

# BISHOP'S ITCHINGTON PARISH COUNCIL

## Minutes of the Ordinary Parish Council Meeting 2 June 2025

### Present:

Cllr Kettle (Chairman)      Cllr Horsman      Cllr Lamont      Cllr J Thomas  
Cllr N Thomas (Vice Chairman)      Cllr Tressler

### In Attendance:

Karen Stevens - Clerk to the Council  
Cllr Natalie Gist – District Councillor

### Public: 3

### 25/124 Chairman's Announcements:

None.

### 25/125 Apologies:

Cllr Dugmore

### 25/126 Declarations of Interest:

Cllr Horsman declared an interest in item 12 on the agenda.

### 25/127 Dispensations:

It was **RESOLVED** to give Cllr Horsman a dispensation for item 12. Proposed Cllr Tressler, seconded Cllr Lamont.

### 25/128 Co-option to the Parish Council

It was **RESOLVED** to co-opt Matthew Burns onto the parish council. Proposed Cllr Kettle, seconded Cllr N Thomas, all in Favour. Cllr Burns then signed the Declaration of Acceptance of Office

### 25/129 Minutes:

- i. Minutes of Annual Meeting of the Parish Council held on 12 May 2025:  
It was **RESOLVED** that the minutes of the annual meeting of the parish council meeting held 12 May 2025, be accepted as a true and complete record of the meeting. Proposed Cllr Tressler, seconded Cllr Lamont
- ii. Minutes of the ordinary parish council meeting held on 12 May 2025:  
It was **RESOLVED** that the minutes of the ordinary parish council meeting held 12 May 2025, be accepted as a true and complete record of the meeting. Proposed Cllr Horsman, seconded Cllr N Thomas
- iii. Minutes of the extraordinary parish council meeting held on 19 May 2025  
It was **RESOLVED** that the minutes of the extraordinary parish council meeting held 19 May 2025, be accepted as a true and complete record of the meeting. Proposed Cllr N Thomas, seconded Cllr Lamont

### **25/130 Public Forum:**

A local resident commented on planning application 25/00787/FUL, Land at Ladbroke

### **25/131 Planning Matters:**

To review and consider any amendment to the parish council's original response made to planning application:

#### **24/02782/VARY**

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.

This a variation on the original variation. Cllrs Kettle and Dugmore met with the Highways Officer and Planning Officer approximately six weeks ago. The company want to retain the northern bell mouth access despite the fact that the original highways officer and the Planning Inspector made it a condition that it was to be closed at the end of the construction period. The entrance is on the cusp of a hill close to a sharp bend. Also, there is the Blue Barn and their entrance is very close to this (approximately 40 meters apart) and they recently had planning permission refused because of visibility at the access and it was also refused at appeal as it is not considered to be a safe junction. The parish council objected last time in line with the highways officer recommendations and that the Planning Inspector had made the removal a condition of the planning approval. The county council officer is recommending that the northern bell mouth access is not a problem.

The parish council believes that if it is not safe to have a junction into the Blue Barn, it is not safe to have a junction at the northern bell mouth which is only 30m to 40m away. Whilst the sight lines coming from one direction are acceptable, when you are coming from the opposite direction, there are two sharp bends and HGV's pulling out of the site are having difficulty exiting without going on to verges to the sides and opposite. If the inspector thought it should be removed as part of the planning approval, it should still be removed as variations proposed do not make it acceptable to be retained. There is already another access into the site by Lower farm which is in a much better situation with clearer views on entry/egress. They were required and have installed across the site hard core and chipping roadways 3.5m wide. This means they can get anywhere from this lower access so why do they need to have a second access.

It was **RESOLVED** to continue to object to the removal of condition 19 of planning permission A PP/J3720/W/22/3292579 (20/02839/FUL). Proposed Cllr N Thomas, seconded Cllr Tressler, all in favour

### **25/132 County and District Liaison:**

**Stratford District Council (SDC)** – Cllr Gist had previously circulated their report which included:

- Cabinet for SDC was agreed at the Annual Meeting and Cllr Gist retains the Law and Governance Portfolio
- Health Screening Events: SDC is working with the Graham Fulford Charitable Trust to offer a series of health screening events for both men and women – residents must pre-book online using the SDC website
- Community Safety: Cllr Gist has been advised that a cat was killed by a dog at the nature reserve

- Community Climate Change Fund is set to open for applications for schemes to reduce their carbon footprint
- There is a small budget for parish councils to plant trees

**Warwickshire County Council (WCC) – Cllr Kettle advised:**

- Post-election period. The largest party is now the Reform Party, and they will lead WCC (leader and cabinet). As the main opposition party, the conservatives will lead most of the scrutiny committees
- He will be using part of his budget to fund tarmacking of the footpath from the Greaves Club to just past the primary school
- He is yet to receive a response to his complaint about the Minor Works Team regarding the non-refundable upfront charge for the signage.

**25/133 Parish Council Vacancies:**

Following the notice of vacancies, the electorate have not called for an election to take place and therefore the parish council can co-opt to the two vacancies.

The vacancies are to be advertised on the parish council's website, noticeboard and Facebook page.

**25/134 Co-option Policy:**

It was **RESOLVED** to adopt the proposed co-option policy. Proposed Cllr Tressler, seconded Cllr Kettle, all in favour.

**25/135 Signage:**

Following discussion, it was agreed that Cllr Horsman would discuss with other business owners and then liaise with the clerk to agree wording for the sign. This would then be sent to Cllr Kettle, in his role of County Councillor, to liaise with the Minor Works Team for a cost for the work

**25/136 M Mann – Charity Fund Raising Event:**

Michael Mann advised that a young man who is being treated for cancer at Warwick Hospital is raising funds for the Aylesford Suite At the hospital. A travelling circus has offered their services free of charge as a fundraiser and as such it is proposed to hold a circus in May 2026 (not over the bank holidays). The event would be in one of his fields off Gaydon Road. There will be parking on site and safe pedestrian access. Michael Mann advised that he would keep the parish council updated as and when he knows more. The parish council said they were happy to support the event.

**25/137 Finance:**

- To receive monthly financial report for May 2025 – this was deferred until the July 2025 meeting
- To receive bank reconciliation reports for May 2025 This was deferred until the July 2025 meeting
- To approve accounts for payment 2 June 2025

It was **RESOLVED** to approve the accounts payable for 2 June 2025 (Appendix A). Proposed Cllr N Thomas, seconded Cllr Lamont, all in favour.

It was agreed that Cllrs Dugmore and N Thomas would authorise the payments

- iv. To approve the regular monthly payments for the current financial year (2024/2025) as per 5.6 Financial Regulations 2019 for England:

It was **RESOLVED** to approve the regular monthly payments (listed below) for the current financial year (2025/2026) as per 5.6 Financial Regulations 2019 for England. Proposed Cllr Lamont, seconded Cllr J Thomas, all in favour

- a. Salaries
  - b. PAYE and NI
  - c. Warwickshire CC Pensions Fund
  - d. Thomas Fox Landscaping – Grounds Maintenance
  - e. Biffa – Trade Waste
  - f. Edge – Finance and Email Support
  - g. Light Media – Website Hosting
  - h. Purewater Window Cleaning – Bus shelter cleaning
  - i. Water Plus – Pavilion Water
  - j. Claranet – Corporate Domain Registration
- v. To receive and approve the Internal Audit Report 2024/25 – This was deferred until the July 2025 meeting

**25/138 Portfolio Holders Update:**

- **Cemetery** – number of issues with the grass cutting and the railings at the front of the cemetery have been damaged. The Cemetery Manager, Val Powell has tendered her resignation and will leave on 30 June 2025. It was agreed that Cllr Horsman will speak to her regarding her resignation
- **Playing Fields/Hard Courts/Playground:** One of the baby swings has been damaged. Cllr Thomas has contacted Kompan to get the cost/availability of a spare part to mend the swing.
- **Police Liaison:** The police engagement vehicle visited the village and parked at the Butchers Arms. Cllr's Kettle and N Thomas attended together with two members of the public. More publicity is needed when they are due to visit again. There does appear to be public support to hold a public meeting with the police in the village
- **Memorial Hall:** This is being managed in structure way and the input from the parish council is helping this. The cottage is being rented at well below the market rent and will have to be addressed

**25/139 Reports and Questions:**

- Cllr Lamont advised that the footpath on Station Road leading out of the village is desperately in need of weed treatment. Cllr Kettle will write to WCC regarding this
- Cllr Horsman advised that she had been contacted by Bishop's Itchington Primary School to see what would be involved in being the parish council representative on the Governing Body. She will be attending their July meeting to get a better understanding
- Cllr Horsman advised the Village Store 'A' board had been decimated again, individuals had been caught on camera and the footage has been passed to the police
- Cllr Tressler raised the issue of speeding vehicles on Gaydon Road and asked the question as to whether a community speed watch group could be set up. It was agreed to put this item on the agenda for the July meeting

- Carnival: This is being held on Saturday 28 June but there has been very little publicity regarding it. The parish council agreed to have a stand at the carnival as in previous years
- Community Centre – the committee is very small in numbers, and the current chair has resigned

#### **25/140 Exclusion of Public & Press:**

**A motion was passed for the Exclusion of Public and Press under Section 100A of Local Government Act 1972.** (Proposed Cllr Kettle, seconded Cllr N Thomas, all in favour):

##### **1. Replacement Clerk/RFO:**

It was **RESOLVED** to employ Emma Hooker as an interim clerk for June/July 2025 for eight hours a week at the rate of pay discussed. Proposed Cllr Kettle, seconded Cllr J Thomas, all in favour.

##### **2. Re-advertisement of the Clerk/RFO Post – to agree the timetable for advertising/interviewing and the interview panel:**

It was **RESOLVED** to start the recruitment process using the timetable and agreed interview panel as discussed. Proposed Cllr Kettle, seconded Cllr J Thomas

#### **25/141 Date of Next Meeting**

The next ordinary meeting of the parish council will be held on 7 July 2025 at 7.30pm at the Community Centre, Ladbroke Road, Bishop's Itchington, CV47 2RN

Meeting closed at 21.44

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

## APPENDIX A

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