appointment only, to comply with social distancing measures and to avoid queueing traffic.
- The WCC cabinet will hold its first remote meeting on 17 May 2020.

SDC

- SDC has suffered a significant loss of income from car park charges and reduced tourism because of the pandemic. They estimate they will be £8.1 million down. A Government grant of £1.34 million has been received; part of this has been allocated for town and parish councils where there is evidence of financial need as a result of increased expenditure caused by the pandemic.
- There have been 97 Covid-19 fatalities in the Stratford district. The rural community has a lower rate of infection but an older population which is more at risk.
- The Chinese have sent 2 donations of PPE for use by Warwick Hospital which is much appreciated.
- The emergency food distribution co-ordinated by SDC is beginning to decline as this is now being handled by other organisations.

20/63 Finance

1 **Internal Audit 2019/20**

i Internal Audit Report

It was **RESOLVED** to approve the report which had been circulated prior to the meeting. Credit had been given to the clerk for her record keeping and understanding of local council finance procedures. There were no serious issues identified. The auditor had made a couple of recommendations which were noted and some had already been implemented. A contingency plan for covering key workers is required and it was agreed to give this due consideration.

ii Review of Process of Internal Audit

It was **RESOLVED** that the current measures were adequate and, with the exception of drafting a contingency plan as noted above, no further action was required.

2 **Financial Report 2019/20**

i Transfer to Reserves at 31 March 2020

It was **RESOLVED** to approve the transfer to reserves as set out in the statement of reserves included in the financial report at appendix B.

ii Approval of Financial Report

It was **RESOLVED** to approve the financial report for the year ended 31 March 2020 as a true reflection of the council's financial position including funds, reserves and fixed assets.

3 Annual Governance & Accountability Return (AGAR) 2019/20

i Section 1 – Annual Governance Statement

The chairman asked the questions in Section 1 and they were all answered in the affirmative by those members present. It was therefore **RESOLVED** to approve the annual governance statement for 2019/0 which was duly signed by the chairman and would be countersigned by the clerk/RFO as soon as possible, taking into account this is a remote meeting.

ii Section 2 – Accounting Statements

The RFO had prepared and signed the accounting statements on 16 April 2020 and they had been circulated to members for review prior to the meeting. The council **RESOLVED** to approve the accounting statements for 2019/20 and they were duly signed by the chairman.

4 Monthly Financial Report

The reports for the months ended 31 March 2020 and 30 April 2020 had been circulated prior to the meeting. There were no questions.

5 Bank Reconciliation Report

The bank reconciliation reports for March and April 2020 had been circulated. It was noted that they had been completed by the clerk and checked by Cllr Kettle and everything was in order.

6 Accounts Payable

Cllrs Thomas 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.

Cllr Michael Mann, having declared a pecuniary interest in the following item, left the meeting at this point while it was discussed.

7 Transfer of Belectric Funds

An application had been made, apparently on behalf of the Village Charities Trustees, for funds to be transferred to cover the cost of further renovations to the Plough Lane allotments. It was **RESOLVED** in principle to approve the transfer of these funds to the Village Charities subject to a formal request being received from the appointed trustees. The remaining balance will be held in the council's reserves and used for the car park improvements in due course.

Cllr Michael Mann was re-admitted to the meeting following the close of this discussion and before the next item was discussed.

20/64 Environment & Properties

1 Pavilion Project

The notes from the latest pavilion meeting had been circulated. Solar panels and a system for water catchment had now been included as part of the proposal. It was noted that further tasks now need to be undertaken by the consultant. A quote for this extra work has been received and will be included on the agenda for a decision at the June PC meeting.

At the stakeholder meeting in March, it had been agreed to recommend to BISA and the PC that the business model should be that of a separate management body with a peppercorn lease, subject to the parish council agreeing to provide an annual grant towards running costs. BISA had already voted in favour of this arrangement. It was therefore **RESOLVED** to adopt the proposed business model for the new pavilion.

2 Additional Lighting Column, Old Road

The clerk had consulted with residents who would be affected by the installation of an additional lighting column and had not received any responses either for or against. In the absence of any majority support for an additional column, it was agreed to defer this matter for the present time.

20/65 Reports and Questions

- Please would the council consider allowing staff and visitors to the hairdressing salon to use the playing field car park which would reduce the congested on street parking in this area? This will be included on the next agenda for discussion.
- Should the hard courts be re-opened now that some of the restrictions re Covid 19 have been lifted? This is a multi- sports area, not just for tennis, so not easy to manage. It was agreed they should be reopened when it can be done safely and legally.

Cllr Christian-Carter left the meeting at this point.

20/66 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 Hard Courts Replacement Floodlights

It was **RESOLVED** to accept the quote and place an order for replacement of all 18 lighting units.

2 Neighbourhood Development Plan

Three quotes for taking the plan through to adoption had now been obtained but the third had only just been received. It was agreed to allow the NDP a little more time to review the quotes and circulate their recommendation to the council in time for approval at the June PC meeting.

3 Staff Matters

i Recruitment Process

It was **RESOLVED** to delegate authority to the clerk, in consultation with the chairman and the HR group, to make the necessary arrangements for recruitment of a new clerk. It was agreed to meet remotely later this week to agree final documents, advertising strategy and timescale.

ii Job Retention Scheme

The clerk had researched this but it seems that while the scheme is open to local authorities, it is not intended to be used for staff whose wages are already being met by public funds. It was therefore **RESOLVED** not to pursue the matter any further and to continue to pay staff salaries as normal.

20/67 Date of Next Meeting

The next ordinary meeting of the parish council will take place on Monday, 8 June 2020 at 7.30pm. This meeting will be held remotely. Members of the public wishing to attend should contact the clerk by 5.00pm on the day of the meeting to obtain the joining instructions.

Meeting closed at 9.55pm.

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

APPENDIX A

Bishop's Itchington Parish Council		APPENDIX A			
Accounts Payable 11 May 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 01/05/20)	s/order	£ 411.67	£ -	£ 411.67	
Onecom (phone & b/band 16/04/20)	d/debit	£ 63.27	£ 12.65	£ 75.92	
E.ON (pavilion electric (15/04/20)	d/debit	£ 64.30	£ 3.22	£ 67.52	
A Biddle (expenses)	200501	£ 143.88	£ -	£ 143.88	
		£ -	£ -	£ -	
		£ -	£ -	£ -	
		£ -	£ -	£ -	
		£ -	£ -	£ -	
		£ -	£ -	£ -	
		£ -	£ -	£ -	
	Sub-total	£ 683.12	£ 15.87	£ 698.99	
<i>Accounts for payment on 11 May 2020</i>					
Staff costs	200502 to 07	£ 2,678.34	£ -	£ 2,678.34	
PWC (bus shelter cleaning)	200508	£ 45.00	£ -	£ 45.00	
T Fox Landscaping (mowing & hedge cutting)	200509	£ 880.24	£ 176.05	£ 1,056.29	
SLCC Enterprises Ltd (training)	200510	£ 30.00	£ 6.00	£ 36.00	
LightMedia Ltd (new website)	200511	£ 737.50	£ 147.50	£ 885.00	
T Gill (internal audit)	200512	£ 350.00	£ -	£ 350.00	
Clintplan (Covid-19 leaflet printing)	200513	£ 88.00	£ -	£ 88.00	
Viking (stationery)	200514	£ 52.93	£ 10.59	£ 63.52	
D Mann (expenses)	200515	£ 20.00	£ -	£ 20.00	
N Thomas (expenses)	200516	£ 20.00		£ 20.00	
	Sub-total	£ 4,902.01	£ 340.14	£ 5,242.15	
				£ -	
				£ -	
				£ -	
	TOTAL	£ 5,585.13	£ 356.01	£ 5,941.14	

APPENDIX B

BISHOPS ITCHINGTON PARISH COUNCIL		
Financial Report (subject to audit)		
For the Year ended 31 March 2020		
Receipts & Payments Account		
Year Ended 31st March 2019 £'s	Year Ended 31st March 2020 £'s	
RECEIPTS		
85,000.00	Precept	86,000.00
1,190.00	Council Tax Support Grant	460.00
-	Grants - General	-
3,660.00	Burial Ground Fees	3,215.00
1,302.93	Sec 136 reimbursements	1,327.69
564.03	Misc	503.28
499.96	Interest on Investments	542.03
863.33	Pavilion/Playing Field	417.10
8,811.22	VAT Refund	7,910.46
-	Pavilion Fund Contributions	-
-		-
-		-
101,891.47	TOTAL RECEIPTS	100,375.56
PAYMENTS		
31,522.41	Salaries and Expenses	32,230.44
24,102.70	Grasscutting & Trees & Other Grounds Maintenance	21,320.62
7,621.63	General Administration	9,558.66
-	Village Equipment & Street Furniture	-
2,143.15	Burial Ground	1,445.04
8,613.31	Parish Office	5,071.85
6,328.14	Community Grants	3,468.00
3,161.52	Pavilion/Playing Field	8,922.10
86.79	Neighbourhood Plan	-
854.85	Other Expenditure	1,784.44
-	S.137 Payments	-
99.00	Pavilion Project	2,254.00
-	Yellow Land	-
6,294.76	VAT	7,655.97
-		-
-		-
-		-
90,828.26	TOTAL EXPENDITURE	93,711.12
11,063.21	Surplus / deficit	6,664.44

BISHOPS ITCHINGTON PARISH COUNCIL

Financial Report (subject to audit)
For the Year ended 31 March 2020

Statement of Funds at 31 March 2020

Brought Forward as at 31 st March 2019 £'s		Carried forward as at 31 st March 2020 £'s
47,000.00	National Income Bond b/f	47,000.00
-	Transfer to NS Income Bonds	-
47,000.00	National Income Bond c/f	47,000.00
121,210.05	Current Account b/f	132,273.26
101,891.47	Receipts	100,375.56
(90,828.26)	Expenditure	(93,711.12)
11,063.21	Net movement in year	6,664.44
132,273.26	Current Account c/f	138,937.70
	Pavilion Fund c/f	
179,273.26	Net funds c/f	185,937.70

Statement of Reserves at 31 March 2019

	B/f at 1st April 2019	Surplus in year	Reserves spent in year	Reserves set aside for future expenditure	C/f at 31st March 2020
General Reserve	21,000.00				21,000.00
Cross Green	13,000.00				13,000.00
Abbots Meadow	13,000.00				13,000.00
Parish Office	72,480.61				72,480.61
Allotments fund	11,627.60				11,627.60
Cemetery, Churchyard, Yellow land and other es	24,723.36			4,899.96	29,623.32
Community asset fund	3,000.00			1,000.00	4,000.00
Tennis court repair fund	6,000.00			2,000.00	8,000.00
BING - Donation	2,000.00				2,000.00
Neighbourhood Development Plan	-			2,500.00	2,500.00
Pavillion project				2,746.00	2,746.00
Revenue Reserve	12,441.69	6,664.44	-	(13,145.96)	5,960.17
Total	179,273.26	6,664.44	-	-	185,937.70

BISHOPS ITCHINGTON PARISH COUNCIL

Financial Report (subject to audit)

For the Year ended 31 March 2020

Supporting Statement

Assets Register

£'s

At 31st March 2020 fixed assets held by the parish council can be summarised as follows:

Public open space & community buildings	7.00
Cemetery chapel & standing timber (spinney)	57,569.00
Play & sports facilities & equipment	152,260.00
Village fixtures & street furniture	31,334.00
Gardening & environmental tools	1,921.00
Office equipment	3,030.00

Total assets 246,121.00

Memorial Hall

The council is the custodian trustee of the memorial hall valued as community property at £1.00.

The memorial hall cottage is let to tenants by the memorial hall committee (the management trustees) and the rent is paid to the committee.

Borrowings

At the close of business on 31 March 2020 there were no loans outstanding.

Re-imbursments

The council has no formal agency arrangements but does receive a contribution from Stratford on Avon District Council in respect of some of the work it does. In the year ending 31 March 2020 contributions were received as follows:

Other Authority	Nature of Work	
Stratford District Council	Grasscutting Contribution	1,327.69
	Total	<u><u>1,327.69</u></u>

Grants Paid

Payee		
BI Community Project (emergency plumbing)	650.00	
BISA (badminton court)	245.00	
Royal British Legion Poppy Appeal	75.00	
Crafty Cuppa (hire of hall)	288.00	
St Michael's PCC (path re-surfacing)	1,710.00	
Harbury e-Wheels (community transport scheme)	500.00	
	-	
	-	
	-	
	Total	<u><u>3,468.00</u></u>

Grants Received

No grants were received during the year.	-	
	-	
	Total	<u><u>-</u></u>

VAT Account

VAT recovered during the year	<u><u>7,910.46</u></u>
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This financial report was approved by Bishop's Itchington Parish Council at the parish council meeting held on 11 May 2020.

APPENDIX C

Notes of Meeting with Follett Property Holdings Ltd Wednesday, 8 April 2020 at 16.30hrs Remote Meeting

In attendance

Cllr Adam Dugmore, Chairman of BIPC & member of BIPC planning group
Cllr Judith Christian-Carter, Vice-chair of BIPC & member of BIPC planning group
Cllr Norman Thomas, member of BIPC planning group

Anthony Henry-Lyons, Follett Property Holdings
Keith Fenwick, Pegasus Group – planning consultant for Follett Property Holdings
Sarah Brooke-Taylor, Rural Housing Enabler, WRCC

Alison Biddle, Clerk to BIPC

This meeting, which had been called at the request of Follett, had been arranged prior to the current Covid-19 emergency so it was decided to go ahead by meeting remotely.

Introductions

Everyone introduced themselves for the benefit of those who have not met before. Cllr Dugmore reminded everyone of BIPC's protocol for pre-planning application meetings with developers. Keith Fenwick acknowledged that this document had been circulated and it was understood that anything discussed in the meeting would be assumed to be in the public domain.

Background

Keith Fenwick explained that Follett had been a local landowner for some years and had been responsible for bringing forward the planning application for the former cement works site (currently under construction). They had spent a long time on this project, working with the parish council, to ensure that it received local support. However, Follett owns other areas of land in the parish too. This includes the parcel of land (identified as no 13 in SDC's SHLAA plan) at the rear of the Cala Homes (Marlow Green) development. Mr Fenwick displayed a copy of the SHLAA plan for all to see. The BUAB excludes this parcel of land and Follett have made representation on this point as part of the SHLAA public consultation as they feel it should be included.

In 2015, Follett brought forward planning application ref 15/02387/FUL for market housing on this parcel of land. The application was refused by SDC and went to appeal but Follett subsequently withdrew the appeal. They have been considering alternative options for the land since then and last year, they met with District Cllr Kettle (it was noted that Alison Biddle was also present at that meeting) to discuss the possibility of an affordable housing scheme. Cllr Kettle remained neutral but suggested that they meet with SDC officers to discuss further. They subsequently met with SDC's development and enabling officer, John Gordon and then Sarah Brooke-Taylor, the WRCC's rural housing enabler to discuss the delivery of an affordable housing scheme on this site which is what they would like to explore with parish councillors today. Follett believes there is a need for affordable in Bishop's Itchington but there is no up to date housing survey data and they would like to work with BIPC to update the survey with a view to bringing forward an affordable housing scheme.

Housing Needs

Sarah Brooke-Taylor explained that when the last housing needs survey was undertaken in 2016, 14 housing needs were identified at that time. The district's housing needs list, showed 42 Bishop's Itchington households on the waiting list in May 2017 and by November 2019, this had increased to 58. This is a huge need for a variety of different housing types. However, this data does not include people interested in shared ownership or low- cost market housing and if it did, the numbers of people in housing need would be much higher. Ms Brooke-Taylor went on to explain that a housing needs

survey is usually considered to be valid for 5 years. The latest survey, completed in 2016, is currently 4 years old but taking into account the amount of development that has taken place over the last few years, it is not unreasonable to consider updating the survey before the 5 years has expired.

Planning Gain

Anthony Henry-Lyons emphasised that Follett wants to work in tandem with the parish council and to look at what other things they might be able to contribute to the benefit of the local area. For example, they are aware that there is a need for a new burial ground and would be happy to see what could be provided.

Housing Association

The completed homes would be owned and managed by a housing association and would only be available to people who meet the local connection criteria. Larger housing associations, such as Orbit, are not interested in small schemes but Warwickshire Rural Housing Association (WRHA) specialise in small schemes, e.g. the Hereburgh Way site in Harbury (off Bush Heath Lane). With this in mind, they have been talking to Linfoot Homes, a Warwickshire company, who build good quality homes and who built the development in Hereburgh Way, Harbury a few years ago. They would need to have the support of a housing association before a planning application is brought forward.

Questions

- **Would a new survey give the opportunity to factor in the number of affordable homes built in the parish since 2016 to provide a more accurate picture?** Sarah Brooke-Taylor advised that Follett is looking at a scheme specifically to meet local connection criteria. The affordable homes included on the other sites in the parish are open to people from across the district.
- **Is there any connection between WRCC and WRHA?** None whatsoever, they are completely independent.
- **What is this land currently being used for?** Currently fallow apart from the footpath linking Marlow Green to the centre of the village. Cllr Kettle had previously asked if this path could be dedicated as a PROW as opposed to being a permitted path as it is currently. Follett would be happy for the path to become a PROW.
- **How many houses/units are being considered?** Somewhere between 14 to 19 units but no idea of the mix at the moment.
- **How will the site be accessed?** In their previous planning application, the access road had been via the Cala development (Marlow Green). However, having discussed this with WCC Highways, they are now looking at access via Lodge Road which is owned by Follett and would be upgraded as part of the development. It is unknown if the road would be formally adopted by WCC, but it would be upgraded to the same standard.

Rural Exception Site

Sarah Brooke-Taylor explained that if this site were to come forward, it would be as a rural exception site because it falls outside the BUAB and therefore would not normally fulfil development requirements. The precise housing mix would be dictated by the results of the housing needs survey.

Next Steps

Follett will write formally to the PC asking if they would agree to a housing needs survey which would be carried out independently by Sarah Brooke-Taylor as the rural housing enabler for WRCC. Follett would have no input to the survey itself although they would be willing to cover any costs incurred. Sarah Brooke-Taylor will forward a copy of the latest survey form to Alison Biddle for reference. The

parish council could then discuss the request to carry out a new survey at their next PC meeting which may be held remotely but would not take place until May at the earliest.

Anthony Henry-Lyons reiterated that Follett would be willing to look at ways to benefit the parish. He thanked everyone for their time. He would be happy to join a remote PC meeting if required.

The meeting closed at 17.15hrs.