

BISHOP'S ITCHINGTON PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting 5 January 2026 – 7.30pm

Present:

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

In Attendance:

Jill Green - Clerk to the Council
Cllr Nigel Rock – District Councillor

Absent

Cllr Burns
Cllr J. Thomas

Public: 2

1. Chairman's Announcements:

25/253

The Chairman welcomed all to the meeting. Cllr Kettle reported that Wendy Buckley had sadly passed away on 30th December 2025. Cllr Kettle stated that Wendy had provided selfless service to the community over the last 35 years, with the upkeep and opening of the Cemetery Chapel and the organisation of the remembrance crosses. Councillors wished to record their thanks for the difference this has made to the lives of others and the positive impact this has made to village life. Condolences are to be sent to the family.

2. Apologies:

25/254

Apologies received and accepted from Cllr J. Thomas and Cllr Burns.

3. Declarations of Interest:

25/255

None Declared.

4. Dispensations:

25/256

None required.

5. Minutes:

25/257

Minutes of the Ordinary Meeting of the Parish Council held on 1 December 2025:

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It was **RESOLVED** that the minutes of the ordinary Parish Council meeting held 1 December 2025, be accepted as a true and complete record of the meeting. Proposed Cllr N. Thomas, seconded Cllr Kettle – all in favour.

6. Public Forum:

25/258

- i. One resident participated in the Public Forum as follows:
 - o The resident outlined concerns regarding the public footpaths in the parish and outlined an initiative to make them accessible to residents. There are only two footpaths' officers in Warwickshire and therefore a volunteer group could be formed to help assess requirements and support people in using the countryside footpaths responsibly. The aim is to reestablish paths, maintain and sign them. This area was discussed under Agenda Item 9.

7. Planning Matters:

25/259

- i. To consider the parish councils response to the following planning applications:

A) 25/02821/OUT

Land North Of Harbury Depot Bishops Itchington

Hybrid Planning application consisting of: Full application for the development of 230 homes including new vehicular access onto Ropeway and emergency access onto B4551, pedestrian and cycle links; public open space including play areas and community orchard; landscaping sustainable urban drainage and other associated Infrastructure works; and an outline application(with all matters reserved other than access) for the development of a Local Centre (including class E (a) retail), proposed vehicular access, parking and other associated works.

Expiry Date for Standard Consultations is 07/01/2026.

Cllr Nigel Rock (with agreement from Cllr Natalie Gist) had submitted an objection to the Planning Officer prior to the meeting, and this can be seen on the E-Planning portal.

Cllr Dugmore provided an overview of the objections that could be raised, and these are to be detailed within the submission. Discussion points included hybrid applications, design detail, sustainability measures, the impact of peak hour movements, limited bus and walking routes. Cllr Dugmore and the Clerk to liaise regarding the response.

It was **RESOLVED** to submit an objection on this basis. Proposed Cllr Kettle, seconded Cllr N. Thomas – all in favour.

Cllr Rock stated that he agreed with Cllr Dugmore's comments, and all agreed that the parish boundary needed further discussion.

Signature.....

B) 25/03092/TPO**The Cottage, Station Road, Bishops Itchington**

T1 sycamore - Crown lift lower canopy overhanging rear garden of 19

Butchers Close to approximately 6 metres

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

Butchers Close to approximately 6 metres

- T3 sycamore – Fell

Comments due by 19/01/2026

It was **RESOLVED** to submit a response of “No Representations”. Proposed Cllr Kettle, seconded Cllr N. Thomas – all in favour.

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

A) 23/01054/OUT**Land To The South Of Junction 12 Of The M40, And Adjacent To Banbury Road, Gaydon**

Hybrid Planning Application comprising: a) FULL application for the construction of commercial development comprising a site access from the B4100 together with a maintenance access off Pimple Lane, internal access roads and footpaths/cycleways; associated strategic landscape treatment (including new earth bunding); the creation of earthwork building platforms and construction of three commercial buildings (Units 4 (a-e), 5 and 6 (Flexible Use - either Class B2 (General Industrial), B8 (storage or distribution) or E(g)(ii)- research and development & E(g)(iii) -industrial processes) including ancillary office accommodation, gatehouses, associated parking provision, retaining structures, landscaping and drainage infrastructure and all other associated ancillary works outside Zones B1 and B2 (as shown on the Site Layout Plan and Parameters Plan) and earthwork building platforms only in respect of Zones B1 and B2 (as shown on the Site Layout Plan and Parameters Plan); and b) OUTLINE application (all other matters reserved relating to internal site access, landscaping, appearance, layout (with the exception of the earthwork building platforms) and scale) for the construction of commercial buildings (Flexible Use -either Class B2 (general industrial), B8 (storage or distribution) or E(g)(ii) - research and development & E(g)(iii) industrial processes) and all associated ancillary works within Zones B1 and B2 (as shown on the Site Layout Plan and Parameters Plan)

Planning Permission Refused 18/12/25.

Noted

On the day of the meeting a planning application 25/02974/OUT (Land North Of Hambridge Road Bishops Itchington) had been issued, with comments required by 26/01/26 . This will require an Extra-Ordinary Parish Council Meeting on Monday 19th January 2026 - 7.30pm. The Clerk to arrange.

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8. County, District & Parish Liaison:
25/260

Stratford District Council (SDC) – Cllr Rock had previously circulated their report (January 26) in advance for review and in addition to the report, the following points were highlighted:

- **Local Plan** – The timing of the Local Plan is delayed however submission will be before the last possible submission date of 12 December 26. 22,600 submissions have been made and the consultation statistics are now available on the website.
- **Five Year Housing Land Supply** - The recent recalculation of the five-year housing land supply by a planning inspector, has produced a lot of speculative applications that do not comply with the District's policy, generally because they are in open countryside.
- **Second Homes Council Tax** - Stratford-on-Avon District Council has started a consultation on a proposal to introduce a Council Tax 'premium' on second homes across the District.
- **Police SNT Update** – There are two new community support officers for the Southam beat.
- **Southam Bypass** – Disruption continues. There will be closures of the Southam bypass 15-23 January week nights 8pm – 6am adjacent to the new Aldi site.
- **HS2** - The new Chief Executive Mark Wilde met Councillors at the MP's Forum in December.

There were no further questions from Councillors.

Cllr Rock left the meeting at 8.21pm.

Warwickshire County Council (WCC) – Cllr Kettle circulated the report (January 26) for Councillors to review in advance of the meeting.

There were no further questions from Councillors.

9. Village Footpaths Group
25/261

Following the outline provided by a resident in Agenda Item 6 - Public Forum, this matter was discussed by Councillors including the following points:

- A footpaths officer can provide style/kissing gate kits – Cllr Kettle offered to assist with liaison in this area.
- Parish Council Resources such as maps from Parish Online and old copies of "The Scene" can be provided to the group to build up information to be used.
- A "definitive map" can be obtained from Warwickshire online.
- Rambling and dog walking groups may be able to provide support.

Councillors **RESOLVED** to support this initiative, with any cost items to be brought back for further discussion. Proposed Cllr Lamont, seconded Cllr Horsman – all in favour.

Two members of the public left the meeting at 8:30pm.

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10. Traffic Survey Data
25/262

Councillors discussed the data recently received including mean average speeds and how the data could be used in its raw state.

It was **RESOLVED** to ask Cllr Tressler and Cllr Dugmore to interpret the data further and bring back to the March parish council meeting. Proposed Cllr Dugmore, seconded Cllr Horsman – all in favour

11. Public Engagement
25/263

Councillors discussed prior “Councillors Corner” sessions where members of the parish could meet with Councillors to discuss any concerns.

Possible sessions once per quarter (e.g. March, June, September), on Saturday mornings to be considered. Dates to be agreed at the next meeting.

12. Tree & Path Verge Maintenance
25/264

a. Lower path – Mount Pleasant.

Quotations had been circulated to Councillors in advance and this item was discussed under Item 18.

13. Play Area Inspector
25/265

The current Play Area Inspector has resigned, effective 02/02/25.

It was **RESOLVED** to advertise and recruit for this position asap. The clerk to organise. Proposed Cllr Kettle, seconded Cllr Horsman – all in favour

14. Finance:
25/266

i. To receive monthly financial reports for December 2025,
Cllr Kettle noted that these had been received.

ii. To receive bank reconciliation reports for December 2025,
Cllr Kettle noted that these had been received and that both accounts had reconciled.

iii. To approve accounts for payment 5th January 2026,

It was **RESOLVED** to approve the accounts payable for 1st January 202. Proposed Cllr N. Thomas, seconded Cllr Lamont, all in favour.

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

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

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

**15. Budget:
25/267**

The proposed council's budget had been circulated for review in advance of the meeting. Upcoming spend items that had been considered were discussed. Given the overall spend and reserves position it was **RESOLVED** that the Precept level remain unchanged from the prior year, to benefit parishioners. Proposed Cllr Kettle, seconded Cllr Horsman, all in favour. The clerk to complete the Precept Return to SDC.

**16. Portfolio Holders Update:
25/268**

- Cllr Horsman advised that there were no further Police updates, except for the news of the two community support officers. Solar panels are going ahead at the school and there is another meeting with the school next month.
- Cllr Tressler reported that the Memorial Hall committee is maturing and a secretary has been employed which is a positive step.
- Cllr Lamont advised that documents have been drafted with regards to the proposed operation of an allotment committee. The drafted documents and progress update to be presented at the February 2026 parish council meeting.
- Cllr N. Thomas reported that he would be attending a meeting at the Community Centre on Wednesday 7th January 26 and that more committee members would also be in attendance. Orbit have made some repairs and there are more planned.
- The grant application process was discussed, and all/any applications need to be submitted as part of the standard process for consideration. The grant application form can be found on the Parish Council website.

**17. Reports and Questions:
25/269**

None.

18. Exclusion of Public & Press:

25/270 - 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 Kettle, seconded Cllr Dugmore, all in favour.

1. To discuss the responses to the Grounds Maintenance Tender issued through the Government site "Contracts Finder" and agree contract award.

As agreed at the meeting of 3rd November 2025 - Item 14, Cllr N. Thomas and Cllr Kettle reviewed submissions with the clerk, and analysis from all 7 tender responses was

Signature.....

circulated prior to the meeting and subsequently discussed. The analysis was based upon the qualitative and quantitative evaluation model previously agreed. It was **RESOLVED** to accept the tender submission from Thoms Fox Landscaping & Maintenance for the Provision of Grounds Maintenance Services from 1 March 2026 to 28 February 2029, subject to contract. Proposed Cllr Kettle, seconded Cllr Dugmore, all in favour.

2. To discuss and agree quotes received for the removal of asbestos in the Pavilion.

It was **RESOLVED** to accept the quote (Option 1) to remove the asbestos in the pavilion from SRS (Specialist Remediation Solutions Ltd), Desborough. The work takes approximately 3 days. The clerk to liaise on suitable dates. Proposed Cllr Kettle, seconded Cllr N. Thomas, all in favour.

3. Administration – Phones - To discuss & agree phone upgrade requirements and quotes.

It was **RESOLVED** to allow the clerk to look at and agree the best option available, within the budget of the quotations previously provided in advance of the meeting. Proposed Cllr Kettle, seconded Cllr Lamont, all in favour.

4. Item 12 - Lower path – Mount Pleasant. Quotations had been circulated to Councillors in advance and it was **RESOLVED** to accept the quotation from Arbescape Professional Tree Surgeons to remove the dead ivy-covered elder tree. Proposed Cllr Kettle, seconded Cllr Lamont, all in favour.

19. Date of Next Meeting:
25/271

The next ordinary meeting of the parish council will take place on Monday 2nd February 2026 at 7.30pm at the Community Centre.

20. Close of Meeting.
25/272

The meeting closed at 9.52pm.

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

Appendix A

Signature.....

Bishop's Itchington Parish Council				
Accounts Payable 5 January 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 01/12/25)	s/order	£ 495.00	£ -	£ 495.00
Three Business (Bill date 23/11/25)	d/debit	£ 9.77	£ 1.95	£ 11.72
EON - Pavilion Electric - 4th November - 30th November 2025	d/debit	£ 126.76	£ 6.34	£ 133.10
Onecom - Cloud connectivity services	d/debit	£ 107.31	£ 21.46	£ 128.77
Unity Bank (Service Charge 31/11/25)	d/debit	£ 9.45	£ -	£ 9.45
	Sub-total	£ 748.29	£ 29.75	£ 778.04
<i>Accounts for payment on 5 January 2025</i>				
JG - Clerking - Additional Hours	251221	£ 103.30	£ -	£ 103.30
Arbscape Tree Surgeons - Cherry Tree Lakin Drive	251212	£ 220.00	£ 44.00	£ 264.00
SDC - Bin purchase Scrowcroft Drive	251204	£ 400.00	£ 80.00	£ 480.00
Salary - Cemetery	251208	£ 176.54	£ -	£ 176.54
Salary - Playground	251209	£ 87.58	£ -	£ 87.58
Salary - Clerking	251210	£ 1,441.05	£ -	£ 1,441.05
PWC - Window Cleaning	251214	£ 45.00	£ -	£ 45.00
Norfolk Parish Training & Support - Mapping Software Training	251202	£ 30.00	£ 6.00	£ 36.00
Thomas Fox Landscaping - Inv 28/11/25	251203	£ 1,930.16	£ 386.03	£ 2,316.19
Thomas Fox Landscaping - Inv 23/12/25	251218	£ 710.94	£ 142.19	£ 853.13
Expenses - Stationary/hours - VP	251211	£ 36.96	£ -	£ 36.96
Light Media - Hosting of website (04/12/25 - 03/03/26)	251213	£ 90.00	£ 18.00	£ 108.00
Viking - Stationary	251215	£ 12.33	£ 2.47	£ 14.80
Biffa Waste Ltd - Wheelie bin delivery	251217	£ 29.92	£ 5.98	£ 35.90
Expenses - A4 paper	251220	£ 20.98	£ -	£ 20.98
Expenses - Replacement items for Chapel	251216	£ 96.72	£ -	£ 96.72
	Sub-total	£ 5,431.48	£ 684.67	£ 6,116.15
	TOTAL	£ 6,179.77	£ 714.42	£ 6,894.19
Invoices checked & agreed.				
Signed:	J Green RFO	Councillor	Councillor	

Appendix B

Signature.....

Financial Budget Comparison

Comparison between 01/04/25 and 31/12/25 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	£1,975.13	-£524.87
40 Sec 136 & Other Reimbursements	£1,000.00	£0.00	£0.00	-£1,000.00
50 Playing Field	£600.00	£0.00	£371.93	-£228.07
60 Interest - Current	£1,250.00	£0.00	£1,024.24	-£225.76
61 Interest - Pavilion Fund	£0.00	£0.00	£2,809.21	£2,809.21
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	£130,516.39	£12,666.39
Total Income	£117,850.00	£0.00	£130,516.39	£12,666.39
EXPENDITURE				
Bishops Itchington Parish Council				
200 Salaries & Expenses	£39,237.00	£0.00	£26,226.14	£13,010.86
210 Councillor Allowances	£500.00	£0.00	£0.00	£500.00
220 Administration	£11,721.00	£0.00	£7,762.98	£3,958.02
230 Grounds Maintenance	£30,875.00	£136.42	£25,333.34	£5,678.08
240 Cemetery & Churchyard	£7,379.00	£0.00	£3,745.55	£3,633.45
250 Playing Field	£16,241.00	£0.00	£12,280.62	£3,960.38
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	£4,460.00	£1,510.00
320 Pavilion Project	£0.00	£0.00	£0.00	£0.00
Total Bishops Itchington Parish Council	£121,923.00	£136.42	£81,098.70	£40,960.72
Total Expenditure	£121,923.00	£136.42	£81,098.70	£40,960.72
Total Income	£117,850.00	£0.00	£130,516.39	£12,666.39
Total Expenditure	£121,923.00	£136.42	£81,098.70	£40,960.72
Total Net Balance	-£4,073.00		£49,417.69	

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