

BISHOP'S ITCHINGTON PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting 12 July 2021 at 7.30pm

Present

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

Absent

2 Vacant seats

In Attendance

Karen Stevens - Clerk to the Council

Public

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21/91 Apologies

The parish council was advised that Cllr Sharon Bougoussa had resigned with immediate effect.

21/92 Declarations of Interest

Cllr Tressler advised he was not in a position to comment on item 6i. and will withdraw from the meeting at that point.

Cllr Kettle advised that, although to a lesser extent, he was also not in a position to comment on item 6i. and will not be participating in the debate or vote.

21/93 Dispensations

None.

21/94 Minutes

It was advised that there is a correction required to minute 21/89 item 8, the words 'trans file' should read 'transferred'.

It was **RESOLVED**, that with amendment above made, to approve the minutes of the Ordinary Parish Council meeting held on 14 June 2021 as a true and complete record of that meeting.

(Proposed Cllr Dugmore, seconded Cllr Thomas, all in favour).

21/95 Public Forum

Carolyn Went spoke regarding two items:

i. Bovis Estate

Most residents of Dadglow Road and Starbold Road have accepted that the new houses would be built, however, two years ago when Bovis Homes started to put in the drainage she rang Stratford District Council (SDC) to say that she was not sure if it was an optical illusion but it appeared that the finished height of the drains that they are installing were level with the top of her fence (4' fence height). An officer from SDC came out to look and advised that

SDC had never received a topographical survey of the land and therefore were unable to challenge the levels.

Along the back of Dadglow Road, the new build was meant to end with 3 bungalows, but they have ended with an additional 3-bed detached house adjacent to the last bungalow. If Carolyn stands in her garden, the two courses of bricks that form the bottom of the patio doors/windows are level with her head. Bovis homes have built the ground up all along the field not taking into account that Dadglow Road falls away meaning that the new properties are too high being a meter above Dadglow Road. Bovis Homes at one point dug out at field level a track to allow them to get the topsoil for the bungalows further along as no access had been left. Bovis Homes has put their 6' fence at the old field level when the new houses are 1.5m above the old field level. The land is to be built up more so when the owners of the new detached house move in, they effectively will be looking directly into Carolyn's Garden. Carolyn has walked around the new estate and no other property has this issue, together with the fact that the end new build has two large windows and a second storey, looking directly into her property. Carolyn has spoken to SDC, and an enforcement officer will attend.

It was agreed that Cllr Dugmore would arrange to visit Carolyn and take photos from the site. In terms of the extra house, the plans would need to be viewed as it was a reserved matters application. This is a very serious matter, as it is a condition that all new dwellings are built to the plan so if there is a different house in there it is a black and white matter of not following the plan. It was pointed out that there were two applications for the same site, and both were eventually approved. It was confirmed that there is an enforcement case relating to the site regarding elevations and boundaries.

ii. **Memorial Hall**

Carolyn thanked the parish council for the community grant for the Memorial Hall. The works have come in on cost as Carolyn is extremely proficient at negotiating contract and compliance. The only increase that they had had since the quote given in October 2020 was a 3.5% increase in the cost of electrical items which was in the final quote as she had asked to be requoted with the increase to ensure it was only the electrical items affected and not the whole job.

The Hall is almost ready to go, and she is hoping people will be available at 14:00 on Sunday 8 August to join members of the Memorial Hall Committee in celebrating the centenary of the Memorial Hall. Martin (Rev. Green) will be attending and will be rededicating the Hall. The event is a celebration, and everyone is welcome to come along and bring a blanket and picnic.

21/96 Planning Matters

i. **21/01768/LDP**

Christmas Hill Farm. Gaydon Road, Bishop's Itchington - Occasional letting of two bedrooms in a 6 bedroomed house to overnight paying guests.

Cllr Tressler removed himself from the meeting for the duration of this item.

Delegated powers were used to respond to this application, which was to object. All members were consulted on this at the request of the case officer, as lawful development certificated for proposed use would not normally involve consultation with a parish council. In response to the consultation, a response was submitted based on an Objection, as fundamentally the action already taking place on the site would require a change of use from domestic to business use. The parish council supplied additional information regarding the current nature of the use, how there is

publicly information available indicating that the site is not what the applicant claims it to be , that the use is clearly commercial and self- contained accommodation for rent and highlighting that there was a prior application for the separation of that section of the site as a sperate dwelling to which Warwickshire CC Highways submitted an objection on the grounds of the traffic emerging onto the B4451 and the access track which still stands given the proposed use.

ii. **21/01756/FUL**

17 Huckson Road, Bishops Itchington – Single storey side and rear extension and internal alterations.

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

iii. **21/01987/FUL**

Church View Cottage, 2 Station Road, Bishop’s Itchington – Erection of a two storey side extension and new driveway with dropped kerb.

It was noted that the building line would only be 2.7m away from the back fence and that there was a potential block of sunlight to the west.

Although there is no real issue with the extension, the issue is with the parking arrangement – policy stating that of three-bed property requires a minimum of two parking spaces. The main concern was that the space is only long enough for one car, there is no turning space and an EV charging point on the front wall, which is good but the majority of EV’s have their charging port forward of the a-pillar requiring the owner to nose park in and therefore reverse out onto a big, busy B-road very close to the zigzags on the zebra crossing.

It was **RESOLVED** to object to the application on the grounds of:

- a) the highway access which is likely to result in vehicles reversing onto a classified ‘B’ road in close proximity to a zebra crossing,
- b) inadequate parking provision and road safety.

(Proposed Cllr Dugmore, seconded Cllr Christian-Carter, 6 in favour and one abstention from Cllr Kettle).

iv. **21/02009/FUL**

31 Station Road, Bishop’s Itchington – Demolish a pre-existing garage building and to construct a new garage building with a studio/homeoffice at first floor.

It was **RESOLVED** to respond to the application as ‘no representation’. (Proposed Cllr Thomas, seconded Cllr Dugmore, 6 in favour and one abstention from Cllr Kettle).

v. **21/01868/FUL**

The Old Smithy, Fisher Road, Bishop’s Itchington – A rear two storey extension. Property located on the corner of Fisher Road and High Street.

The plan does not include enough amenity space – it is a small site and if the proposed extension were to go ahead, there would be virtually no rear garden left – existing building currently occupies $\frac{2}{3}$ of the site and the proposed extension will virtually fill the remainder of the site. Dwellings must have enough amenity space based on the number of bedrooms they have – this would be a 4 bedroomed house and approximately 60% of amenity space would be required which is unachievable.

Parking is clearly an issue as there is no on-site parking therefore parking would be on Fisher Road (busy road) and High Street (only available outside Fern House). There is also an issue with water run off immediately in front of the building and therefore if the ground that is currently there is lost, without any sort of SUDS scheme or water cap scheme, water will flow into the drain that is currently inadequate for the purpose.

It was **RESOLVED** to object to the application on the grounds of:

- a). Nowhere near enough amenity space,
- b). No on-site parking,
- c). No allocated parking spaces thereby increasing the parking problems particularly down Fisher Road that is busy and narrow,
- d). Run off is likely to result in problems.

(Proposed Cllr Christian-Carter, seconded Cllr Mann, 6 in favour and one abstention from Cllr Kettle).

vi. **21/01944/LBC**

Church Cottage, Station Road, Bishop's Itchington – Extension of garage to create a small garden office.

An application for LBC is not required, and a full planning application has been submitted – see below.

vii. **21/01943/FUL**

Church Cottage, Station Road, Bishop's Itchington – Extension of garage to create a small garden office.

It was **RESOLVED** to respond to the application as 'no representation'. (Proposed Cllr Dugmore, seconded Cllr Christian-Carter, 6 in favour and one abstention from Cllr Kettle).

21/97 County, District & Parish Liaison

SDC Cllr Kettle advised that the issues are mainly strategic:

- Considerable time has been taken up with putting the bid into the Levelling Up Fund (£20 million) for the building of a new World Shakespeare Centre at Stratford.
- SDC is working with the West Midlands Combined Authority looking at transport links across East and West Midlands and to do with climate change including decarbonisation.
- Meetings with Warwickshire council continue. The first joint cabinet meeting has been held to look at ways to move forward – both councils are keen to move forward as fast as possible.

Place & Economy:

- South Warwickshire Plan: The SWP first consultation has closed. Nearly 3,000 responses and nearly 400 potential sites.
- Economic Strategy: Work is beginning to refresh the Economic Strategy which will help underpin recovery from the pandemic.
- Gypsies & Travellers SPD: A new Gypsies and Travellers SPD has been prepared and will be 'noted' at the July Council. Its formal adoption is being held back to ensure it dovetails with the new Housing Strategy due to be discussed in September-October. Current Gypsy/Traveller camp in Gaydon did manage to deliver an eviction notice within 24 hours following a spate of anti-social behaviour activities including theft and assault. Unfortunately, they did not comply with the notice and by the time this became apparent, there was a delay in being able to obtain a hearing slot in the magistrate's court until today. As a result, they were given an eviction notice at 2.00pm this afternoon and now have 24 hours to move. They have made it clear that they do not want to leave

the area therefore landowners should remain vigilant when they start to move on tomorrow – it is not clear as to whether there will be a police escort or not when they leave.

- Broadband: WCC has developed a Smart Hub, effectively as an interim measure until full fibre is rolled out.
- Garden Waste: Permits are now at around 46,000 which, even allowing for those with two bins, represents around 74% of all properties - North Warwick's 56%, Nuneaton and Bedworth's 38% and Rugby's 53%.
- Fly-tipping: April saw 63 incidents, a significant increase over last year's 47 incidents. May's numbers were 35 incidents, down on last year's 38. Fly-tipping remains a major problem.
- Parking: This is a good source of revenue for Stratford DC. Whilst we are still below 2019 levels, income is improving.
- Climate Change: Now have a portfolio holder focussing on this. Along with Warwick, Stratford DC did commission a report to look at what could be done in Stratford district. Unfortunately, the report was not an impressive document as it focussed mainly on agriculture as the methodology used was designed for an urban area and rather than getting new methodology they just bolted on a bit about agriculture. It recommends a reduction in greenhouse gas emissions of 12% from the start date – agriculture in South Warwickshire has already reduced their emissions by 7.5%. The aspirations remain – mitigation, control emissions and protection for the impact of climate change.
- Housing: The Housing Strategy has been sent back for a rewrite to reflect the SDC/WDC relationship, a more aligned allocations policy. SDC has the opportunity to work with WDC on the Housing Company - which they have already set up so making our need to set one up redundant.
- Financial Output – Draft accounts have just been published. Mainly, due to grants received from the Government means that Stratford DC is approximately £1million better off but this has been put into reserves to account for any ongoing costs incurred from Covid19.

WCC Cllr Kettle advised that:

- Pushing hard on the improvements to the Chessington/Harbury Road/Fosse junction and there is now a start date of early to mid-autumn.
- HS2 have given a firm date for the reopening of the A425 of 2 August although they have acknowledged that will create significant difficulties for them and there may be a requirement for intermittent overnight/daytime closures.
- High increases in complaints regarding traffic going down Ladbrooke Road containing all sorts of things including topsoil (this is under investigation as the temporary permissions for the moving this ran out 12 months ago therefore there is no live permission from Warwickshire County Council for the imported waste to that site) nor any EA licence. WCC are looking at the possibility of introducing 20mph speed limits in sensitive areas across the county and this may include outside schools.
- Some local flooding work taking place in hot spot areas within the county

21/98 Finance

1 Monthly Financial Report

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

2 Bank Reconciliation Reports for June 2021

The bank reconciliation report for June 2021 had been completed by the Clerk. Cllr Kettle had checked both and was happy with them.

3 Accounts for Payment

It was **RESOLVED** that the Accounts Payable on 14 June 2021 be authorised for payment by Cllrs Gates and Thomas (Appendix B). (Proposed Cllr Gates, seconded Cllr Kettle, all in favour).

21/99 Queens Platinum Jubilee – Lighting Beacons 2 June 2022

It was agreed that the parish council should participate, and that the secretary of the PCC be approached as the beacon/brazier is located in the churchyard. The clerk to contact the PCC to see how the parish council can help facilitate this. It was suggested that over the coming months, the parish council explores options for having a beacon on a high point in the village.

21/100 Environment & Properties

1. Pavilion Project

1. Current position:

- Planning permission has been granted.
- Andrew Maliphant is putting together the tendering documents.
- Timetable has been proposed and to achieve this an extraordinary parish council meeting will be required to sign off the tendering documentation etc.
- Jayne Warman has started work on the HS2 bid.
- There was a pavilion group meeting a week ago – Madeline Harrington is looking at charitable status for BISA and does not foresee any problems and is quite happy with the documentation – on the actual deeds of the field as registered with the Land Registry, BISA is mentioned. Biggest conflict with charitable status would be the issue of the VAT application therefore will have to be looked at carefully if they are able to acquire funding for phase 3 (car park and landscaping).
- Project management – Cllr Mann has been talking to someone regarding the role called Adrian Honeybil. Adrian has already provided some invaluable advice/information regarding the project and tendering process/documents. Adrian is retired and has vast experience in project management. A project manager will be required for 6 to 8 months and will need to be asking a lot of questions on a regular basis for the right reasons in order to save costs. Some remuneration would be required for the role but is negotiable.
- Due to the time pressures involved, it was **RESOLVED** to call an extraordinary meeting of the parish council on Monday 19 July at 7.30pm to solely discuss the pavilion project and the tendering process. (Proposed Cllr Mann, seconded Cllr Dugmore, all in favour). Cllr Gates tendered his apologies for this meeting.

2. Andrew Maliphant:

It was **RESOLVED** to extend Andrews existing contract at a cost of £4,350. This will enable him to help BISA to obtain Charitable status/registration, provide the Memorial Hall with support and additional help on the pavilion project management. (Proposed Cllr Mann, seconded Cllr Dugmore, all in favour).

2. Children's Playground

The main plank of the seesaw is broken. Cllr Thomas proposed that he obtain an appropriate piece of wood and repairs the piece of equipment. He was advised that the wood would need to be splinter proof and would have to be sanded down/treated properly. It was pointed out that we would need to be extremely careful regarding health and safety and our liability and ensure we pay due diligence. The Clerk was requested to contact our insurance company to establish if we would still be insured if we carried out the repair – if the answer is no then we will need to contact an appropriate company to undertake the repair. EN11-76 is the standard for playground equipment – so do we know the materials and coatings that can and cannot be used.

It was **RESOLVED** to check with the insurers that we can undertake the work and if the answer is positive, the work is undertaken and then the annual playground inspection is undertaken by ROSPA. (Proposed Cllr Thomas, seconded Cllr Kettle, all in favour).

3. BINDP

Cllr Tressler advised that there has been a very serious push to get this completed and Cllr Thomas has been very focussed on achieving this with Kirkwell's. Constructive feedback has been received

but there is still concern about Kirkwell's performance although substantial financial savings were made. The document was meant to be ready for submission but following Councillors going through it there are a tremendous number of grammatical errors/cut and paste issues/missing illustration captions/factual facts etc.

It was agreed to hold a meeting of the working group on Monday 9 August 2021 at 7.00pm at the Community Centre to finalise the document.

21/101 Reports and Questions

1. Path Chapel Street/Lakin Drive/Starbold Road – Concern over weed growth. Is this part of the ground's maintenance contract and if so, have they forgotten to spray the path? Clerk to check.
2. Cemetery – Cemetery manager is very happy with the work that Thomas Fox is doing there after a few issues earlier in the year.
3. County Lines – In another local parish there is a county lines problem therefore councillors and residents need to be vigilant as all villages/communities are vulnerable. Report any concerns to the police using 101. People should also be aware that there is gang violence in Stratford, Leamington, and Warwick.
4. Car Thefts – There were details of an incident posted on Facebook whereby a vehicle was stolen from Bishop's Hill. There are gangs, with specialised equipment, going round after high powered/expense cars. There are things that individuals can do to decrease the possibility of becoming a victim, the first being very simple - lock your car. Cllr Dugmore has approached both Stratford DC and Warwickshire CC for information that can be published on the website and Facebook. Carolyn Went offered to send an email to the vehicle crime squad to see if they had any appropriate information.
5. Blue Pool – A local has advised that since the infill in the in the fishing lakes, they reckon that the level of water in the Blue Pool has raised. This was disputed as there is an escape route if the levels do raise too high (pipe runs off by the area where the track use to run under the main road). It was agreed to keep an eye on the water levels.

Regarding the report/risk assessment supplied by Warwickshire Wildlife Trust (WWT), there are several concerns:

- i. Towards the end of the report, it says: 'We take the view that life belts and safety rings provide the impression that you can go in meaning that there is a device to save you if you get in trouble. That is clearly not the case, and you are relying on somebody who is competent to throw one if in the event somebody does get into trouble. In addition to this, from experience these get vandalised and often are required to be replaced several times a year' and further on it talks about signs. This is someone's opinion that a life ring will encourage someone to go in – the objective fact is that if someone has gone in there, for whatever reason deliberate or unintentional, if there is not a ring there you cannot help them, and a sign is not going to help them. Very disappointed in this approach/response.
- ii. When the WWT was taking on the management of the nature reserve, and this was raised with him they did say this would be the stance they would take – it can only be assumed it is WWT's principle. Previously, Follett's had been advised that if they installed one and it was not there for any reason, they would be held liable should there be an accident. All other pools in the area appear to have lifesaving equipment in the vicinity of the water and this equipment could save a child's life. The clerk advised that she has a meeting with Karl Curtis on 3 August and would raise the issue with him then.
- iii. The question was raised as to whether the catchment pool/pond built on the Bovis Homes estate has the provision of life-saving equipment – if it does, this could create a precedent.

6. The Spinney – small section of land did not get transferred properly when Persimmon built the estate in the 1980's. The clerk should write to Persimmon stating that the land not adopted by the parish council is causing issues for the residents. Root egress into properties is a risk and the possibility that Persimmon could be liable. Possibility of leafletting the village to set up a group of volunteers to help keep footpaths clear, litter picking etc.
7. Councillor Vacancies – With three vacancies, is there any way we could advertise i.e., advert in The Scene, posts on Facebook. Cllr Gates offered to help with this.
8. Plough Lane Hedges – There are also issues with the hedges on Plough Lane near to the roundabout. The hedges are overhanging and are dangerous causing visibility issues, covering road signs – most of the hedges are the responsibility of Persimmon. It was agreed that Cllr's Dugmore and Mann would meet on site to take photos of the issues to be attached to a letter to the Persimmon Management Company. There is also a parking issue now that the first Orbit property is occupied as there are no allocated parking spaces therefore one car is being parked on the grass verge and the other on the road. This is causing major problems for wide vehicles using the road
9. Plough Lane Flooding – Some work has been undertaken with the ditch, but this has just 'scratched the surface'. Another meeting is needed with Patch Byrne and Cllr Mann requests that he is invited to attend.

21/102 Date of Next Meeting

The next ordinary meeting of the parish council is scheduled to take place on Monday, 6 September 2021 at 7.30pm at the Community Centre.

Meeting closed at 21:46

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

APPENDIX A

Financial Budget Comparison

Comparison between 01/04/21 and 08/07/21 inclusive.

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

	Budget 2021/2022	Reserve Movements	Actual Net	Balance	
INCOME					
Bishops Itchington Parish Council					
10	Precept	£90,000.00	£0.00	£45,000.00	-£45,000.00
20	Council Tax Support Grant	£0.00	£0.00	£0.00	£0.00
30	Burials	£2,000.00	£0.00	£605.00	-£1,395.00
40	Sec 136 & Other Reimbursements	£1,300.00	£0.00	£0.00	-£1,300.00
50	Playing Field	£400.00	£0.00	£0.00	-£400.00
60	Interest	£100.00	£0.00	£1.19	-£98.81
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
Total Bishops Itchington Parish Council		£94,050.00	£0.00	£62,793.31	-£31,256.69
Total Income		£94,050.00	£0.00	£62,793.31	-£31,256.69
EXPENDITURE					
Bishops Itchington Parish Council					
200	Salaries & Expenses	£30,047.00	£0.00	£6,284.17	£23,762.83
210	Councillor Allowances	£500.00	£0.00	£0.00	£500.00
220	Administration	£7,320.00	£0.00	£1,350.23	£5,969.77
230	Grounds Maintenance	£21,914.00	£0.00	£5,129.10	£16,784.90
240	Cemetery & Churchyard	£5,340.00	£0.00	£1,087.31	£4,252.69
250	Playing Field	£10,692.00	£0.00	£339.21	£10,352.79
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	£1,235.01	£4,054.99
320	Pavilion Project	£5,000.00	£0.00	£3,575.00	£1,425.00
Total Bishops Itchington Parish Council		£97,103.00	£0.00	£25,894.83	£71,208.17
Total Expenditure		£97,103.00	£0.00	£25,894.83	£71,208.17
Total Income		£94,050.00	£0.00	£62,793.31	-£31,256.69
Total Expenditure		£97,103.00	£0.00	£25,894.83	£71,208.17
Total Net Balance		-£3,053.00		£36,898.48	

APPENDIX B

Bishop's Itchington Parish Council						
Accounts Payable 12 July 2021						
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 01/07/21)	s/order	£ 411.67	£ -	£		411.67
Onecom (phone & b/band 30/06/21)	d/debit	£ 63.73	£ 12.75	£		76.48
E.On (Pavilion electricity 15/06/21)	d/debit	£ 43.77	£ 2.19	£		45.96
Three (mobile simm 22/06/21)	d/debit	£ 4.17	£ 0.83	£		5.00
K Stevens (Expenses - litter pickers 28/06/21)		£ 63.30	£ 12.66	£		75.96
Memorial Hall (Grant 28/06/21)		£ 6,894.80			£	6,894.80
M Waterman (plants/compost for village planters 28/06/21)		£ 112.49			£	112.49
SDC (Emptying Bins)		£ 227.08	£ 45.42	£		272.50
	Sub-total	£ 7,821.01	£ 73.85	£		7,894.86
<i>Accounts for payment on 12 July 2021</i>						
J Kirton (Salary)	210701	£ 47.50	£ -	£		47.50
V Powell (Salary)	210702	£ 76.16	£ -	£		76.16
K Stevens (Salary)	210703	£ 1,317.76	£ -	£		1,317.76
WCC Pension Fund (June)	210704	£ 429.86	£ -	£		429.86
HMRC	210705	£ 204.34	£ -	£		204.34
Light Media (Web site quarterly bill)	210706	£ 90.00	£ 18.00	£		108.00
Parish Online	210707	£ 140.00	£ 28.00	£		168.00
Pear Technology (Maplink Support & Updates)	210708	£ 85.00	£ 17.00	£		102.00
Stratford DC (Annual Domain cost)	210709	£ 50.00	£ 10.00	£		60.00
Thomas Fox LTD (Mowing, Grass Cutting etc)	210710	£ 1,817.98	£ 363.60	£		2,181.58
				£		-
	Sub-total	£ 4,258.60	£ 436.60	£		4,695.20
	TOTAL	£ 12,079.61	£ 510.45	£		12,590.06