

BISHOP'S ITCHINGTON PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting 12 May 2025

Present:

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

In Attendance:

Karen Stevens - Clerk to the Council
Cllr Natalie Gist – District Councillor

Public: 3

Meeting started at 19:48

25/89 Chairman's Announcements:

None.

25/90 Apologies:

None

25/91 Declarations of Interest:

Cllr Horsman declared an interest in item 15 on the agenda.

25/92 Dispensations:

None required.

25/93 Minutes:

It was **RESOLVED** that the minutes of the ordinary parish council meeting held 7 April 2025, be accepted as a true and complete record of the meeting. Proposed Cllr Dugmore, seconded Cllr Tressler, 6 in favour and one abstention as Cllr Lamont Was not present at the meeting.

25/94 Public Forum:

A local resident commented on planning application 25/00787/FUL, Land at Ladbroke Road, Bishop's Itchington – Erection of six detached dwelling houses and associated works. We are not surprised that an application has been put in and although obviously we would prefer that no houses were built behind us interrupting our beautiful view, disrupting our peace and quiet but we are aware that, this really isn't a reason to complain or object however we do have a few concerns/comments/queries....

There has been significant subsidence down the work cottages lane recently and in fact our boundary fence has dropped away dramatically over the past 5 years. We are concerned disrupting the land behind us could exacerbate this issue.

Wasn't the land set aside for a community project i.e. for the community?

Surely 4 entrances onto Ladbroke Road is at least 3 too many?

Ladbroke road is a cut through road and very busy and fast at certain times of the day especially when HS2 road closures occur..

Driveways always encourage parking on the road and as the houses already on Ladbroke road do not have drives and park on the road this would be extremely dangerous

Looks like the developers are trying to squeeze too much in(as ever)

Perhaps 3 possibly 4 houses all off one private drive would be better leaving only one entrance onto Ladbroke Rd(scrap plots1&2 and re gig plots 345&6)

Surely plots1&2 are just too close to a very dangerous corner.

One visitor parking space for 3 houses is ridiculous. These are family homes with a potential for 4or5 cars each!!!

Can the site boundary line be explained?

Finally obviously it goes without saying that if this development is passed in any guise the village should gain some sort of deal (what was106 money) for the community perhaps the pavilion?

She then spoke about the pavilion as it had come to her attention that the parish council was looking at putting an office in a new pavilion. She advised that many years ago she was on the pavilion committee and the beginings of how it all escaleted and went out of control was exactly theat, the parish council deciding that their little pavilion that was fit for purpose was not fit for purpose and they wanted a room to be used as an office and this began the hughe escalation ending in a project costing a million pounds plus that had to be scapped. Over eight years, a lot of peoples time has been wasted and our community still does not have a pavilion so she wants to plead with the parish council not to ruin another project for the pavilion by changing the plans over, over and over again for something you don't use.

Another resident agreed with what had been said about the planning application. He said he does not mind them building on there as he always thought they were going to build on there once the application for the health care centre was submitted so they got planning permission so they were always going to build there. They have not built for five years so five years gained by the local residents. He thinks they should give something back to the village, he does not know what but they should give something for building down there. Have the developers actually been down there as at rush hour (7.30 am - 9.00am and 4.30pm – 6.00pm) they need to go down there as the amount of cars using Ladbroke Road is amazingly high. All but two houses on the right hand side of Ladbroke Road have no off-road parking so they park all their cars on that corner and down the road so on the other side of the road they are going to have three driveways coming off the land – on a bad bend like that it is surely dangerous and safety needs to be taken into consideration.

Another resident wanted to speak about item 12 on the agenda, Football Club Parking. He lives on the coner of Chapel Street and over the years he has seen a number of issues with parking and has spoken on numerous occassions with the football club but it is something that never seems to improve. A few weeks ago it was particularly bad, someone was parked pretty much across his gateway blocking the pavement. The pavement was blocked all the way round so people with pushchairs and in wheelchairs were having to walk into the road on a blind bend and everytime cars met on the bend, one of them had to pull in to the car park to then have to reverse back out onto the road on a corner – it was an absolute nightmare. The police were called, came out and ticketed some cars with warning notices. It was

good to see some action but calling the police everytime is not a solution. He is afraid that saying when the pavilion gets sorted it will be okay is not going to help in the short to medium term as the pavilion could take years. What other solutions can be looked at? Policing by the football club? Something has to be done as it is dangerous and is really antisocial. Whilst in his garden, he could hear people walking by complaining about the parking, it is dangerous for the village. Need to look at possible car park extension as a physical solution and an information solution that goes out to the footballers and the visitors that makes it 100% clear of the issues and the impact on the local community.

25/95 Planning Matters:

i. To consider the parish councils response to the following planning applications:

a. 25/00927/TPO

The Cottage, Station Road, Bishops Itchington, CV47 2QB - T2 horse chestnut- Cut back the outer sections of long, low branches on the northern, northeastern and eastern crown sides, where overhanging the driveway and garage forecourt, reducing these branches by approximately 1.5 metres, to suitably dimensioned and positioned secondary branching, as indicated on the submitted, annotated photograph.

It was **RESOLVED** to submit a response of 'No Representations' to planning application 25/00927/TPO. Proposed Cllr Dugmore, seconded Cllr N Thomas, all in favour.

b. 25/00980/FUL

46 Central Drive, Bishop's Itchington, CV47 2RJ – Single storey rear extension

It was **RESOLVED** to submit a response of 'No Representations' to planning application 25/00980/FUL. Proposed Cllr Dugmore, seconded Cllr Tressler, all in favour.

c. 25/00787/FUL

Land at Ladbrooke Road, Bishop's Itchington – Erection of six detached dwelling houses and associated works.

- When the Neighbourhood Development Plan (NDP) was drawn up we extended to include the land on the corner in anticipation of a new surgery being built. Because the surgery was never built and it is inside the built up area, the first policy in the NDP basically supports it by default,
- They talk about it being fewer than 10 dwellings but NDP2 policy does not support it as it is not an affordable housing scheme.
- It is not supported by local need as the housing need survey identified no need for 4 bed homes the requirement for 3 bed is for housing association rented so the proposed scheme is not justified

- They mention planning history but that is not relevant as it talks about all of the three applications previously submitted
- Clause in S106 that says they are permitted to go for other uses if the surgery does not come forward within five years
- The comments made in the public forum were fair
- Parking – there is an issue. Per the requirements of SPD that Stratford has about parking it specifies .2 of a visitor bay per house rounded in the normal fashion so 6 houses 1.2 parking bays so rounded down to 1. We know this is nowhere nearly sufficient. 1 visitor parking space between 6 properties will not suffice so unless they put more in, visitors will park on Ladbroke Road which cannot tolerate any more street parking. Clearly space within the development for additional street parking therefore should be raised as an issue
- Need to clarify if the car ports are a sufficient size to accommodate a car. If they are not able to put a car in then they falling short on the parking requirement for the four bedroom houses
- Renewable energy/sustainability – they refer to air source heat pumps but no mention of where the energy for these come from so wouldn't like to see solar pv installed as the two items go hand in hand. Clarification as although they say they are going to install electric car charging points, they should be 7kw chargers not three pin plugs or 3kw chargers
- Basin is there to deal with excess rainwater by helping with drainage. Planning does require appropriate drainage
- Highways. A road safety audit should have been carried out by the developer. Traffic issues can be augmented by photographs. Would be useful to submit photos when we raise issues of traffic, corners, parking etc.
- Speed survey has been undertaken on behalf of the parish council on Ladbroke Road but the results have not been received yet
- Subsidence has already happened on Works Lane, if they are to build 6 houses, do they not have to prove it is safe land to build on? Not a planning matter whether the land is capable of holding the houses, it is when they are built, are they in line with policy. Should be flagged as a concern
- Although it is in the Built Up Area Boundary (BUAB) the houses don't exactly fit in with what the NDP says. We do not need six executive homes they should be affordable houses. It is not a community led affordable scheme
- Possibly does not comply with CS15
- Possibly does not comply with CS16
- Suggested that views are sought from Simon Tagg-Wilkinson regarding the biodiversity plan
- There is room for improvement with the plans

It was **RESOLVED** to submit a response to 'Object' to planning application 25/00787/FUL using the points raised. Proposed Cllr Horsman, seconded Cllr Tressler, all in favour.

d. 25/01058/FUL

33 Station Road, Bishop's Itchington, CV47 2QB - Single storey rear extension and front porch extension. Two storey side extension with undercroft to ground floor. Internal and external alterations to suit.

It was **RESOLVED** to submit a response of 'No Representations' to planning application 25/01058/FUL. Proposed Cllr Kettle, seconded Cllr N Thomas, all in favour.

- ii. The parish council did not wish to make any amendment to the response submitted using delegated powers to the following planning application:

25/00628/FUL

Mill Pit Farm, Hambridge Road. Bishop's Itchington, CV47 2RZ – The installation of 40 ground mounted solar panels. The panels will be ground mounted and will connect an existing battery which is housed within the curtilage of the property, namely the garage. These will be 505 watt panels

No representation

- iii. The parish council noted the following planning decision:

24/02631/ADV

The Village Store, 23 Chapel Street, Bishop's Itchington, CV47 2RB – Erection of an A Board advertising sign on the green at the intersection of Gaydon Road and Chapel Street

Consent granted with Conditions

25/96 County and District Liaison:

Stratford District Council (SDC) – Cllr Gist had previously circulated their report which included:

- Number of VE celebrations have been held across the district
- Southam SNT are doing their rounds again with their mobile vehicle and have circulated a list of dates, times and venues. The next intended visit to the village is Friday 30 May between 14:00 and 15:00 and will be located on The Butchers Arms car park
- SDC online newsletter
- Community Climate Change Fund is set to open for applications soon

Warwickshire County Council (WCC) – Cllr Kettle advised:

- Officers were working under pre-election period of sensitivity for six weeks therefore the requests he has made have not been responded to
- Election was held on 1 May and there has been a change in control of WCC. The annual meeting of the council will be held on Friday 16 May.

25/97 Replacement Clerk/RFO:

It was agreed to discuss this item under confidential matters.

25/98 Councillor Vacancies:

The clerk advised that following the resignations of Cllrs David Howatson and Simon Tagg-Wilkinson on 30 April, she had informed SDC, and a Notice of Vacancies had been received and is currently being displayed. If by 27 May 2025 no call for an election has been made, then the parish council are able to co-opt to these two vacancies and the vacancy that already exists.

It was **RESOLVED** to send letters to Cllr Howatson and Tagg-Wilkinson thanking them for their service to the residents of Bishops Itchington.

It was agreed to look at a Co-option Policy at the next meeting

25/99 British Telecom Payphone Removal:

Following discussion, it was **RESOLVED** that the parish council would accept SDC's recommendations to remove the British Telecom Pay Phone. Proposed Cllr Dugmore, seconded Cllr Tressler, all in favour.

25/100 Football Club Parking:

Cllr Lamont advised that as part of the pavilion work, parking is on the agenda to be addressed therefore the pavilion solves the problem in the long term but not sure what can be done in the short term. We have no enforcement powers as a parish council. The issue has been on the agenda a number of times. It was suggested that one of the only ways to resolve the issue is to increase parking on the grassed area in the playing field using grass screed. How many additional spaces do we need? Complaints are received as the car park is locked the majority of the time and therefore is not being utilised effectively – having it open more often would help but then there is the risk of the playing field being mis-used. Suggested a different barrier could be looked at that was open at all times but prevented tall vehicles from entering. Due to various circumstances on the day, the parking was particularly bad and could not be avoided.

Better signage was suggested. The football team know they have a responsibility and are meant to put cones out on that corner when there is a match on (although the use of cones may constitute an offence of obstruction and anyone trying to direct traffic/parking they will need to have the appropriate traffic management qualifications and there are liability considerations. I so better/more communication is required.

Cllr Horsman addressed the issue raised in the public forum regarding a parish council office being located in a new pavilion – although there is a parish councillor on the committee, they did not raise the issue of including an office. The project is being budget lead.

Continue to look at short term solutions within our remit as well as writing a formal letter to BISA explaining that this has come to our attention and we would like to work with them to identify solutions. Find costs of grass screed – would need to know how many parking spaces would be required to go along the procurement route.

Councillors were reminded that the issue is not necessarily about the number but the behaviour of the drivers. This is an anti-social behaviour issue as well (indiscriminate dumping of vehicles) and therefore the portfolio holders for Police Liaison may wish to be involved.

Information required:

- How many additional parking spaces are required
- What actions the football club and cricket club can do to manage parking with home teams and visitors
- We will then be able to find out what the cost would be

It was **RESOLVED** to open communications with BISA to look at possible solutions. Proposed Cllr Lamont, seconded Cllr Horsman, all in favour.

25/101 Review of Meeting Calendar 2025/26:

It was **RESOLVED** to accept the proposed calendar of meeting dates (see appendix A) and to undertake an extraordinary meeting on Monday 19 May 2025 to discuss the outline planning application for 25/00829/OUT – Land to south, Gaydon Road: outline application for the erection of up to 83 dwellings, associated infrastructure and biodiversity enhancements, all matters reserved except for access to the site from Haydon Road

25/102 Parish Council Website:

Item to be deferred until the new clerk is in post.

25/103 Signage:

To be deferred until the June meeting to allow time for Warwickshire County Council Minor Works Team to respond to email communications from Cllr Kettle

25/104 Review of Standing Orders

The clerk outlined the differences between the current Standing Orders and the NALC model standing orders (2025).

It was **RESOLVED** to approve and adopt the NALC model Standing Orders (2025) Proposed Cllr Dugmore, seconded Cllr N Thomas, all in favour

25/105 Consultation – Parking Standards Supplementary Planning Document Update – April 2025:

It was **RESOLVED** to send a response of no representations. Proposed Cllr N Thomas, seconded Cllr Lamont, all in favour

25/106 Consultation – Residential Design Guide Supplementary Planning Document Update – April 2025:

It was **RESOLVED** to send a response of no representations. Proposed Cllr N Thomas, seconded Cllr Lamont, all in favour

25/107 Finance:

- i. To receive monthly financial report for April 2025:
This was noted (Appendix B)
- ii. To receive bank reconciliation reports for April 2025:
Cllr Kettle has checked these and they are correct.
- iii. To approve accounts for payment 12 May 2025:
It was **RESOLVED** to approve the accounts payable for 12 May 2025 (Appendix C). Proposed Cllr N Thomas, seconded Cllr J Thomas, all in favour.
It was agreed that Cllrs Dugmore and N Thomas would authorise the payments.
- iv. To receive and approve the Internal Audit Report 2024/25:
Item deferred to the next meeting (2 June)
- v. To review and adopt Financial Regulations:

Following review, it was **RESOLVED** to adopt the proposed Financial Regulations for the 2025/26. Proposed Cllr Dugmore, seconded Cllr Lamont, all in favour.

- vi. To carry out the annual review of the Risk Management
Following discussion, it was agreed that item 12, counter measure should be re-worded to read “Regular inspections by appropriately qualified personnel to ensure recommendations are reviewed and adoption of recommendations as appropriate”
It was **RESOLVED** that, with the inclusion of the update to item 12 (as mentioned above) the review of the financial risk management assessment, to adopt it for 2025/26. Proposed by Cllr Kettle, seconded Cllr N Thomas, all in favour.
- vii. To carry out the annual review of the Assets Register
It was **RESOLVED** that the asset register was correct. Proposed Cllr Kettle, seconded Cllr N Thomas, all in favour.
- viii. 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 N Thomas, seconded Cllr Tressler, all in favour.

25/108 Annual Governance and Accountability Return 2024/25 Part 3 – Annual Internal Audit Report:

It was **RESOLVED** to accept the contents of the Annual Governance and Accountability Return 2024/25 Part 3 – Annual Internal Audit Report 2024/25 completed by T Gill. Proposed Cllr N Thomas, seconded Cllr J Thomas, all in favour

25/109 Annual Governance and Accountability Return 2024/25 Part 3 – Section 1:

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

25/110 Annual Governance and Accountability Return 2024/25 Part 3 – Section 2:

It was **RESOLVED** to approve and sign Annual Governance and Accountability Return 2024/25 Part 3: Section 2 – Annual Governance Statement 2024/25.
Proposed Cllr Lamont, seconded Cllr Tressler, all in favour.
The chairman duely signed Part 3, Section 2 of the AGAR

25/111 Portfolio Holders Update:

- **Cemetery** – several vases and planters have been stolen recently causing distress to those visiting the graves of loved ones. Advice has been given to report the thefts to the police. Also, recently there was an altercation between the cemetery manager and a member of the grounds maintenance team regarding the use of glass in the cemetery – the incident was reported. It was suggested that something is put on the parish council Facebook page saying we are very concerned to hear about the thefts, but we would encourage any resident to report thefts at the cemetery to the police. Cllr Gist

will contact SDC community safety about the possibility of a mobile CCTV covering the entrance for a short period of time.

- **Playing Fields/Hard Courts/Playground:** Parish council are looking to invest some money to carry out minor works/repairs and replace some fencing.

25/112 Reports and Questions:

- Cllr N Thomas raised the issue of the cemetery running out of room. A suggestion has been made that there is a lot of space at St Michaels church yard and this should be utilised. As a closed cemetery, investigations need to be undertaken as to the feasibility of this

25/113 Exclusion of Public & Press:

A motion was passed for the Exclusion of Public and Press under Section 100A of Local Government Act 1972. (Proposed Cllr Kettle, seconded Cllr N Thomas, all in favour):

1. Replacement Clerk/RFO

During the discussion Cllr Dugmore left the meeting. Also, a motion was passed to continue the meeting due to reaching the time limit – all councillors were in favour of continuing the meeting to allow the completion of the agenda.

After a long discussion, it was **RESOLVED** not to employ the interviewed applicant for the reasons discussed in the meeting. Proposed Cllr Lamont, seconded Cllr Kettle, one abstention.

Cllr Horsman left the meeting

2. Quote to complete the second part of the hedge laying at St Michaels Church
It was **RESOLVED** to accept the quote from Paul Sinton Tree Surgery, Fencing and Landscaping, the company who completed part one of the hedge laying, so that the work can be diaried for the autumn.

Proposed Cllr Lamont, seconded Cllr J Thomas, all in favour

3. Disposal of old laptops,
Deferred until a future meeting

4. Quotes for Painting of the Chapel (exterior and interior):
Following additional information received, it was **RESOLVED** to accept the quote from Alex Décor Ltd. Proposed Cllr Tressler, Cllr J Thomas

5. Quotes for work:

It was **RESOLVED** to accept the following quotes:

- i. Hidden Green Fence – Black Sheep Services
- i. Playing Field Fencing – H Huff Landscapes
- ii. Repair to playing Field Bench – H Huff Landscapes
- iii. To create paved area in front of playing field/orchard benches – H Huff Landscapes
- iv. To install new memorial bench – H Huff Landscapes
- v. To install new Noticeboard – H Huff Landscapes

- vi. To repair/replace post to fencing at cemetery – H Huff Landscapes
- vii. Fencing between children’s play area and the brook/Ivy Cottage – H Huff Landscapes
Proposed Cllr N Thomas, seconded Cllr Tressler, all in favour
- viii. Pavilion Asbestos
Following discussion it was **RESOLVED** to accept the quote from J & L Asbestos Removal Ltd to remove the asbestos and to provide a reassurance air test on completion of the work. Proposed Cllr N Thomas, seconded Cllr Lamont, all in favour

25/114 Date of Next Meeting

The next extraordinary meeting of the parish council will be held on Monday 19 May at 7.30pm at the Community Centre, Ladbroke Road, Bishop’s Itchington, CV47 2RN

The next ordinary meeting of the parish council will be held on 2 June 2025 at 7.30pm at the Community Centre, Ladbroke Road, Bishop’s Itchington, CV47 2RN

Meeting closed at 22.38

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

APPENDIX A

Bishop's Itchington Parish Council - Calendar of Meetings 2025/2026

Dates are all ordinary parish council meetings except where stated:

Monday, 2 June 2025,

Monday, 7 July 2025,

August – no meeting,

Monday, 1 September 2025,

Monday, 6 October 2025,

Monday, 3 November 2025,

Monday, 1 December 2025,

Monday, 5 January 2026,

Monday, 2 February 2026,

Monday, 2 March 2026,

Monday, 13 April 2026,

Monday, 27 April 2026: Bishop's Itchington Annual Village Meeting (This is the annual meeting of the electorate, not a parish council meeting),

Monday 11 May 2026: Annual Meeting of the Parish Council (This is the meeting at which the chairman of the parish council is elected for the coming year. Working parties and their members are also appointed at this meeting),
N.B. This meeting will be immediately followed by the usual monthly business meeting,

All meetings start at 7.30pm and will be held at the Community Centre.

APPENDIX B

Financial Budget Comparison

Comparison between 01/04/25 and 30/04/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

	Budget 2025/2026	Reserve Movements	Actual Net	Balance	
INCOME					
Bishops Itchington Parish Council					
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	£220.00	£-2,280.00
40	Sec 136 & Other Reimbursements	£1,000.00	£0.00	£0.00	£-1,000.00
50	Playing Field	£600.00	£0.00	£0.00	£-600.00
60	Interest - Current	£1,250.00	£0.00	£130.13	£-1,119.87
61	Interest - Pavilion Fund	£0.00	£0.00	£0.00	£0.00
70	Grants	£0.00	£0.00	£0.00	£0.00
80	Misc	£0.00	£0.00	£0.00	£0.00
90	VAT Refund	£0.00	£0.00	£10,534.38	£10,534.38
100	Pavilion Fund	£0.00	£0.00	£0.00	£0.00
Total Bishops Itchington Parish Council		£117,850.00	£0.00	£67,134.51	£-50,715.49
Total Income		£117,850.00	£0.00	£67,134.51	£-50,715.49
EXPENDITURE					
Bishops Itchington Parish Council					
200	Salaries & Expenses	£39,237.00	£0.00	£2,970.49	£36,266.51
210	Councillor Allowances	£500.00	£0.00	£0.00	£500.00
220	Administration	£11,721.00	£0.00	£1,084.44	£10,636.56
230	Grounds Maintenance	£30,875.00	£0.00	£1,018.51	£29,856.49
240	Cemetery & Churchyard	£7,379.00	£0.00	£1,022.95	£6,356.05
250	Playing Field	£16,241.00	£0.00	£183.35	£16,057.65
260	Grants	£10,000.00	£0.00	£23.98	£9,976.02
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	£5,970.00	£0.00	£500.00	£5,470.00
320	Pavilion Project	£0.00	£0.00	£0.00	£0.00
Total Bishops Itchington Parish Council		£121,923.00	£0.00	£6,803.72	£115,119.28
Total Expenditure		£121,923.00	£0.00	£6,803.72	£115,119.28
Total Income		£117,850.00	£0.00	£67,134.51	£-50,715.49
Total Expenditure		£121,923.00	£0.00	£6,803.72	£115,119.28
Total Net Balance		£-4,073.00		£60,330.79	

