

BISHOP'S ITCHINGTON PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting 2 March 2026 – 7.30pm

Present:

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

In Attendance:

Jill Green - Clerk to the Council

Absent

Cllr Dugmore

Public: 3

1. Chairman's Announcements:

25/291

The Chairman welcomed all to the meeting and advised that there were no further announcements.

2. Apologies:

25/292

Apologies received and accepted from Cllr Dugmore.

3. Declarations of Interest:

25/293

Cllr Horsman declared an interest in Item 14a. There were no other interests declared.

4. Dispensations:

25/294

None required.

5. Minutes:

25/295

Minutes of the Ordinary Meeting of the Parish Council held on 2 February 2026:

It was **RESOLVED** that the minutes of the ordinary Parish Council meeting held 2 February 2026, be accepted as a true and complete record of the meeting.
Proposed Cllr Burns, seconded Cllr N. Thomas – all in favour.

Minutes of the Extraordinary Meeting of the Parish Council held on 19 January 2026:

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It was **RESOLVED** that the minutes of the Extraordinary Parish Council meeting held 19 January 2026, be accepted as a true and complete record of the meeting. Proposed Cllr J. Thomas, seconded Cllr Horsman – all in favour.

6. Public Forum:

25/296

Three members of the public were present and participated in the Public Forum, details as follows:

1. The resident explained that they are a member of the Cricket Club and expressed an interest in Agenda Item 9a.
2. The resident expressed an interest in Agenda Item 14a and stated that the white road sign on Chapel Street is misleading and needs to be changed as it misrepresents village facilities. The sign references a Post Office which is no longer there.
3. The resident explained that their comments were in relation to Agenda Item 7 iii Retrospective Planning Application - A26/00346/FUL - Millars Barn Lower Spring Farm Barns Gaydon Road Bishops Itchington Southam CV47 2QX. Replacement windows and installation of ASHP (retrospective).

The resident outlined that the windows had been replaced and an air pump fitted, however they were in breach of the original planning conditions which allowed for wooden windows. Windows have been installed of an incorrect design and colour (grey) making it out of keeping with the other three converted barn properties. The barn is one of 4 without permitted planning rights. Planning Enforcement at SDC are engaged and an Enforcement Officer has been to site.

7. Planning Matters:

25/297

- i. To note the parish council's response to 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).

Comments due by: 24 February 2026. No Representation issued 19/02/26.

NOTED

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

A) 25/02299/FUL
47 Poplar Road Bishops Itchington Southam CV47 2RQ

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Garage conversion, replacement of the existing flat roof with a pitched tiled roof, single-storey front extension, and removal of vertical hanging tiles and application of render to the upper front elevation.

Status: Application Withdrawn 02/02/26

NOTED

B) TPO/015/004

The Cottage, Station Road, Bishops Itchington, Southam, CV47 2QB

-T1 sycamore - Crown lift lower canopy removing cluster of branches approx. 100mm diameter

arising at 4.3metres over garden of 19 Butchers Close. All other side growth in other directions to remain intact.

-T2 sycamore - Crown lift lower canopy overhanging rear garden of neighbouring property, 19

Butchers Close, removing horizontal limb arising at 5metres. Ascending stems forking at 5.2metres to remain intact.

Note: this is a revised specification which has been agreed with the Agent.

-T3 sycamore - Fell - NOT INCLUDED IN TPO

Status: Consent 05/02/25

NOTED

- iii. To Consider the parish council's response to the following planning application:

A) 26/00346/FUL

Millars Barn Lower Spring Farm Barns Gaydon Road Bishops Itchington Southam CV47 2QX

Replacement windows and installation of ASHP (retrospective).

Comments due by: 10 March 2026.

The resident's comments from the Public Forum, Agenda Item 6.3 were discussed. Councillors commented that as the Enforcement Office from SDC has been to site, they would report back to the planning office with recommendations.

It was **RESOLVED** to submit a response of "No Representations". Proposed Cllr Tressler, seconded Cllr Burns – all in favour.

**8. County, District & Parish Liaison:
25/298**

Stratford District Council (SDC) – Cllr Rock had previously circulated their report (March 26) in advance for review. Cllr Rock was unable to attend the meeting and Cllr Kettle asked for any questions to be sent directly via email.

There were no further questions from Councillors.

Warwickshire County Council (WCC) – Cllr Kettle circulated the report (March 26) for Councillors to review in advance of the meeting. Cllr N. Thomas commented that the

Signature.....

structural damage to Hambridge, highlighted in the report was caused by an Agricultural Vehicle and not a HGV.

There were no further questions from Councillors.

Agenda Item 14 was brought forward at this point, by agreement, but is recorded in the Minutes in the order that items appeared on the Agenda.

9. Playing Fields
25/299

To discuss and agree any actions regarding:

- a. BISA request for cricket wicket funding support - written agreement required, following advice from WALC including use of the land, the placement of the wicket and who will own, insure and maintain it.

This topic was discussed and it was **RESOLVED** to proceed on the following basis. Proposed Cllr Tressler, seconded Cllr Lamont – all in favour.

- BISA to transfer the funds, £7,000, to Bishop's Itchington Parish Council, where an additional £5,000 will be provided to support the request of partial funding towards a new cricket wicket, against a total requirement of £12,000.
- The order will be placed by the parish council who will own the asset.
- The cricket wicket will be added to the parish council's insurance policy and ongoing maintenance will be reviewed.
- Liaison with the supplier regarding the installation will be led by BISA, who will keep the clerk informed of progress.

- b. Netting behind the goals.

The landowner of the field at the bottom of the Playing Fields has been contacted and the problems that have occurred have been discussed. Councillors reviewed possible options including netting, fencing, screens and access to the field via styles. Cllr Kettle and the clerk to consider these options further with the landowner.

- c. Gaps in the hedge bordering road/track to Dadglow Farm.

An issue had been reported by the landowner, of children cutting through the hedge from the playing fields, onto the road/track to Dadglow Farm. There had been a recent incident where a child had crossed from the playing fields in front of an oncoming vehicle

Cllrs discussed the 2 gaps in the hedge and fencing or planting solutions. Cllr Kettle and the clerk to consider these options further with the landowner and bring proposals back to the parish council for consideration.

10. Cemetery
25/300

To discuss and agree any actions regarding:

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- a. Update following the Memorial Safety inspection 26th January 2026 at the Cemetery & agree timeline for the next inspection.

The Memorial Safety Inspection took place on 26 & 28 January 2026 and we have now received a copy of the worksheets and photos along with a master dataset categorising each memorial with a risk level, please see the table below:

| | |
|------------------------|-----|
| Total Memorials Tested | 459 |
| High Risk | 5 |
| Medium Risk | 7 |
| Low/No Risk | 447 |

The 5 high risk memorials were cordoned off and a notice attached. Efforts are being made to contact the families to agree action and an estimate of costs for each memorial has been received. Oxfordshire Memorials have suggested a check on the medium risk memorials at 1 year.

Councillors reviewed the feedback from Oxfordshire Memorials and considered the Memorial Safety Policy. It was **RESOLVED** to request another full annual Memorial Safety Inspection, to take place in January 2027, by Oxfordshire Memorials. It was agreed that they are a specialist supplier who will be asked to provide a repeat service, should the accreditations required still be in place. Proposed Cllr Tressler, seconded Cllr Lamont – all in favour.

- b. Cemetery gate (small) – to agree closure/sign or replacement floor surface.

A member of the public advised that the ground surface inside the small gate at the cemetery was in bad condition. Possible options to be reviewed with regards to repairing the floor surface, whilst in the meantime closing the small gate with a notice placed, directing everyone to use the large gates where there is already a tarmac surface.

11. Dog Fouling 25/301

- a. To discuss potential requirements for Dog Fouling Bin in Lakin Drive following resident feedback.

We have received a number of complaints regarding dog fouling across the village, but particularly around Lakin Drive and by the school. The Environmental Health Team at SDC have been out a number of times and they have helped with signs and also a new water soluble paint stencil that they use on pavements.

There is a dog bin by the school but there is nothing present in Lakin Drive or over that side of the village. It was **RESOLVED** to order a new bin from SDC, a Topsy Royal bin which has a capacity of 95L for both litter and Dog Fouling. Proposed Cllr Kettler, seconded Cllr Tressler – all in favour.

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12. **Allotments**
25/302

- a. Update to be provided on landowner engagement and improved governance structure.

Deferred to next Meeting.

13. **Traffic survey data**
25/303

- a. Update on traffic data analysis from Station Road and Ladbroke Road.

Cllr Kettle advised that he had forwarded the data to Warwickshire Police and that Station Road is showing as the most compliant road from data from across a number of villages.

Cllr Horsman reported that the school had raised concerns regarding the bus stop on Station Road and the number of pupils waiting for transport on a narrow pavement area, close to a busy road. There are currently no railings in place. Potential alternative bus stop locations were discussed.

Cllr Kettle commented on bus stop placements with regards to road safety and the previous work that had taken place on this area.

The clerk to write to the Traffic & Road Safety Group at WCC Highways to ask for comment and review.

- b. Speeding on Plough Lane – Consideration regarding a speed survey following resident feedback.

The resident concerns were noted and the current traffic calming measures discussed. The parish council agreed to await the outcome of a potential new planning application, where the development would significantly affect traffic in this area.

14. **Village Sign**
25/304

- a. Discussion regarding potential signage changes.

Cllr Horsman left the meeting for this item

Costs involved via the WCC Minor Works team were discussed and Cllr kettle advised that he would liaise with them regarding this. It was **RESOLVED** to replace both village signs, on Chapel Street and Fisher Road. New signs to include “Local Amenities” and two icons – Knife & Fork, Coffee Cup. Advice to be requested on the colour of the sign with WCC Minor Works Team. Proposed Cllr N. Thomas, seconded Cllr Tressler – all in favour.

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**15. Finance:
25/305**

i. To receive monthly financial reports for February 2026,

Cllr Kettle noted that these had been received.

ii. To receive bank reconciliation reports for February 2026,

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

iii. To approve accounts for payment on 3 March 2026,

It was **RESOLVED** to approve the accounts payable for 3 March 2026. Proposed Cllr N. Thomas, seconded Cllr J. Thomas, all in favour

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

It was **RESOLVED** to approve the regular monthly payments (February 2026) for the current financial year as per 5.6 Financial Regulations 2019 for England (circulated). Proposed Cllr Burns, seconded Cllr Lamont, all in favour.

It was agreed that Cllr N. Thomas and Cllr Dugmore would authorise payments through the Bank Account.

**16. Portfolio Holders Update:
25/306**

- Cllr Burns confirmed that the clearing and hedge laying at Mandale Close is now complete.
- Cllr Horsman advised she had met with the school on 9 February 2026 and concerns regarding the Bus Stop on Station Road had been raised. This had been discussed under Agenda Item 13a. A Police Surgery took place on 13 February 2026 and was reasonably well attended.
- Cllr Tressler reported that he had discussed possible grant funding for the flooring with the Memorial Hall committee, via a Community Fund available from SDC which closed at the end of February 2026. An application has been submitted.
- Cllr N. Thomas reported that maintenance work was required for the Playground following the annual RoSPA Safety inspection. An order had been placed with the original supplier of the equipment.
- Cllr Lamont reported that the asbestos had been removed successfully from the pavilion.

**17. Reports and Questions:
25/307**

Cllr Kettle advised that the circus discussed previously, to be organised by Michael Mann, in aid of the Cancer Ward at Warwick Hospital, would be going ahead on 8 & 9 May 2026.

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17. Exclusion of Public & Press:

25/308 - 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 J. Thomas, seconded Cllr N. Thomas all in favour.

1. To discuss and agree Annual Leave and Salary of the Clerk.

The Clerk left the meeting for this item and Cllr N. Thomas took the minutes for this section.

It was **RESOLVED** for the clerk to move from salary level SCP 29 to SCP 30. Proposed Cllr Horsman, seconded Cllr J. Thomas, all in favour.

It was **RESOLVED** to allow the clerk to take payment in lieu of holiday accrued up to the end of March 2026, but that this should be for this year only. Proposed Cllr Horsman, seconded Cllr J. Thomas, Motion carried, 1 against, 1 absention.

2. Discuss and agree quotations for required Tree Survey – Medium Priority Work.

Due to the priority of the work/scale to be completed, the service/quality already received, it was **RESOLVED** to place the order with Arbsscape, the authors of the original report. Proposed Cllr Burns, seconded Cllr Tressler, all in favour.

3. Discuss and agree Playground Inspector Interviews and agree on an appointment/Training.

Cllr N. Thomas advised that there had been 4 applications for the Play Area Inspector role and interviews took place on 11th and 18th February 2026. Cllr Tressler, Cllr J. Thomas and Cllr N. Thomas were included in the interview panel and a score card was used. Cllr N. Thomas proposed the successful candidate, and it was **RESOLVED** to offer the post to this candidate, subject to references. Proposed Cllr N. Thomas, seconded Cllr Lamont, all in favour.

18. Date of Next Meeting:

25/309

The next ordinary meeting of the parish council will take place on Monday 13th April 2026 at 7.30pm at the Community Centre.

19. Close of Meeting.

25/310

The meeting closed at 9.43pm.

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

Signature.....

Appendix A

| Bishop's Itchington Parish Council | | | | | |
|---|--------------------|--------------------|--------------------|---------------|------------------|
| Accounts Payable 2 March 2026 | | | | | |
| 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 01/2/26) | s/order | £ 495.00 | £ - | £ | 495.00 |
| Three Business (Bill date 23/01/26) | d/debit | £ 9.77 | £ 1.95 | £ | 11.72 |
| EON - Pavilion Electric - 1st January - 1st February 2026 | d/debit | £ 239.54 | £ 11.98 | £ | 251.52 |
| Onecom - Cloud connectivity services | d/debit | £ 107.31 | £ 21.46 | £ | 128.77 |
| Unity Bank (Service Charge 31/01/26) | d/debit | £ 9.45 | £ - | | £9.45 |
| | Sub-total | £ 861.07 | £ 35.39 | £ | 896.46 |
| <i>Accounts for payment on 2 March 2025</i> | | | | | |
| JG - Clerking - Additional Hours | 260216 | £ 185.94 | £ - | £ | 185.94 |
| Thomas Fox Invoice 30/01/26 | 260202 | £ 1,049.23 | £ 209.84 | £ | 1,259.07 |
| WALC - Training Clerk Finance | 260203 | £ 40.00 | £ 8.00 | £ | 48.00 |
| Memorial Safety Inspection & Stakes/warning signs | 260212 | £ 1,227.00 | £ 245.40 | £ | 1,472.40 |
| Biffa Waste - Bin Emptying - Cemetery | 260213 | £ 473.46 | £ 94.69 | £ | 568.15 |
| Salary - General Maintenance - Office light & floor, floodlight, lock | 260208 | £ 88.00 | £ - | £ | 88.00 |
| Salary - Cemetery | 260210 | £ 176.54 | £ - | £ | 176.54 |
| Salary - Clerking | 260209 | £ 1,441.25 | £ - | £ | 1,441.25 |
| HMRC Tax period 11 | 260207 | £ 730.41 | £ - | £ | 730.41 |
| SRS Ltd - Removal of Pavilion Asbestos | 260218 | £ 3,613.43 | £ 722.69 | £ | 4,336.12 |
| Arbscape - Tree Inspection | 260217 | £ 220.00 | £ 44.00 | £ | 264.00 |
| Thomas Fox Landscaping - Hedge Cutting | 260215 | £ 936.37 | £ 187.27 | £ | 1,123.64 |
| Expenses - Office Light Fitting/Folders/Sundries | 260214 | £ 79.69 | £ - | £ | 79.69 |
| | Sub-total | £ 10,261.32 | £ 1,511.89 | £ | 11,773.21 |
| | TOTAL | £ 11,122.39 | £ 1,547.28 | £ | 12,669.67 |
| Invoices checked & agreed. | | | | | |
| Signed: | J Green RFO | Councillor | Councillor | | |

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Appendix B

Financial Budget Comparison

Comparison between 01/04/25 and 28/02/26 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/25

| | Budget 2025/2026 | Reserve Movements | Actual Net | Balance | |
|--|--------------------------------|----------------------|--------------------|-------------------|------------|
| INCOME | | | | | |
| Bishops Itchington Parish Council | | | | | |
| 10 | Precept | £112,500.00 | £0.00 | £112,500.00 | £0.00 |
| 20 | Council Tax Support Grant | £0.00 | £0.00 | £0.00 | £0.00 |
| 30 | Burials | £2,500.00 | £0.00 | £2,205.13 | -£294.87 |
| 40 | Sec 136 & Other Reimbursements | £1,000.00 | £0.00 | £0.00 | -£1,000.00 |
| 50 | Playing Field | £800.00 | £0.00 | £462.90 | -£137.10 |
| 60 | Interest - Current | £1,250.00 | £0.00 | £1,284.50 | £34.50 |
| 61 | Interest - Pavilion Fund | £0.00 | £0.00 | £3,317.20 | £3,317.20 |
| 70 | Grants | £0.00 | £0.00 | £1,301.50 | £1,301.50 |
| 80 | Misc | £0.00 | £0.00 | £0.00 | £0.00 |
| 90 | VAT Refund | £0.00 | £0.00 | £10,534.38 | £10,534.38 |
| 100 | Pavilion Fund | £0.00 | £0.00 | £0.00 | £0.00 |
| Total Bishops Itchington Parish Council | £117,850.00 | £0.00 | £131,605.61 | £13,755.61 | |
| Total Income | £117,850.00 | £0.00 | £131,605.61 | £13,755.61 | |
| EXPENDITURE | | | | | |
| Bishops Itchington Parish Council | | | | | |
| 200 | Salaries & Expenses | £39,237.00 | £0.00 | £32,246.49 | £6,990.51 |
| 210 | Councillor Allowances | £500.00 | £0.00 | £0.00 | £500.00 |
| 220 | Administration | £11,721.00 | £0.00 | £8,218.63 | £3,502.37 |
| 230 | Grounds Maintenance | £30,875.00 | £136.42 | £29,805.40 | £1,206.02 |
| 240 | Cemetery & Churchyard | £7,379.00 | £0.00 | £5,872.55 | £1,506.45 |
| 250 | Playing Field | £16,241.00 | £0.00 | £12,701.73 | £3,539.27 |
| 260 | Grants | £10,000.00 | £0.00 | £437.60 | £9,562.40 |
| 270 | Neighbourhood Plan | £0.00 | £0.00 | £0.00 | £0.00 |
| 280 | Other Expenditure | £0.00 | £0.00 | £852.47 | -£852.47 |
| 290 | VAT | £0.00 | £0.00 | £0.00 | £0.00 |
| 300 | Contingency | £0.00 | £0.00 | £0.00 | £0.00 |
| 310 | Parish Office | £5,970.00 | £0.00 | £5,612.00 | £358.00 |
| 320 | Pavilion Project | £0.00 | £0.00 | £0.00 | £0.00 |
| Total Bishops Itchington Parish Council | £121,923.00 | £136.42 | £95,746.87 | £26,312.55 | |
| Total Expenditure | £121,923.00 | £136.42 | £95,746.87 | £26,312.55 | |
| Total Income | £117,850.00 | £0.00 | £131,605.61 | £13,755.61 | |
| Total Expenditure | £121,923.00 | £136.42 | £95,746.87 | £26,312.55 | |
| Total Net Balance | -£4,073.00 | | £35,858.74 | | |

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