

## BISHOP'S ITCHINGTON PARISH COUNCIL

### Minutes of the Ordinary Parish Council Meeting 1 June 2026 – 7.30pm

**Present:**

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

**In Attendance:**

Jill Green - Clerk to the Council  
Cllr Jake Beavan – District Councillor

**Absent**

Cllr Horsman

**Public: 0**

**1. Chairman's Announcements:**

**26/47**

The Chairman welcomed all to the meeting and made introductions to Cllr Beavan. There were no further announcements.

**2. Apologies:**

**26/48**

Apologies had been received from Cllr Horsman in advance and were accepted.

**3. Declarations of Interest:**

**26/49**

None. The Clerk reminded Councillors to update their Register of Interest forms for the SDC website if required.

**4. Dispensations:**

**26/50**

None required.

**5. Minutes:**

**26/51**

To approve the following minutes:

**Minutes of the ordinary Parish Council Meeting held on 11 May 2026.**

It was **RESOLVED** that the minutes of the ordinary Parish Council meeting held 11 May 2026, be accepted as a true and complete record of the meeting. Proposed Cllr Lamont, seconded Cllr J. Thomas, All in Favour.

Signature.....

### **Minutes from Annual Meeting held on 11 May 2026.**

It was **RESOLVED** that the minutes of the Annual meeting held 11 May 2026, be accepted as a true and complete record of the meeting. Proposed Cllr Tressler, seconded Cllr N. Thomas, All in Favour.

#### **6. Public Forum:**

**26/52**

There were no members of the public present to participate in the Public Forum.

#### **7. Planning Matters:**

**26/53**

- i. To note the decision of the following planning application:

##### **A) 26/00096/FUL**

Blue Barn Stables Bishops Itchington Southam CV47 2SL

Change of use application for commercial use of existing stable yard (retrospective)

Permission Granted with Conditions 08/05/2026

#### **Noted**

- ii. To Consider the parish council's response to the following Request for Formal Scoping Opinion:

##### **A) SCOPE/00118**

Land South of Welsh Road East Southam.

Environmental Impact Assessment Scoping Request for the erection of approximately 850 dwellings (use class C3), a community/healthcare facility (use class E/F1/F2/sui generis) and creation of associated vehicular accesses, pedestrian/cycle accesses, landscaping, drainage features, open space, green infrastructure and other associated infrastructure.

Comments due by: 3 June 2026.

Cllr Dugmore had drafted a proposed response to the Environmental Impact Assessment request and circulated this for review in advance of the meeting. An overview was provided and Cllr Dugmore was thanked for his work on this request. It was **PROPOSED** that this be accepted as the Parish Council's response. It was **RESOLVED** to make this submission. Proposed Cllr Dugmore, seconded Cllr Kettle. All in Favour.

- iii. To discuss the Parish Council's approach to planning requests - raised at the Annual Village Meeting.

A discussion took place and all confirmed that the parish council will continue to make policy-based responses using the correct planning portal and processes.

Stratford and Warwick District Councils are working together on a South Warwickshire Local Plan (SWLP) for the region, setting out planning policy for housing, jobs, and infrastructure up to 2050. This plan will be published for consultation with the public for a second time, with a likely timeline of mid July 2026.

Signature.....

**8. County, District & Parish Liaison:**  
**26/53**

To exchange latest information with WCC and SDC councillors.

**Stratford District Council (SDC)** – Cllr Beavan had previously circulated their report (June 26) in advance for review. In addition to the report the following points were highlighted:

- South Warwickshire Local Plan - On 28 May the Joint Cabinet Committee of both Councils met to discuss whether to make recommendations to each Council in respect of the South Warwickshire Local Plan. The Committee asked for further work to be done before they would recommend the plan to be put to each Council to determine whether to go to Regulation 19 stage. This will be when the plan is published for consultation with the public for a second time, the first having been the Preferred Options Public Consultation. This consultation will focus on the legality and soundness of the Plan. Cllr Beavan has requested more information regarding the additional locations included within the addendum.
- Community Climate Change and Nature Fund - It has been reopened for a Fourth Round. The budget for this round is £200,000, and the upcoming deadline for applications is Monday 27th July 2026.
- Dog fouling - the clerk has been working with the Environmental Health Team at SDC to try and deal with this persistent problem. The SDC Environmental Health Team officer visited the village to view problem areas and signage has been increased to discourage offenders, and this will continue to be monitored.
- Community Safety – Thefts - There has been a number of thefts in the smaller villages and this has been raised with Southam SNT. Policing resource for our rural area is being discussed, and they have highlighted a priorities survey that is online for residents to complete.

**Warwickshire County Council (WCC)** – Cllr Kettle circulated the report (June 26) for Councillors to review in advance of the meeting. In addition to the report the following questions were raised:

- **Q** – What is the current position on the Net Zero Target within the WCC Council Plan?  
**A** - The Plan has dropped the short-term Net Zero target for the County with a key focus being developed to support residents and businesses with the dramatically changed economic conditions, and in particular the Cost-of-living crisis. The impact of climate change will still be addressed but through the specific issues of flooding and changing seasons and their impacts both on agriculture and residents.
- **Q** – What is the current situation regarding EKFB and Road Closures?  
**A** - The Kineton Road was scheduled to be closed from 08/06/26, however with only 6 days' notice this has been revised to a closure of 4 weeks in September. The Banbury Road closure remains unchanged.
- Cllr Dugmore advised that the gulleys on Gaydon Road had still not been cleared and Cllr Kettle advised that he would chase for this to be completed.

Signature.....

Cllr Beavan left the meeting at 8.10pm to attend another Parish Council Meeting in a nearby village.

**9. Central Drive Parking:  
26/54**

Feedback had been provided by Cllr Horsman regarding the meeting with the school which took place on 18 May 2026, and this had been circulated in advance of the meeting.

More parking data to be collated to understand the impact on local residents. This item to be deferred whilst this takes place.

Cllr Dugmore has a list of the proposals for development within the area which he will make available Cllr Horsman to assist discussions with the school.

**10. Playing Fields:  
26/55**

**a. To discuss the proposed Community Family Fun Morning at the playing fields on Saturday 27th June 9:30 till 12pm.**

It was **RESOLVED** to agree to the use of the playing fields for this event on condition that:

1 – Full Public Liability Insurance is in place and the bouncy castle is either covered by this insurance or the operator provides Public Liability Insurance as part of the hire/service of the bouncy castle provision. Copies of Insurance cover to be provided to the Parish Council.

2 – Food Hygiene standards are adhered to and allergen notices are clearly visible.

3 – The Parish Council are providing the use of the Playing Fields only, the organising body is responsible for the organising of the event.

4 – The area will be tidied up following the event and left in its original state. No glass will be used.

Proposed Cllr Dugmore, Seconded Cllr Kettle, All in Favour.

**b. To discuss the proposed Charity Cricket Match event Sunday 19 July and the request to provide alcohol.**

It was **RESOLVED** to agree to the use of the playing fields for this event on condition that:

1 – Full Public Liability Insurance is in place.

2 – Food Hygiene standards are adhered to and allergen notices are clearly visible.

3 – The Parish Council are providing the use of the Playing Fields only, the organising body is responsible for the organising of the event.

4 – The area will be tidied up following the event and left in its original state. No glass will be used.

Signature.....

5 – The sale of alcohol is subject to a successful licence application and the conditions within the licence are to be upheld. This is the sole responsibility of the organiser.

Proposed Cllr Dugmore, Seconded Cllr Burns, 5 in Favour, 1 abstention, 1 against.

**11. Village Signs:  
26/56**

It was **RESOLVED** to order the new sign for Chapel Street (“Local Amenities” – White text on brown background) but to leave the Fisher Road sign (“Refreshments”) in place. Proposed Cllr Kettle, Seconded Cllr Lamont, 5 in Favour, 1 abstention, 1 against.

**12. Edge IT Support:  
26/57**

It was **RESOLVED** to move to the “Essentials” IT Support package from September 2026 as the Anti-Virus support package will not be available at that point. The cost is £25 per device per month for a 1-year term. Proposed Cllr Lamont, Seconded Cllr Dugmore, All in Favour.

**13. Policies:  
26/58**

a. Co-option Policy

A small amendment was discussed and subject to this being made by the clerk, it was **RESOLVED** to adopt this policy. Proposed Cllr Kettle, Seconded Cllr Dugmore, All in Favour.

b. CCTV Policy.

A number of small amendments were discussed and subject to these being made by the clerk, it was **RESOLVED** to adopt this policy with the amendments. Proposed Cllr Dugmore, Seconded Cllr Kettle, All in Favour.

**14. Allotments:  
26/59**

No response has been received to Cllr Lamont’s request for a meeting of the new committee. Cllr Lamont to continue to pursue this.

**15. Engagement with Severn Trent:  
26/60**

The clerk to ask the Community Flooding Officers to attend one of the Parish Council Meetings.

**16. Finance:  
26/61**

Signature.....

- a. To receive monthly financial reports for May 2026,  
These are not available from Unity Bank as yet. The clerk to send to Cllr Kettle when available.

- b. To receive bank reconciliation reports for May 2026,

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

- c. To approve accounts for payment on 2 June 2026,

It was **RESOLVED** to approve the accounts payable for 2 June 2026. Proposed Cllr Kettle, Seconded Cllr N. Thomas. - All in Favour.

- d. To approve the regular monthly payments (May 2026) for the current financial year as per 5.6 Financial Regulations 2019 for England,

It was **RESOLVED** to approve the regular monthly payments (May 2026). Proposed Cllr Kettle, Seconded Cllr N. Thomas. - All in Favour

#### 17. **Portfolio Holders Update:**

**26/62**

To receive updates from Portfolio Holders.

- Cllr Dugmore advised that he would be looking to set up workshop sessions to brainstorm positive, collective, potential projects that might be considered should large scale planning applications be approved.
- Cllr Tressler confirmed that he would be attending a meeting with the Memorial Committee on 3 June 2026.
- Cllr Burns advised that Warwickshire Wildlife Trust had been engaged regarding replanting of areas at Bishops Hill and replacement bat boxes.
- Cllr J. Thomas reported that she was updating the village meeting and activities list and that this would be placed on the website.
- Cllr Lamont advised that he had received a request for support with regards to the Hidden Green and the possibility of involving other groups with the usage and support of this area. Cllr Lamont and the clerk to investigate this further.

#### 18. **Reports and Questions:**

**26/63**

Members may raise any matter in brief here.

Cllr Lamont will be bringing a proposal to the next meeting regarding storage options for the pavilion and internal improvements to the building that could be made.

#### 19. **Exclusion of Public & Press:**

**26/64**

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 Tressler, All in Favour.

1. To discuss and agree cleaning options for the pavilion, including an initial deep clean followed by ongoing weekly cleaning.

Signature.....

It was **RESOLVED** to accept the quotation provided by OCNV. Proposed Cllr N. Thomas, seconded Cllr Dugmore, All in Favour.

2. To discuss and agree quotes received to clean the windows in the bus shelter and office.

It was **RESOLVED** to accept the quotation provided by Adam Smith Window Cleaning. Proposed Cllr Kettle, seconded Cllr N. Thomas, All in Favour.

3. To discuss quotes for Playing Fields maintenance work including
  - i. Reinstating the fence to the left of the entrance
  - ii. Fencing gaps in the perimeter between the Playing Fields and the adjacent road/track.

It was **RESOLVED** to accept the quotation provided by Huff Landscapes Ltd. Proposed Cllr Lamont, seconded Cllr N. Thomas, All in Favour.

4. To discuss quotes for a mower replacement at the Community Centre.

It was **RESOLVED** to accept the quotation provided by Southam Agricultural Services. Proposed Cllr Dugmore, seconded Cllr J. Thomas, All in Favour.

5. To discuss quotes for new office printer.

It was **RESOLVED** to accept the quotation provided by Cannon UK. Proposed Cllr N. Thomas, seconded Cllr Burns, All in Favour.

**20. Date of Next Meeting:**  
**26/65**

The next ordinary meeting of the parish council will take place on Monday 6 July 2026 at 7.30pm at the Community Centre.

**21. Close of Meeting:**  
**26/66**

The meeting closed at 9.51pm.

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

Signature.....

## Appendix A

|                                                                                             |                    |                   |                    |                    |  |
|---------------------------------------------------------------------------------------------|--------------------|-------------------|--------------------|--------------------|--|
| <b>Bishop's Itchington Parish Council</b>                                                   |                    |                   |                    |                    |  |
| <b>Accounts Payable 1 June 2026</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 01/5/26)                                                              | s/order            | £ 495.00          | £ -                | £ 495.00           |  |
| ICO - Renewal                                                                               | d/debit            | £ 47.00           | £ -                | £ 47.00            |  |
| Three Business (Bill date 23/04/26)                                                         | d/debit            | £ 89.78           | £ 17.96            | £ 107.74           |  |
| Onecom - Cloud connectivity services                                                        | d/debit            | £ 115.16          | £ 23.03            | £ 138.19           |  |
| Unity Bank (Service Charge 31/05/26)                                                        | d/debit            | £ 9.70            | £ -                | £ 9.70             |  |
|                                                                                             | <b>Sub-total</b>   | <b>£ 756.64</b>   | <b>£ 40.99</b>     | <b>£ 797.63</b>    |  |
| <b>Accounts for payment on 1 June 2026</b>                                                  |                    |                   |                    |                    |  |
| Clerking - Additional Hours                                                                 | 260516             | £ 105.70          | £ -                | £ 105.70           |  |
| Light Media - Website Audit for Asertion 10                                                 | 260503             | £ 395.00          | £ 79.00            | £ 474.00           |  |
| EON - Pavilion Electricity                                                                  | 260509             | £ 152.02          | £ 7.60             | £ 159.62           |  |
| SDC - Annual Bin Collection Charge                                                          | 260517             | £ 1,035.42        | £ 207.08           | £ 1,242.50         |  |
| Arbscape Tree Surgeons - Removal of 2 x Elm Trees                                           | 260504             | £ 200.00          | £ 40.00            | £ 240.00           |  |
| Kompan - Annual Maintenance on Play Equipment                                               | 250505             | £ 1,556.29        | £ 311.25           | £ 1,867.54         |  |
| Thomas Fox Landscaping - Mowing & Strimming                                                 | 260506             | £ 2,479.22        | £ 495.81           | £ 2,975.03         |  |
| Biffa Waste - Bin Emptying charge cemetery 27/6 - 25/9                                      | 260518             | £ 558.01          | £ 111.60           | £ 669.61           |  |
| Expenses - Bench Maintenance items & Paint                                                  | 260515             | £ 62.05           | £ -                | £ 62.05            |  |
| Salary - Play ground inspection                                                             | 260513             | £ 58.78           | £ -                | £ 58.78            |  |
| Salary - Cemetery                                                                           | 260510             | £ 176.54          | £ -                | £ 176.54           |  |
| Salary - General Maintenance - Work at Cemetery, Community Centre                           | 260511             | £ 188.00          | £ -                | £ 188.00           |  |
| Salary - Clerking                                                                           | 260512             | £ 1,523.28        | £ -                | £ 1,523.28         |  |
| HMRC Tax period 2                                                                           | 260514             | £ 732.47          | £ -                | £ 732.47           |  |
|                                                                                             | <b>Sub-total</b>   | <b>£ 9,222.78</b> | <b>£ 1,252.34</b>  | <b>£ 10,475.12</b> |  |
|                                                                                             | <b>TOTAL</b>       | <b>£ 9,979.42</b> | <b>£ 1,293.33</b>  | <b>£ 11,272.75</b> |  |
| <b>Invoices checked &amp; agreed.</b>                                                       |                    |                   |                    |                    |  |
| <b>Signed:</b>                                                                              | <b>J Green RFO</b> | <b>Councillor</b> | <b>Councillor</b>  |                    |  |

Signature.....

## Appendix B

### Financial Budget Comparison

Comparison between 01/04/26 and 31/05/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

|                                                | Budget<br>2026/2027 | Reserve<br>Movements | Actual Net        | Balance            |
|------------------------------------------------|---------------------|----------------------|-------------------|--------------------|
| <b>INCOME</b>                                  |                     |                      |                   |                    |
| <b>Bishops Itchington Parish Council</b>       |                     |                      |                   |                    |
| 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                | £420.00           | -£2,080.00         |
| 40 Sec 136 & Other Reimbursements              | £0.00               | £0.00                | £0.00             | £0.00              |
| 50 Playing Field                               | £600.00             | £0.00                | £45.61            | -£554.39           |
| 60 Interest - Current                          | £1,250.00           | £0.00                | £236.43           | -£1,013.57         |
| 61 Interest - Pavilion Fund                    | £1,400.00           | £0.00                | £0.00             | -£1,400.00         |
| 70 Grants                                      | £0.00               | £0.00                | £0.00             | £0.00              |
| 80 Misc                                        | £1,500.00           | £0.00                | £0.00             | -£1,500.00         |
| 90 VAT Refund                                  | £0.00               | £0.00                | £8,898.80         | £8,898.80          |
| 100 Pavilion Fund                              | £0.00               | £0.00                | £0.00             | £0.00              |
| <b>Total Bishops Itchington Parish Council</b> | <b>£119,750.00</b>  | <b>£0.00</b>         | <b>£65,850.84</b> | <b>-£53,899.16</b> |
| <b>Total Income</b>                            | <b>£119,750.00</b>  | <b>£0.00</b>         | <b>£65,850.84</b> | <b>-£53,899.16</b> |
| <b>EXPENDITURE</b>                             |                     |                      |                   |                    |
| <b>Bishops Itchington Parish Council</b>       |                     |                      |                   |                    |
| 200 Salaries & Expenses                        | £34,022.00          | £0.00                | £9,336.30         | £24,685.70         |
| 210 Councillor Allowances                      | £500.00             | £0.00                | £0.00             | £500.00            |
| 220 Administration                             | £9,980.00           | £0.00                | £2,999.50         | £6,980.50          |
| 230 Grounds Maintenance                        | £35,428.00          | £0.00                | £15,047.59        | £20,380.41         |
| 240 Cemetery & Churchyard                      | £8,000.00           | £0.00                | £1,740.70         | £6,259.30          |
| 250 Playing Field                              | £15,915.00          | £0.00                | £1,778.63         | £14,136.37         |
| 260 Grants                                     | £10,000.00          | £0.00                | £0.00             | £10,000.00         |
| 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                              | £6,197.00           | £0.00                | £990.00           | £5,207.00          |
| 320 Pavilion Project                           | £0.00               | £0.00                | £0.00             | £0.00              |
| <b>Total Bishops Itchington Parish Council</b> | <b>£120,042.00</b>  | <b>£0.00</b>         | <b>£31,892.72</b> | <b>£88,149.28</b>  |
| <b>Total Expenditure</b>                       | <b>£120,042.00</b>  | <b>£0.00</b>         | <b>£31,892.72</b> | <b>£88,149.28</b>  |
| <b>Total Income</b>                            | <b>£119,750.00</b>  | <b>£0.00</b>         | <b>£65,850.84</b> | <b>-£53,899.16</b> |
| <b>Total Expenditure</b>                       | <b>£120,042.00</b>  | <b>£0.00</b>         | <b>£31,892.72</b> | <b>£88,149.28</b>  |
| <b>Total Net Balance</b>                       | <b>-£292.00</b>     |                      | <b>£33,958.12</b> |                    |

Signature.....