

# BISHOP'S ITCHINGTON PARISH COUNCIL

## Minutes of the Ordinary Parish Council Meeting 11 May 2026 – 7.30pm

### Present:

Cllr Kettle (Chairman)  
Cllr N. Thomas (Vice Chairman)  
Cllr Horsman  
Cllr Tressler  
Cllr J. Thomas  
Cllr Lamont  
Cllr Dugmore

### In Attendance:

Jill Green - Clerk to the Council  
Cllr Natalie Gist – District Councillor

### Absent

Cllr Burns

### Public: 2

#### 1. Chairman's Announcements:

26/24

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

#### 2. Apologies:

26/25

Apologies had been received from Cllr Burns in advance and were accepted.

#### 3. Declarations of Interest:

26/26

Cllr Horsman advised that with regards to Item 19, she had previously been on the Carnival Committee, and Councillors agreed that she could be present for this discussion.

#### 4. Dispensations:

26/27

None required.

#### 5. Minutes:

26/28

Minutes of the Ordinary Meeting of the Parish Council held on 13 April 2026:

It was **RESOLVED** that the minutes of the ordinary Parish Council meeting held 13 April 2026, be accepted as a true and complete record of the meeting. Proposed Cllr N. Thomas, seconded Cllr Horsman, All in Favour except for Cllr Tressler, who abstained, as he had not been able to review the document.

Signature.....

**6. Public Forum:****26/29**

Two members of the public were present, and participated in the Public Forum, details as follows:

1. The members of the public highlighted a Grant Application that was to be discussed under Agenda Item 19. The Village Carnival Committee is looking at ways of raising money towards this year's event. A request has been made for £575 for a band and there is entertainment for the children including free face painting and a magician.

**7. Planning Matters:****26/30**

- i. To discuss the request from Harris Lamb on behalf on Barratt David Wilson Homes, regarding a meeting invitation to discuss the Outline Planning Application for the Development of up to 150 Dwellings – Land to the East of Bishop's Itchington (Planning Application Ref. 25/02974/OUT).

It was **RESOLVED** to offer a meeting under the Policy of Protocol for Pre-Planning Application Discussions. The Clerk to make contact. Proposed Cllr Dugmore, seconded Cllr N. Thomas, All in Favour.

**8. County, District & Parish Liaison:****26/31**

To exchange latest information with WCC and SDC councillors.

**Stratford District Council (SDC)** – Cllr Gist had previously circulated her report (May 26) in advance for review. In addition to the report the following points were highlighted:

- By-Election in Bishop's Itchington, Fenny Compton and Napton Ward took place on 7 May 2026 and Jake Beavan - Liberal Democrats was elected - 1,104 votes. Turnout: 49.40%.
- Stratford and Warwick District Councils are working together for a single plan for the region, setting out planning policy for housing, jobs, and infrastructure up to 2050. On 28 May the Joint Cabinet Committee of both Councils will be meeting to discuss whether to make recommendations to each Council in respect of the South Warwickshire Local Plan.
- The Community Climate and Nature Fund has been reopened for a Fourth Round. The budget for this round is £200,000, and the upcoming deadline for applications is Monday 27th July 2026.
- Everyone Active and Parkinson's UK free membership provides access to gym, swim and group exercise classes, as well as online Synergy Dance classes. A free membership will also be given to up to three carers to provide additional support if needed.
- Health Screening events are ongoing and there is a health screening event on Saturday 30th May in Wellesbourne.

Signature.....

- HS2 Works Notification: Notice of traffic management A423, Southam, single lane closure. Duration Wednesday 20 May to Friday 22 May 2026, 8.30am to 5.30pm.

A discussion took place regarding the weight that would be given to previous comments made during the South Warwickshire Local Plan process. Recommendations will be considered by each council, on 1 June for Warwick District Council and 8 June for Stratford on Avon District Council. If both Councils vote in favour of the plan, then it will proceed to the Regulation 19 stage. This will be when the plan is published for consultation with the public for a second time. This consultation will be more technical and detailed, focussing on the legality and soundness of the Plan.

Cllr Gist left the meeting at 8:22pm to attend another Parish Council Meeting in a nearby village.

**Warwickshire County Council (WCC)** – Cllr Kettle circulated the report (May 26) for Councillors to review in advance of the meeting. In addition to the report the following points were highlighted:

- Bishop's Itchington village signs replacement – there will be no feasibility charges, and the cost is estimated at £1,000. An official quotation to be requested and this is to be placed on 1 June 2026 Agenda.
- The traffic activated signs that were incorrectly removed from the village are to be reinstated.
- Cllr Kettle gave a description of the repair underway at Hambridge.

**9. Review of Standing Orders:**

**26/32**

To review and adopt Standing Orders.

The Standing Orders for 2026 had been circulated in advance and are based upon the current NALC version available (March 2025).

Cllr Lamont and Cllr Dugmore had identified some minor gramatical amendments. Thanks were given for their work on this document. These were accepted and it was **RESOLVED** to approve and adopt the NALC model Standing Orders with amendments on this basis.

Proposed Cllr Kettle, seconded Cllr N. Thomas, all in favour. Next review scheduled for May 2027.

**10. Central Drive Parking:**

**26/33**

To discuss and agree any actions regarding:

a. Liaison with the School

There has been no response to Cllr Kettle's communication so far. Cllr Dugmore has also been working on a subsequent communication however it was agreed, following discussion, that Cllr Horsman would raise this topic in person, at the meeting with the school scheduled for 18 May 2026, and report back at the next meeting.

Signature.....

**11. Playing Fields**  
**26/34**

- a. To discuss analysis and proposal for the Pavilion electricity renegotiation request from BIFC.

Cllr N. Thomas advised that analysis had been completed by himself and the clerk. Following discussion, it was **RESOLVED** to reduce the rate paid by BIFC from 60% to 30% for 12 months at which point this would be reviewed. Signage also to be placed with regards to turning off the water heaters when not in use. Proposed Cllr Kettle, seconded Cllr J. Thomas, Cllr Lamont Abstained. All in Favour.

- b. To discuss and agree the request from Bishops Itchington Scouts to use the recreation ground for athletics sessions.

It was **RESOLVED** to allow the Bishops Itchington Scouts to use the recreation ground for athletics sessions, in coordination with other groups that may have bookings. Proposed Cllr Kettle, seconded Cllr N. Thomas. All in Favour.

**12. Fuel Surcharge Request:**  
**26/35**

- a. Discuss & action the request made by Thomas Fox Landscaping.

A discussion took place following a review of the temporary surcharge request (April 2026) and the current contract. The contract states that the prices are fixed for the period, and it was **PROPOSED** to adhere to the current contract with no variables. It was **RESOLVED** to accept this proposal, Proposed Cllr Dugmore, seconded Cllr Tressler. 5 in Favour, 2 Against.

**13. Mandale Close – Ongoing Maintenance:**  
**26/36**

- a. To discuss and agree weeding & watering requirements.

It was **RESOLVED** to weed the area twice a year and water as required, with costs reviewed at the end of September 2026. Proposed Cllr Kettle, seconded Cllr Horsman. All in Favour.

**14. Training Requirements:**  
**26/37**

- a. Discussion regarding potential training requirements for Councillors for May 2026-April 2027.

WALC Training courses have been circulated for Councillors to review. The clerk to be notified with any requests for this year.

Signature.....

15. **Finance:**  
**26/38**

- a. To receive monthly financial reports for April 2026,

Cllr Kettle noted these had been received.

- b. To receive bank reconciliation reports for April 2026,

Cllr Kettle noted these had been received and that both accounts had reconciled.

- c. To approve accounts for payment on 4 May 2026,

It was **RESOLVED** to approve the accounts payable for 4 May 2026. Proposed Cllr Lamont, Seconded Cllr Tressler. - All in Favour.

- d. To approve the regular monthly payments (April 2026) for the current financial year as per 5.6 Financial Regulations 2019 for England,

It was **RESOLVED** to approve the regular monthly payments (April 2026) for the current financial year as per 5.6 Financial Regulations 2019 for England. Proposed Cllr N. Thomas, Seconded Cllr Lamont, All in Favour.

- e. To receive and approve the Internal Audit Report 2025/26

The Internal Audit Report had been circulated in advance of the meeting. All recommendations were discussed and accepted. Thanks given to the clerk for the work involved in achieving this result. It was **RESOLVED** to approve the Internal Audit Report 2025/26. Proposed Cllr Dugmore, Seconded Cllr Kettle, All in Favour.

- f. To review and adopt Financial Regulations

Following review, some minor grammatical amendments were identified. Thanks were given to Cllr Lamont and Cllr Dugmore for their work on this document. These were accepted and it was **RESOLVED** to approve and adopt the proposed Financial Regulations for the 2026/27 with these amendments. Proposed Cllr Dugmore, seconded Cllr J. Thomas, all in favour

- g. To carry out the annual review of the Risk Management

It was **RESOLVED** to adopt the annual review of Risk Management for 2026/27. Proposed by Cllr Horsman, seconded Cllr Dugmore, all in favour.

Review to take place within the next 6 months.

- h. To carry out the annual review of the Assets Register

It was **RESOLVED** that the asset register was correct. Proposed Cllr Horsman, seconded Cllr J. Thomas, all in favour.

Review to take place within the next 6 months.

Signature.....

- i. To carry out the annual review of Statement of Internal Control and Annual Review of Effectiveness of Internal Control

Following review, it was **RESOLVED** to adopt the Statement of Internal Control and Annual Review of Effectiveness of Internal Control. Proposed Cllr Horsman, seconded Cllr Tressler, all in favour.

**16. Annual Governance and Accountability Return 2025/26 Part 3 – Annual Internal Audit Report:  
26/39**

To receive the completed Annual Internal Audit Report 2025/26.

It was **RESOLVED** to accept the contents of the Annual Governance and Accountability Return 2025/26 Part 3 – Annual Internal Audit Report 2025/26 completed by T Gill. Proposed Cllr Tressler, seconded Cllr Dugmore, all in favour

**17. Annual Governance and Accountability Return 2025/26 Part 3 (Section 1):  
26/40**

To approve and sign the Annual Governance Statement.

It was **RESOLVED** to approve and sign Annual Governance and Accountability Return 2024/25 Part 3: Section 1 – Annual Governance Statement 2025/26. Proposed Cllr Tressler, seconded Cllr Dugmore, all in favour  
The chairman duly signed Part 3, Section 1 of the AGAR.

**18. Annual Governance and Accountability Return 2025/26 Part 3 (Section 2):  
26/41**

To approve and sign the Accounting Statements.

It was **RESOLVED** to approve and sign Annual Governance and Accountability Return 2025/26 Part 3: Section 2 – Annual Governance Statement 2025/26. Proposed Cllr Tressler, seconded Cllr Dugmore, all in favour  
The chairman duly signed Part 3, Section 2 of the AGAR.

**19. Grant Applications  
26/42**

To Consider the Grant Application from Bishop's Itchington Carnival Committee.

A discussion took place including:

- the historical support that had been provided by the parish council,
- the locations the event would include within the village
- funding requirements including first aid and traffic management

Signature.....

It was **PROPOSED** to defer this item pending further information. Due to the timelines involved, upon receipt of the information Cllr Lamont, Cllr N. Thomas and Cllr Kettle to make a decision on behalf of the Parish Council.

The information requested is as follows:

- Detailed Accounts for last year
- Detailed costs for this year's event
- The village organisations that will be involved and how they will benefit

It was **RESOLVED** to approve this approach. Proposed Cllr Kettle, seconded Cllr Dugmore, all in favour

**20. Portfolio Holders Update:  
26/43**

To receive updates from Portfolio Holders.

- Cllr Horsman advised that the next Police Surgery would be held on 20/05/26 at the Village Store between 12pm-1pm. Recent issues within the village include damage to the Ladybirds notice board, issues with some attendees at the Circus, and damage to 3 vehicles.
- Cllr Horsman advised that the next meeting at the school is scheduled for 18 May 2026. A meeting with the clerk has taken place and the probation report has been finalised.
- Cllr N. Thomas reported that Kompan have completed routine maintenance on the Play Area equipment – with some items requiring ongoing monitoring. The fence by the entrance and the fence behind the goal require maintenance.
- Cllr Tessler advised that there are lots of groups using the Memorial Hall and that an approach has been made by the Greaves Club with regards to fundraising. The Grant Application for the new floor has not been successful. An update will be provided at the next meeting.
- Cllr Lamont advised that regarding social media, on Facebook there are an average of 20,000 views over an average of 90 days and there are approximately 600 followers.
- Cllr Lamont reported that draft documents for the Allotments are with Martin Green and contacts are awaited to set up a committee meeting. The bin at the cemetery has been reported as its opening mechanism has been problematic.

**21. Reports and Questions:  
26/44**

Members may raise any matter in brief here.

Analysis of the speeding compliance data to be completed by Cllr Tressler and Cllr Dugmore for review.

**22. Date of Next Meeting:  
26/45**

Signature.....

The next ordinary meeting of the parish council will take place on Monday 1<sup>st</sup> June 2026 at 7.30pm at the Community Centre.

**23. Close of Meeting.**  
**26/46**

The meeting closed at 10.00pm.

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

DRAFT

Signature.....

## Appendix A

<b>Bishop's Itchington Parish Council</b>				
<b>Accounts Payable 1 May 2026</b>				
<b>To Whom Payable</b>	<b>Ref No</b>	<b>Ex Vat</b>	<b>Vat Payable</b>	<b>Totals</b>
<i>Urgent accounts paid since last meeting requiring the formal approval of the council</i>				
E Biddle (office rent 01/4/26)	s/order	£ 495.00	£ -	£ 495.00
Three Business (Bill date 22/04/26)	d/debit	£ 9.77	£ 1.95	£ 11.72
Onecom - Cloud connectivity services	d/debit	£ 115.16	£ 23.03	£ 138.19
Unity Bank (Service Charge 30/04/26)	d/debit	£ 11.35	£ -	£11.35
	<b>Sub-total</b>	<b>£ 631.28</b>	<b>£ 24.98</b>	<b>£ 656.26</b>
<i>Accounts for payment on 1 May 2026</i>				
Clerking - Additional Hours	260412	£ 232.54	£ -	£ 232.54
WALC & NALC Subscriptions	260402	£ 843.00	£ 218.00	£ 968.00
Cemetery - Expenses - Extra hours and stamps	260407	£ 74.88	£ -	£ 74.88
SDC - Rates for Cemetery	260408	£ 1,060.80	£ -	£ 1,060.80
Huff Landscapes - Topsoil & seed on Village green areas	260406	£ 476.00	£ -	£ 476.00
Arbscape Tree Surgeons - Medium Priority work from Tree survey report	260410	£ 4,820.00	£ 964.00	£ 5,784.00
Water Plus - Pavilion Water	260411	£70.32	£ -	£70.32
Thomas Fox Landscaping - Mowing & Strimming	260409	£ 1,798.19	£ 359.62	£ 2,157.81
Clintplan Ltd - printing AVM Report	260403	£ 142.00	£ -	£ 142.00
SDC - Bin Emptying charge - Lakin Drive April/May 2026	260420	£ 28.76	£ 5.75	£ 34.51
SDC - New Bin Lakin Drive	260419	£ 360.00	£ -	£ 360.00
Expenses - AVM Catering, Print Cartridges, Phone cases, Wood stain	260413	£ 222.50	£ -	£ 222.50
Salary - Play ground inspection	260417	£ 58.98	£ -	£ 58.98
Salary - Cemetery	260416	£ 176.74	£ -	£ 176.74
Salary - General Maintenance - Work at Cemetery, Community Centre	260415	£ 164.00	£ -	£ 164.00
Salary - Clerking	260414	£ 1,523.28	£ -	£ 1,523.28
Internal Audit	260421	£ 711.40	£ -	£ 711.40
HMRC Tax period 1	260418	£ 726.07	£ -	£ 726.07
	<b>Sub-total</b>	<b>£ 13,489.46</b>	<b>£ 1,547.37</b>	<b>£ 14,943.83</b>
	<b>TOTAL</b>	<b>£ 14,120.74</b>	<b>£ 1,572.35</b>	<b>£ 15,600.09</b>
<b>Invoices checked &amp; agreed.</b>				
<b>Signed:</b>	<b>J Green RFO</b>	<b>Councillor</b>	<b>Councillor</b>	

Signature.....

## Appendix B

### Financial Budget Comparison

Comparison between 01/04/26 and 30/04/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

	Budget 2026/2027	Reserve Movements	Actual Net	Balance	
<b>INCOME</b>					
<b>Bishops Itchington Parish Council</b>					
10	Precept	£112,500.00	£0.00	£56,250.00	-£56,250.00
20	Council Tax Support Grant	£0.00	£0.00	£0.00	£0.00
30	Burials	£2,500.00	£0.00	£165.00	-£2,335.00
40	Sec 136 & Other Reimbursements	£0.00	£0.00	£0.00	£0.00
50	Playing Field	£600.00	£0.00	£0.00	-£600.00
60	Interest - Current	£1,250.00	£0.00	£120.15	-£1,129.85
61	Interest - Pavilion Fund	£1,400.00	£0.00	£0.00	-£1,400.00
70	Grants	£0.00	£0.00	£0.00	£0.00
80	Misc	£1,500.00	£0.00	£0.00	-£1,500.00
90	VAT Refund	£0.00	£0.00	£8,898.80	£8,898.80
100	Pavilion Fund	£0.00	£0.00	£0.00	£0.00
<b>Total Bishops Itchington Parish Council</b>		<b>£119,750.00</b>	<b>£0.00</b>	<b>£65,433.95</b>	<b>-£54,316.05</b>
<b>Total Income</b>		<b>£119,750.00</b>	<b>£0.00</b>	<b>£65,433.95</b>	<b>-£54,316.05</b>
<b>EXPENDITURE</b>					
<b>Bishops Itchington Parish Council</b>					
200	Salaries & Expenses	£34,022.00	£0.00	£8,589.21	£27,452.79
210	Councillor Allowances	£500.00	£0.00	£0.00	£500.00
220	Administration	£9,980.00	£0.00	£2,102.68	£7,877.32
230	Grounds Maintenance	£35,428.00	£0.00	£11,332.95	£24,095.05
240	Cemetery & Churchyard	£8,000.00	£0.00	£1,120.64	£6,879.36
250	Playing Field	£15,915.00	£0.00	£70.32	£15,844.68
260	Grants	£10,000.00	£0.00	£0.00	£10,000.00
270	Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00
280	Other Expenditure	£0.00	£0.00	£0.00	£0.00
290	VAT	£0.00	£0.00	£0.00	£0.00
300	Contingency	£0.00	£0.00	£0.00	£0.00
310	Parish Office	£6,197.00	£0.00	£495.00	£5,702.00
320	Pavilion Project	£0.00	£0.00	£0.00	£0.00
<b>Total Bishops Itchington Parish Council</b>		<b>£120,042.00</b>	<b>£0.00</b>	<b>£21,690.80</b>	<b>£98,351.20</b>
<b>Total Expenditure</b>		<b>£120,042.00</b>	<b>£0.00</b>	<b>£21,690.80</b>	<b>£98,351.20</b>
Total Income		£119,750.00	£0.00	£65,433.95	-£54,316.05
Total Expenditure		£120,042.00	£0.00	£21,690.80	£98,351.20
<b>Total Net Balance</b>		<b>-£292.00</b>		<b>£43,743.15</b>	

Signature.....