

BISHOP'S ITCHINGTON PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting 2 December 2024

Present:

Cllr Kettle (Chairman) Cllr Dugmore Cllr Lamont Cllr Tagg-Wilkinson
Cllr Thomas (Vice Chairman) Cllr Tressler

In Attendance:

Karen Stevens - Clerk to the Council
Val Powell – Cemetery Manager
Cllr Nigel Rock – District Councillor (part of meeting)

Public:

2

24/198 Apologies:

Cllr Colton
Cllr Howatson
Cllr Horsman

The above apologies were accepted.

It was noted that Cllr Colton had sent her apologies for the meeting and at the same time had resigned from the parish council with immediate effect. Cllr Kettle had spoken to Cllr Colton earlier to thank her for her contribution particularly over the last three very challenging months and we will miss her contribution significantly.

24/199 Declarations of Interest:

None

24/200 Dispensations:

None required.

24/201 Minutes:

It was **RESOLVED** that the minutes of the ordinary parish council meeting held 4 November 2024 be accepted as a true and complete record of the meeting.
Proposed Cllr Thomas, seconded Cllr Tagg-Wilkinson.

24/202 Public Forum:

A resident raised the issue of inconsiderate/inappropriate parking in the village particularly in and around the school that includes habitual parking on the zigzags outside the school at drop-off and pick-up times. They also raised the issue of a campervan parked permanently on Rupert Kettle Drive causing obstruction and visibility issues. It looks abandoned but is a 'work in progress' and is taxed and has a current MOT (it has moved once in eight months). It was advised that this would be a traffic offence and should be reported to the police.

Over the last 10 to 15 years, they had witnessed the degradation of how the village functions especially around the traffic population in the village and how people park inconsiderately and speed through the streets particularly around Ladbroke Road, Fisher Road, and Rupert Kettle Drive. They advised that a possible solution may be

is to speak with the owners of the Butcher's Arms to see if they will allow parents to park in their car park whilst they drop off/pick up their children.
The issue is with bad drivers. The parish council does not have any enforcement powers and therefore anything that requires enforcement action would need to be reported to the police. Also, we can not give second hand reports to the police regarding specific offences being committed. The clerk was asked to write to Southam Police SNT Team advising as to what is being reported to us. The clerk was also asked to write to the headteacher saying complaints have been received and asking her to raise the parking issue with parents.

24/203 Planning Matters:

- i. To consider the parish councils response to the following planning applications:
 - a. **24/02874/FUL**
17 Greaves Way, Bishop's Itchington, CV47 2PY – Rear Conservatory
It was **RESOVED** to submit a response of "No Representations" to planning application number 24/02874/FUL. Proposed Cllr Dugmore, seconded Cllr Thomas, all in favour.
 - b. **24/02782/VARY**
Land between Bishop's Itchington and Gaydon Knightcote - Removal of condition 19 of planning permission APP/J3720/W/22/3292579 (20/02839/FUL) to enable the permanent retention of the northern bell mouth access.
Following discussion it was **RESOLVED** to object to planning application 24/02782/VARY on the following grounds of the road safety issues that were identified by the road safety audit commissioned 2021(on the original application).
Proposed Cllr Dugmore, seconded Cllr Tagg-Wilkinson, all in favour
- ii. **24/02651/FUL**
42 Dadglow Road, Bishop's Itchington, CV47 2TG – Single storey side extension - **No representation with comments**
The comment submitted was noted.
- iii. **24/00143/FUL**
Planning Inspectorate Reference Number: APP/J3720/W/24/3354791
Holmes House, Hambridge Road, Bishop's 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.

The planning appeal was noted. The parish council withdrew its objections on 9 April 2024 and does not want to change/make additional comments

24/204 County and District Liaison:

Stratford District Council (SDC) – A report on the Local Plan had been circulated:

- There will be two briefing sessions for parish councillors – Tuesday 17 December between 6pm and 7.30pm and Thursday 19 December between 10am and 11.30am
- Proposed public consultation period is 10 January 2025 to 7 March 2025

- This area appears to be surrounded by several proposed new settlement sites with 'thin' justification for their inclusion
- In the Stratford district approximately 1,500 homes have been built per year. From the document it appears that we would need to building 1,00 per year over the proposed period but this rests on what figures the Government comes up with for this area. Do not know what the building requirements will be for overspill from Coventry and the West Midlands
- Great deal of unknowns associated with it
- Really important that we get a local plan and get it past the inspector
- Green belt is not as sacrosanct as it used to be especially with the government introducing the notion of grey belt land

Warwickshire County Council (WCC) – A report had been circulated. Cllr Kettle updated the parish council on the roadworks/temporary traffic lights on the Gaydon Road (laying the mains cable going into the solar farm), issues at Ladbroke and the creation of a pony paddock and road closures by HS2.

24/205 Parish Council Vacancy:

The vacancy caused by Selena Ogden's resignation was advertised by SDC. There was no call for an election and therefore the parish council can now use co-option to fill the vacancy.

The resignation of Amanda Colton has created another vacancy. SDC will need to issue a notice to see if an election is called. At the end of the notice period, if no election is required the vacancy can be filled by co-option.

It was agreed to wait until the end of the notice period for Amanda's vacancy and if no election is called for, to advertise both vacancies for co-option.

24/206 Formal Complaint from Mr and Mrs Young:

It was noted that the minutes of the Complaints Committee held on 5 August had now been signed and that the apology letter from the parish council had been hand delivered to Mr and Mrs Young.

At the Complaints Committee meeting held on 11 November, it had been suggested that a closure letter be sent to Mr and Mrs Young.

Following discussion, it was **RESOLVED** that no closure letter be sent, 'let it lie' and move on. Proposed by Cllr Tressler, seconded Cllr Tagg Wilkinson (four in favour, two against therefore the resolution was carried).

24/207 Cubbington Neighbourhood Development Plan:

It was agreed that the parish council do not wish to comment on Cubbington's Neighbourhood development Plan

24/208 Cricket Wicket:

It was agreed to arrange for quotes for the cricket wicket. The clerk to work with Matthew Horsman to come up with a clear specification (i.e. surface dressings, materials on and off site, accesses etc.) so quotes received will be like for like.

24/209 Finance:

- To receive monthly financial report for November 2024: Due to bank statements being unavailable, this was deferred until the parish council meeting to be held on 6 January 2025.

- ii. To receive bank reconciliation reports for October 2024: Due to bank statements being unavailable, this was deferred until the parish council meeting to be held on 6 January 2025.
- iii. To approve accounts for payment 2 December 2024:
It was **RESOLVED** to approve the Accounts Payable 4 December 2024 (Appendix A). Proposed Cllr Tagg-Wilkinson, seconded Cllr Dugmore, all in favour. Cllrs Dugmore and Tagg-Wilkinson agreed to authorise the payments.

The Clerk advised that the invoice for Stephen Hill was the completion of the works to the cemetery headstone and that they had done an excellent job. The clerk was asked to send a letter of thanks to Stephen Hills. The chairman also thanked Val Powell, Cemetery Manager for her huge contribution over the last 6 to 8 months during a very challenging period.

24/210 Portfolio Holders Update:

Cllr Tagg-Wilkinson reported on the Warwickshire Wildlife Trust (WWLT) meetings he had had with Nick Feledziak (Forestry Officer)

- Met on 18 November and walked round the wildlife reserve and Nick told him what they were planning to do
- Trees on the reserve are generally in poor condition and with ash showing significant signs of die back
- Plan is to conduct strategic felling, but this will have a significant impact on the look of the reserve
- There will be replanting, and it will be done to enhance the flora/fauna which will take time
- Most of the felling will be done along pathways and areas within the wooded area but also outside of this where there are poor tree populations
- One area is close to a SSSI at the top of the mound but is where the ash is spreading over boundary properties and therefore needs to be addressed
- The need for clear communications of the planned works to residents was discussed using both physical notices and via Facebook
- Nick intends to put an information pack together
- Felling will start in the new year but will be staggered throughout the year
- The methods to remove timber off the site and how it would be managed for safety was discussed
- One possible option when replanting is to get the school children involved
- It was suggested that the impact and consideration of local wildlife needs to be part of the communication
- The felling licence for the local emergency antenna was withdrawn for an unknown reason but they expect it will be re-submitted. Although it is nothing to do with them, the WWLT will be keeping a close eye on the activities as the felling was not being conducted by themselves and they need to make sure the practice was observed and there were no unnecessary adverse feelings generated should things go wrong
- Nick has provided a link to the general woodland management page for the WWLT <https://www.warwickshirewildlifetrust.org.uk/woodlandmanagement>
- The work will have a significant impact. The trees are clearly unsuitable, they are not good trees and need to come out but by clearing them it will allow other plant life to grow, they will replant, and they know how to manage the wildlife in there

- Key thing is to communicate it all – how they are going to move things from a safety point of view and how they are going to interact with the main road and car park on the otherside. They are likely to have an on-site compound to store items

Cllr Tagg-Wilkinson had also had a meeting with Pam Reason’s group to go through some possible activities for the biodiversity plans particularly focussing on the parish council owned green spaces.

So far there are no signs of the re-planting by Follets of the TPO area.

24/211 Reports and Questions:

- Cllr Kettle advised that Orbit has raised the issue of two manhole covers on the footpath in Mandale Close. The manhole covers are protruding from the tarmac and are considered by Orbit to be a trip hazard. Although the houses belong to Orbit, the path in question is the responsibility of the parish council. Two repair options to be considered:
 - To dig out the pot below the manhole cover, reduce its height, replace the manhole covers then relay the tarmac around it
 - Or, since the pot will not have moved it is likely that the tarmac has sunk and therefore use pothole filler and raise the level of the tarmac back to what it would have been (cheaper and less disruptive)

The clerk was asked to get quotes for both options.

The clerk was asked that as it was a trip hazard, to find some way of marking it off.

- Cllr Lamont brought up the issue of the manhole cover near 5/7 Scowcroft Drive that is significantly raised creating a trip hazard. Cllr Kettle advised that he would contact Jeffrey Hobday about this
- Cllr Lamont updated on the Pavilion Group: Looking at combining two previous plans. They have contacted one company for a quote, and it has come back at around £40,000 to £50,000 (timber building) but this does not include demolition of the existing pavilion (last quotes received were around £40,000 because of the asbestos present in the pavilion). Looking at ways to fund the project. Hoping to get a survey out before Christmas as apparently this is a condition for a lot of funding streams. They are looking at making it a ‘green’ building including the use of solar panels.

24/212 IT Equipment:

- It was **RESOLVED** to purchase a new laptop for the Cemetery Manager at a cost of £416.64 plus VAT. Proposed Cllr Lamont, seconded Cllr Tagg-Wilkinson, all in favour.
- It was **RESOLVED** to purchase a monitor arm, docking station, two monitors and cables for use in the parish office at a cost of £391.27 plus VAT. Proposed Cllr Lamont, seconded Cllr Tagg-Wilkinson, all in favour.

24/213 Date of Next Meeting

The next ordinary meeting of the parish council will take place on Monday 6 January 2025 at 7.30pm at the Community Centre.

Meeting closed at 21:10

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

APPENDIX A

Bishop's Itchington Parish Council					
Accounts Payable 2 December 2024					
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 02/12/24)	s/order	£ 440.00	£ -	£	440.00
Three Business (mobile sim 22/11/24)	d/debit	£ 4.17	£ 0.83	£	5.00
E.ON Next (pavilion electricity 21/11/24)	d/debit	£ 60.87	£ 3.04	£	63.91
OneCom Ltd (Telephone/Broadband 29/11/24)	d/debit	£ 90.82	£ 18.16		108.98
K Stevens (Expenses - Laptop)	241117	£ 415.81	£ 83.16		498.97
Unity Bank (Service Charge 31/10/24)	241116	£ 9.90			9.90
	Sub-total	£ 1,021.57	£ 86.46	£	1,160.36
<i>Accounts for payment on 4 November 2024</i>					
Salaries	241201	£ 2,018.36	£ -	£	2,018.36
HMRC (PAYE)	241202		£ -		
WCC Pension Fund	241203	£ 549.83	£ -	£	549.83
Biffa (Trade Waste)	241204	£ 450.84	£ 90.17	£	541.01
Ciaranet (Corporate Domain Registration (December))	241205	£ 5.20	£ 1.04	£	6.24
Expenses K Stevens (Mobile Sim November and December)	241206	£ 16.00		£	16.00
Expenses V Powell (book of 2nd class stamps)	241207	£ 6.80		£	6.80
Expenses Mrs Waterman (Compost)	241208	£ 18.22		£	18.22
PWC (Bus Shelter Cleaning - Invoice 223)	241209	£ 45.00		£	45.00
Stephen Hill (work to memorialsat cemetery)	241210	£ 5,240.00	1048.00	£	6,288.00
Thomas Fox Landscaping (Mowing/Strimming/hedgecutting)	241211	£ 2,193.87	£ 438.77	£	2,632.64
	Sub-total	£ 10,544.12	£ 1,577.98	£	12,122.10
	TOTAL	£ 11,565.69	£ 1,664.44	£	13,282.46