

# BISHOP'S ITCHINGTON PARISH COUNCIL

## Minutes of the Ordinary Parish Council Meeting 21 November 2022 at 7.30pm

### Present

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

### Absent

4 Vacant seats

### In Attendance

Karen Stevens - Clerk to the Council

### Public

2

### **22/176 Apologies**

Cllr Gates and Cllr Kettle

It was **RESOLVED** to accept Councillor Gates and Cllr Kettle's apologies. (Proposed Cllr Thomas, seconded Cllr Christian-Carter, all in favour).

### **22/177 Declarations of Interest**

None

### **22/178 Dispensations**

None.

### **22/179 Minutes**

Minute 22/163 1 (i). 22/02442/FUL – Land between Bishop's Itchington and Gaydon Knightcote – Construction of a solar farm (82.5ha) together with associated works, equipment, and necessary infrastructure. It was clarified that, if this resubmitted planning application was to go to planning committee later, Cllr Christian-Carter would attend the appeal as the Parish Councils representative

Minute 22/163 (2) 20/02839/FUL - Appeal for the Solar Farm. A clarification needs to be made in that Cllr Dugmore was voting in favour of not amending what had already submitted not necessarily that he stood by the words in there as indicated with his vote on that same matter on another part of the agenda. The wording of the resolution needs to be amended to read "It was RESOLVED to make no further representations on what had been already submitted on the original planning application. (Proposed ....."

It was **RESOLVED** to, with the above clarifications, approve the minutes of the ordinary parish council held on 10 October 2022 as a true and complete record of that meeting. (Proposed Cllr Christian-Carter, seconded Cllr Dugmore, all in favour).

### **22/180 Public Forum**

Tom Cooper mentioned the community grant application discussed at the last meeting regarding the purchase of nets/fence to be installed behind the goal. He is waiting for the company to get back to him, but a number of discussion points were raised by the Parish Council. As this item is not on the agenda, Cllr Dugmore asked if this was something he could send to the Council so it can be discussed at the next parish council meeting on 12 December 2022.

### **22/181 Planning Matters**

1. To review and consider any amendments to the responses made using delegated powers for the following:

- i. **SDC/22CM001**

Folly Fields Farm, Ladbroke Road, Bishop's Itchington, CV47 2RP – Retrospective permission for importing and depositing topsoil to raise the soil levels above 'concrete rock', to assist with land husbandry.

Delegated response of 'Holding Objection'. Several questions were raised, and the case officer has committed to giving us information. The case officer is waiting to see if the parish council wanted to add any further comments. Without responses to our questions, the parish council is unable to make any further comments and therefore this will be held over pending further information.

2. To note the following decisions:

- i. **22/03218/AGNOT**

Land Off, Ladbroke Road, Bishop's Itchington – New Agricultural Barn.

**No Comments.**

Cllr Dugmore explained the rationale behind the response in that as this is an AGNOT (Agricultural Notification) we are only able to comment if we have evidence that the proposal exceeds what is reasonably required for the purposes of agricultural on the land.

It was commented that there may be access issues associated with this.

- ii. **22/02494/FUL**

Garage Blocks, Starbold Road, Bishop's Itchington – Construction of 2 no 4-bedroom houses.

**Application Withdrawn**

iii. **22/01779/FUL**

4 Gaydon Road, Bishop's Itchington, CV47 2QN – Dropped kerb to be added to front of the property.

**Refusal.**

Although this has been refused, they appear to have done it anyway – not necessarily dropped the kerb but they have put materials over the verge that they do not own.

**22/182 County, District & Parish Liaison**

**SDC/WCC**

Cllr Kettle had circulated District and County Council reports prior to the meeting. Any questions appertaining to these reports can be addressed to Cllr Kettle via email or telephone.

**22/183 Finance**

**1 Monthly Financial Report for October 2022:**

It was **RESOLVED** to accept the Monthly Finance Report ending 30 October 2022 (Proposed Cllr Dugmore, seconded Cllr Thomas, all in favour).

**2 Bank Reconciliation Report October 2022:**

The bank reconciliation report for October 2022 had been completed by the Clerk. This would be normally checked by Cllr Kettle and Cllr Gates and as both were unable to attend the meeting, this item will be held over until the parish council meeting on 12 December 2022..

**3 Accounts for payment on 14 November 2022**

A list had been circulated and as some of the payments were time critical, that have been submitted and approved by Cllrs Dugmore and Christian-Carter. It was **RESOLVED** to approve the Accounts Payable on 14 November 2022 (Appendix B). (Proposed Cllr Dugmore, seconded Cllr Christian-Carter, all in favour).

**4. Proposed new contract with OneCom Ltd for the provision of telephone and broadband services at the Parish Council Offices**

As this reduces the monthly payment and is locked in for 5 years with immediate effect

It was **RESOLVED** to approve in principle going ahead with the proposed contract with a question to say is there a further saving because we no longer need to rent the second number. (Proposed Cllr Dugmore, seconded Cllr Christian-Carter, all in favour).

**5. Insurance Policy/Insurance Premium**

The insurance policy renewal was between meetings. The Clerk obtained quotes from three companies to provide the level of insurance already being received using

the new valuations for the Chapel and Pavilion. The best deal available was a three-year contract with our existing insurance company, BHIB at a cost of £963.29. It was **RESOLVED** to ratify that the parish council enters a three-year contract with BHIB to provide insurance cover. (Proposed Cllr Dugmore, seconded Cllr Christian-Carter, all in favour).

#### **22/184 Upper Lighthorne Primary Healthcare**

Documentation had been circulated prior to the meeting. It was advised that Lighthorne Heath was originally proposed with several facilities including a schools, village centre, and medical facilities. There has been some discussion about how such facilities can be provided and one of the roots that is seemingly being proposed and is causing some level of concern is that the medical facilities do not go ahead and the load the new development creates gets dissipated into the smaller satellite surgeries like Bishop's Itchington, Harbury, Kineton etc. There are a number of councils getting together (Wellesbourne, Kineton, Fenny Compton) to voice their concerns. Councillors were reminded that when the cement works development took place, we had planning permission in place, commitment to build, twenty years of running costs covered for a brand-new surgery within the village and the CCG delivered about this and hung it out to dry to the extent that they wanted the Gaydon/Lighthorne Heath facility . If they do not go ahead with this, Bishop's Itchington has technically been 'screwed' twice.

A letter of support should be sent.

It was **RESOLVED** that Bishop's Itchington Parish Council puts our voice behind this collective position to fight for the facility that cost us our own facility. (Proposed Cllr Dugmore, seconded Cllr Christian-Carter, all in favour).

#### **22/185 Grounds Maintenance Contract/Tender**

- The documentation used for the previous Contract/Tender has been used as the basis for the new tender,
- The Hidden Garden has been included in the pricing schedule,
- Land being transferred from Orbit will be included,
- To go on Find a Tender from Monday 28 November 2022 with a closing date of 5 January 2023,
- Offer a three-year contract,
- The use of the phase bi-monthly is used on a couple of occasions and elsewhere fortnightly is used. Clarification is needed,

It was **RESOLVED** to incorporate the comments made above to proceed to issue tender documents for anew Grounds Maintenance Contract for Bishop's Itchington Parish Council. (Proposed Cllr Dugmore, seconded Cllr Tressler, all in favour).

### **22/186 Community Grant Application**

Community Grant Application: St Michael's Church – A year of Celebration. Request for £500 to purchase 4 x tabletop display boards.

Following discussion, it was **RESOLVED** to approve a grant of £500 to St Michael's Church for the purchase of 4 x tabletop display boards (Proposed Cllr Christian-Carter, seconded Cllr Thomas, 3 in favour, 1 against (Cllr Dugmore)).

### **22/187 Memorial Hall**

An update was given regarding the current position of the land registry application and this information had already been passed onto Carolyn Went. Cllr Tressler advised that, from the meeting, there was a consensus that the majority realised that there is support from the parish council to drive this to a point where it can be achieved, and it was recognised that the Clerk was pushing this forward. There funds are growing monthly, and Cllr Tressler advised that he was happy to continue to support the committee to the point whereby they charitable status.

### **22/188 Public Consultation to run from Thursday 3 November 2022 to Friday 16 December 2022 regarding Revised Part L (Open Spaces) of the Developments Requirements SPD**

There appears to be nothing contentious within this and it does clarify public open space and it seems to be very specific that it should be transferred to Parish, Town, or District Council not management company. All should be offered with a 20-year commuted sum, and it lays out all the values that have to be taken into consideration to reach the commuted sum i.e. cost per square meter of grass mowed x number of times per year, number of trees, number of ditches etc. It also defines how much open space has to be provided but they have split out unrestricted accessible lateral green space and so if you are a main rural centre (i.e., Kinton, Wellesbourne, Southam etc) you get .75hectres per 1,000 people, elsewhere across the district you get 4.92 but if you are in Stratford, it is 5.24. Clarification is needed as to why there is such a disparity and why the factor of provision between us as a village and Stratford as a town. This is a revision of the existing document. Due to Cllr Kettles absence, it was agreed to defer this item until the December meeting of the parish council.

### **22/189 Environment & Properties**

#### **1. Children's Playground:**

Working Group Update:

- We have been out to tender
- Four tender submissions were received,
- The Working Group reviewed and judged these according to the instructions which were set out in the tender document,
- The Working Group conclude with a favoured supplier and will be making a recommendation in closed session.

## **2. BINDP:**

- The referendum date is 19 January 2023,
- The referendum will be organised by SDC,
- The referendum must be publicised from 1 December 2022
- Documentation would normally be lodged at the Parish Office, but this is shut at the moment, so we have a number of documents that need to be made available to the public. Within the documents there is 'Notification of a Referendum' so this can be put up on the notice boards. There are a few copies of the plan, and it was suggested one be lodged at the Village Store and The Community Centre. All the documentation is available online. It was agreed to share contact details of those Councillors who can get into the office if someone wants to come into the office. Details to be out on Facebook. The Neighbourhood plan section on the Website has already been updated and has the link to the SDC Neighbourhood Plan section,
- Referendum will be held in the Memorial Hall,
- A large number of past members of the council and members of the public have been involved in developing the plan over the years and it was suggested that they are contacted to advise them of the referendum.

## **22/190 Reports and Questions**

- Brambles to rear of fence – 3 Bishop's Gate: Brambles are growing out of control and encroaching into his garden and would therefore like the brambles trimmed back/removed. This is part of our current grounds maintenance contract,
- Plough Lane – overgrowth: Depending on where this is, it may be on private land. Cllr Dugmore to visit location,
- Corner of Chapel Street and Fisher Road – Leylandii hedge overhanging the boundary. The Clerk has already contacted owners and they are awaiting the availability of the hedge trimmer
- Gentleman who lives along Ladbroke Road who lives near the right-hand bend is complaining about speeding vehicles and has requested traffic calming measures be installed.
- There has been reports of teenage bullying in the village. This has been dealt with in positive way. There has been a meeting in the community centre with the PCSO and they are starting to work on the issue. There are grants available and therefore are looking at the possibility of getting the youth club open again,
- The issue of parked cars obstructing the footways in Plough Lane was raised and the complainant was advised that the issue needs to be raised with the police by phoning 101.

## **22/191 Exclusion of Public and Press:**

### **1. Tender for the Replacement Play Area**

Following discussion, due to the amount of public monies involved, it was agreed to defer this matter until the next meeting when all Councillors are present.

**22/192 Date of Next Meeting**

The next ordinary meeting of the parish council will take place on Monday 12 December 2022 at 7.30pm at the Community Centre.

**Meeting closed at 21:47**

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

## APPENDIX A

### Financial Budget Comparison

Comparison between 01/04/22 and 31/10/22 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	£104,500.00	£104,500.00
20	Council Tax Support Grant	£0.00	£0.00	£0.00	£0.00
30	Burials	£0.00	£0.00	£1,899.00	£1,899.00
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 - Current	£0.00	£0.00	£206.30	£206.30
61	Interest - Pavilion Fund	£0.00	£0.00	£243.37	£243.37
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	£2.84	£2.84
<b>Total Bishops Itchington Parish Council</b>		<b>£0.00</b>	<b>£0.00</b>	<b>£116,165.36</b>	<b>£116,165.36</b>
<b>Total Income</b>		<b>£0.00</b>	<b>£0.00</b>	<b>£116,165.36</b>	<b>£116,165.36</b>
<b>EXPENDITURE</b>					
<b>Bishops Itchington Parish Council</b>					
200	Salaries & Expenses	£0.00	£0.00	£17,188.91	-£17,188.91
210	Councillor Allowances	£0.00	£0.00	£0.00	£0.00
220	Administration	£0.00	£0.00	£10,107.27	-£10,107.27
230	Grounds Maintenance	£0.00	£0.00	£14,337.13	-£14,337.13
240	Cemetery & Churchyard	£0.00	£0.00	£1,538.82	-£1,538.82
250	Playing Field	£0.00	£0.00	£12,928.36	-£12,928.36
260	Grants	£0.00	£0.00	£1,478.32	-£1,478.32
270	Neighbourhood Plan	£0.00	£0.00	£490.00	-£490.00
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	£2,995.01	-£2,995.01
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>£65,844.46</b>	<b>-£65,844.46</b>
<b>Total Expenditure</b>		<b>£0.00</b>	<b>£0.00</b>	<b>£65,844.46</b>	<b>-£65,844.46</b>
Total Income		£0.00	£0.00	£116,165.36	£116,165.36
Total Expenditure		£0.00	£0.00	£65,844.46	-£65,844.46
<b>Total Net Balance</b>		<b>£0.00</b>		<b>£50,320.90</b>	

## APPENDIX B

<b>Bishop's Itchington Parish Council</b>					
<b>Accounts Payable 14 November 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 01/11/22)	s/order	£ 440.00	£ -	£ 440.00	
Onecom (phone & b/band 31/10/22)	d/debit	£ 69.66	£ 13.93	£ 83.59	
Three Business (mobile sim 24/10/22)	d/debit	£ 4.17	£ 0.83	£ 5.00	
E.ON Next (pavilion electricity 18/10/22)	d/debit	£ 56.60	£ 2.83	£ 59.43	
BHIB Ltd (insurance 26/10/22)	221000	£ 963.29	£ -	£ 963.29	
	<b>Sub-total</b>	<b>£ 1,533.72</b>	<b>£ 17.59</b>	<b>£ 1,551.31</b>	
<i>Accounts for payment on 14 November 2022</i>					
J Kirton (Salary)	221101	£ 49.08	£ -	£ 49.08	
V Powell (Salary)	221102	£ 117.63	£ -	£ 117.63	
K Stevens (Salary)	221103	£ 1,836.45	£ -	£ 1,836.45	
HRMC (PAYE)	221104	£ 383.38		£ 383.38	
WWC Pension Fund (October)	221105	£ 458.28	£ -	£ 458.28	
Expenses (K Stevens - Mobile Sim (Nov) and mouse)	221106	£ 18.00		£ 18.00	
Arbscape (Tree surgery - various locations)	221107	£ 520.00	£ 104.00	£ 624.00	
Bishop's Itchington Community Project Ltd (room hire July - Sept)	221108	£ 75.00	£ -	£ 75.00	
Boyd Sport & Play Ltd (Tennis Net Retaining Bars)	221109	£ 48.50	£ 9.70	£ 58.20	
Claranet Ltd (Corporate domain registration (November)	221110	£ 4.17	£ 0.83	£ 5.00	
Claranet Ltd (Corporate domain registration (October - part))	221111	£ 1.48	£ 0.30	£ 1.78	
PWC (Bus Shelter - October)	221212	£ 45.00		£ 45.00	
Ray's Building & Landscapes Ltd (Fitting of rubbish bins)	221113	£ 568.06	£ 113.61	£ 681.67	
Ray's Building & Landscapes Ltd (Cemetery Path)	221114	£ 1,624.77	£ 324.95	£ 1,949.72	
RPM (removal of damaged playground equipment)	221115	£ 360.00	£ 72.00	£ 432.00	
SDC (domain renewal 01.04.22 to 20.10.22)	221116	£ 19.45	£ 3.89	£ 23.34	
Thomas Fox Landscaping (Mowing)	221117	£ 1,808.43	£ 361.69	£ 2,170.12	
Waterplus (Pavilion Water)	221118	£ 23.34	£ -	£ 23.34	
PWC (Bus Shelter - November)	221119	£ 45.00		£ 45.00	
Expenses (Moya Waterman - planter and bulbs)	221120	£ 213.29		£ 213.29	
	<b>Sub-total</b>	<b>£ 8,219.31</b>	<b>£ 990.97</b>	<b>£ 9,210.28</b>	
	<b>TOTAL</b>	<b>£ 9,753.03</b>	<b>£ 1,008.56</b>	<b>£ 10,761.59</b>	