

BISHOP'S ITCHINGTON PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting 1 December 2025 – 7.30pm

Present:

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

In Attendance:

Jill Green - Clerk to the Council
Cllr Natalie Gist – District Councillor

Absent

Cllr Tressler

Public: 3

1. Chairman's Announcements:

25/234

The Chairman welcomed all to the meeting and advised that there were no announcements.

2. Apologies:

25/235

Apologies received and accepted from Cllr Tressler.

3. Declarations of Interest:

25/236

None Declared.

4. Dispensations:

25/237

None required.

5. Minutes:

25/238

i. Minutes of the Ordinary Meeting of the Parish Council held on 3 November 2025:

Cllr Horsman outlined one small amendemt.

- Item 16 – Portfolio Holders Update: 25/229

This should be changed from “The School Choir is to attend the Senior Residents Group” to “The School Choir is to attend the Remembrance Service”.

Signature.....

Subject to this change it was **RESOLVED** that the minutes of the ordinary Parish Council meeting held 3 November 2025, be accepted as a true and complete record of the meeting. Proposed Cllr Burns, seconded Cllr J. Thomas – all in favour.

6. Public Forum:

25/239

- i. One resident participated in the Public Forum as follows:
 - o The resident commented that having read the draft minutes from the prior meeting, they felt it did not reflect entirely the statement they had made. Cllr Kettle advised that legislation regarding the minutes, stated that minutes should be as concise as possible, recording decisions made. Cllr Kettle confirmed that no resolutions had been made within the Public Forum and the parish council had approved the minutes from 3 November 2025. Thanks were given to the resident and Cllr Kettle agreed to note their comments.

7. Planning Matters:

25/240

- i. To note the comment submitted on the following planning application:
 - A) 25/00829/OUT**
Land To South Gaydon Road Bishops Itchington - Amended Application
 Further observations required by 28 November 2025.

Prior detailed objection submitted and is still applicable. No Further comment.

- ii. To consider the parish councils response to the following planning application:
 - A) 24/00745/FUL**
Spring Paddocks Gaydon Road Bishops Itchington Southam CV47 2QX
– Appeal.
 Demolish existing timber stable block and construction of a hay/straw storage barn and garaging for a horse box. Construction of a single storey grooms dwelling within the footprint of existing stable block.
 All written representations must be received by 8 December 2025.

Representation made on 11/06/24 - No Further written representations.

- iii. To note the decision on the following planning application:
 - A) 25/02291/TPO**
4A Chapel Street Bishops Itchington Southam CV47 2RB
 -T1, T2 lime - Prune back new epicormic growth on the lower part of the trees.
 Side prune new growth under service wire (prune back to main stem), to achieve 1 metre safe clearance from conductors. Remove dead limb 3/4 of the way up T2 lime tree, pruning back to main stem. **Decision - TPO - Approved Works**

Noted

Signature.....

8. County, District & Parish Liaison:
25/241

Stratford District Council (SDC) – Cllr Gist had previously circulated their report (December 25) in advance for review and in addition to the report, the following points were highlighted:

- **Local Government Reorganisation** - SDC decided upon recommending a two unitary council system to government and the submission has been made.
- **South Warwickshire Local Plan** - 22000 consultation responses received that are being technically assessed.
- **Hospital Transport** – Summit of stakeholders to take place.
- **Community Grant Scheme** - The information sessions have been very popular.
- **Warwickshire Police and Crime Panel and the South Warwickshire Community Safety Partnership meeting** – Cllr Gist has represented the District Council.
- **Clare's Law** – Overview provided regarding domestic abuse.
- **Civil Trespass information event** - originally planned for late November will be rescheduled for the Spring.
- **Christmas Bin Collection** – Dates provided.

Cllr Kettle asked Cllr Gist to comment on any progress made regarding the 5 Year Housing supply figures. Cllr Gist advised that that the action planning meeting had happened recently but that she would chase for progress.

There were no further questions from Councillors.

Warwickshire County Council (WCC) – Cllr Kettle circulated the report (December 25) for Councillors to review in advance of the meeting and provided the following highlights.

- **Local Government Reorganisation** – Response has been provided to Government for review.
- **Safety for Councillors Briefing** – Attended by Cllr Kettle, run by the Community Safety Team & Warwickshire Police. Team/unit in place to assess threats and unacceptable behaviour to councillors, including physical abuse, mental abuse and social media threats.

There were no further questions from Councillors.

9. Cemetery
25/242

- a. To review the Rules & Regulations for Burials and the Memorial Safety Policy

Both documents had been updated following the comments at the last meeting, amended and re-circulated for review. Four additional points were discussed and noted by the clerk and these points are to be included within the final version. Each point was discussed and agreed by all councillors.

Subject to these changes it was **RESOLVED** that these documents (Rules & Regulations for Burials and the Memorial Safety Policy) be approved and adopted. Proposed Cllr Lamont, seconded Cllr Horsman – all in favour.

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It was **RESOLVED** that the Rules & Regulations for Burials and the Memorial Safety Policy will be subject to an annual review. Proposed Cllr Horsman, seconded Cllr Lamont – all in favour.

b. To review Chapel Opening

It was **RESOLVED** to call for volunteers to help with the opening of the Chapel at key points within the year, such as for Easter, Remembrance Day and Christmas. The parish council website, Facebook and noticeboards to be used. Cllr Horsman also agreed to place a poster in The Village Store. Proposed Cllr Horsman, seconded Cllr Lamont – all in favour.

c. To review Cemetery boarder planting

Following the site visit with Alison Packer - Rural Crime Advisor from SDC Community Safety Team, a boarder planting quotation had been circulated outlining details to make secure two perimeter areas where the hedging is low or thin. It was **RESOLVED** to accept the quotation provided by Robert Fox, as an adjunct/addition to the existing maintenance contract for the cemetery. Proposed Cllr Kettle, seconded Cllr Horsman – all in favour.

10. Playing Field & Cemetery - CCTV
25/243

Councillors discussed the CCTV test information provided in advance.

Points covered included:

- The report and advice provided by the Rural Crime Advisor from SDC.
- Health and Safety concerns for employees working alone in the cemetery.
- Ensuring that the quality of the footage is sufficient for police requirements.
- The playing fields being a priority area.

It was **PROPOSED** that further consultation take place with the Rural Crime Advisor and the Highways Area Surveyor WCC, to ensure that appropriate GDPR compliance is put in place in line with all relevant legislation. The purchase of 2 CCTV cameras (1 for the playing field and 1 for the cemetery) physical locations to be agreed in conjunction with the Rural Crime Advisor. It was **RESOLVED** to accept this proposal. Proposed Cllr Kettle, seconded Cllr Lamont – all in favour.

Cllr N. Thomas to assist the clerk with the compliance documentation and process, this will be presented back to the parish council for approval.

11. General Maintenance Person
25/244

Requirement for general maintenance person to carry out minor repairs to play equipment, some gardening/grounds maintenance, and general odd jobs around the village. List of potential jobs provided in advance for review.

It was **RESOLVED** to recruit for this position on the basis that they have a contract paid on a PAYE basis, for a basic 2 hours per month. A worksheet to be completed for any additional

Signature.....

agreed hours and an expenses sheet for any materials or equipment they have purchased (up to an agreed limit). They are to use their own tools. Notices to be placed on the parish council website and noticeboards. Proposed Cllr Kettle, seconded Cllr Horsman – all in favour.

12. River Water Quality Testing Scheme

25/245

Water quality testing in the river via a scheme linked to a Stratford group called Safe Avon. Testing of local waterways that eventually flow into the River Avon (Itchen and Sowe). The equipment required to carry out the testing amounts to approximately £130. Cllr Burns to liaise with Pam Reason regarding testing points within the village. It was **RESOLVED** to provide funding for this scheme. Proposed Cllr Burns, seconded Cllr J. Thomas – all in favour

13. Tree Maintenance

25/246

a. Cherry Tree – Lakin Drive

Following a resident enquiry with regards to cutting back a Cherry Tree at the top of the alley way in Lakin Drive, Cllr N. Thomas has viewed the tree and confirmed that this does need attention. This area is listed within the grounds maintenance contract and will be added to the next tree survey. It was **RESOLVED** to accept the quotation for this work provided by Arbscope who also completed the last tree survey, cost is £220 +VAT. Proposed Cllr N. Thomas, seconded Cllr Burns – all in favour

14. Finance:

25/247

i. To receive monthly financial reports for November 2025,

Cllr Kettle noted that these had been received.

ii. To receive bank reconciliation reports for November 2025,

Cllr Kettle noted that these had been received and that both accounts had reconciled.

iii. To approve accounts for payment 1st December 2025,

It was **RESOLVED** to approve the accounts payable for 1st December 2025.

Proposed Cllr Kettle, seconded Cllr Lamont, all in favour.

iv. To approve the regular monthly payments (November) for the current financial year as per 5.6 Financial Regulations 2019 for England:

It was **RESOLVED** to approve the regular monthly payments (November 2025) for the current financial year as per 5.6 Financial Regulations 2019 for England (circulated). Proposed Cllr Kettle, seconded Cllr Lamont, all in favour.

It was agreed that Cllr N. Thomas and Cllr Dugmore would authorise payments through the Bank Account.

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15. Portfolio Holders Update:
25/248

Playing fields:

- The RoSPA safety inspection has taken place for the 3 required areas of the playing fields. The report is as expected overall for a 3-year-old installation. Professional maintenance required in some areas. Cllr N. Thomas to liaise with the clerk.

Environmental/Biodiversity:

- Cllr Burns to lead on this area of responsibility and is trying to meet up with the prior councillor for this portfolio.
- Cllr Burns to work with the clerk on the requirements for Mandale close (including the ownership of the hedge) and bring to the February 2026 parish council meeting.

Allotments:

- Cllr Lamont advised that documents have been drafted with regards to the proposed operation of an allotment committee. The requested financial statement has been received, and the clerk has provided an update with regards to payments. The drafted documents and progress update to be presented at the February 2026 parish council meeting.

School Engagement

- Cllr Horsman advised that a meeting took place on 25th November 2025.
- Solar panels are being considered.
- An independent inspection has taken place, and the output is favourable.
- Fundraising is taking place for a circular running pitch.
- There were no further Police updates.

16. Reports and Questions:
25/249

Cllr Horsman advised that representatives were required for the Carnival Committee and volunteer posts within the community were discussed and how they could be advertised.

Cllr N. Thomas advised that an invitation for the Senior Residents Christmas Lunch had been received for up to two councillors to attend.

Cllr Kettle reported that residents in Mount Pleasant had enquired about trees that required cutting back, however these are not maintained by the council. A resident has requested information from the Land Registry with regards to who owns the land the trees are on.

Cllr Burns requested that following the completion of work to the Village Greens in Central Drive and Old Road (March 2026) that the damaged and dropped curb stones are repaired.

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17. Exclusion of Public & Press:

25/250 - Confidential matters - , It was **RESOLVED** to exclude the public under Section 100A of the Local Government Act 1972 – Schedule 12A – Part 1 (3).
Proposed Cllr Kettle, seconded Cllr Lamont, all in favour.

1. To discuss and agree quotes for the Cemetery Environmental Review.

Three specialists have been engaged to assess the current state of the cemetery to determine whether there is an underlying environmental issue such as groundwater or drainage. Discussions and further investigation is ongoing, including dialogue with neighbouring land owners. Updates will be provided to the parish council when available.

18. Date of Next Meeting:

25/251

The next ordinary meeting of the parish council will take place on Monday 5th January 2025 at 7.30pm at the Community Centre.

19. Close of Meeting.

25/252

The meeting closed at 9.25pm.

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

Appendix A

Signature.....

Bishop's Itchington Parish Council				
<u>Accounts Payable 1 December 2025</u>				
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 01/11/25)	s/order	£ 495.00	£ -	£ 495.00
Three Business (Bill date 23/10/25)	d/debit	£ 9.77	£ 1.95	£ 11.72
EON - Pavilion Electric - 6th October - 3rd November 2025	d/debit	£ 84.85	£ 4.24	£ 89.09
Onecom - Cloud connectivity services	d/debit	£ 119.26	£ 23.85	£ 143.11
Unity Bank (Service Charge 31/11/25)	d/debit	£ 9.90	£ -	£ 9.90
	Sub-total	£ 718.78	£ 30.04	£ 748.82
<i>Accounts for payment on 2 December 2025</i>				
JG - Clerking - Additional Hours	251116	£ 206.60	£ -	£ 206.60
Bishop's Itchington Senior Residents Association - Grant	251102	£ 413.62	£ -	£ 413.62
SDC - Bin Emptying Nov 25 - May 26	251103	£ 86.29	£ 17.26	£ 103.55
HMRC - Period 8	251112	£ 708.81	£ -	£ 708.81
Salary - Cemetery	251109	£ 176.54	£ -	£ 176.54
Salary - Playground	251110	£ 73.18	£ -	£ 73.18
Salary - Clerking	251111	£ 1,441.25	£ -	£ 1,441.25
PWC - Window Cleaning	251113	£ 45.00	£ -	£ 45.00
Viking - Stationary	251105	£ 31.10	£ 6.22	£ 37.32
Thomas Fox Landscaping - Inv 30/10/25	251106	£ 2,007.64	£ 401.53	£ 2,409.17
Biffa cemetery waste collection 27/12/25 - 27/03/26	251114	£ 473.46	£ 94.69	£ 568.15
RoSPA Annual Inspection - Playing Field Areas	251117	£ 524.00	£ 104.80	£ 628.80
Expenses - Items for certificate of service presentation	251115	£ 47.49	£ -	£ 47.49
	Sub-total	£ 6,234.98	£ 624.50	£ 6,859.48
	TOTAL	£ 6,953.76	£ 654.54	£ 7,608.30
Invoices checked & agreed.				
Signed:	J Green RFO	Councillor	Councillor	

Appendix B

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Financial Budget Comparison

Comparison between 01/04/25 and 30/11/25 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	£112,500.00	£0.00
20 Council Tax Support Grant	£0.00	£0.00	£0.00	£0.00
30 Burials	£2,500.00	£0.00	£1,460.13	-£1,039.87
40 Sec 136 & Other Reimbursements	£1,000.00	£0.00	£0.00	-£1,000.00
50 Playing Field	£600.00	£0.00	£292.07	-£307.93
60 Interest - Current	£1,250.00	£0.00	£898.31	-£351.69
61 Interest - Pavilion Fund	£0.00	£0.00	£1,049.89	£1,049.89
70 Grants	£0.00	£0.00	£1,301.50	£1,301.50
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	£128,036.28	£10,186.28
Total Income	£117,850.00	£0.00	£128,036.28	£10,186.28
EXPENDITURE				
Bishops Itchington Parish Council				
200 Salaries & Expenses	£39,237.00	£0.00	£24,417.67	£14,819.33
210 Councillor Allowances	£500.00	£0.00	£0.00	£500.00
220 Administration	£11,721.00	£0.00	£7,483.14	£4,237.86
230 Grounds Maintenance	£30,875.00	£136.42	£22,027.24	£8,984.18
240 Cemetery & Churchyard	£7,379.00	£0.00	£3,618.91	£3,760.09
250 Playing Field	£16,241.00	£0.00	£12,153.86	£4,087.14
260 Grants	£10,000.00	£0.00	£437.60	£9,562.40
270 Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00
280 Other Expenditure	£0.00	£0.00	£815.51	-£815.51
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	£3,965.00	£2,005.00
320 Pavilion Project	£0.00	£0.00	£0.00	£0.00
Total Bishops Itchington Parish Council	£121,923.00	£136.42	£74,918.93	£47,140.49
Total Expenditure	£121,923.00	£136.42	£74,918.93	£47,140.49
Total Income	£117,850.00	£0.00	£128,036.28	£10,186.28
Total Expenditure	£121,923.00	£136.42	£74,918.93	£47,140.49
Total Net Balance	-£4,073.00		£53,117.35	

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