

# BISHOP'S ITCHINGTON PARISH COUNCIL

## Minutes of the Ordinary Parish Council Meeting 21 September 2020 at 7.30pm Remote Meeting

### Present

|                         |                       |             |
|-------------------------|-----------------------|-------------|
| Cllr Dugmore (Chairman) | Cllr Christian-Carter | Cllr Thomas |
| Cllr Tressler           | Cllr Bougoussa        | Cllr Gates  |
| Cllr M Mann             | Cllr D Mann           | Cllr Kettle |

### Absent

None; 1 Vacant seat

### In Attendance

Karen Stevens - Clerk to the Council  
County Cllr A Crump

### Public

3 residents

### 20/110 Apologies

None

### 20/111 Declarations of Interest

Councillor M Mann declared an interest in the agenda item relating to Knightcote Solar Farm

### 20/112 Dispensations

None

### 20/113 Minutes

#### 1 **Ordinary 13 July Meeting 2020**

It was **RESOLVED** to approve the minutes of the ordinary parish council meeting held on 13 July 2020 as a true and complete record of that meeting. (Proposed Cllr M Mann, seconded Cllr Christian Carter)

#### 2 **Extraordinary Meeting 21 July 2020**

It was **RESOLVED** to approve the minutes of the extraordinary parish council meeting held on 21 July 2020 as a true and complete record of that meeting. (Proposed Cllr C Kettle, seconded Cllr Christian Carter)

#### 3 **Extraordinary Meeting 29 July 2020**

It was **RESOLVED** to approve the minutes of the extraordinary parish council meeting held on 29 July 2020 as a true and complete record of that meeting. (Proposed Cllr M Mann, seconded Cllr Christian Carter, one abstention)

## **20/114 Public Forum**

1. Ms BM advised that she was interested in the item regarding the trees in Ladbrook Road as her sister is having poor television reception due to overgrown ash trees.
2. Ms JS spoke regarding the remote-controlled car hobby club off Knightcote Bottom Lane:
  - Stratford District Council (SDC) planning approved a remote-control car hobby club could operate on a temporary permanent basis in 2009
  - Earlier this year, permission was given for the club to operate from 8am to 6pm, 365 days per year
  - There are very limited restrictions of operation and few constraints leading to exploitation
  - Considerable works have been undertaken that are outside the parameters of approved planning
  - A commercial business is running the club, it is not a hobby club as per the original consent
  - Club is widely advertised on social media attracting highly qualified drivers from around the UK and overseas. It is a commercial company advertising the track as one of the leading UK facilities located in beautiful countryside
  - During lockdown, extensive groundworks were undertaken, and two large shipping containers installed
  - There are no noise restrictions resulting in pa system being used between 8am and 6pm to provide a race commentary. Each race lasts 45 minutes with up to 10 cars in each race. The nitro-petrol cars are warmed up, maintained, and raced throughout the day resulting in a permanent/continuous high pitch noise that resembles a swarm of bees/wasps
  - 300 to 400 people attend weekend events with cars parking on verges restricting access for emergency vehicles. Planning approval was for a maximum of 30 cars. Attendance also results in people camping at the site each weekend with approximately 15 caravans/campervans on site even during the week
  - The races are live streamed by this commercial company. Products and refreshments are on sale and rubbish is burnt in metal containers after the weekend events
  - 2,000 litres of oil have been poured on the track as part of their maintenance work and other track 'oiling's' have taken place. This raises concern as to what is entering our water course with two ponds close by and a stream running along one of the boundaries of the facility. The area attracts great crested newts and four types of bird nest in the vicinity
  - Work on the track the day before an event starts early morning and continues to approximately 10pm
  - Tarmac has been laid without approval
  - The Parish Council needs to be aware of the distress the facility is causing to residents. It is no longer a hobby club but a commercial enterprise and as such, planning approval conditions need to be reviewed
3. Ms BP advised that she was here to listen to the item regarding the Plough Lane allotments

## **20/115 Planning Matters**

1. [Application No. 20/02007/FUL – 4 Fisher Road](#)  
Construction of a two-storey side extension with single storey front and rear extensions. A response has already been submitted to this application, but the wrong box had been ticked – the response should have been 'no objection with comments.'  
It was **RESOLVED** to leave the Parish Councils decision as it is with the outlined correction.  
(Proposed Cllr Dugmore, seconded Cllr D Mann)

2. [Application No. 20/02026/FUL – 14 Huckston Road](#)

Construction of a single storey rear extension.

It was **RESOLVED** to make no representation regarding this application

3. **Knightscote Solar Farm – Webinar Update**

- Proposal is to populate almost the entire site creating a very large solar farm (96 hectares compared with the 29 hectares of the existing Plough Lane solar farm on the outskirts of the village)
- Route of cabling – default is to follow the public highway
- Questions were answered in a politically correct way
- Councillors who did not take part are urged to look at/listen to the webinars
- Some screen shots of the slides were taken, and the Chairman agreed to circulate these
- Currently at pre-application stage. An environmental impact assessment and an archaeological survey will need to be completed before a planning application can be submitted
- Discussions are on going with SDC and a comprehensive list of issues have been given to the company to address

**20/116 County, District & Parish Liaison**

**WCC** Cllr Andy Crump advised that following the death of Cllr Bob Stevens, he would be covering the ward on a temporary basis. The Parish Council offered its condolences to Councillor Stevens family and friends. Cllr Crump advised that:

- He was liaising with HS2 - Ufton Road to ensure that proper signage was introduced for road closures and correct repairs are undertaken to highways following works
- New speed cameras have been provided by the PCC which undertake number plate recognition. If there are any areas of recurring speeding, these can be used
- Water safety (lakes and pools) is being promoted
- Stockton tip is re-opening on Saturday. You must make a booking online to use the facility
- Libraries are back to normal
- Flooding is part of his portfolio
- If Councillors have any issues, please contact him by email so that he has a precise record of the issue and appropriate audit trail

**SDC**

- Cllr Kettle advised that they have had their annual meeting and he has now retired as Chairman. He will now be taking over as Chairman of the audits and standards committee (internal review system looking at process and financial matters particularly the impact of the pandemic)
- Undertaking a review with WCC to look at ways to do joint working and both are concerned at the proposal to create one unitary council covering the whole of Warwickshire
- Formal review of ward boundaries to be performed following the large amounts of development taking place (number of ward councillors and where the boundaries should be)
- The question was raised regarding the cost structure on green bins – decision was taken last year to introduce a charge from April 2020, but this was put on hold due to the pandemic. It will come back onto the agenda at some stage

## **20/117 Finance**

### **1 Monthly Financial Report**

The budget report for the months ended 31 July and 31 August 2020 as per appendix A had been circulated prior to the meeting. There were no questions.

### **2 Bank Reconciliation Report**

The bank reconciliation report for July 2020 and August 2020 had been completed by the clerk and forwarded to Cllr Kettle to be checked.

### **3 Accounts for Payment**

Cllrs Thomas and Gates volunteered to check the invoices and authorise the bank payments. It was **RESOLVED** to approve the schedule of accounts for payment as per appendix B.

## **20/118 Environment & Properties**

### **1. Pavilion Project**

- i. Update from Working Party: New plans have been drawn up and these are to be circulated and any revisions made before a controlled release to the village is instigated. It would be helpful to have more local people on the working party, particularly someone with IT skills. It is proposed that a request for new members of the working party will be advertised on Facebook/notice boards and that existing members will be present at the Village noticeboards at a particular date and time to answer questions from villagers. It is expected that a revised planning application to be submitted in October.
- ii. Contracts need to be signed with AT Architects and Crossfield Consultancy (ground investigation report) as soon as possible and a principal designer needs to be appointed.

It was **RESOLVED** to hold an extraordinary meeting on Monday 28 September 2020 at 7.30pm to agree and sign the contacts and to appoint a principal designer. (Proposed Cllr M Mann, seconded Cllr Dugmore)

### **2. Re-opening of Pavilion Facilities**

At the Parish Council meeting on 13 July 2020, it was resolved to mothball the pavilion facilities for at least the next 6 months. Since this decision, the football club has organised a legionella test that has produced a negative result. The Club has therefore undertaken a risk assessment, implemented a one way system, sanitiser stations, limited the number of individuals in the changing rooms to 4 and have been using the toilet facilities (the football club have been cleaning the facilities themselves) to bring the pavilion into use.

Due to the increased rise in the spread of Covid19, the changing rooms should not be used. Also, when flushed, the toilet acts as an aerosol, that can spread virus.

It was therefore **RESOLVED** to reaffirm the previous Committee decision made on 13 July 2020 to mothball the facilities for at least the next six months. (Proposed Cllr Dugmore, seconded Cllr Tressler)

### **3. Sowcroft Drive**

It was **RESOLVED** to obtain two additional quotes for the required work (removal of gates/stile) for the next ordinary meeting so that a contractor can be approved. (Proposed Cllr Dugmore, seconded Cllr M Mann)

### **4. Plough Lane Allotments**

The Bishop's Itchington Charity should be formed of 5 Trustees: one Ex-officio Trustee (The Vicar of St Michael), two Nominated Trustees (appointed by the Parish Council – currently Cllr Kettle plus one vacancy) and two Co-optative Trustees (currently the Treasurer and one vacancy). To enable the Bishop's Itchington Charity to be properly constituted and therefore enable them to approve grants, it was proposed that the Parish Council fills its current vacancy and suggested that the current Chair of the Allotments Committee be put forward as the second co-opted Trustee. Once all the vacancies are filled thereby making the Charity correctly constituted, the Charity will be able to approve the remaining grant to the Plough Lane allotments to enable water to be supplied to the site.

It was **RESOLVED** that Cllr Dugmore be nominated to fill the current Parish Council Trustee vacancy (proposed by Cllr Christian-Cater and seconded by Cllr M Mann)

## 5. Playground

- i. Inspection Report – The report showed strimmer damage to much of the equipment. The report looks at each item of equipment and gives the, a low, medium or high risk indicator. Several items require repair and four items of equipment need immediate attention as they are high risk. It has been agreed previously that the play area needs re-invigorating and funding has been identified over the next four years to replace the equipment/surfaces within the play area  
It was **RESOLVED** that the high-risk indicator equipment be repaired at minimum cost or, if there is a safety concern, taken out of use; the other equipment to be monitored for further deterioration. Villages to be informed of this via Facebook. (Proposed by Cllr Dugmore and seconded by Cllr S Tressler)
- ii. Replacement Fence Posts and Palings – It was agreed to obtain 2 additional quotes for this work. Cllr M Mann will look at the fence and report to the Clerk exactly what work is required to make good in the short term
- iii. Incidents of Malicious Damage – The hand sanitiser was deliberately broken with two people witnessing this event. As well as the damage, silly string was sprayed throughout the playground and cola sprayed over equipment. As the next issue of Scene is to be delivered to every household in the village, due to printing time constraints, the Chairman had, as part of the Parish Council report, given the individual involved the opportunity to come forward, in total confidence, to the Clerk by 12 October 2020 or the Parish Council will take the matter further and involve the police.  
It was **RESOLVED** to follow this approach, advise the police that an incident had occurred (no names to be mentioned at this point) and to replace the hand sanitiser unit. ((Proposed Cllr Dugmore, seconded Cllr Kettle)
- iv. Playground Working Party. A working party needs to be established to look at the phased refurbishment of the playground over a 3 to 4 years' time scale. This will include looking at the type of equipment (metal, wood etc), the items of equipment that will appeal most to children, floor surfaces and the perimeter fencing. It was **RESOLVED** to set up a working party to look at the playground refurbishment. The working will consist of Cllrs D Mann, Thomas, Christian-Carter, and Gates. Tom Cooper to be invited to join the group due to his considerable experience.

## 6. Cemetery

- i. Update:
  - Work to create hard standing for the bin has been completed. Sign to be put up asking people to keep off the grass whilst using the bin
  - The Young brothers have cleaned out the guttering on the Chapel and tool shed
  - Additional water butt to be installed
  - The current reflective area to be used for cremation memorials
  - Leaning tree in the Lakin Plot is being removed and replace with a variegated holly

- Lakin plots reserved for their workers over 100 years ago that have not been used to be utilised/sold

ii. Two additional quotes to be obtained for the repair of the fence around the spinney

## 7. **BINDP - Update**

The draft plan has been forwarded to SDC for their initial assessment. The NDP is moving ahead well. Copies of the draft document will be circulated once the amendments have been made. The grant has been approved and Cllr Thomas is arranging for this to be paid into the appropriate account. It has yet to be decided whether the Chairman or Finance Officer should be named in the document for the payment of the grant. Paperwork to be forwarded to the Chairman to decide who should be named.

## 8. **Knightcote Bottom Lane**

The Chairman thanked Ms JS for her comprehensive narrative and for the email from Cllr Kettle summarising the points. Others have taken the opportunity to look at the site and the existing planning conditions laid down in 2009. Their Facebook page is a way of getting a good idea of the noise involved – Cllr Dugmore will share the appropriate links.

Roger Thatcher from enforcement at SDC has visited the site and an Environment Health Officer installed noise monitoring equipment.

The normal process is to ask the transgressor (Nemo Racing) to submit a planning application via their agent to regulate what they have done. To get approval, numerous conditions can be attached including limiting the number of race days, number of spectators, noise levels, provision of lighting, toilets etc.

Despite being told by the police that no camping or spectators should be allowed at the race days, the company have carried on regardless and there is no evidence of social distancing being adopted.

The land is designated as a high priority area with four protected/endangered species of birds using the area, the possibility of great crested newts in the ponds and significant trees. This means that the development of the raceway may will have an environmental and ecological effect on the area. It was **RESOLVED** that taking the above into account, the Parish Council should undertake action on this matter (Proposed Cllr Dugmore, seconded by Cllr Christian -Carter. Cllr Kettle abstained from the vote). It was agreed that Cllrs Dugmore, Christian Carter, and Kettle and Ms J Salmon should form a working group to look at how to move forward from a planning breach of conditions/enforcement action whilst working alongside Roger Thatcher and his team

## 9. **Trees in Ladbroke Road**

The tree surgeon has advised that the trees in question are recorded in the tree survey as part of the hedgerow Boundary 'B1'. Some of the stems to the ash trees are leaning and the survey recommends the removal of the leaning ash stems and some remedial work to the remaining ash trees. The work within 'B1' has been classed as medium priority and therefore would be included in year 2 works within the management plan.

It was **RESOLVED** to continue with the works in the management plan as scheduled but to monitor the situation and if there is a deterioration in television reception, then bring the works forward (proposed by Cllr Dugmore, seconded by Cllr Kettle – one Cllr against)

**20/119 Reports and Questions**

- The car parked on the raised green on Old Road is causing problems for the grass cutters. It has been there for some time although it is taxed and has a current MOT. It was agreed to post on Facebook and the BI Community Group's page asking if anyone knows who it belongs to and advise if it is not moved, the Parish Council will assume it has been abandoned and will get it removed

**20/120 Exclusion of Public & Press**

It was **RESOLVED** to exclude the public under Sec 100A of the Local Government Act 1972 in order to discuss the following confidential matters:

**1 Staff Matters**

Following the recommendations of the HR Group, it was **RESOLVED** to approve to make both the Litter Warden post and Pavilion Cleaner post redundant from 30 September 2020 incurring the costs to the Parish Council as laid out. (Proposed Cllr Christian-Carter, seconded Cllr D Mann)

**2 Cemetery Railings**

It was agreed to defer this item to the Extraordinary meeting to be held on 28 September 2020.

**20/121 Date of Next Meeting**

The next ordinary meeting of the parish council is scheduled to take place on Monday, 12 October 2020 at 7.30pm. The venue is to be confirmed.

**Meeting closed at 10.23pm.**

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

**APPENDIX A  
Budget Report  
21 September 2020**

Comparison between 01/04/20 and 21/09/20 inclusive.

| <b>Budget</b>                     | <b>Reserve<br/>2020/2021</b> | <b>Actual Net<br/>Movement</b> | <b>Balance</b>    |                    |
|-----------------------------------|------------------------------|--------------------------------|-------------------|--------------------|
| <b>INCOME</b>                     |                              |                                |                   |                    |
| 10 Precept                        | £89,000.00                   | £0.00                          | £44,500.00        | -£44,500.00        |
| 20 Council Tax Support Grant      | £0.00                        | £0.00                          | £0.00             | £0.00              |
| 30 Burials                        | £2,000.00                    | £0.00                          | £2,035.00         | £35.00             |
| 40 Sec 136 & Other Reimbursements | £1,300.00                    | £0.00                          | £0.00             | -£1,300.00         |
| 50 Playing Field                  | £400.00                      | £0.00                          | £166.30           | -£233.70           |
| 60 Interest                       | £450.00                      | £0.00                          | £226.58           | -£223.42           |
| 70 Grants                         | £0.00                        | £0.00                          | £200.00           | £200.00            |
| 80 Miscellaneous                  | £250.00                      | £0.00                          | £0.00             | -£250.00           |
| 90 VAT Refund                     | £0.00                        | £0.00                          | £2,874.86         | £2874.86           |
| 100 Pavilion Fund                 | £0.00                        | £0.00                          | £0.00             | £0.00              |
| <b>Total Income</b>               | <b>£93,400.00</b>            | <b>£0.00</b>                   | <b>£50,002.74</b> | <b>-£43,397.26</b> |
| <b>EXPENDITURE</b>                |                              |                                |                   |                    |
| 200 Salaries & Expenses           | £30,380.00                   | £0.00                          | £13,085.04        | £17,294.96         |
| 210 Councillor Allowances         | £500.00                      | £0.00                          | £0.00             | £500.00            |
| 220 Administration                | £6,767.00                    | £0.00                          | £5,385.47         | £1,381.53          |
| 230 Grounds Maintenance           | £23,232.00                   | £0.00                          | £10,363.18        | £12,868.82         |
| 240 Cemetery & Churchyard         | £4,743.00                    | £0.00                          | £1,332.06         | £3,410.94          |
| 250 Playing Field                 | £10,763.00                   | £0.00                          | £9,346.11         | £1,416.89          |
| 260 Grants                        | £7,500.00                    | £0.00                          | £0.00             | £7,500.00          |
| 270 Neighbourhood Plan            | £2,500.00                    | £0.00                          | £1,764.00         | £736.00            |
| 280 Other Expenditure             | £1,000.00                    | £0.00                          | £0.00             | £1,000.00          |
| 290 VAT                           | £0.00                        | £0.00                          | £0.00             | £0.00              |
| 300 Contingency                   | £0.00                        | £0.00                          | £0.00             | £0.00              |
| 310 Parish Office                 | £5,190.00                    | £0.00                          | £2,058.35         | £3,131.65          |
| 320 Pavilion Project              | £5,000.00                    | £0.00                          | £0.00             | £5,000.00          |
| <b>Total Expenditure</b>          | <b>£97,575.00</b>            | <b>£0.00</b>                   | <b>£43,334.21</b> | <b>£74,733.03</b>  |
| Total Income                      | £93,400.00                   | £0.00                          | £50,002.74        | -£43,398.12        |
| Total Expenditure                 | £97,575.00                   | £0.00                          | £43,334.21        | £74,733.03         |
| <b>Total Net Balance</b>          | <b>-£4,175.00</b>            |                                | <b>£6,668.53</b>  |                    |

**APPENDIX B**  
**Accounts Payable 21 September 2020**

| <b>Bishop's Itchington Parish Council</b>   |                  | <b>APPENDIX A</b> |                    |                   |  |
|---|------------------|-------------------|--------------------|-------------------|--|
| <b>Accounts Payable 21 September 2020</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 01/09/20)   | s/order          | £ 411.67          | £ -                | £ 411.67          |  |
| Onecom (phone & b/band 28/08/20)  | d/debit          | £ 60.99           | £ 12.14            | £ 73.19           |  |
| E.ON (pavilion electric (28/08/20)  | d/debit          | £ 34.50           | £ 1.73             | £ 36.23           |  |
| C Cosgriff (litter warden)  |                  | £ 531.26          | £ -                | £ 531.26          |  |
| J Kirton (play area inspector)  |                  | £ 46.36           |                    | £ 46.36           |  |
| V Powell (cemetary manager)   |                  | £ 73.99           |                    | £ 73.99           |  |
| K Stevens (clerk)   |                  | £ 1,373.41        |                    | £ 1,373.41        |  |
| HRMC (PAYE)   |                  | £ 692.00          |                    | £ 692.00          |  |
| WWC Pension Fund (August)   |                  | £ 418.35          | £ -                | £ 418.35          |  |
|   | <b>Sub-total</b> | <b>£ 3,642.53</b> | <b>£ 13.87</b>     | <b>£ 3,656.46</b> |  |
| <i>Accounts for payment on 21 September 2020</i>  |                  |                   |                    |                   |  |
| K Stevens (expenses)  | 200911           | £ 62.50           | £ -                | £ 62.50           |  |
| Chris Berry & Sons (locksmith)  | 200912           | £ 50.00           | £ -                | £ 50.00           |  |
| Edge IT (training)  | 200913           | £ 102.96          | £ 20.59            | £ 123.55          |  |
| Edge IT (anti-virus)  | 200914           | £ 35.28           | £ 7.06             | £ 42.34           |  |
| Light Media Communications Ltd (website)  | 200915           | £ 90.00           | £ 18.00            | £ 108.00          |  |
| PlayQuest Adventure Play (inspection and repair)  | 200916           | £ 400.00          | £ 80.00            | £ 480.00          |  |
| T Fox Landscaping (grds m'nance)  | 200918           | £ 2,794.92        | £ 558.99           | £ 3,353.91        |  |
| Purewater Window Cleaning (Aug & Sept)  | 200917           | £ 90.00           | £ -                | £ 90.00           |  |
| V Powell (expenses)   | 200909           | £ 8.34            |                    | £ 8.34            |  |
| V Powell (expenses)   | 200919           | £ 34.50           | £ -                | £ 34.50           |  |
| WWC Pension Fund (July)   | 200920           | £ 611.42          | £ -                | £ 611.42          |  |
|   | <b>Sub-total</b> | <b>£ 4,279.92</b> | <b>£ 684.64</b>    | <b>£ 4,964.56</b> |  |
|   |                  |                   |                    | £ -               |  |
|   |                  |                   |                    | £ -               |  |
|   |                  |                   |                    | £ -               |  |
|   | <b>TOTAL</b>     | <b>£ 7,922.45</b> | <b>£ 698.51</b>    | <b>£ 8,621.02</b> |  |
| <b>Invoices checked &amp; agreed.</b>   |                  |                   |                    |                   |  |
| <b>Signed:</b>  | <b>K Stevens</b> | <b>Councillor</b> | <b>Councillor</b>  | <b>Councillor</b> |  |