

# BISHOP'S ITCHINGTON PARISH COUNCIL

## Minutes of the Ordinary Parish Council Meeting 11 October 2021 at 7.30pm

### Present

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

### Absent

3 Vacant seats

### In Attendance

Karen Stevens - Clerk to the Council  
Andrew Maliphant - Pavilion Project

### Public

3

### 21/129 Apologies

None

### 21/130 Declarations of Interest

None

### 21/131 Dispensations

None.

### 21/132 Minutes

Ordinary Parish Council meeting held on 6 September 2021

It was **RESOLVED** to approve the minutes of the ordinary parish council meeting held on 6 September 2021 as a true and complete record of that meeting. (Proposed Cllr Mann, seconded Cllr Thomas, all in favour).

### 21/133 Public Forum

i. The residents of Church View Cottage, 2 Station Road advised that at the end of May they applied for planning permission for a two-storey extension and a driveway. They understand that in a previous meeting the parish council had concerns about the dropped kerb – Stratford District Council (SDC) and Highways have approved this and are fine for it to go ahead so they understand that it has been bounced back to the parish council to discuss it further and they are happy to answer any questions the parish council might have. They were advised that this is not an item on the agenda and therefore the parish council would not be discussing it. They were thanked for their attendance and advised that the planning officer had contacted the

Clerk and she had passed on the details to all councillors that afternoon, therefore it was in hand and being dealt with. Due to the timescale involved, the response will be made using delegated powers by the Clerk following discussions with Councillors and therefore it will not be discussed at the next meeting.

ii. Maddy Bailey has been in conversation with Cllr Gates and has been invited to attend regarding her ideas for a Bishop's Itchington Eco/Climate/Sustainability Community Group. She advised that she is new to the village and therefore does not know anyone but really wants to start something small initially, where the community and community groups can come together but does not know where to go to start.

iii. Chris Kettle, as a local resident, advised the parish council that he wanted to make them aware that under the South Warwickshire Local Plan there was a call for sites and in that original consultation document there were five options set out about development in Stratford going forward. Gaydon is seen as a key area as one of the options and there have been a flurry of developers looking to quote options on both sides of the M40 including most of Pipers Hill Farm, which he is not prepared to go with, but he has been asked specifically if there might be an option right at the end, towards junction 12. He has submitted a proposal for land right at the end (not with a developer) to be included - he has spoken to his neighbours regarding this as they would be impacted if a development went ahead in the future. The proposal is limited to the two fields closest to that junction. Whether this option is taken up will depend on what direction for the overall strategic development for South Warwickshire will be, whether it is a focus on town centres, transport hubs, or a wider dispersal across all the hamlets – last time we saw a mix of both. Cllr Kettle advised that he would exclude himself from any discussions on that going forward. This is seen as a transparency matter that will come to the fore in the near future.

## **21/134 Planning Matters**

i. **21/02859/FUL**

19 Macaulay Road, Bishop's Itchington – Erection of a two-storey rear extension following demolition of existing conservatory.

Delegated powers were used to respond to this application, which was one of 'No Representation'.

ii. **21/02878/FUL**

Lower Spring Farm, Gaydon Road, Bishops Itchington – Detached double garage.

Delegated powers were used to respond to this application, which was one of 'No Representation'.

iii. **21/02290/FUL**

Mill Pit Farm, Waterside Barn, Hambridge Road, Bishop's Itchington – Removal of Condition 3 (Holiday Let Restriction) of permission 16/00991/FUL.

- In principal this appears to be acceptable once the attached letter is read – basically what they want is an annexe that is ancillary to the main dwelling. If this was accepted as an annexe ancillary to the main

dwelling, a condition would be attached that it can only be used by family and friends. However, there is something missing in that if you go to Policy CS22 (Economic Development), it says “an existing employment site should not be re-developed or converted to non-employment uses unless it is no longer viable or appropriate for a business purpose”, therefore, because it is a holiday let, it is regarded as a business use and therefore there needs to be an economic assessment supplied by the planning agent to prove it is no longer viable or appropriate for a business purpose and therefore could be transferred into an annexe.

- It can take, from experience, for someone deciding to change a dwelling, extend a dwelling, put it into use, manufacture it to a way it can be used at a later date, up to two years to get to a stage where it can be actually stopped and is not stopped and therefore it is thought that this is a smoke screen for them to actually carry on doing what they are doing.
- The background to this is that it went into planning quite some time ago and would have been refused on the basis of being isolated in the countryside and outside the BUAB. They made it a holiday let so they could get it through on an economic case. The parish council suspected at the time that it would become an isolated development by stealth and this appears to be ‘that stealth’ turning it around.
- Another issue is that although not a planning point, although it might be considered to be one, which is that the planning statement admits that there has been a breach of planning conditions for the last 3 years.
- This application was originally put forward by a different planning agent and the applicant has appointed a separate agent to try and get this through.
- Cllr Kettle advised that there is a viability statement in production that should have been presented at the same time as the application was submitted. We do not know what it says but it is due to arrive imminently at SDC – Cllr Kettle suggested that it would be appropriate to make reference to the fact that we are aware that this is coming out and therefore we may change our decision on receiving the document
- We must judge a planning application on what it says/on its merits - we can not speculate and although, given the previous history of this site, we may want to speculate, we can not do so.
- It should be a retrospective planning application because the family has been living there since 2018.
- We need to have the viability statement/economic development assessment before we can decide – the planning application is not complete and is misleading in the proposed description of works because if they had gone ahead and said we want this condition and we want it as an annexe ancillary to the main dwelling retrospectively, everything could have been clear.
- We always can change our decision should further information arise.

It was **RESOLVED** that we are unable to reach a decision based on the fact that we do not have all the information required. An economic development assessment/viability statement which is very important given that it is currently deemed a business, as a residential let, and, we need to see a statement that will

support the change of use as per Policy CS.22. (Proposed Cllr Christian-Carter, seconded Cllr Dugmore, four in favour, two against and one abstention (Cllr Kettle) - carried 4 to 2).

iv. **21/02928/FUL**

33 Bishop's Gate, Bishop's Itchington – Demolish the existing conservatory and construct new rear extension.

It was **RESOLVED** to respond to the application as 'no representation'. (Proposed Cllr Thomas, seconded Cllr Mann, 5 in favour and one abstention from Cllr Kettle).

v. **21/02939/FUL**

31 Station Road, Bishop's Itchington – Demolish the existing double garage and construct a 1½ -storey garage with a studio within the loaf space.

It was **RESOLVED** to respond to the application as 'no representation'. (Proposed Cllr Christian-Carter, seconded Cllr Dugmore, 5 in favour and one abstention from Cllr Kettle).

## **21/135 County, District & Parish Liaison**

**SDC Cllr Kettle** advised that:

- Two major consultations are being published, both of which are extremely relevant:
  1. Local Government Boundary Commission has determined that we need to re-draw the ward boundaries again. The first part of this consultation was how many councillors are required - this has been determined at 43 compared with the current number of 36. With regards to re-drawing the boundaries, one of the largest wards in the district is Bishop's Itchington with 3,300 electors whilst another in Stratford has 1,800 electors. Such a large disparity is not acceptable however, what Stratford Council have said to the Boundary Commission is that we need to have single member wards and they need to be about 2,600 electors per ward.
  2. South Warwickshire Merger – There are significant reasons as to why the parish council should support this including principally finance (if SDC does not merge with WDC, effectively in five years SDC will be insolvent whereas if the merger proceeds then savings will be achieved by sharing resources), Options are a political merger or an operational merger – we will have an operational merger regardless and this means we will have one head of development services for planning etc; We will get to the stage where we have effectively one council therefore the question will be do we want to have two separate elected people one representing Warwick and one representing Stratford with the same team operating both districts. There are alternatives but these will cost more and we do not have the financial whereby all to keep it as two completely independent councils. Both Cabinets have approved the consultation, it will go before both full councils on 13 December after the result of the consultation is known. If it does go ahead, the next stage is for the proposal to go to the Minister.

- Harbury Lane crossroads – it has been delayed until January/February 2022 although Cllr Kettle is pushing for it to be done this year before the weather condition/land conditions change for the worse.

**WCC** Cllr Kettle advised that:

- Covid – Stratford has the highest rate of infection within the district. The over 60's rate is slightly down (89 compared with 115 the previous week). The increase appears to be from school aged children spreading it to parents. Vaccinations are protecting people and hospitalisation rate is low.
- Warwickshire received an award for collaborative working during the Covid regulations.
- Patch Byrne will be retiring at Christmas - two issues that will be addressed before he leaves are the inadequate repairs to the drainage at Plough Lane and the smashed culvert on Station Road near Highfield Stables (WCC will be carrying out the required work and will be billing David Wilson Homes).
- Knightcote Road lighting – WCC never consulted with the parish council on what lighting scheme would be installed on the Knightcote Road between the entrance to the new estate and the 30mph limit. You do not need to have lighting on a 30mph limit, it is optional. Five weeks ago, Cllr Kettle got the work stopped so that they could consult with the parish as to what would be acceptable as a lighting scheme. For 4.5 weeks nothing happened then he was summoned to a meeting when it was looked at and three proposals were put forward – lighting right to the 30mph limit, minimal lighting or put a 'half-way house'. It was going to be consulted on at this meeting but on Thursday whilst he was in a meeting, he got an invitation to go to a meeting at the same time to discuss the lighting so he was unable to attend. They next summoned the parish council, via the Clerk, to a meeting that afternoon – unfortunately, due to the short notice, this could not be arranged. That evening at 19:00, the scheme was circulated and was to be implemented the following morning even though we had scheduled for it to be discussed this evening - the developer had already booked the road space etc. An apology has been received to say that they are absolutely determined that 278 works particularly involving lighting should always include consultation with the parish council. They have got it wrong on this occasion but what he is committed to do is that the columns that went in on Friday morning, one of them is right outside someone's living room/bedroom window – the light spill including the shade falls straight onto the walls of the house – is unacceptable and therefore he has had a commitment from Scott Tompkins that he will meet with Cllr Dugmore and Cllr Kettle when the lights are in and if they cannot mitigate against the light falling against the window, the light will be moved at the county council's expense.
- Fire safety – The recent severe fire in Leamington Spa was made worse by the significant number of nasty chemicals that they had to avoid being washed into the water system but there was also a gas main going through the middle of the site and this eventually burst adding to the intensity of the fire. This resulted in a huge number of challenges but it does demonstrate the environmental impact involved with putting out fires.
- County Lines/Domestic Violence/Child Exploitation – County wide problems. If you come across any of these, contact the county or community safety at SDC.

## **21/136 Finance**

### **1 Monthly Financial Report**

It was **RESOLVED** to accept the Monthly Finance Report ending 30 September 2021 (Appendix A). (Proposed Cllr Gates, seconded Cllr Tressler, all in favour).

**2 Bank Reconciliation Reports for September 2021**

The bank reconciliation report for September 2021 had been completed by the Clerk. Cllr Kettle and Cllr Gates have checked it and are happy with it.

**3 Accounts for Payment**

It was **RESOLVED** that the Accounts Payable on 11 October 2021 be authorised for payment by Cllrs Gates and Thomas (Appendix B). (Proposed Cllr Gates, seconded Cllr Dugmore, all in favour).

**21/137 Councillor Vacancies**

The parish council logo should be used (Clerk to send Cllr Tressler a copy of the logo/front). The photo of Weddington Farm needs to be changed as this is outside the parish boundary. It was also suggested that a different photo of the parish office be used. It was also suggested that amendments were needed to some of the wording/grammar used on the proof.

The following timetable was agreed:

31 October 2021 - Revisions/updates/changes to be sent to the Clerk,

8 November 2021 (latest) – Commit to print - A5 x 1,500 copies,

15 November 2021 (latest) - Distribution,

22 November 2021 – Event at The Community Centre at 19:30. Cllr Dugmore to do a presentation, refreshments to be available including wine/tea/coffee/cake/biscuits.

**21/138 Bishop's Itchington Eco/Climate/Sustainability Community Group**

Maddy Bailey advised that she would like to set up an Eco Sustainable Group within the village. As she is new to the village, she is looking for help to establish the group as she is not aware of how to do this, what is already in the area and appropriate contacts. She would like to bring together residents/groups to look at bio-diversity, undertake litter picks, involve younger children etc.

The parish council is aware of NEAT in Napton, Low Carbon Warwickshire Network (Bob Sherman), and there are a variety of other groups. It would be good to get all the groups talking together. Within the village there are the BING Nature Group, Friends of the Yellow Land etc.

Maddy was asked if she had any ideas as to how the parish council could help her (e.g. pump prime the operation) and help her get something off the ground. She advised that it would be useful to have litter pickers, bags etc within the village and these could possibly be housed in the telephone box if the group adopted it. She would like to start small with something like 'Hedgehog Highways', and increasing bio diversity of the verges – knowing what they can do and helping to pull people/groups together. There are a variety of networks that can be used – Facebook groups, village magazine etc.

Cllr Mann advised that whilst visiting Leicestershire, he had come across a village that hung litter pickers/bags/hoops from the public notice boards for use by residents – this may be a project that could be replicated in the village and funding may be available. There are small plots of land that need some sort of maintenance and upkeep within the village. Involvement in the Hidden Green was also suggested. Contact with Pam Reason was suggested as she is involved in a number of

appropriate village groups and activities – Cllr Christian- Carter to provide contact details and the Clerk was asked to forward a community grant application form to Maddy.

#### **21/139 Highway Verge Management Policy**

In summary it is a bio-diversity effort that the parish council can request that WCC effectively alters its mowing and management of those highways so that we can have something more wild - (let it grow in a managed way with a wild flower mix being sown). It appears to say that the parish council will bear the costs, will require liability insurance and to do it ourselves and then they will not mow that bit. It would require a lot of work, a budget and to manage it well otherwise it will look a mess.

It was **RESOLVED** that the parish council will not comment on this proposed policy.

#### **21/140 Buffer Zone (between Parrish Close and Mandale Close)**

Due to being unable to access the site, this item was deferred until the November meeting.

#### **21/141 South Warwickshire Consultation**

Following discussion, it was **RESOLVED** that in principle, the parish council supports the merger of SDC and WDC if services remain at the current level. (Proposed Cllr Mann seconded Cllr Dugmore, six in favour, one abstention (Cllr Kettle).

#### **21/142 Consultation on Draft Recommendations for Ward Boundaries in Stratford on Avon**

SDC clearly stated to the Boundary Commission that it did not want twin member wards but the Boundary Commission has proposed several twin wards in Stratford, Kington to become a two-member ward picking up everything west of the M40 and some of Cllr Kettle's existing ward and Bishop's merges into a two-member ward with Napton, Shuckburgh, Shotteswell, Farnborough, Fenny Compton and Priors Marston and will cover 13% of the total Stratford area. It would be bigger than Cllr Kettle's current County Council division and there is no logical synergy between the Cotswold villages and the Feldon Villages.

It was **RESOLVED** that the parish council response is that the Bishop's proposed ward is extremely large and encompasses several incongruous settlements. At the last boundaries change, SDC moved away from twin councillor wards to reduce confusion over individual boundaries in both geography and responsibility - strange now to go back against that grain. If the ward is efficiently large to require two councillors, why is it not two wards. It will be impossible for ward members to get around the many villages in the time they have and still be effective councillors. Bishop's and Gaydon has similar problems associated with through traffic to junction 12 of M40 and Aston Martin/JLR whilst Farnborough, Shotteswell, Lower Shuckburgh and Napton have little in common with us. We would have supported the previous proposal of warding us with Burton Dassett. (Proposed Cllr Dugmore, seconded Cllr Mann, all in favour, one abstention).

### **21/143 Knightcote Road Lighting Proposal**

Previously covered within the meeting (see minute 21/135).

### **21/144 Council Insurance Policy for 2021/22**

It was **RESOLVED** to approve the council insurance for 2021/22 at a cost of £873.48. (Proposed Cllr Kettle, seconded Cllr Christian-Carter, all in favour).

### **21/145 Environment & Properties**

**1. Children's Playground:** to be deferred until the November meeting

**2. Hard Courts: Replacement of Tennis Nets and Posts:**

It was **RESOLVED** to agree that if the cost of replacing the nets and posts is under £500.00, that the Clerk uses delegated powers to purchase them. (Proposed Cllr Christian-Carter, seconded Cllr Mann, all in favour).

**3. BINDP:**

New working group, Cllrs Christian-Carter, Dugmore, Tressler and Thomas. The NDP (Neighbourhood Development Plan) draft has been re-written, thanks were given to Cllr Dugmore for re-writing this. We are now in consultation with our consultant, Michael Wellock, as some points were raised and he is currently addressing these.

**4. Hidden Green**

The Clerk has spoken to Orbit and they do not have a problem with the parish council being given the land and it has now been passed to their solicitors to start the process.

Orbit also mentioned that they would like to dispose of the other public open spaces they currently maintain in the village. It was said that in principle the parish council would be minded to take this on but there is certainly scope for it to come with something equivalent to a commuted sum for support and maintenance of them.

### **21/146 Exclusion of Public and Press**

**1. Pavilion Project:**

- i. Following discussion, it was **RESOLVED** to go with the recommendation of the interview panel to select Steel and Bray Ltd as our appointed contractor. (Proposed Cllr Dugmore, seconded Cllr Thomas, all in favour).
- ii. Following discussion, it was **RESOLVED** to take out a public works loan to cover the entirety of what is necessary to see this project through and then we work diligently to reduce that loan to the benefit of everybody. (Proposed Cllr Mann, seconded Cllr Christian-Carter, all in favour).

- iii. It was **RESOLVED** to approve the draft application to the HS2 Community Environment Fund. (Proposed Cllr Kettle, seconded Cllr Christian-Carter, all in favour).
- iv. It was **RESOLVED** to approve the quoted amounts for an additional 15 day's work for Warman Consultants Ltd (fundraising) and an additional 10 days for A. Maliphant via SLCC (Society for Local Council Clerks) (Pavilion, Bisa and Memorial Hall). (Proposed Cllr Mann, seconded Cllr Tressler, all in favour).
- v. It was **RESOLVED** to approve Adrian Honeybill as the Project Liaison Officer. (Proposed Cllr Dugmore, seconded Cllr Mann, all in favour).
- vi. Following discussion, it was **RESOLVED** to complete the Public Works Loan application form based on an annuity loan to be re-paid over 40 years. (Proposed Cllr Kettle, seconded Cllr Tressler, six in favour and one abstention (Cllr Dugmore).

**21/147 Date of Next Meeting**

The next ordinary meeting of the parish council is scheduled to take place on Monday, 08 October 2021 at 7.30pm at the Community Centre.

**Meeting closed at 22:36**

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

## APPENDIX A

### Financial Budget Comparison

Comparison between 01/04/21 and 07/10/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/21

		Budget 2021/2022	Reserve Movements	Actual Net	Balance
<b>INCOME</b>					
<b>Bishops Itchington Parish Council</b>					
10	Precept	£90,000.00	£0.00	£90,000.00	£0.00
20	Council Tax Support Grant	£0.00	£0.00	£0.00	£0.00
30	Burials	£2,000.00	£0.00	£1,975.00	-£25.00
40	Sec 136 & Other Reimbursements	£1,300.00	£0.00	£0.00	-£1,300.00
50	Playing Field	£400.00	£0.00	£9.98	-£390.02
60	Interest	£100.00	£0.00	£2.38	-£97.62
70	Grants	£0.00	£0.00	£7,395.00	£7,395.00
80	Misc	£250.00	£0.00	£60.00	-£190.00
90	VAT Refund	£0.00	£0.00	£9,732.12	£9,732.12
100	Pavilion Fund	£0.00	£0.00	£0.00	£0.00
<b>Total Bishops Itchington Parish Council</b>		<b>£94,050.00</b>	<b>£0.00</b>	<b>£109,174.48</b>	<b>£15,124.48</b>
<b>Total Income</b>		<b>£94,050.00</b>	<b>£0.00</b>	<b>£109,174.48</b>	<b>£15,124.48</b>
<b>EXPENDITURE</b>					
<b>Bishops Itchington Parish Council</b>					
200	Salaries & Expenses	£30,047.00	£0.00	£12,776.79	£17,270.21
210	Councillor Allowances	£500.00	£0.00	£0.00	£500.00
220	Administration	£7,320.00	£0.00	£3,704.37	£3,615.63
230	Grounds Maintenance	£21,914.00	£0.00	£11,872.78	£10,041.22
240	Cemetery & Churchyard	£5,340.00	£0.00	£1,087.31	£4,252.69
250	Playing Field	£10,692.00	£0.00	£552.46	£10,139.54
260	Grants	£7,500.00	£0.00	£6,894.80	£605.20
270	Neighbourhood Plan	£2,500.00	£0.00	£0.00	£2,500.00
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	£5,290.00	£0.00	£2,470.02	£2,819.98
320	Pavilion Project	£5,000.00	£0.00	£6,007.50	-£1,007.50
<b>Total Bishops Itchington Parish Council</b>		<b>£97,103.00</b>	<b>£0.00</b>	<b>£45,366.03</b>	<b>£51,736.97</b>
<b>Total Expenditure</b>		<b>£97,103.00</b>	<b>£0.00</b>	<b>£45,366.03</b>	<b>£51,736.97</b>
Total Income		£94,050.00	£0.00	£109,174.48	£15,124.48
Total Expenditure		£97,103.00	£0.00	£45,366.03	£51,736.97
<b>Total Net Balance</b>		<b>-£3,053.00</b>		<b>£63,808.45</b>	

## APPENDIX B

<b>Accounts Payable 11 October 2021</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 01/10/21)	s/order	£ 411.67	£ -	£	411.67
Onecom (phone & b/band 30/09/21)	d/debit	£ 60.99	£ 12.20	£	73.19
Three Business (Mobile Sim 22/09/21)	d/debit	£ 4.17	£ 0.83	£	5.00
	<b>Sub-total</b>	<b>£ 476.83</b>	<b>£ 13.03</b>	<b>£</b>	<b>489.86</b>
<i>Accounts for payment on 11 October 2021</i>					
J Kirton (Salary)	211001	£ 47.70	£ -	£	47.70
V Powell (Salary)	211002	£ 76.16	£ -	£	76.16
K Stevens (Salary)	211003	£ 1,317.76	£ -	£	1,317.76
HRMC (PAYE)	211004	£ 337.32	£ -	£	337.32
WWC Pension Fund (September)	211005	£ 429.86	£ -	£	429.86
Bishop's Itchington Community Project (Room Hire)	211006	£ 100.00	£ -	£	100.00
BHIB Ltd (Council Insurance)	211007	£ 873.48	£ -	£	873.48
Edge IT Systems Ltd (Hosted Services 3 year contract, Yr 1)	211008	£ 400.00	£ 80.00	£	480.00
Light Media (Web site hosting)	211009	£ 90.00	£ 18.00	£	108.00
PKF (External Audit)	211010	£ 400.00	£ 80.00	£	480.00
PWC (Bus Shelter)	211011	£ 45.00		£	45.00
V. Powell (Expenses)	211012	£ 15.00		£	15.00
Thomas Fox LTD (Mowing/strimming)	211013	£ 1,630.56	£ 326.12	£	1,956.68
WALC (Invoice 21376)	211014	£ 15.00	£ 3.00	£	18.00
WALC (Invoice 21441)	211015	£ 25.00	£ 5.00	£	30.00
Warman Consultants Ltd	211016	£ 525.00		£	525.00
	<b>Sub-total</b>	<b>£ 6,327.84</b>	<b>£ 512.12</b>	<b>£</b>	<b>6,839.96</b>
	<b>TOTAL</b>	<b>£ 6,804.67</b>	<b>£ 525.15</b>	<b>£</b>	<b>7,329.82</b>