

# BISHOP'S ITCHINGTON PARISH COUNCIL

## Minutes of the Ordinary Parish Council Meeting 13 June 2022 at 7.30pm

### Present

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

### Absent

4 Vacant seats

### In Attendance

Karen Stevens - Clerk to the Council

### Public

1

### 22/99 Apologies

None

### 22/100 Declarations of Interest

None

### 22/101 Dispensations

None.

### 22/102 Minutes

- i. It was **RESOLVED** to approve the minutes of the annual meeting of the parish council held on 9 May 2022 as a true and complete record of that meeting. (Proposed Cllr Christian- Carter, seconded Cllr Kettle, all in favour).
- ii. It was **RESOLVED** to approve the minutes of the ordinary parish council meeting held on 9 May 2022 as a true and complete record of that meeting. (Proposed Cllr Christian-Carter, seconded Cllr Thomas, all in favour).

### 22/103 Public Forum

The member of the public in attendance did not wish to speak.

## **22/104 Planning Matters**

**Bishop's Bowl Fishery:** Cllr Thomas had circulated notes of the meeting he had attended regarding additional works required to reduce the depth of the last lake. A planning application is to be submitted to SDC and it was agreed that some thought would need to be given to the parish councils response once it is submitted.

## **22/105 County, District & Parish Liaison**

### **SDC/WCC**

Cllr Kettle had circulated notes appertaining to the District and County Council prior to the meeting.

District Council:

- Site Allocation Plan – This is nothing to do with the new Local Plan. It is a Reserves Sites list and there is nothing within the parish although there is still the issue of what was the cricket field for the cement works that is in Harbury parish council (flat field over the road from Bishop's Hill). It is unlikely that the reserve sites will be called before the new Local Plan has been agreed in 3 to 4 years' time,
- Self-Build Allocation Sites – There are special rules for self-build houses. If you propose to self-build your house, you have far less 'policy hoops to jump through' than developers. Developers are trying to get round these rules by pre-selling self-build houses whereby you will 'build it' but they will build it for you so technically it is a self-build as you are putting the application in but it is in fact no different from any other large developer allocation site. The intention is to try to close the loopholes in legislation so genuine self-build continue but developer initiated led self-build do not,
- Climate Change – the focus will now be on the economy rather than climate change in that the proposal to plant 7,000 trees will not be followed up as it is preferable to not use agricultural land for tree planting but to leave it for crops in the wake of the Ukrainian/Russian war.
- 1, 2, 3 + Waste – Collections will start on 1 August therefore the new food caddies should not be used until after this date,
- Fly-tipping – Quantities of fly-tipping still low in comparison with other local authorities,
- Ukraine- Families continue to be assisted
- Community Safety – The manager of the CCTV centre has left. There are 131 cameras across the District, all using a fast fibre link
- Planning – The interim head of planning, Adrian Hardy has now left, and John Careford has taken over.

County Council:

- Harbury crossroads – The tender process for this has now closed,
- HS2 – There was an issue this morning that resulted in school buses being unable to get through therefore students due to sit exams were very stress – it was said that in these circumstances the moderator is informed of the circumstances and takes this into consideration. It affected Gaydon as well as Bishop's Itchington. It was suggested that the parish council write to the headteacher, and the county council investigate if the coach company used was negligent on this occasion. The parish council to say that residents have expressed severe concern about the stress this has caused and ask if the school will have the opportunity to write to the examining boards requesting

moderation to take into account several children being examined were not delivered on time and to explain why it failed on this occasion and what will be put in place to ensure it does not happen again

- Council Grants Scheme has closed to applications
- Commonwealth Games start in 50 days' time,
- Cllr Kettle advised he has been asked to be vice-chair of the council this year and will be chairman next year. He is also chairing the Pension Fund Investments sub-committee.

## **22/106 Finance**

### **1 Monthly Financial Report**

It was requested that the monthly report be presented for the month referred to only. It was **RESOLVED** to accept the Monthly Finance Report ending 8 June 2022 (Appendix A). (Proposed Cllr Gates, seconded Cllr Kettle, all in favour).

### **2 Bank Reconciliation Report for May 2022**

The bank reconciliation report for May 2022 had been completed by the Clerk. Cllr Gates has checked it and is happy with it.

### **3 Accounts for Payment**

It was **RESOLVED** that the Accounts Payable on 13 June 2022 be authorised for payment by Cllr Gates and Cllr Thomas (Appendix B). (Proposed Cllr Gates, seconded Cllr Thomas, all in favour).

### **4 Financial Report for year ended 31 March 2022**

Given the significant expenditure that took place during the financial year 2021/22 it was proposed that we need to go through the process of looking at where we have set money aside in the past that has been spent in that year and adjust the figures accordingly and if we see a need to set aside money for the future, it is undertaken. This process was not undertaken for the financial year 2020/21 due to covid and therefore needs to be undertaken now 2021/22. It was suggested that delegated authority be given to Cllrs Kettle and Gates to go through this process and then an extraordinary parish council meeting be called to approve the Financial Report for year ended 31 March 2022 and Annual Governance and Accountability return 2021/22 Part 3.

It was **RESOLVED** that the task of undertaking the above process is delegated to Cllrs Kettle and Gates in collaboration to circulate to all Councillors ahead of an extraordinary meeting solely to sign off the budget paperwork /AGAR. (Proposed Cllr Dugmore, seconded Cllr Christian-Carter, all in favour).

## **22/107 Annual Governance and Accountability Return 2021/22 Part 3 – Annual Internal Audit Report**

This item is deferred until the extraordinary meeting of the parish council.

## **22/108 Annual Governance and Accountability Return 2021/22 Part 3 – Section 1**

This item is deferred until the extraordinary meeting of the parish council.

## **22/109 Annual Governance and Accountability Return 2021/22 Part 3 – Section 2**

This item is deferred until the extraordinary meeting of the parish council.

## **22/110 Legal Transfer of Hidden Green and Orbit Land within Bishop's Itchington**

- i. To approve the transfer of the Hidden Green and other associated land from Orbit to Bishop's Itchington Parish Council  
It was **RESOLVED** to approve the transfer of the Hidden Green and other associated land from Orbit to Bishop's Itchington Parish Council . (Proposed Cllr Christian-Carter, seconded Cllr Thomas, all in favour).
- ii. To agree to Orbit paying the legal fees involved in lieu of a financial contribution
- iii. It was **RESOLVED** to approve that Orbit pay the legal fees involved with the transfer in lieu of a commuted sum. (Proposed Cllr Christian-Carter, seconded Cllr Thomas, all in favour).

## **22/111 Community Centre Lease**

It was **RESOLVED** to approve and proceed with the proposed lease agreement for the community centre (subject to the correction of the Parish Council address). (Proposed Cllr Dugmore, seconded Cllr Christian-Carter, all in favour)

## **22/112 Road Markings – Chapel Street**

Cllr Kettle advised that he has approved and authorised that the white lines be painted on the Chapel Street at the bend by the entrance to the playing field. Cllr Thomas urged that the work to be treated as an urgent.  
Cllr Kettle requested that the Clerk email him regarding all the 'Bishop's Itchington' signs as you enter the village to ensure they are correctly spelt, he will organise this.

## **22/113 Women's Institute Gardening Group – Village Planning**

A report from the WI's Gardening Group had been circulated prior to the meeting. In summary they had gone slightly over budget due to rising costs of plants and compost and as they have taken on some additional planters/baskets at the Memorial Hall. They have also stated that they wish to replace the village daffodil bulbs this autumn. The Clerk requested that the WI's Gardening Group be requested to take on the planters outside the office on a permanent basis if appropriate remuneration is made available.

It was **RESOLVED** to offer an annual budget of £300 per annum to undertake the village planting including the two planters outside the parish council office. (Proposed Cllr Dugmore, seconded by Cllr Christian-Carter, all in favour).

## **22/114 Environment & Properties**

- 1. Children's Playground:**
  - i. Working Group Update:

- The new Zip-wire is currently being installed. It is likely to take a maximum of three days to install. A health and safety inspection will be undertaken before the zip-wire becomes operational,
- A Working Group meeting will be held on 20 June. Various surveys have been circulated asking the community what sort of things they would like in the new playground. The information from these needs to be put together to form the basis of the tender documentation. The general timetable that the working group is aiming for is to install the new playground next spring (2023) employing Jayne Warman to lead fund raising i.e. possibility of going back to HS2 to see if the Pavilion grant could be used for the playground, land fill grants,

ii. Funding:

- The question was raised as to how much of the S106 money from the Furrowfields development can be used towards the play area. In principle, Vistry Homes are happy for the S106 monies to be used against the project, but we are awaiting an official letter from them that is acceptable to SDC. Approximately £120,000 will be available but we did ask Vistry to allow the parish council to broaden the scope of the S106 agreement so that the monies can be used to upgrade the 'playing fields area' including a new playground and possibly the installation of an outdoor gym/youth shelter/refurbishment of tennis courts surface/improved car parking. Additional funding will need to be obtained to complete the new playground and any other associated works the parish council agree on. Time limit to spend the S106 monies is 6 years from May 2022.
- The question was raised about how sustainable the current pavilion is and whether we need to demolish it. Currently the pavilion has been assessed and although there is asbestos in the ceiling, it is stable and therefore there are no plans to demolish it presently. The pressure to demolish/replace it is likely to come from the football club. When required, the cost of demolition will be in the region of £50,000 due to specialists being required to remove the asbestos. Cllr Kettle advised that Kineton Cricket Club are building a two team/two changing room/refreshment area for £105,000 therefore the more fundraising we can do towards the playground, the less we might have to raise for a new pavilion. Currently nothing is happening towards a new pavilion, but we do have the playground project almost ready to go therefore, the general view is that the S106 monies be spent on this project as it is needed from a health and safety viewpoint and the village is supportive.
- The Playground Working Group will be setting up a crowd funding page for anyone wanting to contribute towards the project.

It was **RESOLVED** to make available the maximum amount from the Vistry Homes S106 monies with the shortfall to be made up in worst case scenario from reserves, best case from any available external sources that can be sought and any surplus at the end of that can go into other projects

appertaining to the playing fields for example re-surfacing the tennis courts. (Proposed Cllr Dugmore, seconded by Cllr Gates, all in favour).

- iii. Proposal to appoint fund raiser for the Playground Project: Following the previous resolution, it was decided that a fund raiser is not required.

**2. BINDP:**

- The plan is in for examination and the examiner has come back with comments in the form of a document that has to be returned by Wednesday 15 June 2022. Michael Wellock has provided information and it hoped to hold a short meeting tomorrow to finalise the parish council's response.

**22/115 Reports and Questions**

- Richard Cox has approached the Parish Council regarding the re-instatement of the Remembrance Sunday parade. The intention is to undertake this on Sunday 13 November, starting at the Memorial Hall at 10.00am. The parade will proceed down Fisher Road to the junction with Chapel Street, turn right onto Chapel Street to the junction with Gaydon Road. At this point the parade will disperse and everyone will make their own way over the pedestrian crossing and into the church for a 10.30am service. After the 11.00am minute silence and one hymn, people will make their own way across Gaydon Road and reassemble at the top of Chapel Street and then parade back to the Memorial Hall with the salute being taken by the Parish Council on the steps of the Hall. Two wreaths will be ordered as normal.
- In response to the question as to whether any local groups have sought funding from the parish council, the clerk advised that The Hidden Green have forwarded an application that will be brought to the July meeting. The availability of funding was advertised in the last edition of The Scene and will be included in the next published edition.
- The council was advised that we are in the process of changing Val Powells phone from pay as you go to a monthly sim as it is more economical.

**22/116 Date of Next Meeting**

The next ordinary meeting of the parish council will take place on Monday 11 July 2022 at 7.30pm at the Community Centre. Cllr Tressler advised that he will be unable to attend this meeting and therefore tenders his apologies.

**Meeting closed at 20:56**

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

## APPENDIX A

### Financial Budget Comparison

Comparison between 01/04/22 and 08/06/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

	Budget 2022/2023	Reserve Movements	Actual Net	Balance	
<b>INCOME</b>					
<b>Bishops Itchington Parish Council</b>					
10	Precept	£0.00	£0.00	£52,250.00	£52,250.00
20	Council Tax Support Grant	£0.00	£0.00	£0.00	£0.00
30	Burials	£0.00	£0.00	£670.00	£670.00
40	Sec 136 & Other Reimbursements	£0.00	£0.00	£0.00	£0.00
50	Playing Field	£0.00	£0.00	£192.94	£192.94
60	Interest	£0.00	£0.00	£39.28	£39.28
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	£9,120.91	£9,120.91
100	Pavilion Fund	£0.00	£0.00	£0.00	£0.00
<b>Total Bishops Itchington Parish Council</b>		<b>£0.00</b>	<b>£0.00</b>	<b>£62,273.13</b>	<b>£62,273.13</b>
<b>Total Income</b>		<b>£0.00</b>	<b>£0.00</b>	<b>£62,273.13</b>	<b>£62,273.13</b>
<b>EXPENDITURE</b>					
<b>Bishops Itchington Parish Council</b>					
200	Salaries & Expenses	£0.00	£0.00	£5,098.49	-£5,098.49
210	Councillor Allowances	£0.00	£0.00	£0.00	£0.00
220	Administration	£0.00	£0.00	£4,529.22	-£4,529.22
230	Grounds Maintenance	£0.00	£0.00	£3,152.25	-£3,152.25
240	Cemetery & Churchyard	£0.00	£0.00	£878.24	-£878.24
250	Playing Field	£0.00	£0.00	£230.82	-£230.82
260	Grants	£0.00	£0.00	£4.32	-£4.32
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	£0.00	£0.00	£823.34	-£823.34
320	Pavilion Project	£0.00	£0.00	£4,780.64	-£4,780.64
<b>Total Bishops Itchington Parish Council</b>		<b>£0.00</b>	<b>£0.00</b>	<b>£19,497.32</b>	<b>-£19,497.32</b>
<b>Total Expenditure</b>		<b>£0.00</b>	<b>£0.00</b>	<b>£19,497.32</b>	<b>-£19,497.32</b>
Total Income		£0.00	£0.00	£62,273.13	£62,273.13
Total Expenditure		£0.00	£0.00	£19,497.32	-£19,497.32
<b>Total Net Balance</b>		<b>£0.00</b>	<b>£42,775.81</b>		

## APPENDIX B

<b>Bishop's Itchington Parish Council</b>					
<b>Accounts Payable 13 June 2022</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 01/06/22)	s/order	£ 411.67	£ -	£ 411.67	
Onecom (phone & b/band 31/05/22)	d/debit	£ 69.66	£ 13.93	£ 83.59	
Three Business (Mobile Sim 23/05/22)	d/debit	£ 4.17	£ 0.83	£ 5.00	
E-ON (Pavilion Electricity 23/05/22)	d/debit	£ 148.30	£ 7.42	£ 155.72	
	<b>Sub-total</b>	<b>£ 633.80</b>	<b>£ 22.18</b>	<b>£ 655.98</b>	
<i>Accounts for payment on 13 June 2022</i>					
J Kirton (Salary)	220601	£ 48.88	£ -	£ 48.88	
V Powell (Salary)	220602	£ 117.63	£ -	£ 117.63	
K Stevens (Salary)	220603	£ 1,375.72	£ -	£ 1,375.72	
HRMC (PAYE)	220604	£ 405.50	£ -	£ 405.50	
WWC Pension Fund (April)	220605	£ 458.28	£ -	£ 458.28	
Biffa (Tradw Waste)	220606	£ 370.29	£ 74.06	£ 444.35	
Expenses (V Powell - Phone Top Up)	220607	£ 30.00	£ -	£ 30.00	
Expenses (V Powell - Phone Top Up)	220616	£ 30.00	£ -	£ 30.00	
Expenses (M Waterman - Village planters/plants)	220608	£ 213.43	£ -	£ 213.43	
Light Media (Quarterly Web Site Hosting)	220609	£ 90.00	£ 18.00	£ 108.00	
Parish Online (annual subscription)	220617	£ 140.00	£ 28.00	£ 168.00	
Proludic (Metal Cableway)	220610	£ 5,468.63	£ 1,093.73	£ 6,562.36	
PWC (Bus Shelter Cleaning Invoice 149)	220611	£ 45.00	£ -	£ 45.00	
Royal Mail (Freepost Returns)	220612	£ 0.96	£ 0.19	£ 1.15	
SDC (Emptying of dog/litter bins)	220613	£ 246.00	£ 49.20	£ 295.20	
Thomas Fox Ltd (Mowing/Strimming)	220614	£ 2,014.23	£ 402.85	£ 2,417.08	
Viking (Stationery)	220615	£ 121.38	£ 24.28	£ 145.66	
	<b>Sub-total</b>	<b>£ 11,175.93</b>	<b>£ 1,690.31</b>	<b>£ 12,866.24</b>	
	<b>TOTAL</b>	<b>£ 11,809.73</b>	<b>£ 1,712.49</b>	<b>£ 13,522.22</b>	