

BISHOP'S ITCHINGTON PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting

13 May 2024

The meeting commenced at 19:45 following the conclusion of the Annual Meeting.

Present:

Cllr Kettle (Chairman) Cllr Colton Cllr Dugmore Cllr Horsman Cllr Howatson
Cllr Lamont Cllr Tagg-Wilkinson Cllr Thomas Cllr Tressler

In Attendance:

Karen Stevens - Clerk to the Council
Cllr Rock – District Councillor

Public:

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24/76 Apologies:

Cllr Ogden due to work commitments

Cllr Ogden's apology was accepted.

24/77 Declarations of Interest:

None

24/78 Dispensations:

None

24/79 Minutes:

It was **RESOLVED**, that with the minutes of the ordinary parish council meeting held on 8 April 2024 as a true and complete record of the meeting.

24/80 Public Forum:

Representative from BISA regarding BISA initiating a steering group to look at the replacement of the pavilion. They would like to use the forthcoming carnival to kick start the initiative using noticeboards/social channels etc to gather volunteers to join the group. Would like the parish council to be involved. In last year, 13 teams have accessed the pavilion involving hundreds of children and adults despite the current state of the building. BISA are requesting the parish council support the new idea of the group and identify a councillor(s) to be involved. Cllr Rock requested that Cllr Gist and himself be kept updated on progress of the group once established.

24/81 Planning Matters:

i. 24/00327/FUL

Wayside, 3 Chapel Street, Bishops Itchington Warwickshire CV47 2RB – Erection of a single storey rear and side extensions. Demolition of existing garage and erection of a 1.5 storey replacement garage and home office
It was noted that 'No representation' had been submitted and subsequently the application has been approved.

- ii. An application for a Street Trading Consent in Stratford on Avon District Zone 3 had been made by Nally's Jamaican Jerk & Grill. It was **RESOLVED** to submit a response of 'No Representations'
- iii. The following planning decisions were noted:
 - a) **24/00539/FUL**
35 Huckson Road, Bisho's Itchington, CV47 2TF – Demolition and alterations to existing garage, replaced with single storey rear and side extension.
Permission with Conditions.
 - b) **24/00156/LDP**
24 Bishops Gate Bishops Itchington Southam CV47 2UT - Proposed single storey rear extension.
Certificate Lawful Development – Permitted.
 - c) **24/00143/FUL**
Holmes House Hambridge Road Bishops Itchington CV47 2SB - Incorporation of 180 square metres of paddock into land associated with the residential use of Holmes House, and erection of a domestic swimming pool, surrounding patio and enclosing wall.
Permission Refused.
- iv. The following Planning Inspectorate appeal decision was noted:
 - 22/01639/FUL**
Holmes House Hambridge Road Bishops Itchington CV47 2SB - Change of use of 180 square metres of paddock/agricultural land into residential garden
Refusal - Appeal is Dismissed

24/82 County and District Liaison:

Stratford District Council (SDC) – A report had been circulated prior to the meeting and Cllr Rock went through the report verbally and answered questions. The topics covered included:

- Fiftieth Annual Council Meeting,
- Community Safety - CCTV,
- GP Services in Upper Lighthorne,
- No Mow May,
- Open Spaces Supplementary Planning Document,
- Southam SNT May 2024 Quarterly Meeting. Police issues have included speeding, anti-social behaviour, vehicle crime. M40 services, burglaries and domestic concerns.

Warwickshire County Council (WCC) – Cllr Kettle had circulated his report prior to the meeting and then went through the report verbally. The topics covered included:

- Harbury Crossroads,
- Road Closures due to HS2,
- Primary School Admissions,
- Public Open Spaces (Central Drive and Old Road),
- Tree planting – Village Green,

- Antisocial Behaviour and neighbour disputes,
- Ufton Waste Tip and Green Waste IVC Facility,
- WCC Councillors Discretionary Fund.

24/83 Pavilion:

Following discussion, it was agreed that the group needs to be community led. A community interest company might be an option. It was suggested that BISA contact at Kineton to see how they went about getting their cricket pavilion.

Cllrs Tagg-Wilkinson, Thomas and Lamont agreed to represent the parish council. An initial meeting will be arranged by Matthew Horsman and a councillor will report back at a future meeting.

24/84 Community Centre Maintenance:

It was agreed to give Cllrs Colton and Horsman a dispensation on this item. Fire exit door needs replacing and garage storage needs to be addressed (damp, small and contains asbestos). Need to look at the lease to establish who is responsible for what. Cllr Colton to obtain quotes for the work needed.

24/85 Non-Functioning Vehicle Activated Sign (VAS) on Gaydon Road:

The Station Road VAS does not work and the one on Gaydon Road is working. Therefore, the report WCC has appears to be attributed to the wrong camera. Effectively, WCC are looking to delegate responsibility for these to parish councils, if repairs are required. WCC has stopped installing any VAS's as they do not consider them to be effective at their job. It was **RESOLVED** to keep the VAS sign on Gaydon Road.

24/86 Review of Meeting Calendar 2024/25:

It was **RESOLVED** to accept the proposed meeting calendar for 2024/25 as presented (Appendix A).

24/87 Renewal of WALC/NALC Subscription for 2024/25:

It was **RESOLVED** to approve the renewal of WALC/NALC subscription for 2024/25 at a cost of £778.00 plus VAT.

24/88 Review of Standing Orders:

This item was deferred until the meeting to be held on 3 June 2024 for amendments to be made.

24/89 Finance:

1. To receive monthly financial report for April 2024:
It was **RESOLVED** to accept the Monthly Finance Report ending 30 April 2024 as presented (Appendix B).
2. To receive bank reconciliation report for April 2024:
Cllr Kettle advised that he had checked the bank reconciliation for April, and it is correct.
3. To approve accounts for payment 13 May 2024:

It was **RESOLVED** to approve the Accounts Payable 13 May 2024 (Appendix C).
Cllrs Dugmore and Thomas agreed to authorise the payments.

4. To receive and approve the Internal Audit Report 2023/24
It was **RESOLVED** to approve the Internal Audit Report 2023/24.
The clerk/RFO was congratulated on her work to achieve this report.
5. To receive financial report for the year ended 31 March 2024.
It was **RESOLVED** to approve the financial report subject to any reserve adjustments.
6. To approve and adopt the new Financial Regulations – this was deferred until the to be held on 3 June 2024
7. To carry out the annual review of the Risk Management – this was deferred until the to be held on 3 June 2024
8. To carry out the annual review of the Assets Register– this was deferred until the to be held on 3 June 2024
9. To carry out the annual review of Statement of Internal Control and Annual Review of Effectiveness of Internal Control – this was deferred until the to be held on 3 June 2024

24/90 Annual Governance and Accountability Return 2023/24 Part 3 – Annual Internal Audit Report:

It was **RESOLVED** to accept the contents of the Annual Governance and Accountability Return 2023/24 Part 3 – Annual Internal Audit Report 2023/24 completed by T Gill.

24/91 Annual Governance and Accountability Return 2023/24 Part 3(Section 1):

It was **RESOLVED** to approve and sign Annual Governance and Accountability Return 2023/24 Part 3: Section 1 – Annual Governance Statement 2023/24. To approve and sign the Annual Governance Statement.

24/92 Annual Governance and Accountability Return 2023/24 Part 3(Section 2):

It was **RESOLVED** to approve and sign Annual Governance and Accountability Return 2023/24 Part 3: Section 1 – Annual Governance Statement 2023/24. To approve and sign the Accounting Statements.

24/93 Reports and Questions:

- Playing field – possibility of installing a stand-alone/vandal proof metal shelter. Quotes to be obtained and the item to be put on the next agenda,
- Land down Works Lane (for information) – section of the hillside which has given way and is sliding down the hill. There is an established although not recognised footpath that runs along the top of the hill (eastern boundary of the Warwickshire Wildlife Trusts site) and WWLT have been out and erected barriers to prevent people using it. Ten days ago, it has sunk by at least 6 feet and movement is taking place,
- Turning out of Fisher Road onto Gaydon Road just beyond the bus shelter, two trees were planted by WCC last year and they are both dead. Do WCC

do any follow up visits after planting trees? When planted, WCC claimed it was verge that they were entitled to plant on and the parish council received a commitment that they would maintain the trees,

- Cllr Tagg-Wilkinson advised that he had had a meeting with Sarah Barnsley Natural Capital Assessment Manager for the Natural Capital Assessment Partnership (formerly the Habitat Bio-diversity Audit). He went through what we are trying to achieve with the Bio-diversity Policy and actions and what he needs to understand to build the action list. She thought the policy and she is fine with it. Next stage is for the parish council to adopt the policy and he will work on the action plan. The goal is to be able to map and communicate to the public what habitats we have, what is in these habitats, what needs special protection, what action can be taken etc. He would like to do something at the carnival including a map and talking to residents about biodiversity to encourage people to get involved with possibly quarterly meetings,
- Number of older teenagers have been using the Blue Pool and leaving rubbish. Quite intimidating for those walking around the nature reserve and could have a detrimental affect on wildlife (kingfishers). Motorbikes are also being ridden on the land and is dangerous,
- Footpath between the community centre car park and Butchers Arms car park – rails and safety bollards have been damaged – clerk to write to Folletts,
- Folletts are applying for a felling licence from the Forestry Commission to remove the trees hanging over the pubs garden,
- Public Open Space on Central Drive – containers are needed for storage, and it is unknown how long they will be there. As we are about to take over the land it has been suggested that this is deferred until they make good both POSs in Central Drive and Old Road,
- Illegal campsite on the Wildlife Reserve some time ago and they appear to be planning/advertising another camp. If anyone sees any evidence of camping i.e. fires being lit, let the police know. Clerk to write to WWLT to advise that people are already camping out on the nature reserve.

24/94 Date of Next Meeting

The next ordinary meeting of the parish council will take place on Monday 3 June 2024 at 7.30pm at the Community Centre.

Meeting closed at 21:30

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

APPENDIX A

2024/25 Calendar of Meetings

Dates are all ordinary parish council meetings except where stated:

Monday, 3 June 2024,

Monday, 1 July 2024,

August – no meeting,

Monday, 2 September 2024,

Monday, 7 October 2024,

Monday, 4 November 2024,

Monday, 2 December 2024,

Monday, 6 January 2025,

Monday, 3 February 2025,

Monday, 3 March 2025,

Monday, 7 April 2025,

Monday, 28 April 2025, Bishop's Itchington Annual Village Meeting
(This is the annual meeting of the electorate, not a parish council meeting),

Monday 12 May 2025, 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 01/04/24 and 30/04/24 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/24

	Budget 2024/2025	Reserve Movements	Actual Net	Balance	
INCOME					
Bishops Itchington Parish Council					
10	Precept	£110,000.00	£0.00	£55,000.00	-£55,000.00
20	Council Tax Support Grant	£0.00	£0.00	£0.00	£0.00
30	Burials	£2,500.00	£0.00	£60.00	-£2,440.00
40	Sec 136 & Other Reimbursements	£1,300.00	£0.00	£0.00	-£1,300.00
50	Playing Field	£500.00	£0.00	£87.76	-£412.24
60	Interest - Current	£12,500.00	£0.00	£143.31	-£12,356.69
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	£11,331.25	£11,331.25
100	Pavilion Fund	£0.00	£0.00	£0.00	£0.00
Total Bishops Itchington Parish Council		£126,800.00	£0.00	£66,622.32	-£60,177.68
Total Income		£126,800.00	£0.00	£66,622.32	-£60,177.68
EXPENDITURE					
Bishops Itchington Parish Council					
200	Salaries & Expenses	£39,943.00	£0.00	£2,810.36	£37,132.64
210	Councillor Allowances	£500.00	£0.00	£0.00	£500.00
220	Administration	£12,565.00	£0.00	£302.09	£12,262.91
230	Grounds Maintenance	£28,202.00	£0.00	£1,102.47	£27,099.53
240	Cemetery & Churchyard	£6,445.00	£0.00	£1,022.95	£5,422.05
250	Playing Field	£16,886.00	£0.00	£169.32	£16,716.68
260	Grants	£10,000.00	£0.00	£2,000.00	£8,000.00
270	Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00
280	Other Expenditure	£500.00	£0.00	£0.00	£500.00
290	VAT	£0.00	£0.00	£0.00	£0.00
300	Contingency	£0.00	£0.00	£0.00	£0.00
310	Parish Office	£5,720.00	£0.00	£440.00	£5,280.00
320	Pavilion Project	£0.00	£0.00	£0.00	£0.00
Total Bishops Itchington Parish Council		£120,761.00	£0.00	£7,847.19	£112,913.81
Total Expenditure		£120,761.00	£0.00	£7,847.19	£112,913.81
Total Income		£126,800.00	£0.00	£66,622.32	-£60,177.68
Total Expenditure		£120,761.00	£0.00	£7,847.19	£112,913.81
Total Net Balance		£6,039.00		£58,775.13	

